

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3525**

10 APRIL 2019

Personnel



**USAFA INSTITUTIONAL
SCHEDULING AND EVENTS
PROGRAM MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *The United States Air Force Academy*. This instruction provides procedures to deconflict the scheduling of resources and activities at the United States Air Force Academy (USAFA), including procedures to request, approve, coordinate, and deconflict events. This instruction applies to all military, tenant, and private organizations at USAFA. This instruction does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the Headquarters, USAFA Operations and Analysis (HQ USAFA/A3/9). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been revised to establish a new OPR, to streamline event approval procedures, to establish USAFA/A3O, Current Operations, as the USAFA OPR for Institutional Scheduling, to outline use of technological aids to aid in USAFA resource deconfliction, and to outline the role of the Institutional Scheduling Committee.

1. PURPOSE. This instruction outlines USAFA/A3O's role as the USAFA Institutional Scheduling OPR, defines USAFA organization roles in the Institutional Scheduling and resource deconfliction processes, defines the different types of activities taking place on USAFA, outlines the process for submitting events for approval, and outlines coordination for logistic support of events.

2. SUMMARY. A wide range of activities occur daily at USAFA. The competition for limited resources (cadet time, space, support, etc.) necessitates frequent and methodical communication between USAFA organizations. Headquarters, USAFA Current Operations (HQ USAFA/A3O) will define roles and responsibilities for USAFA organizational scheduling offices in deconflicting resources. Additionally, USAFA and off-base organizations frequently request to hold a wide variety of events at USAFA including: concerts, sporting competitions, civic events, fund-raising events, educational programs, special observances, lectures, memorial services, non-profit activities, conferences, and meetings. Many of these requests are for recurring events, hosted by USAFA organizations, and primarily intended for USAFA personnel or cadets. Others may be requested by external organizations for non-DOD personnel.

3. DEFINITIONS.

3.1. Activity. Any scheduled event, gathering, lecture, social event, sporting event, meeting, etc. that requires use of resources (whether those resources belong to the organization or not).

3.2. Event. An activity that either: 1) requires resource support from USAFA organizations other than the requester; 2) supports an individual or organization external to USAFA (including but not limited to: special interest groups, any off-base organization, non-DoD personnel, Distinguished Visitors (DVs)); or 3) that requires significant or unusual support from the Headquarters 10th Air Base Wing (HQ 10 ABW) or other USAFA organizations. All events must comply with current security postures at USAFA, to include entry-access list (EAL) requirements. **Event requesters will be notified that real-world security issues have the potential to require curtailment or cancellation of an event with short notice.**

3.2.1. External Events. Events requested by an outside agency requiring use of USAFA facilities, grounds, personnel, or other resources. An event is still considered External if the outside agency coordinated the request with a USAFA organization or individual. An event is not considered External if the outside agency was invited to USAFA in support of an Internal Event (as defined in [para 3.2.2](#)). External Events have the lowest logistical support priority. External Events will follow the Event Workflow as outlined in [para 6.1](#). Air Force Academy Athletic Corporation (AFAAC)-hosted events with more than 1000 total attendees, or more than 300 DoD cardholders outside an Entry Control Point (ECP) are considered External Events and require Operations and Analysis (USAFA/A3/9) approval per [para 6.1](#). AFAAC events with fewer than 1000 total attendees and fewer than 300 DoD cardholders outside an ECP do not require

USAFA/A/3/9 approval. Note, per DoD JER requirements, all External Events must receive a legal review by USAFA/JA.

3.2.2. Internal Events.

3.2.2.1. Mission Element Events. Internal Events organized and hosted by USAFA organizations for USAFA personnel or cadets as part of their mission or responsibility (as defined by USAFA Mission Directives) that either require resource support outside their organization, or involve outside agencies. Internal Events are not associated with specific USAFA Plans or Instructions. Mission Element Events will follow the Event Workflow (see [para 6.2.1](#)). Resource support from other USAFA organizations is not guaranteed, but is prioritized above External Event support.

3.2.2.2. Institutional Events. Recurring Internal Events that maintain USAFA Plans with USAFA Plans and Programs (USAFA/A5/8), or are associated with a USAFA Instruction. Examples include, but are not limited to: USAFA/Prep School Graduations; Parents Weekend; Intercollegiate Sporting Events; Board of Visitor (BOV) meetings; Conference of Service Academy Superintendents (COSAS); CORONA; Reunions and Homecoming; In-Processing of USAFA Appointees; Cadet Wing Parades; and the National Character Leadership Symposium (NCLS). Institutional Events follow the Event Workflow as defined in [para 6.2.1.2](#). Institutional Events retain the highest resourcing priority, and all USAFA organizations are expected to allocate resources in support of Institutional Events as defined in that event's USAFA Plan, Instruction, or Planning Order (PLANORD), except when support is prohibited by regulation.

3.2.3. Resources. For the purpose of this Instruction, resources are assets—owned and/or managed by a Mission Element—that contribute to accomplishing either the ME's mission, or the USAFA mission. Resources can be tangible or intangible, to include: facilities, mission support personnel, equipment, Cadet time, etc.

3.2.4. Venue Events. Activities and Events that are within the normal function of a particular on-base venue, including: Arnold Hall Theater/Ballroom events; Association of Graduates (AOG) Doolittle Hall (meetings, conferences or banquets); Cadet Chapel Weddings and Funerals; Falcon Club events; Golf Course and Clubhouse events, Health and Wellness Center (HAWC) or Fitness Center events; Press Box events, Fairchild Hall Falcon Center, and McDermott Library events. Each venue has its own requirements and process for hosting or supporting activities. Logistic support priority for Venue Events is equivalent to that of External Events. Note that regulation may prohibit certain types of USAFA logistic support for Venue Events (ex. official government transportation cannot be used for AOG events, weddings, etc.)

3.2.4.1. Approval. Venue Events do not require USAFA/A3/9 approval, and will operate on their internal approval and planning processes. USAFA/A3/9 approval is required if the event requires support from other USAFA agencies to include security support (such as extended cordon hours or that will affect traffic), tours of the cadet area, activities outside the primary venue, events with more than 500 attendees, or events likely to generate senior-leader interest. Venue coordinators will submit an Event Request (per [para 6.1](#)) if approval is required. Venue Events requiring

USAFA/A3/9 support become Internal Events and receive the associate logistical support priority (see [para 3.2.2.1](#)).

3.2.5. Air Force Academy Athletic Corporation (AFAAC) Events. AFAAC Events are governed by USAFA/AFAAC and USAFA/DoD Licensing agreements.

4. USAFA SCHEDULING DISPLAYS.

4.1. USAFA Mission Element (ME) Calendar. This is the tactical-level display of a USAFA Mission Element's activities. The current software platform for ME Calendars is SharePoint. The long-term software platform will be Salesforce. USAFA/A3O is the Officer of Primary Responsibility (OPR) for ensuring ME Calendars are functional. MEs use their ME Calendar to list ME-level activities which feed into an operational view (see [para 4.2](#)). The only exception to this is the Dean of Faculty (DF) which will not put class schedules on their ME Calendar, beyond listing the current academic day name (for example: "M12"). MEs will designate an ME Calendar Manager and keep that name current with USAFA/A3O.

4.2. USAFA Virtual Integrated Master Schedule (UVIMS). This is USAFA's operational-level display of activities for institutional resource deconfliction. UVIMS currently uses SharePoint software. MEs do not enter data on UVIMS; it is a passive merged display of all ME Calendars. UVIMS provides the most comprehensive view of all activities occurring at USAFA.

4.3. Superintendent's Strategic Calendar. This is the strategic-level display of USAFA activities. This is a passive display that takes inputs directly from ME Calendars.

4.3.1. Activities that qualify for the Strategic Calendar must meet the following criteria:

4.3.1.1. Institutional, Internal, and External Events as defined by this instruction.

4.3.1.2. Non-battle rhythm activities involving key leader or senior leader engagement.

4.3.1.3. Activities involving distinguished visitors.

4.3.1.4. Cadet Club participation in national-level, international-level, or inter-service academy competition.

4.3.1.5. Home athletic and club events involving off-base competitors.

4.3.2. Activities listed on the Superintendent's Strategic Calendar must include: Event Name, Date, specific Times, Location, Point of Contact, specific details to include: the purpose or history of the activity, Distinguished Visitors, award recipients (if any), other details to provide a full overview of the activity.

4.3.3. USAFA/A3O will curate the Superintendent's Strategic Calendar weekly and add or remove activities as necessary.

5. INSTITUTIONAL SCHEDULING AND RESOURCE DECONFLICTION.

5.1. Roles and Responsibilities.

5.1.1. USAFA/A3/9. USAFA/A3/9, per HQ USAFA Mission Directive 6, *Headquarters Staff*, provides MAJCOM-level "approval, oversight, apportionment decisions, and tasking authority for events and operations, assigns ME supported and supporting roles,

(and) apportions and assigns ME contributions, for institutional, cross-ME events and operations (and) adjudicates, deconflicts, and approves other proposed events and operations”.

5.1.2. USAFA/A3O. OPR for Institutional Scheduling and resource deconfliction to include: chairing the Institutional Scheduling Committee, managing USAFA scheduling displays, define and manage the USAFA event approval and logistic coordination process.

5.1.3. USAFA Mission Elements. Provide a consistent representative for the Institutional Scheduling Committee, maintain ME Calendars, assign and notify USAFA/A3O of ME Calendar representative, provide coordination for event logistical support as part of the event approval process.

5.2. Institutional Scheduling Committee (ISC).

5.2.1. Mission. Execute a unified institutional scheduling process to provide an accurate USAFA operational picture, pro-actively deconflict resources, and reduce the number of inter-ME scheduling meetings and products.

5.2.2. Members and Responsibilities.

5.2.2.1. USAFA/A3O. The ISC is chaired by USAFA/A3O. USAFA/A3O manages UVIMS, schedules monthly ISC meetings, and maintains a list of all ISC primary and alternate members.

5.2.2.2. ISC Members. MEs will designate a primary and an alternate ISC representative as sitting members of the ISC. ME representatives will be closely associated with, or have knowledge of their ME’s activities, scheduling processes, and ME resource points of contact.

5.3. Concept of Operations. The ISC is a process—an institutional resource deconfliction and scheduling battle rhythm. ME schedulers use UVIMS to assist in their existing inter/intra-ME scheduling processes. ISC members meet monthly to identify and resolve outstanding resource conflicts and to ensure an accurate operational-level picture is displayed on UVIMS.

5.3.1. ISC Meetings. ISC meets monthly, or as scheduled by USAFA/A3O. ISC meetings are scheduled for 50 minutes. The USAFA/A3O Chair will adjourn the meeting and note attendance. The Chair then displays the month on UVIMS, and calls each ME to provide conflicts, resource constraints, or any activities not displayed on UVIMS that are pertinent to other MEs. MEs will have short periods to address and resolve conflicts with each other. Conflicts not resolved during the meeting will be noted for post-meeting resolution. After completing the month, the process will repeat until the upcoming 4 months have been reviewed.

5.3.1.1. Meeting preparation. Prior to the meeting, ISC members are expected to have reviewed UVIMS and to have identified conflicts, resource constraints, and to enter pertinent ME activities on UVIMS.

5.3.1.2. Outcomes. Within one week following an ISC meeting, USAFA/A3O will issue an after action report including scheduling conflicts identified, proposed conflict

resolutions, outstanding resourcing constraints, and a summary of discussions. Unresolved resource or scheduling conflicts will be identified to USAFA A3/9.

6. EVENT PROCESS. The USAFA Events process provides policy and workflow to review, approve, and coordinate logistical support for events. Planning and logistic coordination is the responsibility of the event host or requester. The decision to support an event, and the method and scope of support provided remains with the resource stakeholder. Priority for event logistical support is listed in section 3.2. of this Instruction. This section discusses responsibilities for gaining approval and coordinating logistical support for events held at USAFA; it is not intended to replace an organization's internal vetting or logistics coordination.

6.1. Roles and Responsibilities.

6.1.1. USAFA/A3/9. USAFA/A3/9 maintains command and control of the USAFA Event Program. Per HQ USAFA Mission Directive 6, *Headquarters Staff*, USAFA/A3/9 provides MAJCOM-level "approval, oversight, apportionment decisions, and tasking authority for events and operations, assigns ME supported and supporting roles, (and) apportions and assigns ME contributions, for institutional, cross-ME events and operations (and) adjudicates, deconflicts, and approves other proposed events and operations. USAFA/A3/9 approves and publishes Planning Orders (PLANORDs) and Execution Orders (EXORDs) for Institutional Events.

6.1.2. USAFA/A3O. USAFA/A3O is the initial point of entry for event requests. A USAFA/A3O representative is assigned to assist External Event requesters or ME points of contact with the event logistics process and to mediate logistics support when necessary.

6.1.3. Logistics Resource Stakeholders. Assess event resourcing support requests, communicate inability to support with USAFA/A3O for USAFA/A3/9 determination in accordance with USAFAMD-6, and coordinate event logistic resourcing with event requesters or points of contact.

6.2. Workflow.

6.2.1. Internal/External Events, and Venue Events requiring approval (per [para 3.2.2.1](#)). AFAAC events with fewer than 1000 total attendees, or fewer than 300 DoD do not require an event request or USAFA/A3/9 Approval. USAFA Institutional Events, as defined in section 3.2., do not require an event request submission (see [para 6.1.3](#)).

6.2.1.1. Step 1 – Event Request Submission.

6.2.1.1.1. Event requests are submitted to USAFA/A3O via the USAFA Online Event Request (linked on the USAFA/A3O SharePoint page and www.USAF.edu/Events).

6.2.1.1.2. Event requests are due to USAFA/A3O 90 days prior to event execution. Depending on scope and complexity, event requests received within 90 days of event execution may be denied.

6.2.1.2. Step 2 – Event Review.

6.2.1.2.1. USAFA/A3O will review all Internal and External Event requests for adherence to DoD 5500.07-R, *Joint Ethics Regulation (JER)*, USAFA/CC's

guidance of facility use, and for USAFA/A3/9's guidance for Event support. USAFA/A3O will use UVIMS to identify potential scheduling resource conflicts.

6.2.1.2.2. When reviewing events, the following will be considered:

6.2.1.2.2.1. The support requested does not interfere with the performance of official duties and would in no way detract from readiness.

6.2.1.2.2.2. DoD community relations with the immediate community and/or other legitimate DoD public affairs or military training interests are served by the support.

6.2.1.2.2.3. It is appropriate to associate the DoD, including the United States Air Force Academy, with the event.

6.2.1.2.2.4. The event is of interest and benefit to the local civilian community, USAFA or any other part of DoD.

6.2.1.2.2.5. USAFA is able and willing to provide the same support to comparable events that are sponsored by other similar non-federal entities. For clarification, each ME or squadron should consider this requirement.

6.2.1.2.2.6. The use of support for the event is not restricted by other statutes (see 10 U.S.C. 2012) which limit support that is not based on customary community relations or public affairs activities or regulations.

6.2.1.2.2.7. No admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the event, or the portion of the event supported by DoD, or DoD support to the event is incidental to the entire event in accordance with public affairs guidance. AFAAC is exempted from this requirement per 10 USC 9462.

6.2.1.2.2.8. If an event is identified as a conference, or requires determination as to its status as a conference, USAFA/A3O will forward the event request to USAFA Staff Judge Advocate (USAFA/JA) for review and conference approval routing if necessary. USAFA/JA will submit or will work with event requesters/hosts to submit conference approvals in accordance with USAF and DoD Conference Guidance documents.

6.2.1.2.2.9. If an event is identified as a fundraiser, USAFA/A3O will forward the event request to 10th Force Support Resource Management Flight (10 FSS/FSR) for review and compliance with USAFAI 51-902, *Fundraising and On-Base Solicitation*. USAFA/A3/9 may approve the use of USAFA facilities and equipment (and the services of USAFA employees necessary to make proper use of equipment) in support of a charitable fundraising event sponsored by a non-Federal entity if the sponsoring non-Federal entity is not affiliated with the Combined Federal Campaign (CFC) (including local CFC) or, if affiliated with the CFC, the Director, OPM, or designee, has no objection to USAFA support of the event. USAFA/A3/9 approval does not imply or guarantee support from resource stakeholders. Per 10 USC 9462, all AFAAC activities in their 501c(3) capacity are fundraisers, and do not require review by 10 FSS/FSR. For AFAAC events, 10ABW/CC or USAFA

Superintendent/Vice Superintendent (USAFA/CC/CV) are the only authorized real property approval authorities.

6.2.1.2.2.10. For events requesting security support (such as extended cordon hours), USAFA/A3O will contact 10th Security Forces Squadron (10 SFS) to determine if support is feasible, and will coordinate necessary event changes with the event requester/host to meet 10 SFS requirements. To the maximum extent possible, events requiring base access for non-DoD cardholders will occur during cordon hours (to include arrival and departure).

6.2.1.2.2.11. USAFA/A3O will forward events requiring safety review (such as races) to USAFA Safety (USAFA/SE) for review.

6.2.1.2.2.12. USAFA/A3O will forward events planning the use of pyrotechnics, fireworks, or the use of open fires to the USAFA Fire Department and USAFA Safety(USAFA/SE) for review.

6.2.1.2.2.13. USAFA/A3O will forward events planned outside a developed area and/or involving ground-disturbing activities, including heavy trail use, camping, or parking in areas not normally used for parking, to USAFA/A7 to determine if an AF 813, *Request for Environment Impact Analysis*, is required.

6.2.1.2.2.14. USAFA/A3O will contact the facility manager or scheduling representative at the requested event location to determine if a USAFA Form 117, *Request for Short-Term Facility Use*, is required. For AFAAC events, 10ABW/CC or USAFA/CC/CV are the only authorized real property approval authorities.

6.2.1.2.2.15. USAFA/A3O will forward events that require access to cadets as a necessary component to event execution to USAFA Cadet Wing (USAFA/CW) for review prior to Step 4.

6.2.1.2.2.16. USAFA/A3O will forward events involving foreign nationals (other than foreign national members of the U.S. State Department) to *Headquarters, USAFA Information Protection* (USAFA/IP) for review.

6.2.1.2.2.17. Per DoD JER, USAFA/A3O will forward all External Event requests (as defined in [para 3.2.1](#)) to USAFA/JA for legal review.

6.2.1.3. Step 3 – Logistics Identification. If the requested event passes review, the event status becomes “Cleared Logistics Planning.”

6.2.1.3.1. USAFA/A3O will produce an Event Logistic Checklist (ELC) for the event requester/host. The ELC identifies USAFA resource stakeholders that would be involved in the requester/host’s event, based on the Online Event Request. The ELC provides the event requester a list of resource stakeholder Points of Contact (POCs) and other actions required to fulfill logistics planning. The ELC must be completed no later than 21 days prior to event execution.

6.2.1.3.2. USAFA/A3O will notify the event requester/host of their Cleared for Logistics Planning status. The notification will include: the ELC (or link to online ELC), any necessary forms, or links to forms (such as Facility Use License, Environmental Impact Analysis, or Entry Access List requests), the Online Event

Request, and the name of their USAFA/A3O event planning representative. This notification will also alert resource stakeholders identified on the ELC, and the USAFA/A3O POC for that event.

6.2.1.3.3. Due to the frequency of their events, persistent presence at USAFA, and experience in USAFA event logistic coordination, AFAAC events do not require an ELC. AFAAC will still submit events for approval (per [para 6.2.1](#)). But once Cleared for Logistics Planning, AFAAC will coordinate and track their own logistics planning. If a Real Property instrument is required, AFAAC will notify USAFA/A3O once USAFA/A4 has issued it.

6.2.1.4. Step 4 – Add Event to ME Calendar.

6.2.1.4.1. If no USAFA host or representative exists, USAFA/A3O will add External Events to the Headquarters USAFA Calendar.

6.2.1.4.2. For Internal ME Events, or if a USAFA ME is hosting an External Event, that ME will enter the event on their ME Calendar. If an event meets criteria to be included on the Superintendent’s Strategic Calendar (see [para 4.3](#)), the ME will select the “Include on Strategic Calendar” checkbox and ensure all mandatory information is completed.

6.2.1.5. Step 5 – Logistics Planning.

6.2.1.5.1. After receiving the ELC, event requesters/hosts will coordinate directly with resource stakeholders to appropriately resource their event and to complete all required steps in the ELC. This includes scheduling their desired venue if not previously accomplished.

6.2.1.5.2. Resource stakeholders determine if and how to resource the event. If unable to resource the event, resource stakeholders will notify USAFA/A3O and the event requester/host. The only events resource stakeholders are obligated to support are Institutional Events or those events for which USAFA/CC mandates support.

6.2.1.5.3. If an outside organization without a DoD cardholding representative or sponsor requires an Entry Access List (EAL), USAFA/A3O, or a designated on-base military POC representing the requester, will submit the EAL to 10 SFS no later than 6 business days prior to event execution.

6.2.1.5.4. The completed ELC is due back to USAFA/A3O no later than 21 days prior to event execution. The only exception is that, due to 10 SFS EAL submission timelines, EALs may not be submitted and reviewed when the ELC is due to USAFA/A3O. USAFA/A3O will maintain contact with the event requester/host and 10 SFS to ensure EALs are processed and complete prior to event approval.

6.2.1.6. Step 6 – Event Approval.

6.2.1.6.1. Upon receipt of the completed ELC, USAFA/A3O will submit for USAFA/3/9 approval for event execution. If approved for execution, no later than 7 days after receiving the completed ELC, USAFA/A3O will notify the event requester/host, and all involved resource stakeholders that execution approval is

granted.

6.2.1.6.2. If an event has not completed all logistics coordination (with the exception of EALs) 14 days prior to event execution, USAFA/A3O will consult with USAFA/A3/9 and resource stakeholders on the potential to disapprove event execution. At this point, if USAFA/A3/9 disapproves event execution due to failure to complete logistic planning, the event requester/host must resubmit their event request to re-start the event workflow process.

6.2.2. Institutional Events.

6.2.2.1. Institutional Events are governed by plans maintained with HQ/USAFA/A5/8 and/or are directed by USAFA Instruction.

6.2.2.2. No later than 6 months prior to an Institutional Event, the lead ME will identify a point of contact (POC) for USAFA/A3O coordination.

6.2.2.2.1. USAFA/A3O will provide the ME POC with a draft PLANORD. The POC will update the PLANORD and return it to USAFA/A3O for review no later than 4 months prior to the event.

6.2.2.2.2. USAFA/A3/9 will review the PLANORD and, if approved, will post it for Institutional awareness via the Task Management Tool (TMT).

6.2.2.2.3. The Institutional event POC and ME are responsible for coordinating all logistic support IAW the PLANORD.

6.2.2.2.4. Once all logistic support is secured, the event POC will notify USAFA/A3O who will submit an OPORD for USAFA/A3/9 approval and dissemination via TMT. OPORDs will be issued no later than 21 days prior to execution of an Institutional Event.

6.2.2.2.5. EVENTS SCHEDULING BLACKOUT. USAFA/A3/9 will, by default, not approve event requests that conflict with Institutional Events or certain military and academic activities due to the logistic support requirements. The duration of blackouts varies based on the event and will be published by USAFA/A3O and displayed on UVIMS and the Superintendent's Strategic Calendar. Events that trigger scheduling blackouts include, but are not limited to:

6.2.2.2.5.1. Preparatory School Graduation (mid-May)

6.2.2.2.5.2. Cadet Graduation (typically week which includes Memorial Day weekend)

6.2.2.2.5.3. Cadet In-processing (end of June or beginning of July)

6.2.2.2.5.4. Parents Weekend (Labor Day weekend)

6.2.2.2.5.5. CORONA Conference (during home Service Academy football game, early Oct/Nov)

6.2.2.2.5.6. Board of Visitors meetings (usually twice annually)

6.2.2.2.5.7. The day of home football games

6.2.2.2.5.8. Major inspections for USAFA, such as Unit Effectiveness

Inspections and Management Inspections

6.2.2.2.5.9. Jacks Valley during Basic Cadet Training (Mid May to early August)

6.2.2.2.5.10. DV visits during the week prior to/during Cadet Graduation and CORONA Conference

6.2.2.2.5.11. National Character and Leadership Symposium (NCLS)

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 USC 9462, *Support of Athletic Programs*

AFPD 36-35, *United States Air Force Academy*, 14 March 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

USAFAI 51-902, *Fundraising and On-Base Solicitation*, 10 December 2009

AFI 33-360, *Publications and Forms Management*, 1 December 2015

USAFAMD6, *Headquarters Staff*, 6 July 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

USAFA Form 117, *Request for Short-Term Facility Use*

AF Form 813, *Request for Environmental Impact Analysis*

Abbreviations and Acronyms

ABW—Air Base Wing

AFAAC—Air Force Academy Athletics Corporation

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AOG—USAFA Association of Graduates

CORONA—CSAF Commanders' Conference

EAL—Entry Access List

ELC—Event Logistics Checklist

ISC—Institutional Scheduling Committee

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

UVIMS—USAFA Virtual Integrated Master Schedule