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Operations

**APPROVAL FOR USE OF BASE FACILITIES/
EVENT PLANNING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFDPO 10-4, *Operations Planning*. The 439 AW/XP is the initial point of contact for all non-wing organizations (military or civilian) requesting use of Westover Air Reserve Base (ARB) facilities or logistical support for a short-term event. It applies to all base organizations involved in event support.

1. Requirements and Responsibilities.

1.1. XP will:

1.1.1. Perform initial screening on all event requests.

1.1.2. Channel all support requests to pertinent functional areas for approval and detailed arrangement of services, when required. Staff Judge Advocate (SJA), Security, Fire Protection, Environmental, and Public Affairs (PA) will be consulted on all event requests.

1.1.3. Notify the requesting agency of approval or disapproval.

1.1.4. Maintain an event schedule to avoid conflict of events.

1.1.5. Identify the functional area most involved with the event to provide an event manager to oversee support and operation of the event.

1.2. Functional areas will:

1.2.1. Designate an event manager when one is requested by XP.

1.2.2. Coordinate events pertaining to their areas with the requesting agency.

1.2.3. Develop a guideline package for their areas specifying the following:

1.2.3.1. Identify what requesting agencies must do to arrange for services (i.e., porta-potties, trash disposal, notifying security, etc.)

1.2.3.2. Identify rules for the requesting agencies to operate in their area (i.e., where not to go,

what not to do, etc.).

1.2.3.3. Provide maps of the area and telephone numbers of contacts.

1.2.3.4. Provide any agreements for reimbursable expenses.

1.2.4. Staff Judge Advocate (SJA) office will compile functional area guidelines into a standardized base use guideline package.

1.2.5. If authorized and agreed upon, responsible functional areas may provide personnel to assist with event setup and operation.

1.2.6. Inspect their areas after the event to ensure proper clean up.

1.3. Event manager will:

1.3.1. Act as point of contact for the requesting agency after the event is approved.

1.3.2. Provide applicable guidelines package to requesting agency.

1.3.3. Ensure the group signs applicable legal waivers and any agreements with the functional areas.

1.3.4. Ensure the requesting agency contacts and establishes agreements for support required with all the functional areas concerned before the event is allowed to take place.

1.3.5. Conduct a planning meeting, if required.

1.3.6. Ensure the requesting agency is met at the gate and escorted to the event area.

1.3.7. Attend the event and monitor its progress, if required.

1.3.8. Conduct a post-event review meeting, if required.

2. Event Approval and Operations Procedures.

2.1. Event Approval. Events are considered for approval on a case by case basis. The installation commander has the final authority on approval of base events.

2.2. Approval Process. XP will apply a standardized process to screen all events, contact all applicable functional areas to obtain approval, and, if the event is approved, assign a functional area to provide an event manager. If the event is not approved, XP will notify the agency concerned.

2.3. Operations Process. After event approval the event manager will direct the operation of the event by accomplishing the responsibilities listed in paragraph [1.3.](#)

Table 1. - Areas of Responsibility

| Service Provided/Area Used | Responsible Functional Areas |
|--|------------------------------|
| Pad 19, Taxiway Delta, Drop Zone | Base Operations, OSS/CC |
| Barracks Use | Lodging |
| Survival Area | OSS/Life Support |
| Dog Patch, Obstacle Course - Maintenance | Civil Engineering Squadron |
| Approval of Outside Concessions and Vendors/Dining Contract | Services (COM) |
| Wade Lake Recreation Area, Gym, Athletic Fields, Recreation Events | Services (Recreational) |
| Civilian Law Enforcement Training, Firing Range, Land Nav Course, Obstacle Course - Scheduling | Security |
| Use of Base Hangar | OG/OSS |
| Military Unit En-Route Support | XP |

3. 439 AW Recovery of Event Costs.

3.1. It is the responsibility of each functional area to develop a measurable method of recovering unit costs attributed to the requesting agency event.

3.2. Any agreement for cost reimbursement must be approved by SJA, Financial Management, and Contracting.

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