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Personnel

USAFA EVENT APPROVAL



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This instruction implements Air Force Policy Directive (AFPD) 36-35, *The United States Air Force Academy*, 1 February 2007. This instruction provides procedures to request, approve, coordinate and deconflict atypical event requests at the US Air Force Academy (USAFA) and give decision makers a means to be aware of atypical events at USAFA. This instruction applies to all military and private organizations at USAFA. Refer recommended changes and questions about this publication to the Plans & Programs Division (HQ USAFA/XPP) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm.

1. SITUATION. The USAF Academy has many excellent facilities and grounds to conduct quality-of-life and education-enhancing events, which results in numerous requests from many outside organizations and alumni. The Air Force Academy receives and approves over 150 atypical requests annually to hold and support outside agency events throughout each year. This instruction defines the parameters and the process for gaining approval to hold events on USAFA grounds.

1.1. **Friendly Forces.** The USAFA Association of Graduates (AOG) has agreed to support taskings in this instruction in an advisory capacity.

2. MISSION. Provide a means for decision makers to be aware of atypical events at USAFA, and define the process and procedures to request, approve, coordinate and deconflict such events.

3. EXECUTION.

3.1. **Concept of Operations.** This instruction primarily covers the approval process for atypical events (see definition, [Attachment 1](#)). It is not intended to cover the details of financial matters. Furthermore, it is not intended to prescribe how ALL events at the Academy are scheduled, approved or

placed on calendars. Each mission element is responsible for its own calendar and determining which events should go on the Master Calendar IAW *USAFA Information Management Action Guide*. In the absence of a universal event calendar at USAFA, it is incumbent on Action Officers to contact mission elements, base agencies, and venues if they wish to know what events are taking place beyond what is placed on the Master Calendar.

3.1.1. Use of Athletic Facilities is managed by Athletics Event Management (HQ USAFA/ ADSU). Unless a support agreement is in place, events requested by an outside agency must go through the event approval process. Due to the large number of requests, AD staff normally pre-screens requests before requiring requestors to complete USAFA Form 29, *United States Air Force Academy Event Application*.

3.1.2. Use of Jacks Valley is governed by USAFAI 91-201, *Jacks Valley Training Complex*, and managed by the Directorate of Training Support (HQ USAFA/CWT). Normally, requests for use of Jacks Valley do not go through event approval process. However, if an event requires significant support from the 10th Air Base Wing (10 ABW) or pyrotechnics are used, a USAFA Form 29 must be completed and sent to the event committee for approval.

3.1.3. Use of Arnold Hall and Lawrence Paul Pavilion is managed by the Cadet Activities Branch (HQ USAFA/CWTMC). Events that support the USAFA or cadet mission, such as the Valentine's Ball, Ring Dance and Academy Concerts, do not go through the event approval process. However, events that meet the definition of an atypical event must be sent through the event approval committee. **Note:** for large events at above, parking space and transportation may need to be coordinated.

3.1.4. Use of Fairchild Hall Lectinars and Auditoriums is managed by the Dean of the Faculty (HQ USAFA/DF). DFR and DFET, respectively, screen requests for use of these facilities before requiring requestors to complete USAFA Form 29.

3.1.5. IAW AFI 24-223, any fund-raising activities or events held on USAFA must be approved by the 10th Air Base Wing Commander (10 ABW/CC) or designated representative before sending the event to the committee for approval. HQ USAFA/XPP will forward any events that appear to be fund-raisers to 10 ABW/CC before submitting to the event approval committee.

3.2. To request an Atypical Event, requestor must:

3.2.1. Obtain a USAFA sponsor for proposed event. Event sponsors must be a military member assigned to the Academy or a civilian employed at USAFA or the AOG.

3.2.1.1. Event sponsor will do initial coordination of the event to include contacting the facility POC for availability and reviewing organizational calendars (including the USAFA Master Calendar) to deconflict the event with other previously scheduled events.

3.2.2. Submit an environmental assessment for any group activities held in areas not commonly used. Submit AF Form 813, *Request for Environmental Impact Analysis* or AF Form 332, *Base Civil Engineer Work Request* to 10 CES.

3.2.3. Complete a USAFA Form 29, *United States Air Force Academy Event Application*, for each event. A link to USAFA Form 29 can be found on the USAFA internet web page. Complete all sections of the form. Send form via e-mail to usafa.events@usafa.af.mil.

3.2.3.1. Form must be submitted no later than 90 days prior to event date.

3.2.4. Ensure a suitable venue is available. It is the responsibility of the requestor and the USAFA sponsor to coordinate facility use. The event approval process provides back-up deconfliction, but is not responsible for contacting the facility managers or coordinating the event in any way. Facility POC phone numbers are listed in **Attachment 2**. Requestor should request the event be “penciled in” on the schedule pending event approval.

3.2.4.1. In most cases, venue managers will require the use of USAFA Form 117, *Request for Short-Term Facility Use*. This form establishes insurance requirements and makes requestor aware they may be charged for use of the facility.

3.2.5. Verify the event is approved prior to committing any resources to the event.

3.2.6. Coordinate with any senior officers’ staff for their participation or attendance at your event. Do not assume that because you have requested their involvement on USAFA Form 29 that they are available and planning to attend. Make sure your event is “penciled in” on the senior officer’s calendar pending approval of your event.

3.2.6.1. Short Notice Events and Changes: Any event requests submitted less than 90 days prior to the event will be considered short notice. Short notice changes to event requests will be **handled on a case-by-case basis**. Such events may be disapproved if the event requires extensive coordination or support.

3.3. Tasks for USAFA Sponsor of Atypical Event:

3.3.1. Assist requestor in submitting their event request as needed.

3.3.2. Assist requestor with confirming venue availability.

3.3.3. Notify USAFA/CCP (Protocol) if DVs or senior staff are requested. It is the sponsor’s responsibility to confirm they are available and ensure CCP has specific information to track DV visibility. It is advised that the sponsor request the event be “penciled in” on the commander’s calendar and follow-up prior to event to ensure that the individual is still available to attend or participate.

3.3.4. Notify all support agencies and HQ USAFA/XPP if any changes are made to the planning or execution of the event.

3.4. **Event Deconfliction and Approval.** Event deconfliction and approval is accomplished through an Event Approval Committee after a USAFA Form 29 is submitted. The committee is primarily an electronic committee, and events will be e-mailed to members to review. However, meetings may be called to bring together all committee members to discuss issues in person.

3.4.1. The Event Approval Committee is comprised of action officers from:

3.4.1.1. USAFA Plans Division (HQ USAFA/XPP)

3.4.1.2. Air Base Wing (10 ABW)

3.4.1.3. Cadet Wing (HQ USAFA/CW)

3.4.1.4. Directorate of Athletics (HQ USAFA/AD)

3.4.1.5. USAFA Protocol (HQ USAFA/CCP)

3.4.1.6. Commander’s Action Group (HQ USAFA/CCX)

- 3.4.1.7. Dean of the Faculty (HQ USAFA/DF)
- 3.4.1.8. Financial Management (HQ USAFA/FM)
- 3.4.1.9. Chaplain (HQ USAFA/HC)
- 3.4.1.10. Staff Judge Advocate (HQ USAFA/JA)
- 3.4.1.11. Public Affairs (HQ USAFA/PA)
- 3.4.1.12. Preparatory School (HQ USAFA/PL)
- 3.4.1.13. Safety (HQ USAFA/SE)
- 3.4.1.14. Association of Graduates (AOG)

3.5. Review Process: HQ USAFA/XPP will consolidate event requests and suspense review to the Event Approval Committee. Committee members will deconflict within their mission element and recommend action based on legality, safety, mission priorities and resources available, depending on unit focus. Actions include but are not limited to “approved,” “disapproved” or “tabled.” All “disapproved” and “tabled” decisions require comments that explain the decision. HQ USAFA/XPP will obtain the committee’s consensus for any tabled or disapproved events.

3.5.1. When reviewing events, the Event Approval Committee should consider the following seven requirements from the Joint Ethics Regulation:

- 3.5.1.1. The support requested does not interfere with the performance of official duties and would in no way detract from readiness.
- 3.5.1.2. DoD community relations with the immediate community and/or other legitimate DoD public affairs or military training interests are served by the support.
- 3.5.1.3. It is appropriate to associate DoD, including the United States Air Force Academy, with the event.
- 3.5.1.4. The event is of interest and benefit to the local civilian community, The United States Air Force Academy, or any other part of DoD.
- 3.5.1.5. The United States Air Force Academy is able and willing to provide the same support to comparable events that are sponsored by other similar non-Federal entities. For clarification, each mission element or squadron should consider this requirement.
- 3.5.1.6. The use of support for the event is not restricted by other statutes (see 10 U.S.C. 2012) which limits support that is not based on customary community relations or public affairs activities or regulations.
- 3.5.1.7. No admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the event, is charged for 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.

3.5.2. Approved Events: Once processed through the Event Approval Committee, HQ USAFA/XPP will notify the sponsor and requestor. The event approval number will be used in USAFA Form 117, *Request for Short-Term Facility Use*. A log of atypical events will be maintained by HQ USAFA/XPP. Contact HQ USAFA/XPP (333-4148) to gain viewing access to the Atypical Event Log.

3.5.3. Disapproved or Tabled Events: HQ USAFA/XPP will notify the requestor and sponsor of disapproved or tabled events and include a detailed explanation for the determination.

3.5.4. Viewing of Approved, Disapproved and Tabled Atypical Events: If you wish to review current and historical records of atypical events contact HQ USAFA/XPP at 333-3451.

3.6. Tasks for USAF Academy Organizations:

3.6.1. The Director of Plans and Programs (HQ USAFA/XP), through the Plans Division (HQ USAFA/XPP), will:

3.6.1.1. Manage and Chair the USAFA Event Approval Program.

3.6.1.2. Send fund-raiser requests to 10 ABW/CC for approval before sending through Event Approval Committee.

3.6.1.3. Accept all event requests from applicants and vet them through the Event Approval Committee at least once per month.

3.6.1.4. Send out event approvals to requestors and sponsor upon final coordination and approval of committee in a timely manner.

3.6.1.5. Send out event disapprovals and tabled events with explanation to requestors and sponsor in a timely manner.

3.6.1.6. Post and manage a public electronic calendar of atypical events and maintain records of all atypical events requests.

3.6.2. The 10th Air Base Wing Commander (10 ABW/CC), through the 10th Mission Support Group Commander (10 MSG/CC) will:

3.6.2.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.2.2. Approve/disapprove fund-raising events IAW AFI 24-223.

3.6.2.3. Coordinate and deconflict event requests with all 10 ABW agencies and validate any government-provided support such as facility use, security, transportation, etc (see USAFA Form 29).

3.6.2.4. Ensure security, communication, transportation and services requirements can be met and the requested event does not interfere with other higher priority operations.

3.6.2.5. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.3. The Commandant of Cadets (HQ USAFA/CW) will:

3.6.3.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.3.2. Coordinate and deconflict atypical event requests with pertinent Cadet Wing agencies and validate any government-provided support.

3.6.3.3. Require Events requests for use of Jacks Valley, Arnold Hall and Lawrence Paul Pavilion that need significant 10 ABW support to fill out USAFA Form 29 and vet through approval committee.

3.6.3.4. Ensure Arnold Hall events that meet the definition of an atypical event go through the atypical event approval process.

3.6.3.5. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.4. **The Director of Athletics (HQ USAFA/AD) will:**

3.6.4.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.4.2. Coordinate and deconflict atypical event requests with pertinent Athletic agencies and validate any government-provided support or use of Athletics facilities.

3.6.4.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.5. **The Director of Protocol (HQ USAFA/CCP) will:**

3.6.5.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.5.2. Coordinate and deconflict event requests with all Protocol events and validate any government-provided support.

3.6.5.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.6. **The Commander's Action Group (HQ USAFA/CCX) will:**

3.6.6.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.6.2. Coordinate and deconflict speaking requests with Superintendent and Vice Superintendent schedule

3.6.6.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.7. **The Dean of the Faculty (HQ USAFA/DF) will:**

3.6.7.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.7.2. Coordinate and deconflict atypical event requests with all academic events and validate any government-provided support.

3.6.7.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.8. **The Director of Finance (HQ USAFA/FM) will:**

3.6.8.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.8.2. Ensure requested events meet financial responsibility requirements.

3.6.8.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.9. The Senior Staff Chaplain (HQ USAFA/HC) will:

3.6.9.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.9.2. Coordinate and deconflict special event requests with Cadet and Community Chapel events and other religious events.

3.6.9.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.10. The Staff Judge Advocate (HQ USAFA/JA) will:

3.6.10.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.10.2. Advise on legal issues related to hosting requested events.

3.6.10.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments as appropriate.

3.6.11. The Director of Public Affairs (HQ USAFA/PA) will:

3.6.11.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.11.2. Ensure requested events meet applicable Public Affairs guidelines.

3.6.11.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.12. The USAFA Preparatory School Commander (HQ USAFA/PL) will:

3.6.12.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.12.2. Coordinate and deconflict special event requests with pertinent Preparatory School events and validate any government-provided support.

3.6.12.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.6.13. The Director of Safety (HQ USAFA/SE) will:

3.6.13.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.

3.6.13.2. Ensure requested events meet applicable safety guidelines.

3.6.13.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

3.7. Friendly Forces:

3.7.1. The USAFA Association of Graduates (AOG) has agreed to:

- 3.7.1.1. Appoint a senior-level action officer and one alternate as members of the USAFA Event Approval Committee.
- 3.7.1.2. Ensure requested events are deconflicted with scheduled AOG activities and validate use of AOG facilities.
- 3.7.1.3. Promptly recommend approval, disapproval or table to HQ USAFA/XPP with supporting comments to be passed on to requestor as appropriate.

4. EVENT SCHEDULING BLACKOUT: The Academy mission necessitates that during certain times atypical events are at increased risk for disapproval due to maximum commitment of support resources. Requestors/sponsors should avoid scheduling events during the following institutional/military proceedings since many Academy agencies will be heavily tasked with planning and execution. Events incurring blackout dates are:

- 4.1. Preparatory School Graduation (mid-May)
- 4.2. Cadet Graduation (week which includes Memorial Day weekend)
- 4.3. Cadet In-Processing (end of June or beginning of July)
- 4.4. Parents' Weekend (Labor Day weekend)
- 4.5. CORONA Conference (held during home Service Academy football game, usually in early October or November)
- 4.6. Board of Visitors meetings (usually twice annually)
- 4.7. Home football games
- 4.8. Major inspections such as the Unit Compliance Inspection (every 3 years)
- 4.9. Jacks Valley scheduling during Basic Cadet Training (most of the summer)

5. COMMAND AND CONTROL : HQ USAFA/XP, through the Director, Plans (HQ USAFA/XPP), will exercise overall command and control of the USAFA Event Approval Program.

6. PRESCRIBED AND ADOPTED FORMS.

- 6.1. **Prescribed Form.** USAFA Form 29, *United States Air Force Academy Event Application*.
- 6.2. **Adopted Forms.** AF Form 332, *Base Civil Engineer Work Request*; AF Form 813, *Request for Environmental Impact Analysis*; AF Form 833, *Multimedia Work Order*; AF Form 847, *Recommendation for Change of Publication*; USAFA Form 2, *Falcon Stadium Press Box Set Up Request*; USAFA Form 79, *Public Address Support Request*; USAFA Form 117, *Request for Short-Term Facility Use*.

THOMAS G. PHILIPKOSKY, Colonel, USAF
Director, Plans and Programs

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

AFI 34-223, *Private Organizations Program*

AFMAN 33-364, *Management of Records*

AFPD 36-35, *United States Air Force Academy*

USAFAI 91-201, *Jacks Valley Training Complex*

USAFA *Information Management Action Guide*

Abbreviations and Acronyms

ABW—Air Base Wing

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AOG—USAFA Association of Graduates

CORON—A-CSAF Commanders' Conference

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

Terms

Atypical Event—Events requested by an outside agency requiring use of USAFA facilities, grounds or personnel, which do not directly support the Academy mission. If an event involves special interest groups, a large number of civilians, parking deconfliction, DVs or significant or unusual support from the 10th ABW, it is also defined as an atypical event and is required to go through the event approval process. Atypical events require a USAFA-sponsor and are reviewed for legal, financial, environmental, safety/security and protocol impact.

Master Calendar Events—The USAFA Master Calendar contains leave and TDYs for Mission Element heads as well as major events involving multiple Mission Elements and sensitive areas involving DVs or special interest groups. To add an event to the Master Calendar, event sponsors must submit the request to HQ USAFA/CVE. HQ USAFA/CV is the approving authority for Master Calendar event scheduling.

Mission Element Events – Events that happen within a mission element in support of the Academy mission and require no unusual 10 ABW support. These events **do not** go through the event approval process but may require coordination with 10 ABW for support. Unless they are unusual (see definition of Atypical Events), events like the Heritage March, guest speakers, academic symposiums, distinguished visitors and intercollegiate sports do not go through the event approval process.

Special Events—Large-scale, recurring USAFA events that generally have a USAFA Plan associated with them. These events are submitted to HQ USAFA/CVE by the event sponsor to be added to the

Master Calendar and **do not** go through the event approval process. The following are examples of some but not all Special events: Graduation, Parents Weekend, Football Games, Board of Visitor (BOV) meetings, COSAS, CORONA, Homecoming, Appointee Orientation, In-Processing, and National Character Leadership Symposium (NCLS).

Venue Activities—Activities that are within the normal function of a particular venue. These events typically do not have to go through the event approval committee unless there are unusual circumstances (see definition of Atypical Events). Each venue has its own requirements and process for hosting or supporting activities. It is incumbent on the event requestor and sponsor to meet these requirements. Examples are: Cadet Chapel for Weddings & Funerals, Officer Club, Milazzo Club, Doolittle Hall (one-time meetings, conferences or banquets), HAWC, Fitness Center, Press Box (requires USAFA Form 2), McDermott Library, and the Base Community Center.

Attachment 2

USAFA FACILITY AND FUNCTION AREA POCS

Location/Service	Office symbol	Phone
10 ABW HQ Flagpole	10 MSG/SVCFR	333-2014
Airmen Dormitories	10 MSG/SVML	333-4910
Approval to serve alcohol (Except at AOG)	10 MSG/SV	333-7110
Arnold Hall	HQ USAFA/CWTM	333-2710/2711
Audiovisual support	10 CS/SCS	333-3431
B-52	10 MSG/SVCFR	333-2014
Barry Goldwater Visitor Center	HQ USAFA/PA	333-2025
Bowling Center	10 MSG/SVVB	333-4709
Cadet Athletic Facilities (Clune Arena, Field House, etc.)	HQ USAFA/ADS	333-9024
Cadet Athletic Fields	HQ USAFA/ADS	333-9024
Cadet Chapel	HQ USAFA/HCX	333-2636
Cadet dorms (Vandenberg and Sijan Halls)	10 CES/CEOCH	333-4589
Cell phone/LMR support	10 CS/SCSR	333-2372
Civil Engineering support	10 CES/CEC	333-3049
Classified Storage	10 ABW/CP	333-2634
Community Center Facilities (ballroom, gym)	10 MSG/SVMP	333-2928
Community Center Indoor Pool	10 MSG/SVMP	333-4552
Computer support	10 CS/SCBN	333-4335
Doolittle Hall (Association of Graduates)	AOG	472-0300 X148
Eisenhower Golf Course and Tee House Restaurant	10 MSG/SVBG	333-2606
Environmental Assessments	10 CES	333-6716
Equestrian Center	10 MSG/SVBS	333-4607
Falcon Club	10 SVS/SVBMO	333-2410
Farish Recreation Area	10 MSG/SVRF	333-4356
Fireworks, fires, pyrotechnics permission	10 CES/CEF	333-2051
High Country Inn Airmen Dining Facility	10 MSG/SVMF	333-4730
Ice Lake or other fishing/hiking areas	10 MSG/SVRO	333-4356
Jacks Valley	HQ USAFA/CWTTR	333-4460
Lawrence Paul Pavilion	HQ USAFA/CWTMC	333-1539
Marque Display at North and South Gates	HQ USAFA/PA	333-7731
Milazzo Club	10 MSG/SVRO	333-2928
Mitchell Hall Cadet Dining Facility (Staff Tower)	10 MSG/SVCFM	333-4991
Peregrine Pines FamCamp	10 MSG/SVRO	333-4980
Photographic/Graphics/Videographic support	HQ USAFA/PAV	333-3381
Picnic pavilions	10 MSG/SVRO	333-4356
Prep School facility	HQ USAFA/PLT	333-2568
Protocol (for DVs)	HQ USAFA/CCP	333-7663/3540
Rampart Lodge	10 MSG/SVML	333-4910
Security Entry Access List (EAL)	10 SFS/S5B	333-3688/2000
Stadium grounds	HQ USAFA/ADSU	333-1151
Stadium Press Box	HQ USAFA/ADSU	333-1151
Stillman Parade Field	HQ USAFA/CWT	333-2521
Terrazzo Flagpole	HQ USAFA/CWTM	333-2711
Thunderbird Overlook	10 MSG/SVCFR	333-2014
Transportation requests	10 MSG/LGROT	333-4866
USAFA Mission Briefing	HQ USAFA/CCX	333-0471
Visitor Center	HQ USAFA/PAC	333-2025