



Operations Support

SUPPORT FOR SPECIAL EVENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction assigns responsibilities and provides procedures for requesting 42 ABW support for conferences, symposia, boards, and other recurring and non-recurring special events. It applies to AU organizations and tenant units at Maxwell Air Force Base-Gunter Annex.

SUMMARY OF REVISIONS

This publication is substantially revised and should be completely reviewed.

This revision adds a requirement for organizations to utilize the club system for social functions in support of special events whenever possible in order to reduce transportation to off-base facilities. This revision also adds the requirement for organizations at Maxwell-Gunter to submit AU Forms 58, **AUOP/Training Management Systems (TMS) Action Request**, to HQ AU/RPXP to obtain lodging support for special events. The Special Programs Coordinator no longer coordinates lodging support for special events but continues to assist organizations in securing other wing support for special events; for example, transportation, services support, etc.

1. Policy. Organizations make every effort to schedule special events that require lodging support during periods when on-base quarters are available to minimize cost to the Air Force and inconvenience to transient personnel. Refer to the Air University Planning, Production, and Scheduling System (AUPPS) for the class dates of SNCOA and SOS.

2. General Information. The 42d Air Base Wing support for professional military education schools, professional continuing educational courses, and other recurring events on Maxwell AFB and Gunter Annex is normally based on data published in the AUPPS. Recurring and non-recurring special events may also require support from 42 ABW organizations. To ensure efficient use of scarce resources and avoid a conflict with the primary educational mission, it is essential that all requests for support be closely controlled and coordinated.

3. Terms Explained.

3.1. Special Event. Any recurring or non-recurring event (conferences, symposia, etc.) that requires 42 ABW support (lodging, transportation, meeting facilities, etc.) at Maxwell or Gunter Annex.

3.2. Known Special Event. A special event requesting 42 ABW support at least 60 days before the date it is to take place.

3.3. Unplanned Special Event. A special event needing (42 ABW/XPS) support but requested with less than a 60-day lead time.

4. Responsibilities and Procedures.

4.1. **Requesting Organizations.** Approximately 60 days before each planned event, organizations should submit AU Form 58 to HQ AU/RPXP, the Central Scheduling Office (CSO), who coordinates with the Maxwell-Gunter Lodging offices to determine if on-base lodging support can be provided or if contract quarters will be necessary. If wing support other than lodging is required for the event, organizations should submit a letter of request to 42 ABW/XPS setting out specific support requirements. Unplanned special event requests must be coordinated as above as soon as the requirement is known. Include the following information in all requests for wing support:

4.1.1. Title of special event

4.1.2. Proposed dates with alternates

4.1.3. Purpose and authority

4.1.4. Proposed location (Maxwell, Gunter Annex, off-base)

4.1.5. Distinguished visitors (DVs) including names, position titles, organization, etc. If none or unknown at present, state so

4.1.6. Number of personnel expected to attend, broken down by officer, enlisted, civilian, male or female. Forward a list of attendees requiring lodging to 42 SVS/SVML 2 weeks before the beginning date. Include names, grades, social security numbers, gender, organization, office symbol, base and zip code. Include whether a smoking or non-smoking room is required for each and whether or not the individual must have special lodging requirements due to a health problem. Special lodging requirements must be reflected in the official TDY orders.

4.1.7. Sponsoring agency, project officer's name with telephone extension

4.1.8. State support required, for example, messing, special equipment, transportation, assistance in securing meeting facilities

4.1.9 AU Protocol (AU/PC) support requirements (AUI 36-108), if any. Indicate if participation of the AU Commander (AU/CC), other AU general officers, or the Wing Commandet (42 ABW/CC) is being requested. The organizational commander or his deputy signs the request. **NOTE:** Organizational commanders ensure their units operate in the most cost-efficient manner possible. If on-base quarters are not available, the Lodging Reservations Office at Maxwell or Gunter coordinates a contract quarters motel off base to save scarce TDY funds. In order to save on transportation costs, commanders should ensure that the club system is used for social functions whenever possible to effectively reduce transportation support to off-base facilities. Using on-base quarters or contract quarters for lodging and the club system for social functions helps to ensure the best possible use of funds.

4.2. **Program Requirements (HQ AU/RPXP):**

4.2.1. Serves as HQ AU staff monitor for scheduling special events at both Maxwell and Gunter Annex.

4.2.2. Monitors annual lodging requirements.

4.2.3. The CSO is responsible for coordinating with the Maxwell-Gunter Lodging offices to determine if on-base lodging support can be provided or if contract quarters will be necessary. The CSO is also responsible for providing this information to special event project officers.

4.3. Lodging (42 SVS/SVML and SVML-G) refers uncoordinated requests for lodging for special events to AU/RPXP, advising whether or not the event can be supported in on-base or contract quarters.

4.4. Transportation (42 LSS/LGT) refers uncoordinated requests for transportation support of special events to 42 ABW/XPS.

4.5. Wing Protocol (42 ABW/CCP) coordinates on all special events that involve the 42 ABW/CC and visits of DVs. Wing Protocol also serves as liaison between the 42 ABW/CC and HQ AU/PC.

4.6. Wing Plans (42 ABW/XPS) is the focal point for coordinating base support for special events to include transportation, messing, club support, recreational activities, meeting space, and assistance in planning conferences, meetings, receptions, etc. In order to furnish this support 42 ABW/XPS:

4.6.1. Reviews requests received from organizations to conduct special events at Maxwell AFB or Gunter Annex.

4.6.2. Determines the availability of base support from the wing support agencies and various other on-base organizations for meeting facility support.

4.6.3. Recommends possible alternate dates or facilities to the requesting agency if unable to provide the requested support.

4.6.4. Recommends approval or disapproval of special events after proper coordination with appropriate staff agencies.

4.6.5. Notifies organizations of approval of special events upon concurrence of the Wing Commander.

4.6.6. Notifies 42 ABW/CCP and AU/PC of any special event when a visiting general officer or equivalent grade is involved.

4.7. The Wing Commander (42 ABW/CC):

4.7.1. Approves or disapproves 42 ABW support for special events requested at Maxwell AFB or Gunter Annex.

4.7.2. Notifies requester of decision by endorsement or letter when conflicts are involved and disapproval is necessary.

4.8. AU Protocol (HQ AU/PC):

4.8.1. Monitors special events at Maxwell and Gunter that involve DVs to ensure proper compliance with AUI 36-108.

4.8.2. Keeps appropriate agencies, including AU/CC and 42 ABW/CC, advised of special events when general officers or equivalent grades are involved.

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