

**Reserved for 414 CTS Use:**

Unit: \_\_\_\_\_ Dates: \_\_\_\_\_

Bldg/Facility Assigned: \_\_\_\_\_ Status: \_\_\_\_\_

(December 2020)

**INFORMATION AND INSTRUCTIONS FOR COMPLETING  
THE 414 CTS BLDG 201 FACILITY USE REQUEST FORM**

Use this form to request 414 CTS facilities including buildings, hangars, rooms, auditoriums, offices, etc. If approved, facilities are provided on a “first-come, first-served” basis; we will not cancel or move other occupants in order to accommodate your request. 414 CTS exercises and events take priority over all other events, and the 414 CTS reserves the right to cancel your request should any 414 CTS exercises or events necessitate use of our facilities.

Due to processing times, we recommend you submit your request at least 2 weeks prior to your requested date. Any request submitted less than 1 week prior is subject to immediate disapproval due to lack of processing time.

**SPECIFIC INSTRUCTIONS:** While most of the information requested should be self-explanatory, here are some specific instructions:

1. Commander’s Acknowledgement: The G-series orders commander, or joint or coalition equivalent, is required to sign the facility use request.
2. Requestor’s Rank, Full Name, and Title: The requestor is the person knowledgeable about the requirement who can answer questions pertaining to the request.
3. Purpose of the Request: If more than one purpose (e.g., supporting WSINT followed by flying with the 422 TES), include both reasons and the dates for each portion.
4. Unit/Organization or Agency: List your unit/organization/agency. If more than one unit/organization/office/agency will be in the facility, list all units/organizations/offices/agencies occupying the facility. All units occupying the facility must be listed on the facility use request form. If more than one unit is listed, all G-series orders commanders, or joint or coalition equivalents, must each sign a Commander’s Acknowledgement page.
5. Include all details of your request on the form; use the comments section to specify additional details. Adding additional requirements after this request has been processed is considered “requirements creep” and may cause your original request to be canceled and subsequent requests to be disapproved, or could jeopardize future requests for facility use.

Use the following naming conventions for the file name and as the subject of the email: “414 CTS aaa FUR, bbb, ccc” where “aaa” is either “Bldg 201” or “MX”; “bbb” is your unit, and “ccc” are the dates requested (e.g., “414 CTS MX FUR, 391 FS, 30 Nov-18 Dec 2020”). This will help track and expedite your request, which can take between 4-10 business days to process, depending on the complexity of your request.

Obtain your G-series commander’s, or joint or coalition equivalent’s, signature, and forward to the 414 CTS for consideration.

You will be notified when your request is approved, partially approved, or disapproved.

## COMMANDER'S ACKNOWLEDGMENT

The 414 CTS may provide facilities on a noninterference basis; however, the squadron is not a conference center, and is not obligated to provide facilities to units who are not specifically here to support 414 CTS managed exercises. The squadron does not have additional equipment, tables, chairs, workstations, computer systems, etc. In addition, the 414 CTS is not manned for conference center duties and will not provide personnel for set-up, clean-up, etc., associated with your unit's occupancy of 414 CTS facilities.

All facilities/buildings/rooms are provided "as is" and must be returned to original state prior to your unit's departure, to include trash removal, furniture returned to original location, cleaning of restrooms, etc. You are responsible for providing your own cleaning/sanitizing supplies, to include paper products and trash bags. In addition, your unit is responsible for the costs incurred due to damage while you occupy the facility, or costs for a commercial cleaning contract should the facility be returned to us in an unsatisfactory condition. Damage also includes making physical modifications to any facility that is not previously approved in writing.

"Subletting" is not authorized. Approval to use 414 CTS facilities does not allow you to authorize others into the facility; subletting is grounds for cancellation of your request/approval to use 414 CTS facilities.

Repeated requests for additional equipment, additional support, etc., after your request is approved or partially approved is considered "requirements creep," and is considered an administrative burden on the 414 CTS. Units that repeatedly submit additional requests may have their originally approved request cancelled.

Units that are found to abuse or damage the facility, or do not return the facility in its original state, may, at the discretion of the 414 CTS Commander, be barred from using any 414 CTS facility in the future.

Finally, 414 CTS managed exercises/events (RED FLAG-Nellis, NEPTUNE, etc.) have priority. Should any 414 CTS managed exercises/events be rescheduled, we reserve the right to cancel your request; should this occur, you will be notified as soon as possible so you can make other arrangements.

**Your signature below indicates you are the G-series orders commander, or joint or coalition equivalent; can accept responsibility as outlined above, including fiduciary responsibility in the event of damage; and have the authority to address behavioral issues for your personnel including taking UCMJ actions.**

Commander's Full Name  
Rank and Service  
Duty Title

Commander's Signature

**414TH COMBAT TRAINING SQUADRON (RED FLAG)  
BLDG 201 FACILITY USE REQUEST FORM**

**GENERAL INFORMATION**

REQUESTOR'S RANK,  
FULL NAME, AND TITLE:

PURPOSE OF REQUEST:

COMMERCIAL PHONE  
& DSN PHONE:

UNITS, ORGANIZATIONS,  
AGENCIES, OR OFFICES:

CLASSIFICATION LEVEL:

START AND END DATES:

DAILY START AND END TIMES:

NUMBER OF ATTENDEES:  NUMBER OF DVs:

RANK/NAME/POSITION OF HIGHEST  
DV<sub>s</sub> (ATTACH DV LIST IF MORE DV<sub>s</sub>)

REQUESTOR'S SPECIAL REQUESTS OR COMMENTS:

**NOTE:** All rooms are provided "as is" and must be returned to original state prior to departure to include trash removal, furniture returned to original location, cleaning of rooms, shredding of classified/unclassified documents, and ensuring overall cleanliness of rooms used, etc. By signing this request, you acknowledge that you are responsible for cleaning the area as stated above and returning it to its original configuration.

Requestor's acknowledgement

**LARGE AUDITORIUMS/BRIEFING/MEETING ROOMS**

POC: 414 CTS Command Section, (702) 652-4440

Bouley Auditorium (392 seats). Audio-visual/computer support required; complete the Contractor Support Section of this request on page 7.

Room 22, Small Auditorium (84 seats): Audio-visual/computer support available and recommended; complete the Contractor Support Section of this request on page 7 if requesting AV/computer support.

Room 133, Small Auditorium (105 seats): Audio-visual/computer support available and recommended; complete the Contractor Support Section of this request on page 7 if requesting AV/computer support.

Room 64, Conference Room (16 seats): No audio-visual/computer support available.

Command Section Comments:

414 CTS Command Section Review

**SECURITY**

POC: 414 CTS Security Manager, 414 CTS/PEX, 652-2914

List any foreign countries participating:

**NOTE:**

1. Prepare an Entry Authorization List (EAL), listing all personnel attending the event, and attach the completed EAL to this request. Contact 414 CTS Security Manager for the EAL template ([richard.helmick@us.af.mil](mailto:richard.helmick@us.af.mil)).

2. All foreign participants must be listed on an approved Foreign Visit Request (FVR); the FVR must have "RED FLAG" or "Bldg 201" listed as the facility to be visited and the FVR must have been coordinated through the USAFWC.

Contracted Security Guards (non-standard hours):

Weekend Dates Required:

Holiday Dates Required:

Security Manager's Comments:

Security Manager's Concurrence

## UNIT ROOMS

Check type of room (large, medium, etc.) and indicate if you have a room preference. If you have specific requests, indicate that in your comments section (on page 1). If you have specific questions about the rooms below, contact the 414 CTS Ops Division at (702) 652-6623/4328.

### FIRST FLOOR:

Room 32/DV Offices (space for two individuals)

Large Rooms (735-1,780 sq ft): Room numbers 10 / 29 / 45 / 48

Rooms requested:

Medium Rooms (335-570 sq ft): Room numbers 36 / 50 / 51 / 59 / 62 / 76 / 80A / 81

Rooms requested:

Small Rooms (120-310 sq ft): Room numbers 1 / 2 / 3 / 4 / 35 / 36 / 79 / 80B

Rooms requested:

Ops Desk (Duty Desk area with computer, phone)

Mission Planning Rooms: Room numbers 43A / 43B

Rooms requested:

### SECOND FLOOR:

Large Rooms (~870 sq ft): Room numbers 200 / 202

Rooms requested:

Small Rooms (~250 sq ft): Room numbers 204A / 204B (adjacent to Room 202)

Rooms requested:

West-end Rooms (225-560 sq ft): Room numbers 245 / 245 / 249 / 250 / 254 / 255 / 256

Rooms requested:   
(No elevator access)

Ops Division Comments:

414 CTS Ops Division Concurrence

**VAULTS**

POC: 414 CTS/ASM, (702) 652-7826/5627/6591

Will computer equipment be moved into the vault(s)?

Vault A AP: Unit Rooms 231 / 232 / 233 / 234 / 235 / 236 / 237 / 239

Rooms requested:

Vault B AP: Room 221, Large Unit Room

Vault C: Unit Rooms 213 / 215 / 217 / 219

Rooms requested:

Vault C: Large Mission Planning Rooms 211 / 212

Rooms requested:

Vault C: Small Auditorium

Vault C: Large Auditorium (155 seats)

ASM Comments:

414 CTS/ASM Concurrence

**TECHNICAL/NETWORK/SYSTEM/COMPUTER SUPPORT**

POC: 414 CTS/PE at (702) 652-7323/2560

Is network/system connectivity required (Yes or No)?

If yes, indicate type and provide any specific requirements below (including number of ports and any other technical requests):

NIPR

SIPR

NIPR Printer Access

(SIPR print capability is extremely limited)

Indicate number of ports and other technical requests:

PEI Comments:

414 CTS/PEI Concurrence

**AUDIO/VISUAL CONTRACTOR SUPPORT**

POC: (702) 652-2214/6852

Audio/Visual Support Required

**NOTE:** Units requesting A/V support must provide completed briefings one working day prior to the event. The 414 CTS Staff/Contractors will NOT make changes or corrections to briefings, so be sure your briefings are complete and ready to present. Visiting personnel will NOT operate the equipment in the Crow’s Nest unless specifically directed by the 414 CTS staff.

Graphics Contractor Supervisor

Graphics Contractor Supervisor Comments:

**ICADS DEBRIEFING/DEMO CONTRACTOR SUPPORT**

POC: (702) 652-5808

ICADS Debriefing or Demo Support required.

Mission Support Supervisor

Mission Support Supervisor Comments:

**414 CTS COMMANDER APPROVAL**

Approved

Partially Approved (See Comments)

Disapproved

414 CTS Commander

Commander’s Comments: