

Reserved for 414 CTS Use:

Unit: _____ Dates: _____

Bldg/Facility Assigned: _____ Status: _____

(December 2020)

**INFORMATION AND INSTRUCTIONS FOR COMPLETING
THE 414 CTS MX 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)
MX FACILITY USE REQUEST FORM**

Requester: Complete General Information section, indicate which buildings you are requesting (page 2), and indicate if you need technical/network/system support (page 3).

GENERAL INFORMATION

**REQUESTOR'S RANK,
FULL NAME, AND TITLE:**

PURPOSE OF REQUEST:
(Exercise, mission, etc.)

**COMM PHONE &
DSN PHONE:**

**UNITS, ORGANIZATIONS,
AGENCIES, OR OFFICES:**

CLASSIFICATION LEVEL:

START AND END DATES:

DAILY START AND END TIMES:

**NUMBER OF PEOPLE/
ATTENDEES:** **NUMBER OF DVs:**

**RANK/NAME/POSITION OF HIGHEST
DV (ATTACH DV LIST IF MORE DVs)**

NOTE: All buildings/rooms are provided "as is" and buildings/rooms must be returned to original state prior to departure to include trash removal, furniture returned to original location, cleaning of rest rooms, etc. By signing this request, you acknowledge that you are responsible for cleaning the area and returning it to its original configuration.

Requestor's acknowledgement

Additional Requestor's Comments:

414 CTS Facility Use Coordinator
Review

Command Section Comments:

MX BUILDING/ROOM REQUEST

Annotate the building number requested and annotate whether you are requesting the entire building or partial (e.g., 1 bay, etc.). Contact 414 CTS/MX at (702) 652-6884 or via email at 414CTS.MX@us.af.mil if unsure of which building(s) you should request.

***Vault Requests:** Please annotate in the comments block if you are requesting vault space; (buildings with vault space are annotated with an asterisk).

** NDI Certified Facility

Building 220*

Building 222**

Building 224 (AFE Only)

Number of lockers required:

Building 228

Building 232*

Building 233

Building 234

Building 237*

Building 848

Building 2091

MX Chief's Comments:

VAULTS

POC: 414 CTS, (702) 652-4440

List specific vault requirements below. Indicate if any equipment will be moved into the vault.

Specific Requirements:

Vault POC Comments:

414 CTS Vault POC Concurrence

TECHNICAL/NETWORK/SYSTEM/COMPUTER SUPPORT

If you require computer connection, contact the 414 CTS/PEI at (702) 652-7323/2214/2560 to ensure the building/rooms you request have the required connections. The 414 CTS will NOT establish new connections (either NIPR or SIPR) in buildings/rooms where connections are not already in existence. In addition, the 414 CTS does NOT provide computers, printers, copiers, etc., in the flight line buildings; you must bring your own.

IS COMPUTER CONNECTION REQUIRED (YES OR NO)?

IF YES, INDICATE TYPE AND PROVIDE ANY SPECIFIC REQUIREMENTS BELOW (INCLUDING ANY OTHER TECHNICAL REQUESTS):

- NIPR – Connectivity Only
- SIPR (only available in vaults)

Specific Requirements:

PEI Comments:

414 CTS/PEI Concurrence

414 CTS COMMANDER APPROVAL

Approved

Partially Approved (See Comments)

Disapproved

Commander's Comments:

414 CTS Commander