

# **Nellis AFB Non-Flying Support Request Form**

**CAO : 02 May 2025**

## **ACKNOWLEDGMENT**

The Nellis Gatekeeper may provide facilities on a noninterference basis; however, the facilities on base are not conference centers, and we are not obligated to provide facilities for every requester. Nellis AFB is a very busy location, and as such not every request will be granted. Our units do not have additional equipment, tables, chairs, workstations, computer systems, etc., and the wear and tear impacts teach unit's primary mission. In addition, tour facilities are not manned for conference center duties, thus we cannot provide personnel for set-up, clean-up, etc., associated with your unit's occupancy of Nellis facilities.

All facilities/buildings/rooms are provided "as is" and must be returned to their original state prior to each organization's departure, to include trash removal, furniture returned to original location, etc., to be inspected during "check-out" with the appropriate unit staff. You are responsible for providing your own cleaning/sanitizing supplies, to include brooms, vacuums, paper products, and trash bags as required. Additionally, your organization is responsible for the costs incurred due to damage while you occupy the facility, or costs for a commercial cleaning contract, should any 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. Due to past experiences, it is recommended your Financial/Resource Advisor familiarize themselves with the process for reimbursing another unit.

"Subletting" is not authorized. Approval to use Nellis facilities does not allow you to authorize others into the facility. Subletting is grounds for cancellation of your request .

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 host unit. Account for all required equipment before you submit your requests. Organizations that repeatedly submit additional requests may have their originally approved request canceled.

Organizations 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 host unit commander, be barred from using any Nellis facility in the future.

Finally, Nellis-managed exercises/events (RED FLAG-Nellis, NEPTUNE, etc.) have priority. Should any Nellis-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.

**If there are any questions, comments, or concerns, please contact the Nellis Visit Requests organization box at [Nellis.Visit.Requests@us.af.mil](mailto:Nellis.Visit.Requests@us.af.mil)**

-Nellis Gatekeeper

## NELLIS AFB FACILITY USE REQUEST FORM

### GENERAL INFORMATION

PROJO'S TITLE &  
FULL NAME:

FINANCIAL/RESOURCE  
ADVISOR CONTACT:

PURPOSE OF REQUEST:

COMMERCIAL PHONE  
& DSN PHONE:

UNITS, ORGANIZATIONS,  
AGENCIES, OR OFFICES:

CLASSIFICATION LEVEL:

ARRIVAL & DEPARTURE 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/comments not accounted for in the follow-on pages:

**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, securing of classified/unclassified products, and ensuring overall cleanliness of rooms used. 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: \_\_\_\_\_

**NOTE:** Check the box for each capability you are requesting.

## **AUDITORIUMS/BRIEFING/MEETING ROOMS**

POC: Nellis Gatekeeper (702) 679-0616

414 CTS - Bouley Auditorium (392 seats). Audio-visual/computer support required; complete the "Contractor Support Section" of this request on page 4.\*

414 CTS - Room 22, Small Auditorium (84 seats): Audio-visual/computer support available and recommended; complete the Contractor Support Section of this request on page 4.\*

414 CTS - Room 133, Small Auditorium (105 seats): Audio-visual/computer support available and recommended; complete the Contractor Support Section of this request on page 4.\*

414 CTS - Room 64, Conference Room (16 seats)\*

549 CTS - Main Auditorium (150 seats): NIPR Computer/LAN, Overhead Projector, Max Classification SECRET.

507 ADAS - Classroom (79 seats): NIPR/SIPR Computer/LAN, Overhead Projector, Max Classification SECRET.

57 OG - Commander's Conference Room (31 Seats): NIPR Computer/LAN, TV Monitors, Max Classification SECRET.

USAFWS - Main Auditorium (MAUD) (125 Seats): NIPR/SIPR Computer/LAN, Overhead Projector, Max Classification PROGRAM LEVEL

99 ABW - Main Conference Room (50 seats): NIPR computer, TV, Max Classification UNCLASSIFIED

USAFWC - First Floor Conference Room (35 seats): NIPR/SIPR Computer/LAN, Max Classification SECRET.

USAFWC - Second Floor Conference Room (27 seats): NIPR/SIPR Computer/LAN, Max Classification SECRET.

*\*Additional coordination is required for use of 414 CTS facilities. Pages 4-7 are specific to the 414th. Nellis Gatekeeper will work with this unit for request support\**

## 414 CTS AUDIO/VISUAL CONTRACTOR SUPPORT

POC: (702) 652-2214/6852

☐ Audio/Visual Support Required for Rm 133, Rm 22, or Bouley

☐ Audio/Visual Support Required for Integration Vault Addition (IVA)

**NOTE:** Units requesting A/V support must provide a briefing schedule to [eric.johnson.145.ctr@us.af.mil](mailto:eric.johnson.145.ctr@us.af.mil) 30 days prior to event, and 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 Comments:

Graphics Contractor Supervisor

## SECURITY - Building Access - Collateral Only

POC: 414 CTS Security Manager, 414 CTS/PEX, 702-652-4609.

List any foreign countries participating:

SM/SSOs reviewing access requirements:

**NOTE(s):** 1. Prepare an Entry Authorization List (EAL), or send a DISS Visit Request to SMO NJ1CFZK66, listing all personnel attending the event. Contact 414 CTS Security Manager for the EAL template ([judy.atwood.1@us.af.mil](mailto:judy.atwood.1@us.af.mil)).

2. All foreign participants must be listed on an approved Foreign Visit Request (FVR) NLT 45 days prior to the event and 90 days if bringing equipment; 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 Requested:

Holiday Dates Requested:

Security Manager's Comments:

Security Manager's Concurrence

### UNIT ROOMS (original Red Flag Building)

Check type of room (large, medium, etc.). If you have specific requests, such as *multiple keys*, indicate that in your comments section (on page 1). If you have specific questions about the rooms below, contact Mr. White ([paul.white.21@us.af.mil](mailto:paul.white.21@us.af.mil)) and TSgt Baah ([lily.baah@us.af.mil](mailto:lily.baah@us.af.mil)).

- ☐ Room 32/DV Offices (space for two individuals)
- ☐ # of (10 total) Large Rooms (735-1,780 sq ft) requested: \_\_\_\_\_
- ☐ # of (9 total) Medium Rooms (335-570 sq ft) requested: \_\_\_\_\_
- ☐ # of (17 total) Small Rooms (120-310 sq ft) requested: \_\_\_\_\_
- ☐ Duty Desk area with computer/phone: \_\_\_\_\_
- ☐ # of Safes requested: \_\_\_\_\_
- ☐ Mission Planning Rooms (43A / 43B) requested

Ops Division Comments:

414 CTS Ops Division Concurrence

### VAULTS (Addition to the Red Flag Building)

POC: 414 CTS Vault Security Team, 414CTS.GSSO\_ISSO.VaultSecurity@us.af.mil

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

- ☐ VAULT 305 (SAPF/TS/SCI)
- ☐ VAULT 307 (SAPF/TS/SCI)
- ☐ VAULT 309 (SAPF/TS/SCI)
- ☐ VAULT 341 (SAPF)
- ☐ VAULT 341 (SAPF): Mission Planning Room 336
- ☐ VAULT 341 (SAPF): Large Auditorium (396 seats) Room 324
- ☐ VAULT 341 (SAPF): Small Auditorium (80 seats) Room 333
- ☐ VAULT 429 (SAPF/TS/SCI):
- ☐ VAULT 429 (SAPF/TS/SCI): Mission Planning Room 423
- ☐ VAULT 429 (SAPF/TS/SCI): Small Auditorium (90 seats) Room 421

GSSO/ISSO Comments:

414 CTS GSSO/ISSO Concurrence

**CYBER OPERATIONS/INFORMATION TECHNOLOGY**

POC: 414 CTS/SCO at Commercial (702) 652-2560/DSN 682-2560

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

If yes, indicate type and provide any specific requirements below:

☐

NIPR

☐

SIPR

☐

NIPR Printer Access

**NOTE:** Red Flag cannot provide SIPR printing capabilities.

Indicate number of ports and other technical requests:

PEI Comments:

414 CTS/PEI Concurrence



**414 CTS COMMANDER APPROVAL**

☐

Approved

☐

Requires CC Brief (See Comments)

☐

Disapproved

Commander's Comments:

414 CTS Commander



**PRIVACYACT STATEMENT AUTHORITY:** E.O. 9397.

**PURPOSE:** To collect information needed to establish lodging accommodation reservation(s) for distinguished visitors, families, and/or guest(s).

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary. **NOTE:** If information is not provided, a lodging reservation may not be guaranteed. **PRIVACY ACT STATEMENT:** Data contained in this communication is for use by authorized personnel and will not be disclosed to any person not otherwise authorized to receive this information IAW AFI 37-129, AFI 37-132, and DoD 5400.11R. This communication is designated For Official Use Only (FOUO).

## NELLIS PROTOCOL DV NOTIFICATION & LODGING REQUEST

*Once completed, please email the completed form to USAFWC/CCP at [AWFC.CCP@us.af.mil](mailto:AWFC.CCP@us.af.mil) and include a Bio for the DV and any additional guests.*

DV INFORMATION	
<b>Rank:</b>	<b>DV Code:</b>
<b>Full Name:</b>	<b>Call Sign:</b>
<b>Branch of Service/Organization:</b>	<b>Duty Station/Organization Location:</b>
<b>Duty Title:</b>	
<b>Contact Information (Cell Phone/Email Address):</b>	

DV POINT OF CONTACT (Aide, Exec, Other)	
<b>Rank/Title:</b>	<b>Role:</b>
<b>Full Name:</b>	
<b>Cell Phone:</b>	<b>Email:</b>

VISIT INFORMATION	
<b>Arrival Date:</b>	<b>Arrival Time:</b>
<b>Departure Date:</b>	<b>Departure Time:</b>

MODE OF TRANSPORTATION	
<b>Arrival:</b> <input type="checkbox"/> COMMAIR <input type="checkbox"/> MILAIR <input type="checkbox"/> Rental Car <input type="checkbox"/> POV <input type="checkbox"/> Other (please specify):	<b>Departure:</b> <input type="checkbox"/> COMMAIR <input type="checkbox"/> MILAIR <input type="checkbox"/> Rental Car <input type="checkbox"/> POV <input type="checkbox"/> Other (please specify):
<b>MILAIR Arrival Time:</b>	<b>MILAIR Departure Time:</b>
<b>COMMAIR Arrival Time:</b>	<b>COMMAIR Departure Time:</b>
<b>Do you require a Government Motor Vehicle?</b> <i>If yes, what type of vehicle?</i>	

PURPOSE OF VISIT
<b>What is the primary purpose of this visit?</b> <i>(Please be specific as the information provided will help us tailor an itinerary to meet the DV's interests)</i>
<b>Requested Organizations/Units to Visit:</b>
<b>Have you visited Nellis Air Force Base before?</b>

ACCOMPANYING GUESTS	
Spouse Information	
<b>Will Spouse accompany the DV?</b>	
<b>Spouses's Full Name:</b>	
Other Guest's Information	
<b>Rank/Title:</b>	<b>Full Name:</b>

<b>Rank/Title:</b>	<b>Full Name:</b>
<b>Rank/Title:</b>	<b>Full Name:</b>
<b>Rank/Title:</b>	<b>Full Name:</b>
<b>Rank/Title:</b>	<b>Full Name:</b>
<b>Rank/Title:</b>	<b>Full Name:</b>

<b>LODGING REQUIREMENTS</b>		
<b>On-Base Lodging</b>		
<b>DV (Rank/Name):</b>	<b>Returning Guest:</b>	<b>Dates of Stay (Arrival, Departure):</b>
<b>Sex:</b>	<b>Email:</b>	<b>Cell Phone Number:</b>
<b>Off Base Lodging</b>		
<b>Hotel Name:</b>	<b>Hotel Address:</b>	
<b>Dates of Stay (Arrival, Departure):</b>		

<b>ADDITIONAL INFORMATION/ PROTOCOL CONSIDERATIONS</b>	
<b>Will there be an ORF Gift Exchange? (If yes, what gift will be exchanged?)</b>	
<b>DV Food Allergies:</b>	<b>DV Drink Preferences:</b>
<b>Are there any other Protocol considerations to be aware of?</b>	