

REQUEST TO USE BASE FACILITIES/TRANSPORTATION

TO: 460 MSG/CC BUCKLEY AFB CO 80011	FROM:
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NAME OF RESPONSIBLE INDIVIDUAL	DATE
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SIGNATURE	DAYTIME PHONE NO.
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ORGANIZATION REPRESENTED (Give name and full address)	NO. OF PARTICIPANTS:	
	ADULTS	UNDER 6

FACILITIES, TRANSPORTATION REQUESTED AND PURPOSE OF REQUEST (Give full detail on use of facilities, transportation, or other). PLEASE READ INSTRUCTIONS ON REVERSE.	FROM		TO	
	DATE	TIME	DATE	TIME

FOR FURTHER INFORMATION CONTACT	PHONE
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COORDINATION (See reverse for instructions)

OFFICE	460 CES/CEH	460 CES/CEV	460 CES/CEF	460 LRS/LGRVO	AAFES	460 SW/CCP
INIT/DATE						
OFFICE	460 SFS/SFO	460 MSG/SVF	460 MSG/SV	460 MDG/SGPM	460 SW/SE	460 SW/JA
INIT/DATE						

FROM: 460 MSG/CC BUCKLEY AFB CO 80011	TO:
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YOUR REQUEST TO USE THE ABOVE FACILITY AT THE TIMES AND DATES INDICATED IS:

APPROVED
 DISAPPROVED (See remarks)

REMARKS

NAME, GRADE, AND DUTY TITLE	SIGNATURE
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INSTRUCTIONS

1. Final approval by 460 MSG/CC is **MANDATORY** before you advertise any event or make any final arrangements to use facilities or transportation.
2. **BEFORE** you forward this form to the 460 MSG/CC for final approval, coordinate with personnel responsible for the facility or transportation you wish to use to determine if the resources requested will be available for use when you need them. The 460 SW/JA requires 5 duty days to process its review and recommendation to the 460 MSG/CC. Coordination must be completed a minimum of 12 days prior to the event.
3. All 460 SW IMT 8s must have 460 SW/SE and 460 SW/JA coordination. Additional coordination is required for certain events:
 - Services Manager (460 MSG/SV) if you will be selling any goods, services or if you are an official Private Organization (PO) making the request.
 - Vehicle Operations Superintendent (460 LRS/LGRVO) if you are requesting government transportation.
 - Housing Office (460 CES/CEH) if the event involves base housing/dorms or private business.
 - Visitor Control (460 SFS/SFO) if non-military affiliated personnel will be participating; this would include all civilian guests or a military sponsor.
 - Environmental (460 CES/CEV) if the activity could impact the air, water, land or wildlife.
 - Fire Chief (460 CES/CEF) if you plan to have any type of fire (bonfire, barbeque, etc.) or home/dorm business.
 - or if activity could create a fire hazard or affect Fire Department ability to respond to an emergency.
 - Public Health (460 MDG/SGPM) if you will be handling, preparing or selling food.
 - Private Organization Monitor (460 MSG/SVF) for all organization's fundraisers.
 - Protocol (460 SW/CCP) if any General Officers and/or Distinguished Visitors will be attending.
 - Facility manager of Primary Responsibility (OPR). The facility manager (FM), as shown, will coordinate on the 460 SW IMT 8 making sure the facility is available on the requested date and time. The FM will ensure the proposed use of the facility is consistent with the operations and policies established and tentatively reserve the facility pending approval for its use by the 460 MSG/CC. If access to property/facility will require escorts, the responsible organization must specify it will provide such personnel during the event.
4. If a speech, presentation, meeting or briefing is being made in a base facility, make sure you provide the name of the speaker/briefer, what company or organization with which they are affiliated, the subject of the speech/brief, and names of key personnel attending.
5. Any individual desiring to establish an on-base private business or to solicit on Buckley AFB must submit a 460 SW IMT 8. All completed forms from the solicitation package must be attached to the 460 SW IMT 8. The 460 SW IMT 8 must be coordinated with 460 SW/PA (for hosting unofficial unit functions, special events or activities), 460 CES/CEH, 460 SFS/SFO, 460 MSG/SV, 460 SW/SE and 460 MSG/CC. The duration to conduct an on-base business or solicitation on Buckley Air Force Base will not exceed 1 year
6. Protected by the Privacy Act of 1974.