



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 55TH WING (ACC)**  
**OFFUTT AIR FORCE BASE, NEBRASKA**

**MEMORANDUM FOR RECORD OFFUTT EVENT CENTER**

**FROM: 55 CPTS/CC**  
**55 FSS/CC**

**SUBJECT: Offutt Center Event Tiering System**

1. The Offutt Event Center has organized its events into a tiered system to prioritize them and define the types of support available. Events are classified into five levels, Tier I-V, as determined by the Offutt Event Center Manager (55 FSS/FSWP), in close coordination with the 55th Comptroller Squadron (55 CPTS)
2. Tier I events are “Official Wing Functions.” These events are hosted by or at the behest of a Wing Commander, Vice Wing Commander, and/or Group Commander. Examples include Wing Promotions, CCAF Graduations, Quarterly Awards, WG/CC Calls, Town Halls, Wing Right Start and the Community Action Board. Event coordinator must provide documentation indicating commander request for use of space under Tier 1.
  - Tier 1 events do not cost money or require any sort of monetary reimbursement from the customer to the Offutt Event Center. These events are classified as 100% appropriated funds (APF) due to providing mission-related and command services to the Warhawk community.
3. Tier II events are “Official Functions” and assist with readiness and/or development for Wing, Squadron and other official organizations. Examples include Mentorship Panels, Total Force Development Panels, and Diversity & Inclusion (D&I) monthly celebration events. Use of the Offutt Event Center for official functions is a unit bill and not reimbursed from Wing funds. If Wing funds are used for an installation-sponsored event this requires documentation and coordination from the 55 CPTS indicating concurrence of reimbursement prior to the event date (i.e. D&I events, etc., where an Installation POC rather than a unit owns the event planning). Use of Wing funds occurs only for a very small percentage of Tier II events, meaning the unit normally pays.
  - Tier II events are 100% APF. Therefore, the unit or organization is required to pay 100% of the room rental fee. This monetary transaction occurs between the unit and the Offutt Event Center.
4. Tier III events are personal events or hosted by private organizations. Examples include Personal Retirements, “Pin On” Ceremonies, Officer’s Spouse Club Events, and Weddings.
  - Room fees for Tier III events are 100% billed to the customer. This monetary transaction occurs between the customer and the Offutt Event Center.

*The Sun Never Sets on the Fightin' Fifty-Fifth*

5. Tier IV events are personal events or hosted by private/non-profit organizations without a base sponsor. Examples include local businesses, local Military Affairs Committee private events, and others who submit through the 55th Security Forces Squadron for base and facility access.

- Room fees for Tier IV events are 100% billed to the customer with the addition of a 15% surcharge (total cost equals 115% of room fee). This monetary transaction occurs between the customer and the Offutt Event Center.

6. Tier V events are profit-generating events, hosted by private organizations or expo companies. Examples include Private Organization fundraiser activities and Tech Expo administration.

- Room fees for Tier V events are 100% billed to the customer with the addition of a 20% surcharge (total cost equals 120% of room fee) or 15% of the total expo/vendor fee charges generated by expo company, whichever is greater. This monetary transaction occurs between the customer and the Offutt Event Center.

7. If there is a dispute on which Tier an event is classified as the decision authority lies with either the 55 FSS/CC or the 55 CPTS/CC. Please direct all questions or concerns to the Offutt Event Center Management Office at (402) 294-9558 or DSN 271-9558.

8. This memo remains in effect exclusive of any Offutt Event Center room rate changes.

QUINTON L. CROFF, Maj, USAF  
Commander, 55 CPTS

JOSEPH M. ANDERSEN, Lt Col, USAF  
Commander, 55 FSS