



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

**MEMORANDUM FOR WARHAWK COMMUNITY CENTER USERS**

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

**SUBJECT: Warhawk Center Event Tiering System**

1. The Warhawk Center, or “Warhawk”, has segmented events into a tiered system to distinguish event priority and various forms of support. Events are tiered into levels Tier I-V as determined by the Warhawk Manager (55 FSS/FSWP) and 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 Warhawk 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 Warhawk 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 Warhawk 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 Warhawk 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 Warhawk Center.

6. Tier V events are profit-generating events, hosted by private organizations or expo companies. Examples include: Private Organization fund raiser 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 Warhawk 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 Warhawk Management Office at (402) 294-9558 or DSN 271-9558.

8. This memo remains in effect exclusive of any Warhawk room rate changes.

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