

Doolittle Institute Facility Scheduling Policy

9/6/16

Goals

With respect to the Innovation Station facility, Doolittle Institute (DI) goals are to provide:

- A worry-free environment for decision makers
- An open atmosphere for interactions among government, industry, academia, and the public sector
- Accommodations which will allow attendees to create collaborative, speedy and innovative solutions to science and technology challenges, technology transition and transfer opportunities, workforce development and other areas of interest.

Process

The use of the state-of-the-art facility will be reviewed, prioritized, and scheduled in a timely manner, using the following considerations:

AFRL

- AFRL Munitions Directorate (AFRL/RW or "RW") will have the highest priority for use of the facility. RW leaders (Branch, Division Chiefs, Front Office staff, etc.) have a standing daily reserved room (e.g., Executive Conference Room, Collaboration Room, Innovation Room, or a Workspace area).

- AFRL/RW reservation requests will be scheduled by DI based on occupancy requirements and room availability. If a requestor requires a different location because no DI rooms were available, DI will coordinate with other available facilities (e.g., UF-REEF, UWF, industry partners, commercial facilities, etc.).

Non-AFRL/RW Requests

- Other reservation requests (government, industry, academia, public sector) will be processed on a first come, first served basis; however, RW will retain "bumping" rights, in most cases until 30 days from the scheduled activity. When complications arise or exceptions to this policy are being considered, non-RW requests will be submitted to the AFRL/RW Program Manager for review. DI will email an event brief summary stating DI's recommendation, potential conflicts, room designation, a summary of other users and AFRL/RW standing daily reserved room designation.

Bumping Rights

When requirements dictate, the AFRL/RW program manager retains the ability to deny requests or bump non-AFRL users. In most cases, non-AFRL/RW users will be “locked in” 30 days out from the planned event; however, in rare cases, if AFRL/RW mission requirements dictate, AFRL may bump inside of 30 days. If that happens, DI will attempt to secure other appropriate facilities for the non-AFRL/RW user.