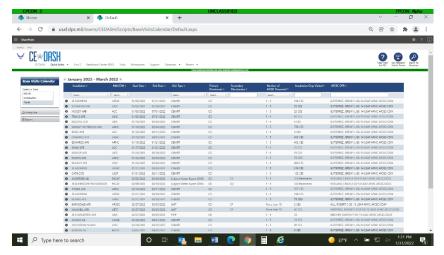# New Calendar Tool: Base Visits

By Stephen M. Day

AFCEC Operations Directorate

After **Calendars** was activated in January, AFCEC CO recognized the tool's potential and seized the opportunity to streamline AFCEC's support to the bases with an online calendar. With **Base Visits,** Bases and MAJCOMs can quickly see when AFCEC installation support visits are scheduled. The transparency of this one-stop source offers multiple benefits to BCE's:

- Installations receive a "heads-up" of AFCEC site visits.
- Overscheduling visits to any one base is prevented.

- A lengthy, email-heavy process has been condensed and organized into an easy-to-use online app!
- **Base Visits** offers three different views…
- **Month** – the AFCEC base support schedule at-a-glance.
- **Installation** – a listing of all scheduled AFCEC support visits (can be sorted by installation name, MAJCOM, or AFCEC functional support area).

  Table – An expanded **Installation** view. Includes visit start and end dates, AFCEC support functional area and Directorate, number of AFCEC personnel visiting, the base's civil engineering office symbol, and the AFCEC OPR. All columns can be

sorted to further drill down the data and all views can be exported to Excel for printing. Using the **Notify Me** feature, a BCE can sign up to receive an email alert when a new visit to their base is added.

AFCEC CO is using **Base Visits**, but it will be expanding to all AFCEC in the near future.

Base Visits on CE★DASH Calendar went "live" on Feb 15. **CHECK IT OUT!**

https://usaf.dps.mil/teams/CEDASH/Scripts/BaseVisitsCalendar/