

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 24-102**



30 AUGUST 2009
Certified Current on 15 Aug 2011
Transportation

POST-SEASON CONTEST PARTICIPATION

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/ADSL

Certified by: HQ USAFA/ADS
(Mr. Wayne H. Kellenbence)

Supersedes: USAFAI24-102, 25 August 2006

Pages: 23

This instruction implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*, and establishes United States Air Force Academy (USAFA) procedures for the participation of the USAFA varsity football team in a National Collegiate Athletic Association (NCAA) sanctioned post-season football bowl game and other USAFA intercollegiate athletics teams to participate in NCAA/Conference post-season contests. Since a post-season football bowl game or intercollegiate post-season contest presents USAFA with the opportunity to represent both itself and the United States Air Force (USAF) in a highly visible fashion, it is the purpose of this instruction to ensure the conduct of all individuals involved demonstrates the best qualities of the USAFA and the USAF. It applies to all USAFA personnel including, but not limited to, Air Force Academy Athletic Association (AFAAA) personnel, US Air Force Reserve (AFRC) and Air National Guard (ANG) personnel, coaches, staff and athletes who are involved with the preparation for, and participation in, a post-season football bowl game or intercollegiate post-season contest. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision updates the Certifying Authority's information (**Header**), updates the mandatory information in Opening paragraph, updates the office symbols and titles throughout the publication, deletes references to AFI 65-106, USAFA Supplement 1 (**Paragraphs 1.3.2, 1.3.3 and 2.3.2, and Attachment 1**), updates approval authority for spouses travel (**Paragraphs 1.7.1.3**), redefines availability of excess seats for charter aircraft (**Paragraph 1.7.4 and 2.6.4**), updates information regarding reimbursable costs and approval level (**Paragraph 1.7.5**), and incorporates Interim Change 2 which updated the Football Bowl Memorabilia Eligibility List (**Attachment 3**).

	1.	USAFA Football Team Bowl Participation.	2
Table	1.	Authorized Ground Transportation Categories.	5
	2.	All Other Post-Season Contest Participation for USAFA Intercollegiate Sports. .	9
Table	2.	Official Travel Party.	10
Table	3.	Conference Affiliation.	12
	3.	Adopted Forms.	14
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			15
Attachment 2—FOOTBALL FUNDING MATRIX			17
Attachment 3—FOOTBALL BOWL MEMORABILIA ELIGIBILITY LIST			18
Attachment 4—AFAAA TEAM AWARD ELIGIBILITY LIST			19
Attachment 5—CONFERENCE CHAMPIONSHIP (FOOTBALL) AWARD ELIGIBILITY LIST			20
Attachment 6—SAMPLE FOOTBALL TRAVEL MANIFEST			21
Attachment 7—SAMPLE BASKETBALL TRAVEL MANIFEST			23

1. USAFA Football Team Bowl Participation.

1.1. Acceptance of Bowl Invitation.

1.1.1. USAFA is a member of the Mountain West Conference (MWC) and, as such, USAFA is required to participate in scheduled conference athletic events. To participate in these events, USAFA is obligated to send athletic teams to away contest locations and to pay associated costs. The requirements and rules for participation in these events are established by the MWC and are binding on all MWC members. The MWC negotiates and executes bowl contracts, both with individual bowls and through the Bowl Alliance, and teams selected to participate are bound by those contracts. When a team is selected or invited to a bowl game, that acceptance is merely an acknowledgement of the obligation to participate. This acknowledgement is the same as the acknowledgement of obligations to play MWC regular season schedules issued by the MWC. The

acknowledgement (acceptance) of USAFA's obligation to participate in a bowl game is not a procurement action requiring the approval of a contracting officer.

1.1.2. The Director of Athletics (USAFA/AD) will brief the AFAAA Advisory Council, chaired by the NCAA Faculty Representative, on bowl invitations (including the applicable bowl operations manuals). The final travel plan will be submitted to the AFAAA Advisory Council and approved by the Superintendent (HQ USAFA/CC).

1.2. Mode of Travel . It is the policy of USAFA to travel by chartered aircraft because of the size of the USAFA contingent and the difficulty of making scheduled airline reservations during the holiday season.

1.2.1. If airlift capability is available through the Air Mobility Command (HQ AMC), the Directorate of Athletics' Chief of Football Operations (USAFA/ADSL) will coordinate with HQ AMC/A34YAB to secure the required aircraft. USAFA/AD will make every effort to provide advance notice of potential bowl sites and dates to HQ AMC to assist them in their planning process. Only authorized personnel will travel military air when transportation is provided by HQ AMC in accordance with AFI 24-101, *Passenger Movement*, and USAFAI 24-101, *Airlift Support for USAF Academy Activities*.

1.2.2. If the MWC or the bowl provides charter airlift, the traveling contingent will use this chartered airlift and no procurement action by HQ AMC is required.

1.2.3. HQ AMC, in coordination with USAFA/AD, will procure the necessary airlift support if more than one charter is required. The Vice Superintendent (HQ USAFA/CV) must approve the use of more than one charter or reliance on scheduled air carriers.

1.2.4. When the team, coaching staff, and government personnel are required to be on location at the bowl site by a specific date prior to the bowl game, their travel requirements have priority in scheduling the charter. If a substantial number of official travel party members do not have to arrive when the team does, a cost comparison will determine whether it is more economical to take more than one charter or to rely on scheduled air carriers.

1.3. Travel by the Official Travel Party and Reimbursement of Expenses.

1.3.1. The official travel party includes football players and coaches, football support personnel (i.e., equipment managers, trainers, team physician, cadet video technicians), and USAFA and USAFA/AD personnel as outlined in USAFAI 24-103, *Football Team Charter Aircraft Management*.

1.3.2. Football coaches, football support personnel, players, and cheerleaders will travel at AFAAA expense unless HQ USAFA/CV authorizes their travel by commercial air, and they are authorized to do so at appropriated fund expense. All travel arrangements will comply with applicable NCAA rules.

1.3.3. All other members of the official travel party will travel under appropriated fund orders or at AFAAA expense. Funding to cover these travel expenses will be in accordance with **Attachment 2** of this instruction. If a member of the official travel party is an active duty member, he (or) she must inform their CSS of their duty status (when they depart and immediately upon return from temporary duty [TDY] status).

1.3.4. All members of the official travel party are expected to travel to and from the bowl game using the chartered aircraft. Requests to travel by commercial air will be reviewed by USAFA/AD, and approved by HQ USAFA/CV.

1.3.5. All members of the official party traveling in an appropriated fund status will pay for their charter seat in advance of travel. A paid receipt will be provided to the traveler by AFAAA for submission with their final travel settlement voucher.

1.3.6. Members of the official travel party will be entitled to per diem to cover their meals; however, any meals provided as part of official bowl events will be identified as government-provided meals on their travel voucher. Members of the official travel party who are under contract with AFAAA will be reimbursed according to the terms of their contract.

1.3.7. Military and civilian members of the official travel party below the grade of colonel (or civilian equivalent) are expected to share a room unless they are traveling with their spouse, gender considerations do not permit the sharing of a room or when a room with two beds is not available.

1.3.8. All requests for additional rooms must be submitted 7 days prior to departure to ensure an accurate room count. These will be reviewed and approved by USAFA/AD or the Vice Director of Athletics (USAFA/ADV) after coordination with the Chief, Football Operations (USAFA/ADSL). Individuals requesting additional rooms must pay for these rooms at the time of the reservation, and they are responsible for all expenses incurred.

1.3.9. Official travel party members traveling in an appropriated fund status will be individually responsible for checking out of the hotel and settling their hotel bill prior to departure.

1.3.10. Official travel party members traveling in a nonappropriated fund status will be individually responsible for settling any charges to their room, other than the basic room charge, prior to departure.

1.3.11. All members of the official travel party who are required to submit travel vouchers will do so within 5 duty days of their return to the USAFA.

1.4. Travel by the Advance Party.

1.4.1. Bowl arrangements normally require travel to the bowl game location by an advance party to prepare for the arrival of the official travel party. The advance party will consist of: the Chief, Football Operations (USAFA/ADSL); Head Equipment Manager (USAFA/ADSME); Athletic Ticket Manager (HUSAFA/ADET); Associate Athletic Director of External Affairs (USAFA/ADEM); and the Associate Athletic Director of Communications (USAFA/ADEC). The advance party is expected to make arrangements for hotel rooms, ground transportation, airport arrival requirements, meals, special events, practice location, ticket marketing, advance media events, and promotional events.

1.4.2. The advance party will arrive at the bowl game location no sooner than is necessary to prepare for the arrival of the official travel party and ensure that necessary arrangements have been made.

1.4.3. Advance personnel from the Commandant of Cadets (USAFA/CW) will travel in accordance with USAFA/CW procedures.

1.5. Drum and Bugle Corps, Cheerleaders and Falcon Handlers.

1.5.1. These cadet attendees and related staff members are performing an official USAFA mission and are authorized appropriated funding. However, in the event appropriated funds are not available to fund this travel, AFAAA funds may be used at the approval of the AFAAA Advisory Council and the Superintendent. Transportation will be provided from Colorado Springs to the bowl game location and return to Colorado Springs. Itineraries will be developed in accordance with the Joint Federal Travel Regulation (JFTR) and will consider cadet morale, holiday vacation time lost, and economic factors.

1.5.2. Lodging will be arranged by the Intercollegiate Logistics Office (USAFA/ADSL). All rooms will be double occupancy or greater except when gender considerations prevent double occupancy. Charges to rooms beyond the cost of the room itself (e.g., movies, phone calls) are not reimbursable and will be the responsibility of the room occupants. Any such charges must be settled with the hotel prior to departure

1.5.3. Cadets and related staff members will be reimbursed in accordance with applicable Joint Travel Regulations. Travel vouchers must be submitted within 5 days following return to USAFA.

1.6. Ground Transportation in Support of the Bowl Contingent and Guests.

1.6.1. Ground transportation requirements will be determined during the pre-planning meetings and provided for official travelers only. Arrangements will be made by USAFA/ADSL.

1.6.2. USAFA Motor Coach support will be provided if available and cost effective. All personnel in the categories listed in **Table 1** below are authorized transportation on government-owned, operated, and leased motor coaches. Transportation will be provided for necessary and official bowl functions.

Table 1. Authorized Ground Transportation Categories.

AD Administrative Staff
Officer Representatives
Communications Staff
Medical and (or) Trainer Staff
Equipment Managers
Ticket Office Staff
Tutors
Coaching Staff
Football Players
Local Media
AD External Affairs Staff
Cheerleaders
USAFA Staff (Superintendent, Dean of Faculty, Commandant of Cadets, etc.)
Spouses and dependents as referenced in Paragraph 1.7.
Blue and Silver members and others referred to in Paragraph 1.7. , including those who have purchased a travel package.

1.6.3. All non-government personnel will complete a waiver of liability as a condition for receiving this transportation support.

1.7. Travel of Others.

1.7.1. Travel by Spouses.

1.7.1.1. Official Representation by Spouses. Pursuant to guidance contained in DoDD 4515.13-R, *Air Transportation Eligibility*, DoDD 4500.56, *DoD Policy on the Use of Government Aircraft Air Travel*, and AFI 24-101, *Passenger Movement*, spouses may travel with their sponsor at government expense only when there is an unquestionable official requirement in which the spouse will actually participate in the function requiring the travel, or it is deemed by proper authority in the national interest because of a diplomatic or public relations benefit to the country. A request for a spouse to travel at government expense must be submitted through HQ USAFA/CC for approval by the CSAF or AF/CV. If approved, each spouse is issued an invitational travel order which authorizes funded travel only; no per diem or other reimbursements are authorized.

1.7.1.2. Contractually obligated travel for spouses and guests of contract coaches will be in accordance with terms of the contract.

1.7.1.3. Unofficial Spouse Travel. Members of the official travel party may request approval to have their spouse accompany them on the trip. The primary travel member will pay the cost of travel by a spouse in an unofficial status. Seating for a spouse in an unofficial travel status will be on a space available basis. Travel and lodging arrangements are coordinated with USAFA/ADSL by the member of the official party. These requests will be submitted for review to the Director or the Vice Director of Athletics and approved by HQ USAFA/CV. The spouses of key USAFA personnel (Commandant, Dean of Faculty, Director of Athletics, and Faculty Athletic Representative) who can perform representational or development functions for the USAFA will be given preference.

1.7.2. Family members, other than spouses, of an official travel party member may be approved to travel on a fully reimbursable basis if space is available on the charter aircraft. HQ USAFA/AD will determine priority for seating, if necessary.

1.7.3. The Association of Graduates (AOG) President, Chief Executive Officer (CEO) and Board of Directors' Chairman may be invited by HQ USAFA/CC to travel to the bowl as guests of USAFA. If this invitation is approved and extended, USAFA/AD will provide space on the charter aircraft and lodging for these individuals. Spouses of the AOG officials may travel on a space available, reimbursable basis.

1.7.4. Any excess seats on the charter aircraft that are not filled by members of the official travel party can, at the discretion of HQ USAFA/CV, be allocated among the individuals mentioned above or be made available to members of the following groups: USAFA personnel, AD Staff, AFAAA staff, Blue and Silver Club, other affinity groups, associations or foundations that provide support to USAFA athletics, parents and family members of players and coaches, season ticket holders, etc. These seats will be made available only on a space available, reimbursable basis.

1.7.5. The cost for any reimbursable seat on the charter aircraft will be established on a per capita basis (total cost of charter divided by number of seats). USAFA/ADSL will, in coordination with the Commercial Ticketing Office (CTO), determine current rates for airline tickets. If the prevailing industry rate is lower than the per capita cost, the Directorate of Athletics' Associate Athletic Director for Resources (USAFA/ADF) may set a rate determined to be economically advantageous to AFAAA. All travel costs must be fully paid in advance of travel.

1.8. Game Tickets.

1.8.1. All bowl game contracts require participating institutions to purchase large blocks of game tickets. AFAAA will purchase these tickets and all tickets required for official travel party members. Official travel party members traveling on appropriated fund orders will reimburse AFAAA for the ticket provided to them. AFAAA will provide the following bowl game tickets:

1.8.1.1. Six tickets to each football player and cheerleader (per NCAA rules).

1.8.1.2. One ticket to each member of the official travel party who requires a ticket in order to attend the game. Any personnel in the official or authorized travel party who have a working credential to enter the stadium will not receive a ticket.

1.8.1.3. One ticket each to the AOG CEO and President if traveling as guests of the HQ USAFA/CC.

1.8.1.4. Any contractually obligated tickets pursuant to terms of a commercial sponsorship or partnership agreement.

1.8.1.5. Any contractually obligated tickets pursuant to football coaches' contracts.

1.8.1.6. One ticket to any USAFA cadet (not in the official travel party) attending the game.

1.8.2. A comprehensive marketing program will be developed and pursued to encourage good representation and attendance by USAFA fans and sell as many bowl game tickets as possible. USAFA/ADEM will include distributions for promotional advertisement purposes. When further ticket sales are no longer practicable, HQ USAFA/CV may authorize distribution of remaining tickets at no cost. This distribution will be carried out in a manner to maximize attendance at the game. (NOTE: Members of the official travel party may purchase adjacent seats for spouses and family members. Otherwise, these seats will be sold to the general public. Under no circumstances will adjacent seating tickets be "reserved" for free distribution to official travel party members; they may only obtain free tickets under the same conditions and from the same distribution outlets as the general public; they will not be given any preferential treatment in the distribution of free tickets).

1.9. Bowl Memorabilia .

1.9.1. Any bowl memorabilia provided to USAFA/AD pursuant to USAFA participation in the bowl, after review by the USAFA Staff Judge Advocate (HQ USAFA/JA), may be distributed to eligible personnel identified in [Attachment 2](#). If necessary and fiscally appropriate, USAFA/AD may purchase sufficient additional sets of the bowl memorabilia to ensure all football players, coaches, and football support personnel identified in

Attachment 3 receive a set. USAFA/AD may also purchase a reasonable number of bowl memorabilia sets, or portions thereof, suitable for display in appropriate athletic facilities or the Director of Athletics' and Superintendent's offices.

1.9.2. USAFA/AD may purchase AFAAA Team awards with AFAAA funds and provide an award in accordance with NCAA rules and AFI 34-201, *Use of Nonappropriated Funds*, USAFA Supplement 1, to the players, coaches, and support personnel identified in **Attachment 4**.

1.9.3. USAFA/AD may purchase Conference Championship awards with AFAAA funds and provide a Conference championship award, in accordance with NCAA rules and AFI 34-201, USAFA Supplement 1, to the football players, coaches, and football support personnel identified at **Attachment 5**.

1.9.4. USAFA/AD may also purchase bowl memorabilia and promotional items (e.g., ball caps, T-shirts) for distribution in accordance with marketing plans to encourage attendance and demonstrate AF and (or) USAFA representation at the bowl game. Cost of these items should not exceed \$25 per item and the distribution plan will be approved in accordance with Paragraph **1.9.5** below.

1.9.5. A detailed plan concerning the procurement and distribution of bowl memorabilia and promotional items and the awards discussed above will be prepared by USAFA/AD for review by the AFAAA Advisory Council and submission to the Superintendent for approval.

1.10. Special Events. The Bowl Game Committee sponsors a series of events that may include breakfasts, luncheons, dinners, receptions, and entertainment events that require USAFA participation.

1.10.1. For each event, the Bowl Committee provides a designated number of tickets. USAFA/AD must provide these bowl-furnished tickets to official travel party members who are required (by bowl agreement) to attend such functions or to other official travel party members selected by HQ USAFA/CV to perform a representational role at the event. USAFA/AD may purchase additional tickets if necessary in order to provide a ticket to all official travel party members specified in the preceding sentence. With regard to spouses or other guests, only those traveling at government expense may be provided a government-furnished or paid-for ticket to these events.

1.10.2. If the event includes a meal, government personnel who attend these events will claim government meals provided on their travel voucher.

1.10.3. Spouses, dependents, and other individuals who accompany the official travel party member must pay for tickets at their own expense.

1.10.4. USAFA/AD may also purchase tickets to include in travel packages sold to parents, season ticket holders, and other supporters.

1.11. Aircraft and (or) Charter Manifest.

1.11.1. USAFA/ADSL is responsible for the aircraft manifest, lodging arrangements, bowl week scheduling, and publishing a bowl information pamphlet for all travelers.

1.11.2. A charter manifest listing all personnel will be prepared in advance of travel and submitted in accordance with USAFAI 24-103 within 2 days of departure. A sample charter manifest list is at [Attachment 6](#).

1.12. **Resolution of NCAA Conflicts.** USAFA/AD will execute the bowl participation in accordance with all NCAA rules and regulations as well as the applicable bowl operations manual. To the extent there is a conflict between NCAA rules and regulations and DoD and Air Force regulations, directives, and instructions regarding the conduct of USAFA personnel in association with the bowl game, the more stringent guideline will be followed.

2. All Other Post-Season Contest Participation for USAFA Intercollegiate Sports.

2.1. **Acceptance of Post Season Contest Invitation.** USAFA intercollegiate athletic teams belong to various conferences and are eligible to participate in conference and NCAA championships in representation of USAFA. To participate in these events, USAFA is obligated to send athletic teams to away contest locations and may be required to pay associated costs. The requirements and rules for participation in these events are established by the conference and (or) NCAA and are binding on all conference members. The conferences may negotiate and execute post-season contracts. When a team is selected or invited to a post-season contest, that acceptance is merely an acknowledgement of the obligation to participate, which arises out of membership in the NCAA or the various conferences. This acknowledgement is the same as the acknowledgement of obligations to play regular-season schedules issued by the conference. The acknowledgement (acceptance) of USAFA's obligation to participate in a post-season contest is not a procurement action requiring the approval of a contracting officer.

2.2. **Mode of Travel** . The athletic team will travel to the post-season competition by bus, charter aircraft or commercial airlines as scheduled by the team, conference or NCAA-designated travel agent.

2.2.1. The final travel manifest is consolidated by USAFA/ADSL and forwarded to the Associate Athletic Director for Support (USAFA/ADS) for review prior to approval by the Director of Athletics (USAFA/AD). Only mission essential changes will be made to the manifest less than 36 hours prior to departure. The team travel manifest is based upon team travel sizes identified in the USAFA/AD Operating Instruction (OI) 24-101, *Intercollegiate Team Travel*, and post-season NCAA directives (see [Attachment 7](#) for an example manifest).

2.2.2. USAFA/ADSL will coordinate travel arrangements based upon the guidelines of the conference and (or) the NCAA. USAFA/ADSL will submit travel manifests as identified in AD OI 24-101 for lodging and transportation as applicable based on the travel timeline. USAFA/ADSL will also accomplish orders based upon the travel manifest.

2.3. Travel by the Official Travel Party and Reimbursement of Expenses:

2.3.1. The official travel party includes the athletes, coaches, support personnel, cheerleaders, and USAFA and USAFA/AD personnel required to participate in official functions and activities as outlined in [Table 2](#) below.

Table 2. Official Travel Party.

Superintendent of the United States Air Force Academy
Director of Athletics
Vice Director of Athletics
Division Chief, as applicable (ADE, ADP)
Associate Athletic Director – Communications
Medical and Trainer Staff
Ticket Office Staff
Cadet Athletes
Media (Radio Broadcasting Crew)
Tutors (When Required)
Officer Representatives
Cadet Student Managers

2.3.2. The official travel party will ensure all travel arrangements comply with applicable NCAA rules.

2.3.3. Members of the official travel party who normally travel with the team will be in group travel status and expenses incurred with the travel will be funded on the team travel card. Members of the official travel party who are under contract with AFAAA will be reimbursed according to the terms of their contract. Members of the official travel party who are not normally part of the team travel party may travel on individual TDY orders.

2.3.4. Military and civilian members of the official travel party below the grade of colonel (or civilian equivalent) are expected to share a room unless they are traveling with their spouse or gender considerations do not permit the sharing of a room.

2.3.5. All requests for additional rooms must be submitted 7 days prior to departure to ensure an accurate room count. These will be reviewed and approved by USAFA/AD or USAFA/ADV, after coordination with USAFA/ADSL. Individuals requesting additional rooms must pay for these rooms at the time of the reservation, and they are responsible for all expenses incurred.

2.4. Drum and Bugle Corps, Cheerleaders and Falcon Handlers.

2.4.1. The Drum and Bugle Corps, Cheerleaders and Falcon Handlers may be required to attend conference championships and NCAA Championships. If their attendance is required, USAFA/AD will be notified in enough time to coordinate their travel. These cadet attendees and related staff members are performing official USAFA missions and are authorized appropriated funding. However, in the event appropriated funds are not available to fund this travel, nonappropriated AFAAA funds may be used. Transportation will be provided from Colorado Springs game location and return to Colorado Springs. Itineraries will be developed in accordance with the Joint Federal Travel Regulation (JFTR) and with consideration for cadet morale, holiday vacation time lost, and economic factors.

2.4.2. Lodging will be coordinated by USAFA/ADSL. All rooms will be double occupancy or greater except when gender considerations prevent double occupancy.

Charges to rooms beyond the cost of the room itself (e.g., movies, phone calls) are not reimbursable and will be the responsibility of the room occupants. Any such charges must be settled with the hotel prior to departure.

2.5. Ground Transportation in Support of the Contingent and Guests. USAFA Motor Coach support will be provided if available and cost effective. If USAFA Motor Coach is unavailable, USAFA/ADSL will obtain chartered transportation through the 10th Mission Support Group Logistics Office (10 MSG/LG).

2.6. Travel of Others.

2.6.1. Travel by Spouses.

2.6.1.1. Official Representation by Spouses. Pursuant to guidance contained in DoDD 4515.13-R, DoDD 4500.56, and AFI 24-101, spouses may travel with their sponsor at government expense only when there is an unquestionable official requirement in which the spouse will actually participate in the function requiring the travel, or it is deemed by proper authority in the National interest because of a diplomatic or public relations benefit to the country. A request for a spouse to travel at government expense must be submitted through HQ USAFA/CC for approval by the CSAF or AF/CV. If approved, each spouse is issued an invitational travel order which authorizes funded travel only; no per diem or other reimbursements are authorized.

2.6.1.2. Contractually obligated travel for spouses and guests of contract coaches will be in accordance with terms of the contract.

2.6.1.3. Unofficial Spouse Travel. Members of the official travel party may request approval to have their spouse accompany them on the trip. The primary travel member will pay the cost of travel by a spouse in an unofficial status. Seating for a spouse in an unofficial travel status will be on a space available basis. Travel and lodging arrangements are coordinated with USAFA/ADSL by the member of the official party. These requests will be submitted for review to USAFA/AD and approved by HQ USAFA/CV. The spouses of key USAFA personnel (Commandant, Dean, Director of Athletics, and Faculty Athletic Representative) who can perform representational or development functions for USAFA will be given preference.

2.6.2. Family members other than spouses of an official travel party member may be approved to travel on a fully reimbursable basis if space is available on the charter aircraft. USAFA/AD will determine priority for seating, if necessary.

2.6.3. The AOG President, Chief Executive Officer and Board of Directors' Chairman may be invited by HQ USAFA/CC to travel to the contest as guests of USAFA. If this invitation is approved and extended, USAFA/AD will provide space on the charter aircraft and lodging for these individuals. Spouses of the AOG officials may travel on a space available, reimbursable basis.

2.6.4. Any excess seats on the charter aircraft that are not filled by members of the official travel party can, at the discretion of HQ USAFA/CV, be allocated among the individuals mentioned above or be made available to members of the following groups: USAFA personnel, AD Staff, AFAAA staff, Blue and Silver Club, other affinity groups,

associations or foundations that provide support to USAFA athletics, parents and family members of players and coaches, season ticket holders, etc. These seats will be made available only on a space available, reimbursable basis.

2.6.5. All travel costs for individuals not traveling pursuant to government orders must be fully paid in advance of the travel.

2.7. **Conference Affiliation.** Teams assigned to USAFA are designated in **Table 3** below with their conference affiliation and potential post-season contests identified.

Table 3. Conference Affiliation.

INTERCOLLEGIATE TEAM	CONFERENCE AFFILIATION	POST-SEASON CONTEST
Boxing	National Collegiate Boxing Association (NCBA)	NCBA West Regional Qualifier – Post Season
Boxing	NCBA	NCBA National Championships – Post Season
Fencing	Western Regional	Regional Championships
Fencing	Western Regional	NCAA Championships
Men's & Women's Gymnastics	Mountain Pacific Sports Federation (MPSF)	Regional Championships
Men's & Women's Gymnastics	MPSF	NCAA Championships
Men's & Women's Gymnastics	MPSF	USA Gymnastics Nationals
Hockey	Atlantic Hockey Association (AHA)	AHA Conference Tournament
Hockey	AHA	NCAA Hockey Tournament
Men's Basketball	MWC	MWC Championships
Men's Basketball	MWC	National Invitational Tournament
Men's Basketball	MWC	NCAA Basketball Tournament
Women's Basketball	MWC	MWC Championships
Women's Basketball	MWC	National Invitational Tournament
Women's Basketball	MWC	NCAA Championships
Baseball	MWC	MWC Championships
Baseball	MWC	NCAA Championships
Women's Soccer	MWC	MWC Championships
Women's Soccer	MWC	NCAA Championships
Volleyball	MWC	NCAA & MWC Championships
Men's Soccer	Mt Pacific Sports Federation	NCAA Championships
Lacrosse	Eastern College Athletic Conference	NCAA Championships

Cross Country	MWC	MWC Championships
Cross Country	MWC	NCAA Championships
Men's & Women's Swimming	MWC	MWC Championships
Men's & Women's Swimming	MWC	American Short Course Championships
Men's & Women's Swimming	MWC	NCAA Championships
Men's & Women's Diving	MWC	MWC Championships
Men's & Women's Diving	MWC	NCAA Championships
Men's Tennis	MWC	MWC Championships
Men's Tennis	MWC	NCAA Championships
Wrestling	Western Wrestling Conference (WWC)	NCAA West Regional
Wrestling	WWC	NCAA National Wrestling Championships
Water Polo	Western Water Polo Association (WWPA)	Conference Championship
Water Polo	WWPA	NCAA Championships
Rifle	No conference affiliation	NCAA Championships
Rifle	No conference affiliation	US National Team Trials
Rifle	No conference affiliation	Junior Olympic Championships

2.8. Purchase of Awards or Mementos.

2.8.1. Conference Championship Memorabilia.

2.8.1.1. Any Conference championship memorabilia provided to USAFA/AD pursuant to USAFA participation in the championship may, after review by the USAFA Staff Judge Advocate (HQ USAFA/JA), be distributed to eligible personnel. If necessary and fiscally appropriate, USAFA/AD may purchase sufficient additional sets of the championship memorabilia to ensure all players, coaches, and support personnel receive a set. USAFA/AD may also purchase a reasonable number of championship memorabilia sets, or portions thereof, suitable for display in appropriate athletic facilities or the Director of Athletics' and Superintendent's offices.

2.8.1.2. USAFA/AD may purchase Conference Championship awards with AFAAA funds and provide a Conference championship award, in accordance with NCAA rules and AFI 34-201, USAFA Supplement 1, to the players, coaches, and support personnel.

2.8.1.3. USAFA/AD may also purchase championship memorabilia and promotional items (e.g., ball caps, T-shirts) for distribution in accordance with marketing plans to encourage attendance and demonstrate AF and (or) USAFA representation at the championship game. Cost of these items should not exceed \$25 per item and the distribution plan will be approved in accordance with Paragraph [2.8.1.4](#) below.

- 2.8.1.4. A detailed plan concerning the procurement and distribution of championship memorabilia and promotional items and the awards discussed above will be prepared by USAFA/AD for review by the AFAAA Advisory Council and approved by the Superintendent.
- 2.8.2. In the event that a team or individual wins an NCAA Championship, USAFA/AD may chose to recognize the achievement with the purchase of an individual or team memento IAW the NCAA guidelines pertaining to Awards and Benefits in the NCAA Compliance Manual.
- 2.8.3. USAFA/AD may purchase AFAAA Team awards with AFAAA funds and provide an award in accordance with NCAA rules and AFI 34-201, USAFA Supplement 1, to the players, coaches, and support personnel identified in [Attachment 4](#).

3. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*.

DR. HANS J. MUEH
Director of Athletics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-101, *Passenger Movement*

AFI 34-201, USAFA Supplement 1, *Use of Nonappropriated Funds*

AFMAN 33-363, *Management of Records*

AFPD 24-1, *Personnel Movement*

AD OI 24-101, *Intercollegiate Team Travel*

DoDD 4500.56, *Department of Defense Policy on the Use of Government Aircraft Air Travel*

DOD 4515.13-R, *Air Transportation Eligibility*

USAFAI 24-101, *Airlift Support for USAF Academy Activities*

USAFAI 24-103, *Football Team Charter Aircraft Management*

Abbreviations and Acronyms

AF—Air Force

AFAAA—Air Force Academy Athletic Association

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve

AHA—Atlantic Hockey Association

AMC—Air Mobility Command

ANG—Air National Guard

AOG—Association of Graduates

CAP—Civil Air Patrol

CEO—Chief Executive Officer

CSAF—Chief of Staff, Air Force

CSS—Commanders Support Staff

DoD—Department of Defense

DoDD—Department of Defense Directive

HQ—Headquarters

JFTR—Joint Federal Travel Regulation

MPSF—Mountain Pacific Sports Federation

MWC—Mountain West Conference
NAF—Nonappropriated Fund
NCAA—National Collegiate Athletic Association
NCBA—National Collegiate Boxing Association
OI—Operating Instruction
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
TDY—Temporary Duty
US—United States
USAF—United States Air Force
USAF A—United States Air Force Academy
USAF AI—United States Air Force Academy Instruction
WWC—Western Wrestling Conference
WWPA—Western Water Polo Association

Attachment 2

FOOTBALL FUNDING MATRIX

Table A2.1. Football Funding Matrix.

	UNIT			APF/AFAAA
	APF		AFAAA	DEPENDENT ON AVAILABILITY
ACADEMY UNITS				
CC	X			
CV	X			
CCP	X			
USAFA/CW	X			
DRUM AND BUGLE & FALCONERS	X			
DF	X			
DP	X			
HC	X			
PA	X			
RR	X			
XP	X			
FM	X			
JA	X			
10 ABW	X			
LG	X			
PL	X			
CS	X			
AD				
ADMINISTRATION	X			
ATHLETICS COMMUNICATIONS	X			
EQUIPMENT MGRS	X			
SUPPORT				X
SPORTS MEDICINE	X			
TICKET OFFICE			X	
AUDIO-VISUAL/COM (See note below)				X
TUTORS				X
COACHES				X
TEAM				X
MEDIA (RADIO)			X	
BLUE and SILVER			X	
EXTERNAL AFFAIRS			X	
CHEERLEADERS				X

Attachment 3

FOOTBALL BOWL MEMORABILIA ELIGIBILITY LIST

Table A3.1. Football Bowl Memorabilia Eligibility List.

Head Coach	1
Assistant Coaches (including Grad Assts.)	15
Chief/Assistant, Football Operations	1
Head Equipment Manager	1
Equipment Managers	2
Student Managers and Cadet Coaches	Travel Contingent
Head Football Trainer	1
Football Trainers	4
Strength Coaches	2
Associate Athletic Director for Sports Medicine	1
Team Physicians	2
Team Video Coordinator	1
Student Video Technicians	Travel Contingent
Associate Athletic Director for Recruiting Support	1
Football Players	85-95
Athletic Communications	3

Attachment 4

AFAAA TEAM AWARD ELIGIBILITY LIST

Table A4.1. AFAAA Team Award Eligibility List.

Head Coach	1
Assistant Coaches (including Grad Assts.)	15
Student Managers and coaches (Only C1C cadets)	4 or 5
Team Video Coordinator	1
Student Video Technicians (Only C1C cadets)	2 or 3
Football Players	85 to 95

Attachment 5**CONFERENCE CHAMPIONSHIP (FOOTBALL) AWARD ELIGIBILITY LIST****Table A5.1. Conference Championship (Football) Award Eligibility List.**

Head Coach	1
Assistant Coaches (Including Grad Assts.)	15
Student Managers and coaches (Only C1C cadets)	4 or 5
Team Video Coordinator	1
Student Video Technicians (Only C1C cadets)	2 or 3
Football Players	85 to 95

Attachment 6

SAMPLE FOOTBALL TRAVEL MANIFEST

Table A6.1. Sample Football Travel Manifest.

STAFF	#	FUNDING
Superintendent	1	APF
Spouse	1	APF (if approved)
Commandant	1	APF
Spouse	1	REIMB
Dean of the Faculty	1	APF
Spouse	1	REIMB
Director of Athletics	1	APF
Spouse	1	REIMB
Cheerleading Coach	1	APF
Spouse	1	REIMB
Cadet Cheerleaders	13	NAF
Athletics Communications Representative	3	APF
AD External Affairs Representative	2	NAF
Athletics Ticket Office Representative	1	APF
Intercollegiate Logistics Office Representative	1	APF
Command Post Chief and Support Personnel	3	APF
FOOTBALL		
Head Coach	1	NAF
Spouse (AFAAA Expense)	1	REIMB OR BY CONTRACT
Contract Coaches	9	NAF
Spouses (AFAAA Expense)	9	REIMB
Military Coaches	3	APF
Spouses	3	REIMB
Chief, Football Operations	1	APF
Spouse	1	REIMB
Associate AD for Sports Medicine	1	APF
Spouse	1	REIMB
Head Equipment Manager	1	APF
Spouse	1	REIMB
Equipment Managers	2	APF
Spouses	2	REIMB
Head Athletic Trainer	1	APF
Spouse	1	REIMB
Head Football Trainer	1	APF
Spouse	1	REIMB
Athletic Trainers	2	APF
Spouses	2	REIMB

Team Physicians	2	APF
Spouses	2	REIMB
Strength Coaches	2	APF
Spouses	2	REIMB
Football Secretaries	2	REIMB
Spouses	2	REIMB
Video Manager	1	NAF
Spouse	1	REIMB
Student Video Technician	1	NAF
Student Managers	6	NAF
<u>GUESTS</u>		
10th Air Base Wing Commander	1	APF
Spouse	1	REIMB
Preparatory School Commander	1	APF
Spouse	1	REIMB
10th Medical Group Commander	1	APF
Spouse	1	REIMB
Director of Admissions	1	APF
Spouse	1	REIMB
AOG - Chairman of the Board	1	NAF
Spouse	1	REIMB
AOG – CEO	1	NAF
Spouse	1	REIMB
Blue and Silver Members	10	NAF
Directorate of Athletics' Family Members (Approximate)	40	REIMB
Fans/Boosters (Approximate)	50	REIMB
Command Chief Master Sergeant	1	APF
Spouse	1	REIMB
<i>Total</i>		
<i>Grand Total for sample travel party</i>		

<i>Legend</i>		
Funding categories are general illustrations and are not intended to be binding in all cases		
APF - Unit Appropriated Funds		
NAF – AFAAA		
REIMB - Paid/reimbursed by traveler		
A/N - APF or NAF Authorized; actual funding depends on availability		

Attachment 7

SAMPLE BASKETBALL TRAVEL MANIFEST

Table A7.1. Sample Basketball Travel Manifest.

<u>STAFF</u>	<u>#</u>	<u>FUNDING</u>
Superintendent	1	APF
Spouse	1	APF (if approved)
Commandant	1	APF
Spouse	1	REIMB
Dean of the Faculty	1	APF
Spouse	1	REIMB
Director of Athletics	1	APF
Spouse	1	REIMB
Cheerleading Coach	1	APF
Spouse	1	REIMB
Cadet Cheerleaders	13	NAF
<u>BASKETBALL</u>		
Head Coach	1	NAF
Spouse (AFAAA Expense)	1	REIMB OR BY CONTRACT
Contract Coaches	3	NAF
Spouses (AFAAA Expense)	3	REIMB
Military Coaches	2	APF
Spouse	2	REIMB
Officer Representatives	2	APF
Spouse	1	REIMB
Athletic Trainer	1	APF
Spouse	1	REIMB
Strength and Conditioning Coach	1	APF
Spouse	1	REIMB
Athletics Communications	1	APF
Spouse	1	REIMB
Basketball Players	16	APF
Cadet Managers	2	APF