

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 24-103**

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Transportation

**FOOTBALL TEAM CHARTER AIRCRAFT
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*, and references AFI 24-101, *Passenger Movement*, by establishing procedures for management of the charter aircraft that is used to transport the United States Air Force Academy (USAFA) Football Team. It applies to all USAFA personnel and other personnel not employed at USAFA who may fly on a charter aircraft with the football team. 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 that all records created as a result of processes prescribed in this publication are maintained in accordance with 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.

The Air Force Vice Chief of Staff (HQ USAF/CV), in his 29 Sep 99 letter, has granted approval authority to the Superintendent to determine passenger eligibility on Air Force Academy Athletic Association (AFAAA) procured charter aircraft. The Secretary of the Air Force General Counsel (SAF/GC) memorandum, dated 28 Sep 00, states "...the Academy Athletic Department could transport its intercollegiate football team and associated staff to away games on scheduled airlines. However, charter travel is also authorized for this purpose, is competitive from the cost perspective, provides greater flexibility for moving the 155-person official party as a group, and significantly reduces the disruption to the athletes' academic studies. Having concluded that charter travel is authorized and effective for this purpose..." SAF/GC letter, dated 28 Sep 00, "...the Superintendent has authority to adopt reasonable criteria and procedures for passenger

eligibility on the Air Force Academy Athletic Association (AFAAA) charter aircraft.” These criteria and procedures are set forth in this instruction.

SUMMARY OF CHANGES

This interim change updates Football Team Charter management because of the advent of the Air Force Academy Athletic Corporation (AFAAC) margin bar (|) indicates revisions from the previous edition.

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1. Official Travel Party. The official travel party consists of personnel who are necessary to be in attendance to support the successful execution of a Division 1A football game. The USAFA Football Team deploys with an official travel party as shown in [Table 1](#).

Table 1. OFFICIAL TRAVEL PARTY.

Superintendent of the United States Air Force Academy
 Director of Athletics
 Senior Associate Athletic Director
 Associate Athletic Director for Sports Medicine
 Associate Athletic Director for Recruiting Support
 Associate Athletic Director for Communications
 Chief, Football Operations
 Medical and Athletic Training Staff
 Equipment Managers
 Audio/Visual Staff
 Athletic Department Football Coaching Staff
 Football Players
 Media (Radio Broadcasting Crew)
 Tutors (When Required)
 Officer Representatives
 NCAA Faculty Athletic Representative

1.1. Guest of the Official Travel Party. Members of the official travel party may request approval to have a guest accompany them on a trip. The cost of the guest’s travel expense is paid by the official travel party member. Guest travel is considered on a space available basis. It is the primary traveler’s responsibility to ensure the guest’s travel and lodging arrangements are coordinated with the Chief, Football Operations (USAFA/ADSL). The final approval authority for all guest travel is through the manifest approval process listed in [paragraph 3](#).

2. Authorized Travel Party. The authorized travel party consists of USAFA personnel and guests whose official capacity enables them to directly support the intercollegiate program and contribute to the successful execution of Division 1A football program. Members of this party as shown in [Table 2](#), are eligible to travel with the team when recommended by the Director of Athletics (USAFA/AD) and approved IAW [paragraph 3](#).

Table 2. AUTHORIZED TRAVEL PARTY.

Vice Superintendent
 Vice Athletic Director
 Deputy Athletic Director/Head, Physical Education Department
 Associate Athletic Director/Senior Women's Administrator
 Associate Athletic Director for Support
 Aide to the Superintendent
 AFAAC Contract Coaches
 AFAAC (Air Force Academy Athletic Corporation/Corporate Sponsors)
 AFAAC Contract Coaches' Spouses/Dependent Children
 Assigned members of the Academy
 Superintendent's Guests
 Team Chaplain

2.1. Guests of the Authorized Travel Party. Members of the authorized travel party may request approval to have a guest accompany them on a trip. The cost of the guest travel expense is paid by the authorized travel party member. Guest travel is considered on a space available basis. It is the primary traveler's responsibility to ensure the guest travel and lodging arrangements are coordinated with the Chief, Football Operations (USAFA/ADSL). The final approval authority for all guest travel is through the manifest approval process listed in [paragraph 3](#).

2.2. AFAAC/Corporate Sponsors/Corporate Guests: Personnel will have a Letter of identification accomplished for travel on the charter aircraft.

2.2.1. Travel Funding: The AFAAC was created by statute (10 U.S.C. § 9362) specifically "to support the athletic programs of the Academy" and, in that capacity and through a Cooperative Agreement with USAFA, serves as Athletic Department's Public Relations, Corporate Sponsorship, Booster, and Community relations arm. As such, AFAAC employees and contractors (including Corporate Sponsors/Corporate Guests) are authorized to travel on the Football Team charter on a non-reimbursable basis. SAF/GC stated in the memorandum dated 28 Sep 00, "AFAAA's proposal to offer charter seats on a non-reimbursable basis to Academy Booster Club members, civic leaders, and corporate sponsors may be authorized under the Academy's public relations program. Booster Club members and corporate sponsors very likely have contributed to the AFAAA in amounts exceeding the value of the offered transportation, and it is the official business of the AFAAA to encourage and nurture financial support."

2.2.2. DELETE.

2.3. Spouse Travel.

2.3.1. Contract Coaches' Spouse Travel. Contract coaches' spouses are entitled to travel to one away contest each season in accordance with the AFAAC coaches' contract. The coach may substitute a dependent child if the spouse cannot accompany the coach with approval of the Director of Athletics. The head football coach's spouse is authorized to travel to each away game per his AFAAC contract. TDY orders are not authorized for AFAAC contract coaches or their spouses as this entitlement is only allowed under the individual coach's contract. Reimbursement will be IAW current AFAAC contract

reimbursement procedures for contractor travel. Spousal expenses will be claimed on a separate invoice submitted to the AFAAC's Business office with the applicable coach's invoice. Individual AFAAC contract coaches and their spouses will both be on a separate Contract letter of identification for each trip. For further information and guidance on contractor travel see the JFTR, Appendix E and the Federal Acquisition Regulation paragraph 31.205-46.

2.3.1.1. A child is defined as an unmarried child, stepchild, adopted child or illegitimate child (parentage established in accordance with service criteria) under the age of 21.

2.3.1.1.1. An unmarried child under the age of 23 who is enrolled in a full-time course of study in an institution of higher education and dependent on the member for more than one half of his or her support is eligible to travel.

2.3.1.1.2. Unmarried child of any age incapable of self-support because of mental or physical incapacity and dependent on the member for over half of his or her support is eligible to travel.

2.3.2. **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 and Air Travel*, 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 Chief of Staff of the Air Force (CSAF) or HQ USAF/CV. If approved, each spouse is issued an invitational travel order which authorizes funded travel only; no per diem or other reimbursements are authorized.

2.3.3. **Unofficial Spouse Travel.** See [Paragraphs 1.1](#) and [2.1](#).

2.4. **Guests of the Superintendent.** The Superintendent can designate guests each game that are authorized to travel in support of the football program. Guests are USAFA military and civilian personnel who are selected by USAFA mission element commanders, Direct Reporting Unit directors, and tenant unit commanders from units assigned or attached to USAFA. Travel, lodging and incidental expenses are paid from the Superintendent's Operation and Maintenance account.

3. Manifest Approval. The final travel manifest is consolidated by the Directorate of Athletics' Intercollegiate Logistics Office (USAFA/ADSL) and forwarded to the Associate Athletic Director for Support (USAFA/ADS). Upon review, the manifest is forwarded via e-mail through USAFA/AD to the Staff Judge Advocate (HQ USAFA/JA) for final review. The USAFA Legal Office (HQ USAFA/JA) will determine if HQ USAFA/CC review is required. Only mission essential changes will be made to the manifest less than 36 hours prior to departure.

4. Orders. When appropriated funds are used, employees and members shall use the Defense Travel System (DTD) for travel authorization and payment. USAFA/ADSL will accomplish NAF TDY orders for those personnel assigned to AD to include players, tutors and officer representatives. AFAAC Contract Coaches and AFAAC/Corporate Sponsors and their guests

will have a Letter of Identification accomplished in order to travel upon the charter aircraft. Orders for authorized guests traveling on NAF invitational orders will be accomplished by USAFA/ADSL. Unofficial travelers under paragraph 1.1 and 2.1 above are not authorized to be placed on any type of TDY order.

4.1. **TDY Funding.** TDY funding will be provided using either appropriated funds (APF) or nonappropriated funds. Both NAF and APF TDY must indicate any transportation, lodging and meals provided “in-kind” at no cost to the traveler. The amount paid for meals and lodging may not exceed the locality rate without proper Actual Expense Allowance (AEA) approval.

4.2. **Football Players.** Football players normally travel on NAF blanket travel orders for each fiscal year. However, players are authorized direct APF support for away contests. These blanket orders should include travel in a “group” travel status with transportation, quarters and meals provided without charge.

4.3. **Travel Voucher.** All travelers on published TDY orders, NAF or APF, must submit a DD Form 1351-12, *Travel Voucher or Sub-Voucher*, upon completion of travel. Group travel vouchers must be submitted for the football players’ travel.

5. Logistics Requirements. The Directorate of Athletics is responsible for all logistics (to include hotel, bus rental and rental vehicles) for the required and authorized travel party. Intercollegiate Logistics Office (USAFA/ADSL) works in conjunction with United States Transportation Command (USTRANSCOM) and Headquarters Air Mobility Command (HQ AMC) to procure the charter aircraft.

5.1. **Charter Aircraft Requirements.** Charter aircraft are scheduled to meet the specific needs of the football team.

5.1.1. **Meals and Beverages.** Meal and beverage requirements are coordinated with the charter company to ensure that the Directorate of Athletics purchases only the amount that is used to feed all personnel on the plane. Cost of aircraft meal for unofficial travelers will be included in their travel cost.

5.1.2. **Departure and Arrival.** Departure and arrival times are coordinated between HQ AMC, the Directorate of Athletics, and the charter company.

5.1.3. **Landing and Transportation.** Landing locations and transportation of the official party are specifically tailored to meet the team requirements.

5.1.4. **Security.** Security procedures are in accordance with HQ AMC guidance for security of government procured aircraft and troop movements.

6. Space Available Travelers. Empty seats on the charter aircraft may be made available for purchase based on space availability.

6.1. **Seat Availability:** Any excess seats on the charter aircraft that are not being utilized can, at the discretion of the Director of Athletics, be made available to members of the following groups: USAFA personnel, AD staff, AFAAC/Corporate Sponsors, other affinity groups, association 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.

6.2. **Reimbursable Costs:** 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 recommend to the Superintendent, through the AFAAA Advisory Council, a set rate determined to be economically advantageous to AFAAA and IAW DoD policy. All travel costs for official and unofficial travelers must be paid in advance of travel.

7. Moved to Attachment 1.

DR. HANS J. MUEH
Director of Athletics

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

AFI 24-101, *Passenger Movement*

AFPD 24-1, *Personnel Movement*

AFMAN 33-363, *Management of Records*

AFMAN 64-302, USAFA Supplement 1, *Nonappropriated Fund (NAF) Contracting Procedures*

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

DoDD 4515.13-R, *Air Transportation Eligibility*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 1351-2, *Travel Voucher or Subvoucher*

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—US Air Force Reserve

AMC—Air Mobility Command

ANG—Air National Guard

AOG—Association of Graduates

CAP—Civil Air Patrol

CSAF—Chief of Staff of the Air Force

CTO—Commercial Ticketing Office

DoD—Department of Defense

DoDD—Department of Defense Directive

DTS—Defense Travel System

JFTR—Joint Federal Travel Regulation

NAF—Nonappropriated Funds

NCAA—National Collegiate Athletic Association

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAF/GC—Secretary of the Air Force General Council

TDY—Temporary Duty

USAFA—United States Air Force Academy

USTRANSCOM—United States Transportation Command