

**BY ORDER OF THE
SUPERINTENDENT**



USAFA INSTRUCTION 35-201

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Public Affairs

**PREPARATION AND USE OF USAFA FORM
61, UNIT PERFORMANCE REQUEST, AND
USAFA FORM 62, REQUEST FOR SPEAKER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: HQ USAFA/PA
(Mr Neil Talbott)

Certified by: HQ USAFA/PA
(Lt Col Donald Planalp)

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This instruction implements AFD 35-2, *Public Communications Program*, by identifying procedures in completing USAFA Form 61, **Unit Performance Request**, and USAFA Form 62, **Request for Speaker**. Reference AFI 35-201, Chapters 3 and 4, for background and authority. This instruction applies to military and civilian personnel permanently or temporarily assigned to the USAF Academy.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. EO 9397 System of Records Notice F162 AF SG A, Privacy Act Request File, applies.

1. Procedures. Community Relations (HQ USAFA PAC) processes all requests for cadet performing units (Honor Guard for retirements, Sabre Drill Team, Drum and Bugle Corps, Cadet Choirs, Falconers, Wings of Blue, etc.) by submitting USAFA Form 61. HQ USAFA PAC also coordinates requests for guest speakers for functions on and offbase through the USAFA Speaker's Bureau. All Academy military and civilian employees may volunteer to speak by submitting USAFA Form 62. These forms are electronic and located on the Academy website. Questions regarding filling out the forms can be directed to HQ USAFA/PA.

2. Forms Prescribed. USAFA Form 61, **Unit Performance Request**, and USAFA Form 62, **Request for Speaker**.

DONALD R. PLANALP, Lt Col, USAF
Director of Public Affairs