

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2008**

15 DECEMBER 2009

Incorporating Change 1, 4 April 2013

Personnel

CADET SPONSOR PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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: USAFA/CWTM

Certified by: USAFA/CWT
(Col Michael A. Pipan)

Supersedes: USAFAI36-2008,
10 March 2005

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, 23 December 2008. This instruction outlines the procedures governing the Cadet Sponsor Program and applies to everyone involved in this program. Refer recommended changes and conflicts between this and other publications to, the Commandant of Cadets (CW), Sponsor Program (CWTM), 2354 Fairchild Drive, Suite 4A14, USAF Academy CO 80840 on Air Force (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 are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change updates CW policy on Squadron AOC and AMT eligibility to sponsor cadets. It also moves prescribed and adopted forms to Attachment 1. A margin bar (|) indicates revisions from the previous edition.

1. Cadet Sponsor Program: The United States Air Force Academy (USAFA) Cadet Sponsor Program encourages active duty, retired and reserve officers, senior noncommissioned officers, USAFA alumni, and Department of Defense (DoD) civilians to become mentors to cadets. Through this personal involvement, cadets interact with individuals who counsel and advise them on military life and the positive aspects of a military career. The program gives first

priority to personnel associated with the military, but may accept non-DoD affiliated members as well.

2. Defining the Program: The Cadet Sponsor Program exposes cadets to the military lifestyle and positive adult role models, while providing them with a home away from home. Sponsors should develop an individual, yet professional, relationship with their cadets. This interaction is essential to the cadets' professional and social development. Cadets and sponsors may make by-name requests for their sponsor or cadet, and CWTM will attempt to honor the requests. Cadet requests have priority. If by-name requests are not made, CWTM uses common interest criteria to match cadets with sponsors.

3. Determining Eligible Hosts and Sponsors:

3.1. Residence Area. It is recommended that Cadet Sponsors reside in the greater Colorado Springs area; i.e., south to Fountain, north to Palmer Lake, west to Manitou Springs, and east to Marksheffel Road.

3.2. Marital Status, Gender, and Age. Single sponsors may only sponsor cadets of the same gender. Parents may sponsor their own son or daughter regardless of their marital status. All sponsors, military and civilian, must be at least 28 years old.

3.3. Military Status. Active duty, reserve, national guard, or retired officers in the rank of Captain (O-3) and above, active duty, reserve, national guard, or retired noncommissioned officers in the rank of TSgt (E-6) and above, and DoD civilians in the grade of General Schedule Grade 5 (GS-5), or equivalent, and above are eligible to be a sponsor. The following (or their spouses) are not eligible to participate in the Sponsor Program: HQ USAFA, Superintendent (HQ USAFA/CC); HQ USAFA, Vice Superintendent (HQ USAFA/CV); Commandant of Cadets (USAFA/CW); Vice Commandant (USAFA/CWV); Center for Character Development, Director, (USAFA/CWC); all Group Air Officer Commanding (AOCs), all Deputy Group AOCs, all Group Superintendents, all AOCs and all Academy Military Trainers (AMTs).

3.4. Relatives of Cadets. Parents, regardless of their status, may sponsor their own son or daughter. Relatives of cadets (grandparents, aunts, uncles, brothers, sisters, and cousins) may also sponsor. All relatives wanting to sponsor must reside within the boundaries cited in paragraph 3.1.

3.5. Waivers for Sponsors. Sponsors must request waivers for the following: if they live outside of the established boundary, if they are single and requesting an opposite gender cadet (if not related, a letter from the cadet's parents is also required); military and DoD civilians not meeting the rank requirement in paragraph 3.3.

4. How Civilians Become Sponsors: Civilians from the local community must submit three letters to become sponsors. These include a letter of introduction regarding their family and two letters of character reference from religious, work, or neighborhood affiliations. USAFA graduates that are separated from the Air Force (not active duty or retired) must submit one letter of introduction.

5. Administering the Program:

5.1. Commandant of Cadets, Training Support Directorate (CWT) is responsible to:

5.1.1. Serve as the approving authority for all waiver requests pertaining to this instruction.

5.1.2. Serve as the approving authority for removal of sponsors when necessary.

5.2. Commandant of Cadets, Support Division (CWTM) is responsible to:

5.2.1. Recruit eligible people wishing to be Cadet Sponsors.

5.2.2. Honor requests for cadets and sponsors by name or area of interest. Cadet requests are honored first. If USAFA/CWTM cannot honor a special request, it will match the sponsor or cadet based on their common interests, unless the cadet or sponsor specifically requests no substitutions.

5.2.3. Obtain personal preferences and areas of special interest from incoming fourth-class cadets.

5.2.4. Coordinate with HQ USAFA, Public Affairs (HQ USAFA/PA) on promotional material and news releases for the Cadet Sponsor program.

5.2.5. Maintain the database of all sponsors and cadets. All computers that access this database are properly marked in accordance with Privacy Act policies and all maintainers are briefed on their responsibilities.

5.2.6. Provide AOCs a list of sponsors for all cadets in their squadron.

5.2.7. Provide sponsors and cadets updated information on Cadet Sponsor program policies and responsibilities as necessary.

5.2.8. Brief sponsors once a year on their responsibilities and update information on USAFA/CW policies.

5.2.9. Monitor, evaluate, and correct problems found with the Cadet Sponsor program.

5.2.10. Recommend removal of sponsors who permit, condone, or know of cadet misconduct, but who fail to cooperate with the Academy in investigating that misconduct.

5.2.11. Survey the upper three classes once a year to verify the accuracy of the sponsor information file.

5.2.12. Brief cadets about the Cadet Sponsor program.

5.3. Squadron AOCs are responsible to:

5.3.1. Implement the Cadet Sponsor program within their squadrons.

5.3.2. Provide all fourth and third class cadets in their squadrons with the opportunity to request a sponsor.

5.3.3. Ensure cadets understand their responsibility to comply with all policies and instructions governing cadets while they are at the Academy and associating with their sponsors.

5.3.4. Encourage and allow cadets to contact their sponsors within a reasonable amount of time after CWTM assigns them.

5.3.5. Authorize (when appropriate) passes to visit sponsors, according to the applicable USAFA/CW guidance.

5.3.6. Identify ineffective or unsuitable sponsors and recommend their removal from the Cadet Sponsor program (see paragraph 5.2.10.).

6. Information Collections, Records, and Forms.

6.1. **Information Collections.** No information collections are created by this publication.

6.2. **Records Accountability.** 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 in <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

6.3. **DELETED.**

6.3.1. DELETED.

6.3.2. DELETED.

GREGORY J. LENGYEL, Brigadier General,
USAF
Commandant of Cadets

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD36-20, *Accession of Air Force Military Personnel*, 23 December 2008

AFMAN33-363, *Management of Records*, 1 March 2008

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AF—Air Force

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AMT—Academy Military Trainer

AOC—Air Officer Commanding

DoD—Department of Defense

NSPS—National Security Personnel System

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

USAFAPD—United States Air Force Academy Policy Directive

O-3—Captain

E-6—Tsgt

GS-5—General Schedule Grade 5