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AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 90-2201**



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**Special Management**

**STARBASE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive 90-22, *Air Force Community Partnership Program*. It extends the guidance of Department of Defense Instruction (DODI) 1025.7, Department of Defense STARBASE Program. It applies to AFRC organizations that sponsor and/or support STARBASE programs. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this supplement for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

***SUMMARY OF CHANGES***

This change defines AFRC and STARBASE Academies roles and responsibilities. It outlines the purpose of the STARBASE programs and curriculum procedures and updates office symbols to reflect current AFRC organizations.

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**1. PURPOSE:**

1.1. The goal of the AFRC STARBASE Program is to raise the interest and improve the knowledge and skills of at-risk youth in math, science, and technology by exposing them to the technological environment and positive role models found on military bases and installations.

1.2. Any school district (public or private), alternative educational provider, or individual or group of home schooling families may apply to participate in STARBASE Academies.

1.3. The Secretary of Defense and the Secretaries of the Military Departments may accept financial and other support for the DoD STARBASE Program from other Departments and Agencies of the Federal Government, State governments, local governments, non-profit organizations, and/or corporations or individuals in the private sector. The Secretaries of the Military Departments may delegate this authority in writing as they deem appropriate, but not below the level of the director of each STARBASE Academy.

1.3.1. AFRC shall report all non-DoD financial or other support provided to a STARBASE Academy to the Office of the Assistant Secretary of Defense for Reserve Affairs in an annual report.

1.4. AFRC delegates the authority to receive funds as described in DODI 1025.7 paragraph 4.3. to the director of each AFRC STARBASE academy. Each director will report all financial, etc. non-DoD support provided to its academy as part of its annual report so that the information can, in turn, be reported to OASD (RA).

**2. AFRC Shall:**

2.1. Implement this instruction

2.2. Report information regarding STARBASE Academy goals and their measurable achievements, Academy expenditures, and number of students and classes served no later than 30 days after the end of the fiscal year.

2.3. Audit each STARBASE Academy for fiscal and real property accountability once every 3 years.

2.4. Provide facilities and personnel support to STARBASE Academies, as resources permit. Ensure that opportunities to provide voluntary support to the Academies are known by the DoD Component personnel.

2.5. Forward the approved annual plans for each STARBASE Academy to the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) no later than 90 days before the start of the new fiscal year. Once approved by the OASD(RA) the plan shall serve as a Memorandum of Agreement between the STARBASE Academy, AFRC, and the OASD(RA).

2.6. HQ AFRC/A1KI shall:

2.6.1. Consolidate information from AFRC STARBASE academies end of year reports before submitting to OASD(RA).

2.6.2. Establish procedures for auditing each STARBASE academy for fiscal and real property account- ability once every 3 years.

2.6.3. Forward the approved annual plans for each AFRC STARBASE academy to OASD(RA) no later than 90 days before the start of the new fiscal year.

2.6.4. Provide information to AFRC units interested in sponsoring an AFRC STARBASE academy. Submit AFRC-approved proposals for new programs to OASD(RA).

2.6.5. Obtain AFRC/CC recommendation regarding any request for termination of an AFRC STARBASE academy. Forward recommendation to OASD(RA).

2.7. The AFRC STARBASE academies shall:

2.7.1. Shall, in coordination with local school administrators or other alternative education providers, actively encourage participation of youth at-risk. Other factors may include selecting classes on the basis of:

2.7.1.1. Inner city and/or rural location.

2.7.1.2. Disability.

2.7.1.3. Socio-economic disadvantage.

2.7.1.4. Low academic performance.

2.7.2. Shall neither approve nor disapprove individual student nominations for participation in the STARBASE Program. A roster of individuals nominated to participate in each STARBASE Academy class should be obtained from the supported school district, alternative education provider, or individual or group of home schooling families that have applied for a STARBASE class.

2.7.3. May cooperate with and, if delegated by the DoD Component, receive tangible support from both profit and non-profit organizations.

2.7.4. May not exceed a one-time \$50,000 expenditure on real property maintenance or upgrade, unless granted an exception to policy by the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)).

2.7.5. May not be administered by a for-profit organization.

2.7.6. May seek guidance, advice and opinion, and community input from local non-profit organizations. At no time will such a local non-profit organization assume any fiduciary or legal decision-making responsibility in place of either the DoD Component or the local commander.

2.7.7. Shall cooperate with the OASD(RA) and its contractor in gathering data for the annual fiscal year Congressional report.

2.7.8. Shall forward, through AFRC, an annual plan that outlines the goals and objectives of the STARBASE Academy and contains a by-line budget request.

2.7.8.1. Maintain a 501(c)3 non-profit corporation status, provided the STARBASE Academy's director agrees to accept financial support from non-profit organizations, as well as individuals or for profit corporations. Provide HQ AFRC/A1KI with a copy of the STARBASE Academy's non-profit organization's documentation.

2.7.8.2. Forward an annual plan to HQ AFRC/A1KI by 1 May of the preceding fiscal year. The annual plan will contain goals and objectives, operations, scheduling, manning, and a budget request as listed in DODI 1025.7 paragraph 6.1.

2.7.8.3. Maintain a current memorandum of agreement between the AFRC sponsoring organization and the active component host unit addressing the support of the STARBASE academy. Include in that memorandum or in a separate memorandum, documentation of agreement identifying the method of payment for staff salaries. Provide a copy of the agreement to HQ AFRC/A1KI.

2.7.8.4. Forward a copy of all award proposals to HQ AFRC/A1KI.

2.7.9. Organization that sponsors an AFRC STARBASE academy:

2.7.9.1. May provide facility and services to support AFRC STARBASE academy operations.

2.7.9.2. Shall coordinate a memorandum of agreement with the host wing for support to an AFRC STARBASE academy.

2.7.9.3. AFRC organizations/units shall submit proposals for a new STARBASE academy through HQ AFRC/ A1KI.

2.7.9.4. A recommendation for termination of an AFRC STARBASE academy must be submitted through HQ AFRC/A1KI.

### **3. Procedures.**

3.1. STARBASE Academies shall submit annual budget requests through AFRC to the OASD(RA) that identify STARBASE Academies expenditures by:

3.1.1. Staff.

3.1.2. Facility maintenance and utilities.

3.1.3. Facility furnishings.

3.1.4. Transportation and travel (e.g., TDY, training, special events).

3.1.5. Supplies.

- 3.1.6. Equipment.
- 3.1.7. Contract services.
- 3.1.8. Communications.
- 3.2. STARBASE Academy funding, budget, and report cycles will be aligned with Federal fiscal years.
- 3.3. STARBASE Academies shall offer a minimum of 700 hours of classroom contact per year. Academies shall choose to follow either subparagraph [3.3.1](#) or [3.3.2](#) below.
  - 3.3.1. Give 20 classroom contact hours of instruction spread over 4 days. Under this option the program must complete 35 classes of instruction per year.
  - 3.3.2. Give 25 classroom contact hours of instruction spread over 5 days. Under this option the program must complete 28 classes of instruction per year.
- 3.4. All STARBASE classroom contact hours shall take place on a military installation. Exceptions to this policy may be approved on a case-by-case basis by AFRC/A1KI).
- 3.5. STARBASE Academies may offer additional periods of special instruction, summer school (non-academic year) sessions, one-day workshops, community outreach, or teacher training periods. These programs shall not count toward the 700 hours minimum per year of classroom contact.
- 3.6. STARBASE class size may range from 20 to 35 pupils. Exceptions to this policy may be approved on a case-by-case basis by AFRC/A1KI
- 3.7. For the purposes of the DoD STARBASE Program, Academy instruction shall cover these areas:
  - 3.7.1. Math. See [Attachment 2](#) for a curriculum menu.
  - 3.7.2. Science. See [Attachment 2](#) for a curriculum menu.
  - 3.7.3. Technology. See [Attachment 2](#) for a curriculum menu.
- 3.8. STARBASE Academies will be evaluated on the following criteria:
  - 3.8.1. Gain in student knowledge in math and science.
  - 3.8.2. Positive change in attitude of students toward math, science, and technology.
  - 3.8.3. Compliance with DoD STARBASE Program guidelines.
  - 3.8.4. Budget execution.
- 3.9. Standardized instruments for measurement of the STARBASE Academy evaluation criteria contained in DoDI 1025.7 subparagraphs 6.11.1 and 6.11.2.
- 3.10. At the discretion of the AFRC, support for a STARBASE Academy may be terminated because:
  - 3.10.1. A STARBASE Academy fails to provide data necessary for compilation of the annual Congressional report.
  - 3.10.2. A STARBASE Academy does not show measurable achievement of program goals.

3.10.3. A military installation fails to support or becomes unable to adequately support a STARBASE Academy.

RICHARD W. SCOBEE  
Lieutenant General, USAF  
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 90-802, *Risk Management*, 1 April 2019

AFPD90-22, *Air Force Community Partnership Program*, 25 August 2016

DoDI1025.7, *Department of Defense STARBASE Program*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFRC**—Air Force Reserve Command

**AFRC/A1KI**—Air Force Reserve Command STARBASE Program Manager Office

**AFRIMS**—Air Force Records Information Management System

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**OPR**—Office Primary Responsibility

**OSAD**—Office of Assistant Secretary of Defense for Reserve Affairs

**RDS**—Records Disposition Schedule

***Terms***

**Alternative Education Provider**—A public or private school that is designed for children who do not function well in the traditional school setting. This may include continuation high schools, or schools that fall outside the categories of regular, special education, or vocational education.

**Class**—Within the context of a STARBASE Academy, a class is a grouping of students. This group may not necessarily have been a homogenous entity prior to STARBASE instruction; it may be a temporary grouping only for the purposes of assembling for the 20-hour minimum period of STARBASE instruction.

**Classroom Contact Hour**—A period of 60 minutes, plus or minus 5 minutes, in which a STARBASE Academy instructor is actively involved with students or in which a military member is demonstrating, displaying or teaching students about an application of math, science, or technology.

**Disability**—Physical, mental, or sensory impairments that render major life activities more difficult.

**Inner City Location**—Central section of a city, which is usually older and more densely populated.

**Non-Profit Organization**—A legal entity recognized or chartered by competent State authority and to which the Internal Revenue Service has given status as a 501c(3) tax-exempt educational organization.

**Rural Location**—As defined by the U.S. Bureau of Census: The population and territory outside any urbanized area and the urban part of any place with a decennial census population of 2,500 or more.

**Attachment 2****STARBASE CORE CURRICULUM MENU**

**A2.1. Purpose.** The purpose of the core curriculum is to improve knowledge and skills of students in kindergarten through twelfth grade in mathematics, science, and technology.

A2.1.1. STARBASE core curriculum includes the following mandatory areas of classroom contact instruction:

- A2.1.1.1. Newton's Laws of Motion.
- A2.1.1.2. Four Forces of Flight.
- A2.1.1.3. Bernoulli's Principle.
- A2.1.1.4. Model Rocketry.
- A2.1.1.5. Aircraft Control Surfaces and Components.
- A2.1.1.6. Properties of Air.
- A2.1.1.7. Development, Innovation and Use of Technology.
- A2.1.1.8. Properties and States of Matter.
- A2.1.1.9. Flight Simulation.
- A2.1.1.10. Space Exploration.
- A2.1.1.11. Goal Setting.
- A2.1.1.12. Teamwork.
- A2.1.1.13. Avoiding Substance Abuse.

A2.1.2. Additional STARBASE Academy areas of classroom instruction may include:

- A2.1.2.1. Math.
  - A2.1.2.1.1. Logic.
  - A2.1.2.1.2. Graphics.
  - A2.1.2.1.3. Computer science.
  - A2.1.2.1.4. Navigation.
- A2.1.2.2. Earth Science.
  - A2.1.2.2.1. Archeology;
  - A2.1.2.2.2. Environmental studies; and/or
  - A2.1.2.2.3. Anthropology.
- A2.1.2.3. Physical Sciences.
  - A2.1.2.3.1. Physics;
  - A2.1.2.3.2. Aeronautics; and/or
  - A2.1.2.3.3. Chemistry.

A2.1.2.4. Life Sciences.

- A2.1.2.4.1. Biology;
- A2.1.2.4.2. Nutrition;
- A2.1.2.4.3. Hydroponics; and/or
- A2.1.2.4.4. Substance abuse.

A2.1.2.5. Social Sciences.

- A2.1.2.5.1. Team building;
- A2.1.2.5.2. Goal setting;
- A2.1.2.5.3. Self-esteem; and/or
- A2.1.2.5.4. Citizenship.

A2.1.2.6. Other Applications of Technology.

- A2.1.2.6.1. Forensics;
- A2.1.2.6.2. Robotics;
- A2.1.2.6.3. Engineering; and/or
- A2.1.2.6.4. Applications of technology, as approved by AFRC.