

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-2013**

**23 FEBRUARY 2010**

*Incorporating Change 1, 21 March 2012*

*Certified Current on 21 December 2017*

**Personnel**

**SUPERINTENDENT'S USAF ACADEMY  
PREPARATORY SCHOOL ADVISORY  
COMMITTEE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. It establishes and prescribes the purpose, composition, responsibilities, and procedures of the Superintendent's United States Air Force Academy (USAFA) Preparatory School Advisory Committee. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the office of primary responsibility, USAFA/DFV, using Air Force (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 AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of reference and supporting information.

**SUMMARY OF CHANGES**

This interim change updates the opening paragraph, paragraph 2.13. and adds Attachment 1. A margin bar (|) indicates revisions from the previous edition.

**1. Purpose.** The USAF Academy Preparatory School Advisory Committee (PSAC) reports to the Superintendent and is focused on enhancing the integration of Preparatory School functions and operations with other USAFA mission elements to best prepare Cadet Candidates to succeed and lead at USAFA. The PSAC inquires into the morale and discipline; academic curriculum, instruction, and methods; athletic and fitness programs; honor and character program; facilities and infrastructure; and any additional subjects that impact Preparatory School mission accomplishment or operations as determined by the PSAC chair.

**2. Composition.** The Superintendent's USAFA Preparatory School Advisory Committee (PSAC) is composed of:

- 2.1. Vice Dean of the Faculty (USAFA/DFV), who will serve as chairperson.
- 2.2. Vice Commandant of Cadets (USAFA/CWV).
- 2.3. Vice Commandant for Culture and Climate (USAFA/CWP).
- 2.4. Director, Center for Character & Leadership Development (USAFA/CWC).
- 2.5. Associate Athletic Director for Recruiting Support (USAFA/ADR).
- 2.6. Director, Admissions (HQ USAFA/RR).
- 2.7. Director, Manpower and Personnel (HQ USAFA/DP).
- 2.8. Head, Department of Mathematical Sciences (USAFA/DFMS).
- 2.9. Head, Department of Chemistry (USAFA/DFC).
- 2.10. Head, Department of English and Fine Arts (USAFA/DFENG).
- 2.11. Director, Student Academic Services (USAFA/DFRL).
- 2.12. Commander, 10<sup>th</sup> Civil Engineer Squadron (10 CES/CC).
- 2.13. Mission Support Group Deputy Commander (10 MSG/CD)
- 2.14. As areas of special interest or as problem areas are identified, at the request of the chair, the PSAC may be augmented by adding other Academy officials when performing visits.

**3. PROCEDURES.** The PSAC will formally visit the Preparatory School twice each year. The Committee or its members may make other informal visits to the Preparatory School in connection with duties of the committee or to consult with the commander. A working-level program of interaction between the Academy mission elements and their Preparatory School counterparts is strongly encouraged. These activities include instructor exchanges, attendance at each other's faculty development programs, frequent cross talks, and establishment of joint Process Action Teams to deal with specific issues that are not easily resolved. The PSAC should be briefed on these activities during the formal visits.

**4. RESPONSIBILITY.** At least two weeks before each semiannual formal visit, committee members will submit the findings of their informal counterpart meetings to the chair. After each formal visit, committee members will submit individual or group reports to the chair on their issues of interest. Within two months after the spring visit, the chair will submit a final written report of the PSAC's actions, reviews, and recommendations to the Superintendent. Units are responsible to comply in accordance with AFMAN 33-363, *Management of Records*, and are

disposed of in accordance with the AFRIMS Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

TAMRA L. RANK, Col, USAF  
Vice Superintendent

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-20, *Accession of Air Force Military Personnel*, 23 December 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

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

**ANG**—Air National Guard

**OPR**—Office of Primary Responsibility

**PSAC**—Preparatory School Advisory Committee

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy