

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3501**

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Personnel

**USAFA CADET SCREENING FOR
YOUTH ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel John F. Price, Jr.)

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. It explains how cadets are selected and screened in order to participate in youth (under age 18) related events and programs. This instruction implements Secretary of the Air Force guidance, establishes policy, assigns responsibilities and prescribes procedures for background checks and evaluations for all cadets involved in youth programs, that have youth under the age of 18 in Federal facilities, or under the auspices of United States Air Force Academy (USAFA) sanctioned activities, events or programs. This instruction applies to all organizations, units, and offices with events, activities, and programs that occur during the USAFA academic year and summer period. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). USAFA will institute a formal, systematic screening process that ensures cadets are evaluated for behavior, judgment, and maturity factors by senior leadership prior to engaging in any event or activity involving youth. Cadets will be screened prior to selection for youth programs or events, and again immediately prior to the start of the program or event, for any last-minute changes in status. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for this publication is USAFA/CW (Tier 3). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This instruction requires collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 United States Code 8013, *Secretary of the Air Force*.

SUMMARY OF CHANGES

This instruction has been updated with the new program names and new program OPRs. Content and intent of this instruction remains the same.

1. Program and Event Participants . All USAF Academy-sanctioned programs or activities, not expressly covered by this instruction, are required to follow the directives in this instruction. USAFA units or offices organizing an event or sponsoring an activity involving youth will abide by the directives contained in this instruction, and will request the Office of Primary Responsibility (OPR) of this instruction to include the program in the next revision. USAFA programs or events required to comply with this instruction include:

Table 1. USAFA Youth Programs and Events.

EVENT NAME	SPONSORING ORGANIZATION
Teen Aviation Camp	10th Force Support Squadron (10 FSS)
Eagles Club	USAFA/CW (Commandant of Cadets)
Sports Camp	USAFA Athletics Department (USAFA/AD)
Falcon Club	USAFA/CW
Cadet Air and Space Instructors	USAFA/CW
Cadet for a Day program	USAFA/CW
Local area tutoring	USAFA/CW
National Character and Leadership Symposium (NCLS)	USAFA/AC
Chemistry Olympiad	USAFA Dean of Faculty (USAFA/DF)
COLE	USAFA/CW
American Society of Civil Engineers Camp	USAFA/DF
Society of American Military Engineers Camp	USAFA/DF
Appointee Orientations	USAFA Admissions Office (USAFA/RR)
Falcon Visitation Experience	USAFA/RR
Grass Roots Program	USAFA/RR
Summer Seminar	USAFA/RR
NOTE: THIS LIST IS NOT ALL INCLUSIVE	

2. USAFA Policy. It is USAFA policy to:

- 2.1. Establish a standardized and comprehensive process for screening cadets participating in programs or activities involving youth under the age of 18 on USAFA or in the local area.
- 2.2. Provide fair, impartial, and equitable consideration before a cadet is disqualified from participating in youth programs, or related duties as part of activities covered by this instruction.

2.3. Protect youth under age 18 by disqualifying or removing cadets from programs or activities involving direct contact with youth via the requirements and criteria outlined in the purpose statement of this publication.

3. Roles and Responsibilities:

3.1. The Vice Superintendent (USAFA/CV) will:

3.1.1. Ensure compliance with this instruction.

3.1.2. Complete an annual review to determine which USAFA programs fall within the scope of this instruction, in addition to those listed in [Table 1](#).

3.1.3. Through the Information Protection Directorate (USAFA/IP), ensure Cadet Security Clearance applications are completed and assist as required in criminal background checks.

3.2. The Commandant of Cadets, (USAFA/CW) will:

3.2.1. Oversee the suitability of screening procedures for the Superintendent, Headquarters USAFA (USAFA/CC), as specified under this instruction.

3.2.2. Develop procedures to implement this instruction, in accordance with DoD Instruction 1402.5., *Criminal History Background Checks on Individuals In Child Care Services*, January 24, 2017, (Paragraph 3.3.e. (**SAC for Childcare Positions**) and paragraph 3.4.) that outlines criteria to determine the appropriateness of individual cadets to participate in USAFA-sanctioned camps, orientations, seminars, programs or activities involving youth under the age of 18. (T-1)

3.2.3. Screen all cadets assigned to perform duties in these programs for quality force, judgment and maturity, as requested by program sponsors. At a minimum, cadets will be screened by the Air Officer Commanding and verified by the Group Air Officers Commanding at the time of selection and approved by USAFA/CW or Vice Commandant of Cadets (USAFA/CWV) again within two weeks of the start date of any and all Academy-sanctioned programs, camps, orientations, programs, or seminars employing cadets in positions involving direct contact with youth.

3.3. The Commander, 10th Air Base Wing (10 ABW/CC) will:

3.3.1. Through 10th Medical Group (10 MDG), perform medical records reviews when requested by USAFA/CW or USAFA/CWV to assess the medical related behavior outlined in [paragraph 4.1.1.6](#).

3.4. Youth Program OPRs or Sponsors will:

3.4.1. Contact the Commandant of Cadets Director of Staff (USAFA/CWD) a minimum of two months prior to any event or program start date to initiate cadet screening per Section 4. No later than two weeks prior to the activity start date, review which cadets are assigned to the activity and ensure all cadets on the roster are screened a second time for any last-minute change of status and approved by USAFA/CW or USAFA/CWV.

3.4.2. Identify points of contact in the programs listed in [Table 1](#). Programs may be added to this listing per [paragraph 1](#). or removed per annual review.

3.4.3. OPRs or Sponsors will ensure all cadets are screened prior to any interactions between cadets and youth.

4. Criteria for Records Check Disqualification:

4.1. The list of all USAFA cadets participating in programs or events involving youth will be reviewed by USAFA/CW. An installation records check must be performed in accordance with DoD Instruction 1402.5, paragraph 3.3.e. (SAC for Childcare Positions) and paragraph 3.4., and the cadet must have a current security clearance. If a current security clearance is not available, a name check of the Joint Clearance and Verification System (JCAVS) must be completed. All information of record, both favorable and unfavorable, will be assessed in terms of its relevance, recentness, and seriousness. Final suitability determinations will be made by the Commandant or Vice Commandant. USAFA criteria that will result in disqualification of a cadet include, but are not limited to, the following:

4.1.1. Mandatory Disqualifying Criteria.

4.1.1.1. Failing to possess a security clearance or to pass another form of appropriate national agency check applicable to criminal history background checks as referenced in DoD Instruction 1402.5.

4.1.1.2. Any conviction for a criminal offense involving a child or children, any sexual offense, any felony, and/or any violent crime.

4.1.1.3. Cadets who are currently on honor or conduct probation, cadets on the Cadet at Risk List, or cadets with a Security Information File.

4.1.1.4. Conduct and behavior, to include improper sexual acts, that because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children.

4.1.1.5. Offenses involving arson, homicide, fraud, assault, battery, or other abuse of a victim, regardless of age of the victim, or any offense involving possession or use of a firearm.

4.1.1.6. Any illness or condition (mental, physical, emotional and or behavioral) that, in the opinion of a competent medical authority, may cause a defect in judgment and/or reliability.

4.1.1.7. Evidence or documentation of substance abuse or dependency.

4.1.1.8. Illegal or improper use, possession, or addiction to any controlled or psychoactive substances, narcotic, cannabis, or other dangerous drug.

4.1.2. Discretionary Criteria (Normally Disqualifying).

4.1.2.1. Any act by a cadet or documentation that may tend to indicate poor judgment, lack of maturity, unreliability, or untrustworthiness in working with others.

4.1.2.2. A finding of negligence in a mishap causing death or serious injury to a child or dependent person entrusted to their care.

5. Suitability Considerations:

5.1. In making a determination of suitability, the evaluator shall consider the following additional factors to the extent that these examples are considered pertinent to the individual cadet:

- 5.1.1. The nature and seriousness of the conduct.
- 5.1.2. The recentness of the conduct.
- 5.1.3. The age of the individual at the time of the conduct.
- 5.1.4. The circumstances surrounding the conduct.
- 5.1.5. Contributing social or environmental conditions.

6. Requirements for Program Participation:

6.1. The USAFA/CW or USAFA/CWV, program OPRs, Sponsors, and individual cadets participating in programs or activities with minors will, to the maximum extent possible, attend the Child Abuse and Prevention Protocol briefing provided by USAFA Family Advocacy. This briefing is designed to protect children from abuse and to help workers avoid accusations of abuse. USAFA/CW may waive attendance by any cadet if circumstances warrant.

KRISTIN E. GOODWIN, Brig Gen, USAF
Commandant of Cadets

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

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015
AFI 36-2608, *Military Personnel Records System*, 26 October 2015
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 36-35, *United States Air Force Academy*, 25 May 2011
DoD Instruction 1402.5, *Background Checks On Individuals In Department Of Defense Child Development And Youth Programs*, 24 January 2017
DoD 5400.11-R, *Department of Defense Privacy Program*, 29 October 2014
DoD 5200.2-R, *DoD Personnel Security Program (PSP)*, 3 April 2017
5 U.S.C. § 552a, *the Privacy Act of 1974*, updated 17 July 2015
10 U.S.C. 8013, *Secretary of the Air Force*, 1 January 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

10 ABW/CC— 10th Air Base Wing Commander
10 MDG— 10th Medical Group
10 FSS— 10th Force Support Squadron
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
C&Y— Child and Youth
DoDI— Department of Defense Instruction
IAW— In Accordance With
JCAVS— Joint Clearance and Verification System
OPR— Office of Primary Responsibility
RDS— Records Disposition Schedule
USAFA— United States Air Force Academy

USAF/CC— Superintendent, Headquarters USAFA

USAF/CV— Vice Superintendent

USAF/CW— Commandant of Cadets

USAF/CWD— Commandant of Cadets Director of Staff

USAF/CWV— Vice Commandant of Cadets

USAF/DF— USAFA Dean of Faculty

USAF/IP— Information Protection Directorate

USAF/RR— USAFA Admissions Office