

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3521**

21 OCTOBER 2021



**CADET CO-CURRICULAR ACTIVITIES
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. This instruction authorizes the Cadet Co-Curricular Activities Program in the Air Force Academy Cadet Wing and establishes the responsibilities and procedures for administration, operation, and control. This instruction contains specific guidance for forming organized activities and applies to all staff agencies, units, and organizations on the USAF Academy that are responsible for governing any cadet activity. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to USAFA/CWVV, 2360 Fairchild Dr, Suite 6A44F, USAF Academy, Colorado 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFI 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. The waiver authority for non-tiered requirement in this publication is USAFA/CWT. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision updates office symbols; revises title to Cadet Co-Curricular Activities Program; changes Cadet Extracurricular Activity Board to Cadet Co-Curricular Activity Board (CCAB); revises verbiage (**paragraph 3.1**); revises Cadet Co-Curricular Activities Board (CCAB) procedures (**paragraph 3.2**); revises mission partner responsibilities (**paragraph 3.4**); revises instruction reference (**paragraph 3.9**); revises instruction reference (**paragraph 3.10**); revises Categories of Clubs (**paragraph 4**); revises OIC responsibilities during practices/events (**paragraph 4.1**); revises OIC responsibilities during practices/events (**paragraph 4.2**); revises OIC responsibilities during practices/events (**paragraph 4.3**); revises verbiage (**paragraph 6.1.1**); revises verbiage (**paragraph 6.1.2**); revises Cadet Mentor responsibilities (**paragraph 7.1**); revises verbiage (**paragraph 7.1.1**); revises verbiage (**paragraph 7.1.2**); revises verbiage (**paragraph 7.2.1**); revises verbiage (**paragraph 7.2.1.1**); revises verbiage (**paragraph 7.2.1.2**); removes (**paragraph 7.2.1.1**); revises verbiage (**paragraph 8**); revise verbiage (**paragraph 8.2.2**); revises verbiage (**paragraph 8.2.4**); revises verbiage (**paragraph 8.2.7**); adds Social Media guidance (**paragraph 8.4**); adds name change guidance (**paragraph 9.2**); revises verbiage (**paragraph 10**); adds CCO responsibilities (**paragraph 10.1**); revises verbiage (**paragraph 12**); adds travel request guidance (**paragraph 15.1**); adds voucher guidance (**paragraph 15.2**); revises verbiage and updates procedures (**paragraph 15.4**); revises verbiage (**paragraph 15.5.1**); revises AD Facility request procedure (**paragraph 16.1.1**); adds guidance on hosting competitions and events (**paragraph 16.1.1.1**); revises Limited-on-Season (LOS) Status (**paragraph 16.1.2**); revises types of funding and guidance (**paragraph 17**); revises Gift Funds procedure (**paragraph 17.2**).

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Section A—Organization

1. Purpose: The Cadet Co-Curricular Activities Program exists to provide supervised outlets for cadet interests not available in the formal Academy academic, athletic, or military training curricula. Cadet Clubs enhance cadet professional development; provide opportunities to practice academic, athletic, military, and personal skills necessary to produce officers of character; provide cadets hands-on leadership opportunities alongside Air Force officers, in addition to opportunities to manage personnel and financial resources and learn administrative and logistics skills. Cadet Clubs also provide morale and welfare opportunities, encourage lifetime participation in recreational and service activities and teach wise use of leisure time. Cadet Clubs include, but are not limited to: meetings, practices, competitions, rehearsals, performances, seminars, lectures, films, tours, social events, etc.

2. Organization. There are two categories of Cadet Clubs: Official Cadet Clubs and Informal Activities.

2.1. **Official Cadet Clubs.** Official Cadet Clubs are Competitive, Recreational, and Mission activities that are not formal Academy academic, athletic, or military training curricula and which fall under Cadet Clubs Office (CCO) administration and Cadet Co-Curricular Activities Board (CCAB) oversight. Official Cadet Clubs are required to have a CCAB approved Officer-in-Charge (OIC), Assistant Officer-in-Charge (AOIC) or Non-Commissioned Officer-in-Charge (NCOIC). The CCAB also approves coaches and volunteers who work with cadets in support of Club activities. Official Cadet Clubs may receive funding from various sources and are authorized to represent the Academy in an official capacity (see [paragraph 8.2](#) below for a complete breakdown of Official Cadet Club privileges).

2.2. **Informal Activities.** Informal Activities are all other cadet activities that are not formal Academy academic, athletic, or military training curricula or administered by the CCO. Informal Activities are subject to CCAB oversight and all guidance in this instruction. Informal Activities are led by cadets, have no funding, and are not authorized to represent the Academy in any capacity.

3. Responsibilities.

3.1. **Commandant.** The Commandant of Cadets (USAFA/CW), through the Vice Commandant (USAFA/CWV), the Director of Training Support (USAFA/CWT), the CCAB, and the CCO (USAFA/CWTM), administers the Cadet Co-Curricular Activities Program (hereafter referred to as Official Cadet Clubs or just Clubs) and oversees policy and guidance for all Cadet Club activities outside the Academy's academic, athletic and military training curriculum. The Commandant ensures all Cadet Club activities on USAFA have proper oversight and that all CCAB approved OICs and NCOICs associated with Club activities are properly trained and vetted.

3.2. **Cadet Co-Curricular Activities Board (CCAB).** The CCAB is the governing body that reviews all organized cadet activities outside Academy academic, athletic, and military training curriculum to determine appropriate oversight and is the decision authority for the approval of new Clubs and the dissolution or suspension of existing Clubs. The CCAB also approves all OICs, AOICs, NCOICs, coaches, and volunteers associated with organized Club activities, whether official Cadet Clubs or not, and is the approval authority for all Limited-On-Season (LOS) status. The CCAB considers USAFA need versus cadet demand and determines if activities are consistent with the USAFA mission. The CCAB meets monthly and is comprised of the following voting and non-voting advisors in **Table 1** below:

Table 1. CCAB Voting and Non-Voting Advisors.

VOTING	NON-VOTING ADVISORS
USAFA/CWT	USAFA/A&D (Gift Funds)
USAFA/ADPL	USAFA/CWVF (APF)
USAFA/DF *	USAFA/CWTM (Support)
10 ABW*	USAFA/CWTS (Scheduling)
10 FSS/FSR (NAF)	USAFA/CWTT (Training)
	USAFA/FMN (NAF)
	USAFA/JA (Legal)
* Commanders may designate representatives from their organization	

3.2.1. **CCAB Chair (CWT).** The CCAB Chair is the sitting CWT Director who is the single point of contact in charge of the Commandant's Cadet Co-Curricular Activities Program for all organized Cadet Club activities. The CCAB Chair ensures the CCAB properly oversees all Cadet Clubs, vets all OICs, AOICs, NCOICs, coaches, and volunteers associated with organized Cadet Club activities for the Academy and reports directly to the Commandant regarding any activity that is not in compliance with established USAFA instructions.

3.2.2. **CCAB Vice-Chair (ADPL).** The CCAB Vice-Chair is responsible for overseeing the CCAB in the CCAB Chair's absence.

3.3. **Cadet Clubs Office (CCO).** The CCO has administrative responsibility for the day-to-day operations of the Cadet Co-Curricular Activities Program.

3.4. **Mission Elements (ME).** MEs are responsible for timely coordination on Official Cadet Clubs' requests that fall under their mission areas prior to requests being submitted to the CCO and the CCAB. MEs assign Liaison Officers (LNO) to interface with the CCO.

3.5. **ME Liaison Officers (LNO).** LNOs are advocates for Clubs that fall under their ME purview and advise the CCAB on matters regarding their respective Club(s).

3.6. **OICs, AOICs, and NCOICs.** OICs are ultimately responsible for day-to-day operations of individual Clubs, both on and off the installation when acting in an official Club capacity. They are assisted by AOICs, NCOICs, and Cadets-in-Charge (CICs). AOICs and NCOICs are considered equivalent to OICs for the remainder of this instruction. OICs, regardless of ME, report to the Commandant of Cadets when performing Club OIC duties.

3.7. **Coaches.** Coaches provide Clubs support by helping cadets achieve a specific personal or professional result through training, instruction, mentoring, etc. Coaches operate under the direct supervision of the Club OIC and are responsible for complying with this instruction and all USAFA instructions.

3.8. **Volunteers.** Volunteers are all other non-cadets who interact with cadets in Clubs. They provide a variety of services to cadets in Clubs, to include, but not limited to coaching, but receive no compensation from the government other than travel reimbursement, upon request from the Club OIC. Volunteers operate under direct supervision of the Club OIC and are responsible for complying with this instruction and all USAFA instructions.

3.9. **Cadets-in-Charge (CIC).** The CIC is appointed or elected in an Official Club and is responsible to the Club OIC for the supervision, management, and conduct of all activities during meetings, practices, and rehearsals. They are responsible for complying with Air Force Cadet Wing Instruction (AFCWI) 36-3501, *Cadet Standards and Duties*, and all other USAFA instructions.

3.10. **Cadets.** Each organized Cadet Club provides practical experience through actual participation by cadet members. Cadets are encouraged to participate and benefit from these activities; however, cadets are responsible for making sure they do not over-commit themselves. They are responsible for observing the Schedule of Calls (SoC) while serving as a member or participating in any Club. Education, training, and duty requirements take precedence over participation in these activities unless otherwise approved by the Scheduling Committee. They are responsible to the OIC when participating in Club events as well as to AFCWI 36-3501, *Cadet Standards and Duties*, and all other USAFA instructions.

4. Categories of Official Cadet Clubs. There are three major Cadet Club categories: Competitive Clubs, Recreational Clubs, and Mission Clubs. Mission Clubs divided into three sub-categories: Academic/Professional, Affinity/Culture, and Support. Advocacy for each category is as indicated in [Table 2](#) below.

Table 2. Advocacy for Official Cadet Clubs.

<u>Club Type</u>	<u>Liaison</u>
Competitive	USAFA/AD
Mission - Academic/Professional	USAFA/DF
Mission – Affinity and Culture	USAFA/CWP
Mission – Mission Support	USAFA/CWT
Recreation	USAFA/CWT

4.1. **Competitive Clubs.** These activities represent the Air Force Academy in athletic competition with other universities or Clubs with the purpose of enhancing the image of the Air Force Academy. To become a Competitive Club, the activity must show 3 years of established competitive operations under a national governing organization. The activity must also be athletically rigorous and must clearly justify the need to train and compete as a team. The activity must hold a nationally sanctioned Regional/National Championship and entry into the championship must be earned through progressive competition (i.e., through league/conference play, etc.). The activity cannot duplicate a current USAFA varsity or intercollegiate (IC) sport without Athletic Department (AD) approval. Competitive Clubs must practice and compete with a CCAB approved qualified coach; during Club activities OIC must be present at all times. The Club may submit an Exception to Policy (ETP) for the CCAB to review and approve. If the OIC cannot be present on a regular basis, and there is no approved ETP, the Club will be placed on inactive status and reviewed by the CCAB for permanent LOS suspension. The CCAB has overall oversight of Competitive Clubs and responsibility for operations and management of funds. Competitive Clubs will comply with all CCAB and Commandant directives, this instruction, and all USAFA instructions unless granted exception by the CCAB on decisions within the CCAB's authority.

4.2. **Recreational Clubs.** These activities are organized primarily as morale, welfare, and recreation outlets for cadets. Recreational Clubs are considered desirable to the military community and make major contributions to mission accomplishment, resiliency and personnel recruitment and retention IAW AFMAN 34-201, *Use of Nonappropriated Funds (NAF)*. Recreational Clubs must meet, practice and compete with a CCAB approved OIC present at all times. The Club may submit an Exception to Policy (ETP) for the CCAB to review and approve. If the OIC cannot be present on a regular basis, and there is no approved ETP, the Club will be placed on inactive status and reviewed by the CCAB. The CCAB has overall oversight of Recreational Clubs and responsibility for operations and management of funds. Recreational Clubs will comply with all CCAB and Commandant Directives, this instruction, and all USAFA instructions unless granted exception by the CCAB on decisions within the CCAB's authority.

4.3. **Mission Clubs.** These activities represent the Academy by interacting with the public either through individual cadets or as a Club. Mission Clubs are divided into three categories: Academic/Professional, Affinity/Culture, and Support. Mission Clubs on must meet, practice and compete with a CCAB approved OIC present at all times. The Club may submit an Exception to Policy (ETP) for the CCAB to review and approve. If the OIC cannot be present on a regular basis, and there is no approved ETP, the Club will be placed on inactive status and reviewed by the CCAB. The CCAB has overall oversight for Mission Clubs and responsibility for operations and management of funds; however, applicable MEs have responsibility for

operation and supplemental funding of Mission Clubs. Mission Clubs will comply with all CCAB and Commandant directives, this instruction, and all USAFA instructions unless granted exception by the CCAB on decisions within the CCAB's authority.

4.3.1. **Academic/Professional.** These Clubs promote interest in specialized areas that support or further enhance existing Academy academic curriculum.

4.3.2. **Affinity/Culture.** These Clubs foster diversity and enhance understanding of different cultures.

4.3.3. **Support.** These Clubs directly support or enhance the Air Force Academy mission.

4.4. **Airmanship Teams.** These Clubs (USAFA Flying Team, USAFA Soaring Team, and Wings of Blue Parachuting Team) operate under the 306 FTG. The 306 FTG Commander (306 FTG/CC) is responsible for oversight and guidance for these Clubs. The 306 FTG/CC ensures all cadet activities have proper oversight and all non-cadet personnel associated with Club activities are properly vetted.

5. Informal Activities. These activities have no formal affiliation with the Academy except that Academy cadets participating in them. They are not officially sanctioned activities and as such are not permitted to represent the Academy. The CCAB is the lead organization for determining if Informal Activities should be formalized or authorized independent operation. The CCAB has overall oversight of Informal Activities and responsibility for ensuring they comply with established USAFA Instructions. Additionally, Informal Activities will comply with all CCAB and Commandant directives, this instruction, and all USAFA instructions unless granted exception by the CCAB on decisions within the CCAB's authority.

6. Supervision and Control.

6.1. **CCAB Operating Procedures.** The CCAB is chaired by USAFA/CWT and consists of voting members and non-voting advisors, including representatives from all MEs.

6.1.1. Mission Elements may establish policy and guidance for their respective activities in addition to any guidance in this instruction; such guidance should be furnished to the CCO.

6.1.2. Financial issues for all official cadet activities will be staffed through the CCO and applicable ME. Issues not resolved by these two entities will be presented to the CCAB for final resolution.

Section B—Vetting and Oversight

7. Vetting Process.

7.1. **Requirements (Matrix).** All OICs and NCOICs associated with official cadet activities must meet the minimum requirements in the matrix below ([Figure 1](#)). Anyone desiring to be a coach or volunteer must meet the additional requirements beyond the minimum requirements listed below.

7. Figure 1: Requirements for Cadet Clubs OICs, AOICs, NCOICs, Coaches, and Volunteers.

	Annual Training	Signed MOA	CCAB Approval	Sexual Abuse Prevention Training	SF Screening	USAFA Employee	Active Duty or Government Employee	Minimum Rank Req. (O3, E7, GS9)	Volunteer Registration Form	Volunteer Service Agreement	Volunteer Agreement (DD Form 2793)	NAF Individual Service Contract
OIC, AOIC, NCOIC	●	●	●	●	●	●	●	●				
Coach	●	●	●	●	●				●	●	●	
Contracted Coach	●	●	●	●	●				●	●	●	●
Volunteer	●	●	●	●	●				●	●	●	

7.1.1. OIC Training: Prior to certification and interaction with cadets, a Club OIC must attend initial training and will be recertified annually thereafter, unless the CCO determines remedial training is needed. All OICs, AOICs, NCOICs, coaches, and volunteers' will receive training by the CCO staff. Training focuses upon the unique aspects of cadet Clubs (cadet interaction, funding, instructions and directives, etc.).

7.1.2. Signed Memorandum of Agreement (MOA): Prior to interacting with cadets, OICs, NCOICs, coaches, and volunteers will sign a MOA that outlines their responsibilities. This will be required prior to receiving refresher OIC training (every 12 months) and will be kept on file by the CCO.

7.1.3. Approval Authority: Prior to interacting with cadets, all OICs, NCOICs, coaches, and volunteers will be approved by the CCAB. Eligibility requirements for the different levels of responsibility can be found in paragraphs [7.2-7.4](#).

7.1.4. Sexual Assault Prevention and Response (SAPR) Training: Prior to interacting with cadets, all OICs, NCOICs, coaches, and volunteers will receive training on sexual assault awareness and prevention that is specifically tailored for Cadet Clubs. This will occur on an annual basis, in conjunction with Annual Training.

7.2. **OICs, AOICs and NCOICs.** Every Club must have an Officer-in-Charge in order to be a functioning Club in good standing. Additional AOICs and NCOICs are encouraged, but not required.

7.2.1. OICs must be affiliated with the USAF Academy. They may be from any organization on the Academy, but report to the Commandant of Cadets (through the CCAB) when performing Club OIC duties and will comply with all CCAB and Cadet Wing directives.

7.2.1.1. OICs must be officers, enlisted or government civilians (O-3, E-7 or GS-9 and above or equivalents; contractors are not allowed to be OICs. Exceptions to this policy will be reviewed on a case-by-case basis.

7.2.1.2. OICs of activities which own or operate machinery must be formally trained IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, and will ensure equipment/machinery are in good safe working condition.

7.2.2. **Nomination Process.** Anyone desiring to become an OIC must submit an AF Form 1768, *Staff Summary Sheet*, to USAFA/CWTM. A sample eSSS can be obtained from the CCO. The CCAB is the final approval authority for all OIC nominations.

7.2.3. **Selection.** With the exception of designated mission activities (Drum & Bugle Corps, Honor Guard, etc.), the position of OIC is voluntary, and once selected becomes an additional duty. Upon selection, OICs must comply with the requirements listed in [paragraph 7.1](#) of this instruction.

7.3. **Coaches.** Any Club may have one or more coaches but it is not a requirement.

7.3.1. **Specific Requirements.** Anyone desiring to be a coach must meet the following specific requirements beyond the requirements stated in [paragraph 7.1](#) above:

7.3.1.1. All coaches who are not associated with USAFA must fill out and sign a DD Form 2793, *Volunteer Agreement*.

7.3.1.2. Any coach who will be paid for services must also be on a NAF Individual Services Contract, present verifiable credentials that they are certified to coach in the selected activity and show proof of insurance.

7.3.1.3. Coaches (contracted or not) may receive reimbursement for travel expenses (from a Club's budget) at their OIC's discretion.

7.3.1.4. Coaches may never substitute for the OIC, unless they also meet all requirements to be an OIC (listed in paragraphs [7.1](#) and [7.2](#) above) and receive CCAB approval to do so.

7.3.2. **Nomination Process.** Clubs desiring coaches must submit all appropriate forms to the CCO prior to obtaining CCAB approval. Forms must be submitted by the OIC, formally requesting the addition of a coach and may not come from the coach directly. The CCAB is the final approval authority for all coach requests.

7.3.2.1. In the case of paid coaches, the CCO will verify that the cost of the contract is within the Club's approved budget and remaining funds before forwarding to the CCAB. CCAB approval of a contract does not permit OICs to start a contract. The CCAB cannot obligate government money; only the contracting officer can. Once the CCAB approves the contract, the CCO will forward the contract documents to the NAF contracting officer for formal processing and official letting of the contract.

7.3.3. **Selection.** Upon selection, coaches must comply with all previously outlined requirements. Contracted coaches may not begin work until after they sign a contract with the NAF contracting officer. They may volunteer their time, but will not be paid for any services rendered prior to signing their contract with the NAF office. Coaches report directly to their Club OIC.

7.4. **Volunteers.** Clubs may have one or more volunteers but it is not a requirement.

7.4.1. **Additional Requirements.** Anyone desiring to be a volunteer must meet the following additional requirements beyond the requirements stated in [paragraph 7.1](#) above:

7.4.1.1. All volunteers who are not associated with USAFA must fill out and sign a DD Form 2793, *Volunteer Agreement*.

7.4.1.2. Volunteers may not receive compensation for their time spent working with Cadet Clubs (other than that authorized by the USAFA Volunteer Program Coordinator).

7.4.1.3. Volunteers may be reimbursed for travel expenses (from a Club's budget) at their OIC's discretion.

7.4.1.4. Volunteers may never substitute for the OIC, unless they also meet all requirements to be an OIC (as stated in paragraphs 7.1 and 7.2 above) and receive CCAB approval to do so.

7.4.2. Nomination Process. Clubs desiring volunteers must submit all appropriate forms to the CCO prior to obtaining CCAB approval. Forms must be submitted by the Club OIC, formally requesting the addition of a volunteer and may not come from the volunteer directly. The CCAB is the final approval authority for all volunteer requests.

7.4.3. Selection. Upon selection, volunteers must comply with all previously outlined requirements. Volunteers report directly to their Club OIC.

8. Establishing an Official Cadet Club. To establish a Club or formalize an informal activity, the proposed Cadet-in-Charge (CIC) must first coordinate with an Academy permanent party member who meets the rank requirements in [paragraph 7.2.1.1](#). These two individuals then develop a petition requesting permission to formally organize the activity into a Club. The package is staffed through the CCO and the CCAB for final approval.

8.1. Required Documentation. The petition consists of the documentation required to gain CCAB approval prior to granting the informal activity Official Club status. Listed below are the mandatory items that must be submitted.

8.1.1. AF Form 1768, *Staff Summary Sheet*.

8.1.2. Proposed schedule, including games, events, or activities, both home and away.

8.1.3. Estimated budget requirements, including travel, equipment, and supplies.

8.1.4. List of prospective members (and CIC), including name, class and squadron.

8.1.5. Club Charter detailing Club-specific goals, rules, and objectives.

8.1.6. Completed OIC nomination eSSS. All Clubs must have at least one CCAB approved OIC at all times. The CCAB will not formalize an activity without an associated OIC approval.

8.1.7. Any information that further substantiates the request.

8.1.8. CICs must present their proposed Club to the CCAB; OICs are highly encouraged to attend.

8.2. Official Cadet Club Benefits and Incentives to Formalize Informal Activities. There are many cadet activities that occur on USAFA; however, only Official Cadet Clubs will be allowed the benefit of the following incentives:

8.2.1. Funding. Only Official Cadet Clubs will be considered for potential funding.

8.2.2. Participation in Blue Rush (Club Day) is the single best recruiting forum for Official Cadet Clubs. Only Official Cadet Clubs are authorized to participate in USAFA Club Day.

8.2.3. Official Representation of USAFA. Only Official Cadet Clubs are authorized to represent the Academy as a sanctioned Club, both in or out of uniform. This includes permission to compete with other colleges, and/or competitive or recreational leagues, both at home and away.

8.2.4. Scheduling of Major Facilities. Official Cadet Clubs receive priority over informal activities when scheduling the use of authorized facilities on USAFA.

8.2.5. Access to Scheduling Committee Actions (SCAs). Official Cadet Clubs are authorized access to group SCAs to regularly meet for practice, competitions, travel away from USAFA or to otherwise miss formal Academy training events to participate in Club activities. SCAs are fully explained in [paragraph 12](#) below.

8.2.6. Limited-on-Season (LOS) Status. Only Official Cadet Clubs (Competitive and Mission) are authorized LOS slots for missing Intramurals. This helps with preparing for Club engagements and assists with team cohesiveness. LOS is fully explained in [paragraph 16.1.2](#) below.

8.2.7. Mission Element Liaisons (MEL). Each Mission Element is assigned a liaison to advocate and assist their respective Clubs. Advocacy includes, establishing a Club, Club patch coordination, requesting funding and other Club needs.

8.3. **Consulting with the Appropriate ME.** Before an activity can become an Official Club, a determination must be made regarding what category the Club will be (see [paragraph 4](#)). Prospective OICs and CICs must attain coordination from the appropriate ME before the CCAB will approve a package to formalize a new Club.

8.4. **Social Media.** Public Affairs is the approval authority for all Cadet Clubs social media accounts. Requests for social media accounts to be approved can be sent to Media.rel@usafa.edu.

9. Changes in Category. In order for a Club to change Club category (for example, from Recreational to Competitive or Mission-Support) the OIC must develop a petition requesting permission to formally re-categorize the Club. The package is staffed through the CCO to the CCAB for final approval.

9.1. **Required Documentation.** The petition consists of the documentation required to gain CCAB approval, prior to granting the activity formal category change.

9.1.1. AF Form 1768, *Staff Summary Sheet*.

9.1.2. Proposed schedule, including events or activities, both home and away.

9.1.3. Estimated budget requirements, including travel, equipment and supplies.

9.1.4. List of prospective members (and CIC), including name, class and squadron.

9.1.5. Updated Club Charter, reflecting the new category.

9.1.6. Any information that further substantiates the request.

9.2. **Changing Club Name.** In order for a Club to change its name the OIC must submit an eSSS requesting permission to formally change its name. The package is staffed through the CCO to the CCAB for final approval. Once approved the Club will need to submit an updated Charter reflecting the new name.

10. Inactive, Probation, Suspension, and Dissolution of Clubs. One or more of the following reasons can result in the Club being placed on inactive status, probation, suspension or the dissolution of the Club: failure to comply with instructions or directives, mismanagement of funds or equipment, demonstrated lack of cadet interest in the activity; inability to secure the services of an OIC within 60 days, or unsatisfactory conduct.

10.1. **Mandatory Appointment of OICs.** All Clubs must have at least one CCAB approved OIC at all times. A Club that does not have an approved OIC will be placed in inactive status and prohibited from all activities for up to 60 consecutive days until an OIC can be found and approved by the CCAB. After 60 consecutive days, the CCAB may suspend or dissolve the Club if no OIC is found. The CCO will assist the Club in finding a new OIC, if requested. The overall responsibility to find an OIC rests with the Club members.

10.2. **Probation.** The CCAB may place a Club on probation or revoke LOS status when it is apparent the Club is not achieving the purpose for which it was established or has violated USAFA standards. The probationary period should not exceed 6 months (excluding summer) during which the CCO will monitor the Club's progress. Suspension or dissolution action may be initiated if progress is unsatisfactory. The CCAB considers removal from probation if progress is satisfactory. The CCAB is the final authority for determining a Club's probationary status.

10.3. **Suspension.** The CCAB may suspend a Club and revoke LOS status when a Club has had no OIC for 60 days or when it is apparent the Club has not shown satisfactory progress during a probationary period, has repeated probations or has violated USAFA standards. The suspension period should be for a minimum of one academic semester, during which the Club is prohibited from all activity until the suspension is removed. Dissolution action may be initiated if the Club violates suspension. The CCAB may reinstate the Club with full Club status or in a probationary status when satisfied that the reason for the suspension no longer exists or the suspension has run out. The CCAB is the final authority for determining a Club's suspension status.

10.4. **Dissolution.** The CCAB may recommend dissolution of a Club to the Commandant when a Club; has had no OIC for 60 consecutive days, has violated a suspension, has repeat probations/suspensions, or has violated USAFA standards in a particularly egregious manner. Upon dissolution, all property and records must be turned in to the CCO. If dissolved, a Club may not be reestablished for at least one academic year. To petition for reinstatement, the Club must provide the CCAB with a complete package as outlined in [paragraph 8.1](#) above. The Commandant is the final authority for Club dissolution and reinstatement.

Section C—Procedures

11. Scheduling and Excusals.

11.1. **Scheduling Committee Action (SCA).** Club OICs must submit excusal requests through the Cadet Administrative Management Information System (CAMIS) for travel and/or events outside the Schedule of Calls (SOC) to be approved by the Scheduling Committee.

11.1.1. The SCAs for 306 FTG Airmanship teams are submitted through the appropriate squadron to the 306 FTG Registrar (306 FTG/OSTR) for approval by the Scheduling Committee.

11.2. **Procedures.** The Scheduling Committee reviews all cadet excusals or events, even those occurring during off-duty time. An SCA must be submitted if a Club activity or event conflicts with any previously scheduled formal Academy training or occurs outside the Cadet Area. SCAs must be submitted no later than 2 weeks prior to needed excusals.

11.3. Club OICs submit excusals electronically through the Cadet Excusal System. A USAFA Form 17, *Request for USAFA Scheduling Committee Action*, and Club/Activity Schedule, with CCO coordination, must arrive in USAFA/CWTS at least 14 calendar days prior to the requested excusal date. Club OICs shall submit their Club's full season schedule and names of all cadets participating.

11.4. Club OICs will ensure that cadets on any form of probation are not included in SCAs.

11.5. Club OICs will ensure that cadets observe all Scheduling Committee restrictions and obtain approval/coordination per the SCA from their instructors and/or AOCs **prior** to missing classes or other formal Academy training.

12. Eligibility. Official Cadet Clubs will be comprised of Air Force Academy cadets only (to include exchange program cadets). No Prep School or Active Duty members will participate in Official Cadet Clubs. The OICs, AOICs, NCOICs, Coaches or Volunteers participate in a support role for the Club only, they are not to participate in an event or competition. Any cadet may join an Official Club provided they meet the eligibility criteria of that activity and are not otherwise ineligible due to academic, athletic, conduct, aptitude or honor probation. Eligible cadets who are interested in joining a Club should contact the respective Club OIC or CIC for information. The CCO maintains a roster of all Official Club OICs.

12.1. **Limitations - Fourth-Class Cadets.** Fourth-class cadets may not take trips until after fall mid-semester progress reports are published. **Exception:** with SCA approval, fourth-class cadets in authorized Mission Clubs are permitted limited travel prior to the release of mid-semester grades.

12.2. **Probation.** In the absence of guidance from the AOC, Group AOC, CWV, CW, Academic Review Committee (ARC) or Physical Education Review Committee (PERC) Chair (as applicable) (see [paragraph 12.3](#)), cadets on probation will be restricted from participation in Club activities as follows:

12.2.1. Cadets on any type of probation will not be eligible for Club SCAs and will not be excused from any official Academy training event to participate in a Club activity.

12.2.2. Cadets on any type of probation will not receive Limited-on-Season (LOS) status.

12.2.3. Cadets on any type of probation will not travel off USAFA for Club activities.

12.2.4. Cadets on any type of probation will not participate in any scheduled event (game, show, mission activity, etc.) other than practice, as long as practice does not violate other probationary requirements such as Intramurals, Reconditioning, etc.

12.2.5. Cadets on any type of probation will participate in Intramurals and Reconditioning as required.

12.2.6. Cadets on any type of probation will not be refunded any dues; however, they will regain full membership benefits once they are off probation.

12.3. **Cadet Status.** Cadets on probation may retain membership in Clubs but are subject to the following guidelines for participation in Club activities:

12.3.1. Academic Probation. The ARC Chair may be more restrictive and can restrict a cadet from Club activities regardless of Grade Point Average (GPA). A waiver to participate in scheduled events (games, shows, mission activities, etc.) other than practice must be submitted through AOC/Group AOC/Advisor/Dean of the Faculty Registrar to the ARC chair.

12.3.2. Athletic Probation. The PERC Chair may be more restrictive than placement in reconditioning and intramurals and can restrict a cadet from Club activities regardless of Physical Education Average (PEA). Waivers to participate in scheduled events (games, shows, mission activities, etc.) other than practice must be submitted through AOC/Group AOC/ADPR to the PERC chair.

12.3.3. Conduct/Aptitude Probation. The Group AOC may be more restrictive and can restrict a cadet from Club activities. Waivers to participate in scheduled events (games, shows, mission activities, etc.) other than practice must be submitted through AOC/Group AOC /CWV.

12.3.4. Honor Probation. Cadets are prohibited from representing the Academy in Club scheduled events (games, shows, mission activities, etc.) while on Honor Probation.

13. Uniform Requirements.

13.1. **Uniforms.** Uniforms, to include team logo and artwork, may be purchased after review by the CCO and approval by the CCAB. Competitive Clubs will practice in Physical Education (PE) uniforms or CCAB approved sport specific uniforms IAW AFCWI 36-3501, *Cadet Standards and Duties*. Club team practice uniforms are not to be worn to and from practice prior to 1645 hours IAW AFCWI 36-3501, *Cadet Standards and Duties*. All uniforms will represent the USAFA colors black, blue, white and gray. Uniforms purchased with government funds will not be personalized or contain any commercial sponsor logos. All uniforms must be in good condition. Uniforms purchased by Clubs will be used by cadets only. Nonappropriated Funds will not be used to purchase distinctive insignia or accessories for cadet uniforms (AFMAN 34-201, paragraph 4.2.19.).

13.2. **Club Traveling Attire.** Travel uniform is dictated by current Force Protection conditions as determined by USAFA Command Center (10ABW/CP) Directives. The OICs are responsible for ensuring the Club uniform favorably represents the Academy and is worn by the entire Club IAW AFCWI 36-3501, *Cadet Standards and Duties*.

13.2.1. Fourth-class cadets will comply with appropriate Cadet Wing or higher-level directives on the wear of civilian clothing.

13.2.2. When no other direction is received from the Command Center, the following guidelines on uniform wear apply:

13.2.2.1. Commercial Transportation. Authorized uniform is the service uniform with athletic jackets (check AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFCWI 36-3501, *Cadet Standards and Duties*); OICs may make a modification to the uniform based on weather conditions or other situations, but may not authorize less formal uniforms.

13.2.2.2. **Military Transportation.** Service dress is to be worn when traveling by military airlift, unless specific uniform requirements are approved by SCA or required by military airlift.

13.2.3. **Other Force Protection Conditions (FPCON).** When the FPCON dictates wear of civilian clothes, these will include collared shirt/blouse and slacks (no blue jeans).

13.2.4. **Military Personnel.** Wear uniform equivalent to the cadet uniform.

13.2.5. **Civilian Personnel.** Collared shirt/blouse and slacks (no jeans).

13.3. **Club Patches.** These are specialty patches that may be worn on athletic jackets IAW AFCWI 36-3501, *Cadet Standards and Duties*. OICs must submit an eSSS request to the CCO with the proposed patch design prior to obtaining approval. Club patches must be approved by CM, JA and the CCAB prior to purchase and wear.

13.4. **Team Captains Insignia.** Club team captains are prohibited from wearing “Lightning Bolt” insignia on shoulder marks. Team captain insignias are worn by Intercollegiate Team Captains only.

14. Alcohol Consumption. Club OICs are responsible for compliance with USAFA alcohol policy (outlined in AFCWI 36-3501, *Cadet Standards and Duties*) which prohibits all cadets, regardless of age, from consuming alcohol when participating in sanctioned events away from the Academy or while on SCA. This includes any time before, during, or after competitions or events. Exceptions to this policy are rare and must be approved IAW AFCWI 36-3501, *Cadet Standards and Duties*.

15. Travel. A CCAB approved OIC, AOIC, or NCOIC must travel with the Club during any off-USAFA activity. The CCO must approve any substitutes for OICs when an OIC is unable to travel with the Club. **Exception:** The 306 FTG/CC approves all Airmanship team travel plans and personnel.

15.1. **Travel Requests.** All travel requests must be submitted to the CCO at least 30 days prior to travel.

15.2. **Vouchers.** IAW the Joint Travel Regulation (JTR) all vouchers must be submitted within 5 business days of return.

15.3. **Safety.** Club OICs will provide a safety briefing applicable to activities of the trip prior to departure from the Academy. Before leaving the Academy by private or government vehicles, OICs will complete and sign an AF Form 4392, *Predeparture Safety Briefing*. A briefing must be conducted to all participating members which will include, but not limited to: vehicle inspection, safe vehicle operation, travel routes, expected weather conditions, appropriate rest stops, seat belt use, etc. Cadets must sign out with an approved SCA number at the squadron Cadet-in-Charge of Quarters (CCQ) desk. Individuals assigned to operate government passenger vans, 9 pax or greater, must be trained and certified.

15.3.1. Driving limits will be IAW AFCWI 36-3501, *Cadet Standards and Duties*, “Extended Limits Driving.”

15.4. **Emergencies.** Club OICs will immediately notify the ‘Officer of the Day’ (OD) at 719-238-6541 and the cadet’s respective AOC/AMT. If the OD cannot be contacted, the OIC will contact the Regional Command Post at 719-556-4555. Additionally, the OIC will notify the

CCO of any mishap, incident or deviation from the approved activity due to weather, maintenance or other cause. Such occurrences will require the OIC to generate a report to detail the circumstances the incident. For medical guidance reference [paragraph 16.5](#).

15.5. Transportation. Military Air and Ground Transportation. The 306 FTG Airmanship teams will coordinate their own transportation needs through appropriate 306 FTG channels.

15.5.1. Military Ground Transportation. Club OICs will submit a vehicle request form to Vehicle Operations (10 LRS/LGRDDO) requesting ground transportation at least 15 workdays in advance of a scheduled trip. All requests must originate from the OIC.

15.5.1.1. In accordance with AFI 24-301, *Vehicle Operations*, government vehicles will not be used for transporting alcoholic beverages, pyrotechnics, dependents, non-DoD personnel (other than Club contract coaches or volunteers). Waivers to this policy can be submitted to the Director, 10th Logistics Readiness Squadron (10 LRS/CL).

15.5.2. Military Air Transportation. To save funds, OICs may request Military Air (MIL AIR) transportation to the military base closest to the destination. Prior to requesting MIL AIR, the Club must ensure that funds are available for commercial air return or additional lodging if the MIL AIR return leg is canceled or postponed. In the event that MIL AIR is not approved, the Club must cancel the trip or find an alternate source of transportation by consulting with the CCO. The OICs must submit DD Form 2768, *Military Air Passenger/Cargo Request*, through the CCO to the Military Airlift Validator (HQ USAFA/ADFL) at least 30 days in advance. Contact the Military Airlift Validator at 333-7632 for further information on obtaining military airlift.

16. Supporting Organizations.

16.1. Athletic Department (AD).

16.1.1. AD Facility Use. Scheduling of practices and competitions using AD facilities must be coordinated in advance with the Athletic Scheduling Coordinator (USAFA/ADPL). Requests must be made at least 14 days in advance using the AD SharePoint. Prior approval must be granted through USAFA/ADPL any time a Club team enters any AD facility (to include athletic fields) for a practice or competition. AD facility use without prior authorization can result in disciplinary actions.

16.1.1.1. Hosting a Competition or Event on USAFA: If a Club plans to host an event involving collegiate teams or non-collegiate participants, OICs must submit a formal Event Application to HQ USAFA/A3O at least 90 days in advance.

16.1.2. LOS Status. The LOS status allows certain Official Cadet Clubs to excuse a specific number of cadets from Intramurals for the purpose of participating in special events and training/practice.

16.1.2.1. LOS Determination. The AD determines how many LOS slots will be available for the following academic year. The CCAB allocates LOS slots to eligible Clubs (Competitive and Mission). The OICs will submit LOS requests through the CCO. The CCAB is the final approval authority for how LOS slots are distributed.

16.1.2.2. LOS Guidance.

16.1.2.2.1. The OICs must input LOS rosters into CAMIS no later than Lesson 6

of each semester. Rosters must include cadets' full names, social security numbers, class year and squadron. Clubs that require tryouts will conduct them before the week two requirement.

16.1.2.2.2. Only cadets on LOS status are excused from participating in Intramurals. However, cadets not on LOS status may participate in an LOS activity on off-Intramural days when not scheduled to participate in another mandatory activity.

16.1.2.2.3. Cadets on LOS status will adhere to the authorized number of absences per semester in accordance with applicable USAFA and Cadet Wing instructions and Scheduling Committee policies. LOS status for activities should not be confused with the intercollegiate athletic squad on-season status because excusal policies are different.

16.1.2.2.4. Clubs with no LOS may still qualify for excusals on a case-by-case basis from classes, military training, aviation program, etc., if they are representing the Academy at sanctioned league events. This does not include scrimmage or non-league competitions. The Scheduling Committee will review all excusals.

16.1.2.2.5. Competitive Clubs with LOS status must practice and compete with an OIC present at all times or a qualified, approved coach if the CCAB approves the coach as being an acting OIC. If they cannot be present, the Club may be placed on inactive status (see [paragraph 11.1](#)) and reviewed by the CCAB for LOS suspension or permanent loss of LOS.

16.2. Commercial Sponsorship, Fundraising and/or Soliciting Funds or Donations.

16.2.1. Commercial Sponsorship. Official Cadet Clubs are not authorized to solicit commercial sponsorship. The Commercial Sponsorship Office (10 FSS/FSK) is the only authorized agency to solicit commercial sponsorship. The 10 FSS/FSK can establish a general awareness of Official Club Programs, including sponsorship opportunities. Contact the CCO for guidance regarding commercial sponsorship.

16.2.2. Fundraising. Clubs are official organizations and are not authorized to conduct fundraisers. Contact the CCO or USAFA/JA (333-6796) for additional guidance.

16.2.3. Soliciting. Official Cadet Clubs are not permitted to solicit funds or accept gifts/donations (monetary or in kind) on behalf of the Club or the Academy. Contact the CCO or HQ USAFA/JA for proper guidance.

16.3. Public Affairs (PA).

16.3.1. Representing USAFA. Only Official Cadet Clubs will be authorized to represent USAFA and Public Affairs (HQ USAFA/PA) reserve the right to disapprove any event which may bring discredit to the Academy.

16.3.2. Public Performances. The OICs of performing units will be in-briefed by USAFA/PA.

16.3.3. Guest Speakers. All guest speakers for Official Cadet Clubs must be pre-approved by the CCAB and Public Affairs (HQ USAFA/PA). Requests to have a guest speaker must

be submitted to the CCO no later than 2 weeks in advance of the event. The CCAB is the final approval authority for guest speakers.

16.4. **Safety.** Safety is the responsibility of all personnel; however, Club OICs are ultimately responsible to ensure safety is the first consideration in all Official Club activities and travel. OICs of sports related Clubs should check with the Cadet First Responders Team (CFRT) for possible availability at practices and events held on the Academy. The OICs are directly responsible for safety measures regarding personnel qualifications, training, care of equipment, travel, storage and handling of dangerous items (for example, ammunition, fuel, paints, etc.), use of tools and machinery, upkeep of facilities, and activity supervision. Maintain facilities, equipment, and operations in accordance with USAFAI 32-2001, *Fire Prevention Practices and Fire Protection Engineering Standards*. The request for certain supplies, considered hazardous materials, used in the operation of the Club must be procured using an AF Form 3952, *Chemical Hazardous Material Request/Authorization*, and routed through the CW Safety Office. Safety standards are made known to all members through Air Force Occupational Safety and Health (AFOSH) Standards (See AFMAN 91-203).

16.4.1. Mishaps. A mishap is an unplanned occurrence or series of occurrences, that result in damage or injury and meets reporting criteria of AFMAN 91-224, *Ground Safety and Investigations Reports*. Damage or injury includes: damage to DoD property, occupational illness of DoD military or civilian personnel, injury to DoD military on or off duty, injury to on-duty DoD civilian personnel, damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

16.4.1.1. All mishaps must be reported by club OICs using the AF Form 978, Supervisor Mishap Report. Mishaps include all vehicular mishaps, even those with no injuries, and injuries sustained during the activity. Mishap reports are forwarded to the respective squadron AOC and CW Safety Office within 7 calendar days from the day of mishap.

16.4.1.2. Club OICs must ensure clubs with ammunition, fuel, paints, etc., receive inspection by munitions, Fire Department or their unit Safety Officer at least twice a year. Clubs using ammunition or explosives/pyrotechnics are licensed and inspected annually by HQ USAFA Safety, HQ USAFA/SEW.

16.4.2. Inspections. All clubs assigned a government facility space are subject to a safety inspection. Equipment and machinery must be maintained in good safe working condition. Spaces must be neat, clean and orderly. OIC or CIC must perform and document monthly spot inspections to ensure discrepancies are corrected.

16.4.3. High-Risk Activities. In accordance with AFCWI 36-3501, cadet clubs that regularly perform high risk activities, despite being supervised by USAFA staff, will have members complete an AF Form 4391, *High Risk Activities Worksheet*. This provides notification to the AOC, an additional layer of mentorship/counseling, and covers the member should they perform these activities outside the club purview. To determine if a club meets this criteria, OIC will complete a risk assessment using the AF Form 4437, *Deliberate Risk Assessment Worksheet*. An overall risk level of "High" or "Extremely High" will fall under this requirement.

16.5. Medical Support. In the event of a mishap or serious illness, contact 911 if a medical emergency occurs. American Medical Response (AMR), the ambulance service used by USAFA, will respond and transport to the medical treatment facility on USAFA. Contact the Cadet Wing Command Center (333-2910) as soon as possible to inform them of the situation.

16.5.1. Club OICs will act as the focal point for all medical related issues. The OICs should provide self-aid buddy care (SABC) for an acute injury or illness. If care is beyond what can be provided by OICs, first use military medical treatment facilities. If that is not practical, the cadet should be referred to the nearest civilian facility. The cadet should identify himself or herself as an Active Duty member and provide name, social security number, squadron, and USAFA mailing address. All bills should be mailed to WPS/West Region Claims, P.O. Box 77028, Madison, WI 53707-7028.

16.5.2. Routine medical care is not authorized outside of the local area. The AFMAN 41-210, *Tricare Operations and Patient Administration*, defines a medical emergency as medical care received in order to prevent loss of limb, eyesight, body tissue or prevent undue suffering.

16.5.3. If practical, the cadet or OIC should contact TRIWEST at 1-888-874-9378 before receiving medical care at a civilian facility. The use of civilian care must be reported to the Cadet Clinic ASAP at (719) 333-5125 or DSN 333-5125. If the cadet is hospitalized, the Cadet Wing Command Center must also be notified ASAP at (719) 333-2910 or DSN 333-2910 as well as the AOC responsible for the injured cadet.

16.5.4. If surgery or hospitalization is required, the attending physician should be asked to call the Medical Officer on Call at 1-800-379-1455 extension 5000 or 5005, or (719) 333-5000/5005.

16.5.5. During competition, OICs should accompany injured cadets to the medical facility.

16.5.6. Take the following actions if a mishap occurs on the Academy grounds (not in the Cadet Area): arrange to transport the victim to the USAFA Hospital or call USAFA emergency room for an ambulance or use a private vehicle, depending on the seriousness of the incident.

16.5.7. Take the following actions if a mishap occurs at Farish Recreation Area, Colorado Springs, or in the local area, but off the Academy property: take the person to the nearest hospital by private vehicle, if conditions allow, or call an ambulance, depending on the severity of the situation. Upon return to USAFA, report the incident to USAFA Hospital and Cadet Clinic. Report such incidents to the mission partner POC and Unit Safety Officer. If on a trip, also include the incident in the trip report.

16.5.8. In all cases where injury occurs, contact the respective squadron AOC and the CCO the next duty day. Fill out an AF Form 978, *Supervisor Mishap Report*, and submit no later than 7 calendar days to the CW Safety Office.

17. Types of Funding. Official Cadet Clubs are authorized financial support from four different sources of funding; Appropriated Funds (APF), Non-appropriated Funds (NAF), gift (or donor) funds and Air Force Academy Athletic Association (AFAAA) funds, in addition to Club dues. The CCAB is the final approval authority for determining all budgetary matters concerning

Official Cadet Clubs. All Clubs are eligible to use each type of funding but they have a primary source of funding that the CCO will utilize first. See [Figure 2](#) below for sources of funding.

17. Figure 2. Official Cadet Clubs Primary Sources of Funding.

	APF	Gift	NAF
Mission	X	X	
Recreational		X	X
Sports	X	X	X

Note: The above chart is the Clubs primary source of funding but all Clubs are eligible for all types of funding.

17.1. Appropriated Funds (APF). Appropriated funding for Official Cadet Clubs comes from the CW, CWT and ME budgets (as appropriate). Travel is accomplished using a CCO TDY Request and the Defense Travel System (DTS). Purchase requests are accomplished using AF Form 9, *Request for Purchase* and Government Purchase Cards (GPC) governed by AFI 64-117, *Air Force Government Purchase Card (GPC) Program* and AFI 65-601 Volume 1, *Budget Guidance and Procedures*.

17.1.1. The 306 FTG Airmanship teams are funded by the 306 FTG budget. All expenditures and travel are approved and funded through 306 FTG channels.

17.2. Gifts Funds. Official Cadet Clubs are authorized funding and other support by contributions from outside agencies, but all contributions must be processed in accordance with appropriate instructions. Funds and material items in support of cadet Clubs are generally accepted as gifts to the Air Force and processed by Gift Funds Management Division (HQ USAFA/A8D) according to AFI 51-601, *Gifts to the Department of the Air Force*, AFPD 51-5, *Administrative Law, Gifts and Command Relationships*, and USAFAI 51-601, *USAF Academy Management and Use of Gift Funds*. When the desired use of funds requires that they be spent through Services they will be accepted as donations and processed by 10 FSS/FSR in accordance with AFMAN 34-201. Clubs will submit Gift Opportunity Letter (GOL) through the CCO to HQ USAFA/A8D when a new need is identified via a TMT submission. The CCO will notify HQ USAFA/A8D if any GOL on file needs to be updated or is no longer valid. To spend Gift Funds, the CCO will submit a TMT request to JA, RA, A8D for approval. Travel is accomplished using a CCO TDY Request and the Defense Travel System (DTS). The CCO will submit the Gift Fund Travel Worksheet to A8D for DTS cross-org. Purchase requests are accomplished using AF Forms 9, Gift Fund GPC, or Standard Form 1034. Once approved the club may make the purchase by the approved method. The CCO will submit any required documents to A8D for reimbursement.

17.3. Non-Appropriated Funds (NAF). Overall Non-Appropriated Funding for Official Cadet Clubs is approved and set by the NAF Council. Travel is accomplished using a CCO TDY Request and manual orders. Purchase requests are accomplished using AF Forms 9 and an invoice from the vendor.

17.4. Dues. All Recreational and Competitive Club budget shortfalls should be overcome by collecting dues and must be budgeted with this in mind. In some instances, dues may be over 50% of the budget. Dues must be turned into the CCO and then deposited with the NAF Financial Office and the applicable Club must follow all NAF rules ([paragraph 17.3](#) above)

once deposited. Club bank accounts are not authorized. Per [paragraph 12.2.6](#) of this instruction, cadets on any type of probation will not be refunded any dues.

17.5. Obligating Government Funds by Unauthorized Personnel. All available sources of money for Official Cadet Clubs are government funds and the same basic rules apply. Regardless of the source of money, OICs, Clubs, the CCO, and the CCAB CANNOT obligate government money. Approval of a budget, a trip, a contract, etc. does NOT constitute consent to spend or obligate money. BEFORE spending money, OICs must get acknowledgement from the CCO that the applicable funding source has approved the expenditure. Failure to comply can result in denial of reimbursement or pecuniary responsibility falling on the individual who obligated government funds without authorization.

RICHARD M. CLARK, Lieutenant General, USAF
Superintendent, U.S. Air Force Academy

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

AFI 24-301, *Vehicle Operations*, 21 Oct 2019

AFI 33-360, *Publications and Forms Management*, 30 Nov 2015

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 6 Feb 2020

AFI 51-506, *Gifts to the Department of the Air Force From Domestic and Foreign Sources*, 15 Apr 2019

AFI 64-117, *Air Force Government Purchase Card (GPC) Program*, 21 Jun 2018

AFI 65-601 Volume 1, *Budget Guidance and Procedures*, 23 Oct 2018

AFI 91-204, *Safety Investigations and Reports*, 26 Apr 2018

AFMAN 34-201, *Use of Nonappropriated Funds (NAFS)*, 27 Apr 2018

AFMAN 41-210, *Tricare Operations and Patient Administration*, 9 Sep 2019

AFMAN 91-224, *Ground Safety Investigations and Hazard Reporting*, 28 Mar 2019

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 10 Dec 2018

AFPD 36-35, *United States Air Force Academy*, 13 Mar 2018

AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, 30 Aug 2018

DoD 5500.7-R, *Joint Ethics Regulation*, 17 Nov 2011

USAF AI 32-2001, *Fire Prevention Practices and Fire Protection Engineering Standards*, 30 May 2019

USAF AI 51-601, *USAF Academy Management and Use of Gift Funds*, 6 Jul 2020

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 97, *Supervisory Mishap Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet (SSS)*

AF Form 3952, *Chemical Hazardous Material Request/Authorization*

AF Form 4391, *High Risk Activities Worksheet*

AF Form 4392, *Predeparture Safety Briefing*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

DD Form 2768, *Military Air Passenger/Cargo Request*

DD Form 2793, *Volunteer Agreement*

USAFA Form 17, *Request for USAFA Scheduling Committee Action*

Acronyms

AD—Athletic Department

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMT—Academy Military Trainer

ANG—Air National Guard

AOC—Air Officer Commanding

AOG—Association of Graduates

AOIC—Assistant Officer-in-Charge

APF—Appropriated Funds

CCAB—Cadet Co-Curricular Activities Board

CIC—Cadet-in-Charge

CCO—Cadet Clubs Office

CW—Cadet Wing

DF—Dean of Faculty

GPCP—Government Purchase Card Program

LMD—Last Military Duty

LOS—Limited-on-Season

ME—Mission Element

MEL—Military Element Liaison

MIL AIR—Military Air

NAF—Nonappropriated Funds

NCOIC—Noncommissioned Officer-in-Charge

OIC—Officer-in-Charge

OPR—Office of Primary Responsibility

PERC—Physical Education Review Committee

PFT—Physical Fitness Test

POC—Point of Contact

POV—Privately Owned Vehicle

RA—Resource Advisor

RDS—Records Disposition Schedule

SCA—Scheduling Committee Action

USAFA—United States Air Force Academy