

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY MISSION DIRECTIVE 5**

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**UNITED STATES AIR FORCE
ACADEMY PREPARATORY SCHOOL**

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This mission directive prescribes the mission, organization, and responsibilities of the United States Air Force (USAF) Academy Preparatory School (USAFA/PL), Headquarters United States Air Force Academy, Colorado. United States Air Force Academy Mission Directive 5 (USAFAMD 5) implements Air Force Policy Directive 38-6, *Mission Directives*. This mission directive does not apply to the Air Force Reserve Command (AFRC) or the Air National Guard (ANG). The organizational structure of HQ USAFA is in accordance with (IAW) Air Force Instruction (AFI) 38-101, *Air Force Organization*, and HQ USAF approved variances. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the 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 publication 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 Mission Element (ME) chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The waiver authority for non-tiered requirements in this publication is the USAFA/CC.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes were made to Command, Roles, and Responsibilities to more accurately reflect the direction of DoDD 1322.22, *Service Academies*, AFI 36-2021, *Air Force Academy Preparatory School*, AFI 36-3501, *Air Force Academy Operations*, and AFI 36-3502, *Performance Measurement Program for United States Air Force Academy*. Updated the mission statement, office of primary responsibility, certifier's name and official signature block.

1. Mission . To motivate, prepare, and evaluate selected candidates in an educational, military, moral, and physical environment, to perform successfully, and enhance diversity at the United States Air Force Academy (USAFA).

2. Command . The Commander, USAFA Preparatory School:

2.1. Reports directly to the Superintendent, United States Air Force Academy.

2.2. Exercises administrative and operational control for assigned faculty, staff members, and preparatory school cadet candidates.

2.3. Is the supported commander for cadet candidate development.

3. Roles and Responsibilities . The Commander, USAFA Preparatory School:

3.1. Provides focused academic, military, and physical instruction in an environment designed to develop character, promote Air Force core values, and prepare Cadet Candidates for success at USAFA.

3.1.1. Academic instruction includes Mathematics, English, Science and other necessary subject matters.

3.1.2. Military instruction employs the methodology and models the tenants of the officer development system to provide education, training, and experiential programs in pursuit of the USAFA outcomes to develop leaders of character.

3.1.3. Athletic instruction includes intercollegiate programs at the junior college or equivalent level; and fitness testing as programmed at USAFA.

3.2. Ensures the educational, discipline, and administrative practices of USAFA/PL are consistent with those of USAFA specifically the Cadet Wing (USAFA/CW), Dean of Faculty (USAFA/DF), and Athletic Department (USAFA/AD) except as otherwise approved by the USAFA/CC.

3.3. Ensures good order and discipline, monitoring the USAFA Preparatory School's disciplinary environment and providing regular updates to USAFA/CC. This includes serving as the disenrollment authority for cadet candidates.

3.4. Maintains a set of performance measures by which USAFA and AF leadership can assess the accomplishments of the USAFA Preparatory School mission.

JAY B. SILVERIA, Lieutenant General, USAF
Superintendent, United States Air Force Academy

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

AFI 36-2021, *Air Force Academy Preparatory School*, 12 September 2006

AFI 36-3501, *Air Force Academy Operations*, 3 May 2010

AFI 36-3502, *Performance Measurement Program for United States Air Force Academy*,
10 March 2005

AFPD 38-6, *Mission Directives*, 23 December 2014

AFI 38-101, *Air Force Organization*, 31 January 2017

AFI 38-601, *Format and Content of Mission Directives*, 7 January 2015

DoDD 1322.22, *Service Academies*, 24 August 1994

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

DoDD—Department of Defense Directive

HQ USAFA—Headquarters United States Air Force Academy

Terms

Direct Reporting Unit (DRU)—A subdivision of the Air Force, directly subordinate to the Chief of Staff, US Air Force. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM.

Mission Element (ME)—A named unit assigned to Headquarters United States Air Force Academy, subordinate to the Headquarters Staff level that performs a specialized mission and reports directly to the USAFA Superintendent. The HQ USAFA MEs are the Commandant of Cadets (CW), Dean of the Faculty (DF), Directorate of Athletics (AD), 10th Air Base Wing (10 ABW), and United States Air Force Academy Preparatory School (PL).

Supported Commander—In the context of a support command relationship, the commander who receives assistance from another commander's force or capabilities, and who is responsible for ensuring that the supporting commander understands the assistance required.

Supporting Commander—In the context of a support command relationship, the commander who aids, protects, complements, or sustains another commander's force, and who is responsible for providing the assistance required by the supported commander.

United States Air Force Academy Mission Directive (USAFAMD)—USAFAMDs are developed for directly assigned units below the Headquarters Staff level and above the squadron level. The USAFAMD provides general information about an organization's mission and directly communicates the unit's mission and responsibilities to the commander and unit personnel, and describes what an organization does, not how it does it. MDs are written at the executive level. Publications are issued in accordance with AFPD 38-6 and AFI 38-601.