

**BY ORDER OF THE COMMANDANT OF CADETS**

AIR FORCE CADET WING INSTRUCTION 36-3501

27 January 2023

**Personnel****CADET STANDARDS AND DUTIES****COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**


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The importance of the Air Force's mission and inherent responsibility to the Nation requires its members to follow higher standards than those expected in civilian life. As Airmen, we are proud of our high standards. Through self-discipline, we adhere to them and hold our fellow Airmen accountable to follow our standards. This is part of who we are and what we do as members of the Profession of Arms. Before entering the Cadet Wing, each cadet takes two solemn oaths: the Oath of Office and the Honor Oath. Both of these include a commitment to perform one's duty; "... I will well and faithfully discharge the duties of the office on which I am about to enter," and "Furthermore, I resolve to do my duty and to live honorably (so help me God)." The Cadet Standards Instruction codifies the duties of a cadet at the Air Force Academy.

This instruction implements *AFPD 36-35, United States Air Force Academy*, and *AFPD 36-29, Military Standards*. It applies to cadets and permanent party assigned to the Air Force Cadet Wing (AFCW and USAFA/CW). It is written to foster an environment in which each cadet's concept of duty is developed and strengthened through the Officer Development System (ODS). It provides expectations and guidance and outlines **minimum** acceptable performance standards. The omission of subject matter does not constitute authorization to participate in an activity or conduct oneself in a manner that discredits the Profession of Arms. In the absence of written or oral instructions or when unable to determine a proper course of action, cadets should seek guidance from the chain of command. Violations of this instruction may be punishable under the Uniform Code of Military Justice (UCMJ) (including, but not limited to, Article 92) and the Cadet Disciplinary System (CDS). Requests for waivers must be processed through command channels to the publication OPR for consideration. Refer recommended changes about this publication to the office of primary responsibility (OPR) using the DAF Form 679, Department of the Air Force Publication Compliance Item Waiver Request/Approval.

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## ***CURRENT CHANGES***

The current revision incorporates substantive changes to the following paragraphs:

2.6.10. Addition of rules and restrictions of civilian clothes in Mitchell Hall

4.2.5.3. Added restrictions of holiday décor/lights will not hang any lower than 4” from the ceiling and 12” from all security cameras

4.2.9. Add mural instructions aligning with AF guidance

4.2.9.4. Mural approval granted to Group Commanders

4.5.2.5 Added battery-powered air fresheners to room items

5.1.1.1. Granted additional privileges to AOCs/Group Commanders during AMI periods and clarified SCA guidance for AMI periods.

5.1.1.6.3. Updated alternate room arrangement guidance for teal, purple, and white rope wearers

5.1.1.12 Added battery-powered air fresheners to valet area

5.2.11.2.1.1. Removed white glove requirements for SAMI graders

5.4.1.2. Provided clarification for SAMI guidance of excusals

6.2.1.2.3. Updated restriction of male earrings wording and guidance

6.15. Added US Space Force Uniform Guidance

8. Complete rewrite of Chapter 8 for Privately Owned Vehicles

Annex C: Entire rewrite of Emergency Management Procedures

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## Chapter 1 – DIRECTIVE GUIDANCE

**1.1. Intent.** Military standards serve as the foundation for sustaining good order and discipline. They provide a common operating picture and baseline for how we operate as members in the Profession of Arms, as Airman and Guardians, across units, and within our functional communities. Deviations from a standard should be rare, usually reserved for extraordinary circumstances, and always balanced with exercising sound judgment.

**1.2. Waivers and Authorities.** Directive guidance (will, shall, must, etc.) is used throughout this regulation IAW DAFI 33-360, *Publications and Forms Management*. *Unless expressly noted, the Commandant of Cadets is the approval authority for all requirements that do not have a specified waiver authority, unspecified exceptions to policy, and waiver requests for this instruction.* Commanders at all levels may only deviate and approve exceptions to these standards when specifically given the authority. (Note: DAFI 33-360, commanders' approval of non-tiered requirements do not apply to this AFCWI.)

**1.2.1. Waiver Process.** Unit commanders desiring to initiate a waiver package must use AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, or as directed in DAFI 33-360. Coordination through CWVV is required for all waivers. Once a waiver is approved, CWVV will send an informational copy to all permanent party and cadet leadership within 5 duty days. Verbal concurrence of waivers is only permitted in support of time-critical missions or circumstances; written documentation following verbal concurrence IAW DAFI 33-360 will occur within 24 hours.

**1.3. Compliance.** Cadet Wing permanent party and cadets will ensure compliance with this AFCWI and the following:

**1.3.1. Air Force, USAFAI, Commandant of Cadets, and applicable AFCW Instructions**

**1.3.2. Notices to Airmen (NOTAMs), Exercise Plans (EXPLANs), and OPORDs**

**1.4. Baseline and Essential Information.** Baseline and Essential Information. Areas of information regarded as baseline and essential information in this instruction are identified via bold and italicized font. Baseline and essential information are expected to be memorized.

## Chapter 2 - PROFESSIONAL STANDARDS

**2.1. Basic Air Force Standards.** All Air Force military members (including officers, enlisted, and USAFA cadets) are expected to abide by common standards about the professional environment, individual conduct, and personal appearance. These standards provide the foundation to maintain good order and discipline. Reference AFI 1-1, *Air Force Standards*.

**2.1.1. Self-Discipline.** Self-discipline is a critical behavioral competency for members of the Profession of Arms. It is often the key factor that determines mission success or failure. It is characterized by control over one's behaviors and allows an individual to place the needs of the service above personal desires.

**2.1.2. The Air Force Core Values.** *Integrity First, Service Before Self, Excellence in All We Do.* Our Core Values define our standards of conduct.

**2.1.3. The Space Force Core Values.** *Character, Connection, Commitment, Courage.* These values guide who we are and how we conduct our mission.

**2.1.4. Moral and Ethical Conduct.** *All Airmen, including military members and AF civilians, are expected to live by the Air Force Core Values, comply with the substance, spirit, and intent of all directives, and avoid conduct that could discredit themselves or the Air Force.* Without clear guidance, all Airmen must exercise good judgment following the Air Force Core Values, safety and effective risk management, commander's intent, and good wingmanship.

**2.1.5. The Cadet Honor Code.** *"We will not lie, steal, or cheat, nor tolerate among us anyone who does."* This code is the bedrock of moral and ethical conduct at the United States Air Force Academy. It is a high standard to which we are all held. It is the basis for trust that allows us to operate more effectively as members of the Profession of Arms. To meet this standard, we must internalize the Code and attend to it daily. We are all encouraged to live honorably. Reference the CW Honor Code Handbook for more information.

**2.2. Cadet Disciplinary System (CDS).** When individuals fail to comply with established standards due to a lack of self-discipline, the CDS provides commanders and supervisors with a means of maintaining good order and discipline. It also promotes positive behavior changes before non-judicial punishment or court-martial becomes necessary. Reference AFCWI 51-201, *Administration of Cadet Discipline*.

**2.3. Respect for Human Dignity.** Respect for Human Dignity is a multifaceted concept that encompasses our thoughts, feelings, and actions. Our relationships with others, from our most intimate friendships to the command of military units, are affected by the overt and subtle ways we convey our respect for others. Military members must move beyond personal biases and see everyone deserving of respect and fair treatment. Respect can be defined in many ways, but respect is the action and way of thought that all people have worth and should be treated as such. *Ultimately, all service members, regardless of race, gender, sexual orientation, or any other characteristic, are entitled to an environment free from personal, social, or institutional barriers that prevent service members from rising to the highest level of responsibility possible. Harassment, discrimination, or abuse based on a personal characteristic is unacceptable and will be dealt with through command or inspector general channels.*

**2.3.1. Disparaging Terms.** Disparaging terms are communication used to degrade or imply a negative distinction, perception, stereotype, attitude, or overtone about a person's color, national origin, race, religion, sex, or sexual orientation. These are also subtle comments that

intentionally or unintentionally offend the dignity of another. These include comments related to gender, sexual orientation, ability, status, and group membership. Such communication may include insults, printed material, visual material, signs, symbols, posters, banners, or insignias. Many commonly used terms can be offensive. These terms can undermine good order and discipline, constitute unlawful discrimination, contribute to a hostile work environment, and will not be tolerated. Commanders and supervisors must ensure all types of harassment are corrected immediately. Spirit missions, banners, squadron newsletters, e-mails, and any other form of communication must not include disparaging terms.

**2.3.2. Sexual Harassment.** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly when submission to such conduct is made directly or indirectly as a term or condition of employment and/or when submission to or rejection of such conduct is used as a basis for an employment decision affecting the person. Unlawful harassment also creates an intimidating, hostile, or offensive working environment. The work environment is a broad term for military members and may include conduct on or off duty, 24 hours a day, and seven days a week. Any person in a command or supervisory position who uses or condones any form of sexual behavior to control, influence, or affect the job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments (such as slurs or jokes), written communications (such as emails or cartoons), gestures, or physical contact (such as unwanted touching) of a sexual nature in the workplace is also engaging in sexual harassment. Reference DAFI 36-27010, *Equal Opportunity Program*.

**2.3.3. Sexual Assault.** Per AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, Attachment 1: "Intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit any of these acts."

**2.3.3.1. SARC/VA.** Victims of sexual assault can only maintain confidentiality through restricted reporting via a Sexual Assault Response Coordinator (SARC) or through medical providers. Cadets who become aware of an incident of sexual assault are strongly encouraged to direct victims to call SARC immediately at 719-333-SARC (7272) to discuss restricted (non-investigative) and unrestricted (investigative) reporting options. Victim Advocates (VA) are available on-call 24/7 for victim care. Reference AFI 90-6001, *Sexual Assault Prevention and Response Program*. Cadets are NOT mandated reporters. However, third-party cadets aware of an incident may initiate an independent report through SARC.

**2.3.3.2. Safe to Report Policy.** In furtherance of DoD and Air Force policy, commanders will consider each instance collateral misconduct by a victim of sexual assault on a case-by-case basis. The gravity of any collateral misconduct by a victim and its impact on good order and discipline will be carefully considered in deciding whether it is appropriate to take administrative or disciplinary action against a victim and when such action should occur. In exercising this discretion, commanders will consider if the collateral misconduct was known before the sexual assault report and, if not, the likelihood that the collateral misconduct would have otherwise been discovered but for the report of the sexual assault. Commanders should also consider how future reports of sexual assault may be impacted by the decision to impose discipline. Suppose a commander believes it would be

appropriate to document collateral misconduct in the interest of rehabilitation. In that case, commanders should consider actions that minimize or eliminate impacts on the victim's career. Absent aggravating circumstances that increase the gravity of the violation or its impact on good order and discipline, victims of sexual assault will not be disciplined for collateral misconduct violations of Cadet Standards involving: 1.) alcohol use or possession (e.g., underage drinking, possession of alcohol in dorms; 2.) consensual intimate behavior in the cadet area; 3.) unprofessional relationships/fraternization among cadets; or 4.) cadet area limits restrictions (e.g., over the fence violations, failure to sign-out, departing probation sanctioned approved areas, etc.)

**2.3.3.3. Mandated Reporters.** *Mandated reporters include AOC/AMT directly in respective cadets' chain of command, flight-line instructors belonging to AETC, and law enforcement.* Failure to immediately report a sexual assault incident about a subordinate in the individual's supervisory chain to AFOSI violates Article 92, UCMJ, for military members. Mandated civilian AF employees may also be subject to administrative disciplinary action. If the victim has not yet disclosed any information, but a sexual assault is suspected, the victim may still be referred to the SAPR office. This will not compromise the duty of a mandated reporter.

**2.3.3.4. Non-mandated Reporters.** *Non-mandated reporters include cadets, AOC/AMT not directly in respective cadets' chain of command, faculty, coaches, athletic trainers, medical providers, and chaplains.* Non-mandated reporters may provide the victim with guidance and information. All non-mandated reporters are strongly encouraged to direct victims to SARC for reporting options and medical assistance. If an unrestricted report is made, any non-mandated reporters who know information about the sexual assault may be issued a subpoena to testify in court proceedings.

**2.3.3.5. Reporting Types:** (as defined in AFI 90-6001, Attachment 1)

**2.3.3.5.1. Restricted Reporting.** "A process used by a Service member to report or disclose that they are the victim of a sexual assault to specified officials on a requested confidential basis. Under these circumstances, the victim's report and any details provided to the SARC, Healthcare Personnel, or a VA will not be reported to law enforcement to initiate an official investigation unless the victim consents or an established exception is exercised under DoDD 6495.01. (SAPR restricted reports require a signed DD Form 2910)."

**2.3.3.5.2. Unrestricted Reporting.** *"A process that an individual covered by this policy uses to disclose, without requesting confidentiality or restricted reporting, that they are the victim of a sexual assault. Under these circumstances, the victim's report and any details provided to the SARC, Healthcare Personnel, a VA, command authorities, or other persons are reported to law enforcement and may be used to initiate the official investigation process. (SAPR unrestricted reports also require a signed DD Form 2910)."*

**2.3.4. Hazing.** Acts of hazing are prohibited, and violations of this paragraph will result in punishment under Article 92, UCMJ. Hazing is a form of harassment in which Service members or DoD employees, without a proper military or governmental purpose but with a nexus to Military Service, physically or psychologically injure or create a risk of physical or psychological injury to Service members for initiation into admission into, affiliation with, change in status or position within or continued membership in any military or DoD civilian organization. Actual or implied consent to acts of hazing does not eliminate the perpetrator's

guilt. Hazing shall not occur among faculty and staff members, between faculty and staff and trainees, cadets, and students, and among trainees, cadets, and students. Hazing is prohibited in all circumstances and environments, including off-duty or “unofficial” unit functions and settings. Any confirmed act of hazing is an offense that warrants presumptive disenrollment.

2.3.4.1. Hazing includes, but is not limited to, the following when performed without proper military or other governmental purposes: any form of initiation or congratulatory act that involves physically striking another in any manner or threatening to do the same; pressing any object into another person’s skin, regardless of whether it pierces the skin, such as “pinning” or “tacking on” of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object; oral or written berating of another to belittle or humiliating; encouraging another to engage in illegal, harmful, demeaning or dangerous acts; playing abusive or malicious tricks; branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person; subjecting another person to excessive or abusive use of water, and forcing another person to consume food, alcohol, drugs, or any other substance. Hazing can be conducted through electronic devices or communications and other means, including social media and in person. A military member may still be responsible for an act of hazing, even if there was actual or implied consent from the victim, regardless of the victim's grade, rank, status, or branch of service.

2.3.5. **Bullying.** Bullying is prohibited, and violations of this paragraph will result in punishment under Article 92, UCMJ. ***Bullying is a form of harassment that includes acts of aggression by Service members or DoD civilian employees, with a nexus to military service, with the intent of harming a Service member either physically or psychologically, without proper military or other governmental purposes.*** Bullying may involve the singling out of an individual from co-workers or unit for ridicule because he or being considered different or weak. It often involves an imbalance of power between the aggressor and the victim. A military member may still be responsible for an act of bullying, even if there was actual or implied consent from the victim, regardless of the victim's grade/rank, status, or branch of service.

2.3.5.1. Bullying includes, but is not limited to, the following when performed without proper military or other governmental purposes: physically striking another person in any manner or threatening to do the same; intimidating, teasing, or taunting another person; oral or written berating of another person to belittle or humiliating; encouraging another person to engage in illegal, harmful, demeaning or dangerous acts; branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person; subjecting another person to excessive or abusive use of water; forcing another person to consume food, alcohol, drugs, or any other substance; and degrading or damaging another's property or reputation. Bullying can be conducted through electronic devices, communications, and other means such as social media and in person. Anonymity through social media apps does not excuse bullying behaviors. Bullying is prohibited in all circumstances and environments, including off-duty or “unofficial” unit functions and settings.

2.3.6. **Abuse of Authority.** ***Abuse of authority is defined as the improper use of authority (e.g., cruelty, coercion, maltreatment, assault, improper punishment, and/or sexual harassment) upon someone subject to the orders of the abuser, including cadet cadre.*** Military authority must only be used to accomplish mission requirements and never to degrade, hurt, or subject subordinates to inhumane or unprofessional treatment. Abuse of authority is prohibited and punishable under Article 92 and Article 134, UCMJ. Examples include subordinates being monetarily fined for predetermined offenses.

**2.3.7. Unlawful Discrimination.** *Unlawful discrimination is any unlawful action that denies equal opportunity to persons or groups based on race, color, sex, sexual orientation, national origin, or religion.* When the target is civilian, unlawful discrimination also includes denying equal opportunity to persons or groups based on age (over 40), disability, genetic information, or reprisal. DoD policy does not condone or tolerate unlawful discrimination of any kind. Any cadet who engages in unlawful discrimination may be subject to court-martial and/or disenrollment. Unlawful discrimination is prohibited and punishable under Article 92 and Article 134, UCMJ.

**2.3.8. USAFA Traditions.** Traditions are valuable because they connect us to those who have come before, challenge us to better ourselves and provide a sense of inspiration and commitment to USAFA and our Air Force. Traditions that jeopardize safety, degrade or demean others, or are destructive undermine our ability to accomplish our mission and our reputation as members of the Profession of Arms; such traditions will not be tolerated.

**2.3.9. Religious Accommodation.** Airmen are granted the right to religious expression. Diverse religious expression is a hallmark of American liberty. When we take an oath to protect and defend the Constitution, that vow includes the Constitutional right to the free exercise of religion. Therefore, USAFA will support the free exercise of religion through religious programs coordinated by chaplains and by positive and proactive application of DoD/USAF religious accommodation policies in ways that include the following:

**2.3.9.1. Worship.** Cadets are provided the opportunity to attend worship or other similar meetings once per week according to the tenets of their faith or a widely recognized personal belief system through a Spiritual Accommodation Pass (SAP). All reasonable efforts will be made to accommodate the religious expression of all faith groups represented within the AFCW. The Permanent Party Group Commander (PP/Gp/CC) is the approval authority for exceptions to policy. Cadets may explore religious traditions beyond self-identified faith as listed in the Student Information System (SIS). However, cadets will utilize the pass system referenced in Chapter 3 of this publication.

**2.3.9.2. Holy Days.** The USAFA Chaplain (HQ USAFA/HC) will identify major faith holy days observed by the diverse population of the AFCW. HQ USAFA/HC will provide recurring guidance regarding acceptable holy-day accommodation practices. AOCs and AMTs will accommodate the observance of holy days consistent with mission requirements.

**2.3.9.3. Immunizations.** Cadets whose religious beliefs do not allow immunizations must coordinate immunization waiver requests through the chain of command. Reference AFI 48-110, Immunizations and Chemoprophylaxis, for additional information.

**2.3.9.4. Dietary Needs.** Mitchell Hall may provide special meals for cadets based on personal or religious preferences. Cadets must initiate requests with the Mitchell Hall Nutritionist (10 FSS/FSLFN) to accommodate dietary needs and restrictions. The nutritionist will validate special meal requirements with USAFA/HC. Requests for dietary accommodations will be evaluated on a case-by-case basis.

**2.3.9.5. Dress and Apparel.** Cadets may request waivers to permit the wear of neat and conservative (defined as discreet, tidy, and not dissonant or showy in style, size, design, brightness, or color) religious apparel. Items may not be affixed (temporarily or permanently) or appended to any authorized article of the uniform. Reference DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force*

*Personnel*, and Chapter 6 of this publication for additional information.

**2.3.9.6. Religious or Spiritual Ceremonies.** Religious or spiritual ceremonies and associated items and materials used during the ceremony must be coordinated through USAFA/HC and approved by the AOC before conducting them in dormitory rooms or squadron areas.

**2.3.10. Maltraining.** Acts of maltraining are prohibited. Maltraining is any practice not designed to meet a course training objective. Includes, but is not limited to: using abusive or excessive physical exercise; unnecessarily rearranging the property of a trainee to correct infractions; misapplication of motivational training; any practice to induce a trainee to self-eliminate; making a trainee perform degrading or humiliating tasks; assigning remedial training to an entire group based on the deficiencies of an individual or a few individuals; assigning remedial training that does not fit the deficiency; training conducted in violation of appropriate risk management plans and/or in violation of hydration and work rest cycle.

## **2.4. Relationships.**

**2.4.1. Professional Relationships.** *Professional relationships are those that contribute to the effective operation of the Air Force.* The Air Force encourages personnel to communicate freely with their superiors and subordinates regarding their careers, performance, duties, and missions. This communication enhances morale and discipline and improves the operational environment while preserving proper respect for authority and focus on the mission. Participation by members of all grades in organizational activities, unit events, intramural sports, and community service projects can enhance morale and contribute to unit cohesion.

**2.4.2. Unprofessional Relationships.** *Relationships are unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.* In any combination, unprofessional relationships can exist between officers, enlisted members, cadets, civilian employees, or contractor personnel. Reference AFI 36-2909, USAFA Sup\_1, *Professional and Unprofessional Relationships*. Unprofessional relationships are prohibited and punishable under Article 92 and Article 134, UCMJ.

**2.4.2.1. Guidelines for Avoiding Unprofessional Relationships.** Certain kinds of personal relationships present a high risk of becoming unprofessional. Personal relationships that are not initially unprofessional may become unprofessional when circumstances change. For example, a close personal relationship between officers or between enlisted members can quickly become unprofessional if one member becomes the commander, supervisor, or rater of the other. Air Force members must be sensitive to the formation of these personal relationships and the possibility that relationships that are not initially unprofessional may become so due to changed circumstances. While the rules must be somewhat elastic to accommodate differing conditions, the underlying standard is that Air Force members are expected to avoid those relationships that negatively affect morale, discipline, and respect for authority and unit cohesion. When operational requirements place senior and junior members near one another, military members are expected to maintain professional relationships. The mere fact that maintaining professional relationships may be more difficult under certain circumstances does not relieve a member from the responsibility to maintain Air Force standards.

**2.4.3. Relationships within an Organization.** Familiar relationships between members in

which one member exercises supervisory or command authority over the other can easily become unprofessional. Similarly, differences in grade increase the risk that a relationship will be, or will be perceived to be, unprofessional because senior members in military organizations normally exercise authority or organizational influence, either directly or indirectly, over the duties and careers of more junior members. The danger of abuse of authority is always present. The ability of the senior member to influence, directly or indirectly, assignments, promotion recommendations, duties, awards, and other privileges and benefits, places both the senior member and the junior member in vulnerable positions. Once established, such relationships do not go unnoticed by other unit members.

**2.4.4. Interaction with Fourth Class Cadets.** *At no time will the upper three classes participate in an unprofessional relationship with four-degrees—even if there is a prior relationship.* The four-degree year is defined as entry into Basic Cadet Training (BCT) through the graduation day of the first class. Upper-class cadets will not develop unprofessional relationships with Fourth Class Cadets (C4Cs); this includes, but is not limited to, the use of social media. The upper-classes are primary trainers for all C4Cs and represent positions of power and authority.

2.4.4.1. At no time will an upper-class cadet be in a dorm room with a four-degree behind closed and/or locked doors. Exceptions to this policy are only authorized if a PEER, Teal Rope, or similar kind of professional engagement is required for the four-degree's safety and welfare. AOCs and AMTs *must* be notified of this event.

**2.4.5. AOC/AMT Relationships.** Cadets are prohibited explicitly from developing and maintaining unprofessional relationships with any AOC or AMT, including but not limited to social media relationships.

**2.4.6. Dating and Close Friendships.** Dating, courtship, and close friendships are subject to the same policy considerations as other relationships. Like any personal relationship, they become matters of official concern when they adversely affect morale, discipline, unit cohesion, respect for authority, or mission accomplishment. Members must recognize that these relationships can adversely affect morale and discipline, even when the members are not in the same chain of command or unit. The formation of such relationships between superiors and subordinates within the same chain of command or supervision is prohibited because such relationships invariably raise the perception of favoritism or misuse of position and erode morale, discipline, and unit cohesion.

2.4.6.1. Policy regarding dating between commissioned officers and cadets can be found in AFI 36-2909, Air Force Professional Relationships and Conduct.

2.4.6.2. Policy regarding protection against inappropriate relations during recruiting and entry-level training (BCT) can be found in DoDI 1304.33.

2.4.6.3. Cadets will avoid personal relationships that interfere with the proper exercise of duties within the chain of command or good order and discipline. Specifically, a cadet will not date a member of their direct chain of command or supervision. Should a prior personal relationship exist or evolve within the chain of command, the cadets involved will seek resolution through the cadet and permanent party chains of command (e.g., a cadet group commander may not date a cadet squadron commander within the same group or a member of the same group's staff).

2.4.6.4. USAFA Cadets will not maintain unprofessional relationships with USAFA Prep School Cadets.

2.4.6.5. USAFA Cadets will not maintain unprofessional relationships, including a prior relationship, with enlisted members.

**2.5. Military Customs and Courtesies.** Military customs and courtesies are proven traditions that explain what should and should not be done in many situations. They are an extension of cultural norms that form the foundation for our society. In addition, military customs and courtesies are attributes of a noble military profession that do not end upon graduation. Many customs and courtesies can be found in AFMAN 36-2203, Drill and Ceremonies. All members of the Profession of Arms must apply customs and courtesies in their everyday lives.

**2.5.1. Introductions.** *Cadets will introduce themselves using class year (e.g., Cadet First-class (C1C) Smith, Cadet Second-class (C2C) Anderson, or Cadet Third-class (C3C) Jones). Any cadet subordinate to another cadet will address the superior cadet by “Cadet” and their last name.*

**2.5.2. Terms of Address.** *Cadets will not use first names and will use “sir” or “ma’am” or rank when addressing superior officers (to include cadet officers) or civilian faculty and staff. Using “doctor” or “professor” is also appropriate when addressing a civilian professor with a doctoral degree. Cadets will address enlisted members IAW AFH 33-337, The Tongue and Quill.* In written communications, Permanent Party Group Commanders may be distinguished from Cadet Group Commanders with the abbreviation PP/Gp/CC vs. Gp/CC.

**2.5.4. Rising to Address Superiors.** *It is always courteous to rise from a seated position when addressed by anyone standing. Service members will rise from their seats when addressed by a superior who is standing unless directed to remain seated.* Superiors are those possessing a higher rank, grade, or position (military or civilian) and C1Cs.

**2.5.5. Saluting and Greeting.** Saluting distinguishes our professional military culture. Salute and verbally greet the President, Vice President, Secretary of Defense, service secretaries, all superior commissioned and warrant officers, all Medal of Honor recipients, and superior officers of friendly foreign nations. Salute at the end of a conversation. If your hands are full, do not salute but render a verbal greeting. Salute vehicles of superiors when distinguished by vehicle plates and/or flags.

2.5.5.1. Extend a professional greeting to anyone with whom you contact, indoors and outdoors, as a common courtesy and sign of respect.

**2.5.6. Personal Appearance.** *Cadets shall abide by the standards outlined in DAFI 36-2903 and Chapter 6 of this instruction.*

**2.5.7. Public Display of Affection.** *When in uniform or civilian clothes (in an official capacity), Airmen must not engage in public displays of affection including, but not limited to, holding hands (except when holding a young child’s hand), walking arm-in-arm (unless escorting), embracing, caressing, and kissing.* Public displays of affection are inappropriate as they violate a long-standing service custom and maybe service discredited since indiscriminate displays of affection detract from the professional image the Air Force intends to project. Reference DAFI 36-2903.

2.5.7.1. Brief displays of affection, such as a modest kiss or hug, are allowed in situations where physical contact is commonly accepted etiquettes such as weddings, graduation, promotion, or retirement ceremonies; and upon departure for or return from deployments.

**2.5.8. Room Entry.** *If an officer enters or exits a room, stand and call the room to attention unless an officer of equal or higher rank is already present.* For scheduled meetings, it is

appropriate to wait until the senior ranking member scheduled to attend the meeting enters to call the room to attention. If an NCO, civilian, or C1C enters a room, stand out of respect.

**2.5.8.1. C4Cs are at rest within their rooms. Upper-class Cadets will not physically train C4Cs within C4C dormitory rooms.**

**2.5.8.2. Indoor Reporting.** Knock once and enter when directed to do so. If more than one person reports, the highest-ranking person reports for the group. Take the most direct path to and halt two paces from the desk and give the reporting statement; “Sir/ma’am, (rank, e.g., Cadet Fourth-class (C4C)) (surname) reports as ordered.” When reporting to an officer, salute while giving the reporting statement. If you are not ordered to report but need to make a statement or ask a question, the reporting statement is, “Sir or ma’am, (rank) (surname) reports.” Once the business is concluded, come to the position of attention, render a customary greeting such as “good morning, sir/ma’am,” salute, then take the most direct path to the door and depart. For NCOs or civilians, follow the same procedures but do not salute and use appropriate greetings in place of reporting statements.

**2.5.8.3. Outdoor Reporting.** Follow the same basic procedures as reporting indoors. Salute after concluding the conversation and before walking away from officers.

**2.5.8.4. Presentations, Briefings, Lectures, and Classroom Speakers.** Cadets will be in the general area for at least 15 minutes before any speaker or lecture not occurring in a classroom or lectinar of Fairchild Hall. For all speakers or lectures occurring in classrooms or lectinars, cadets will be in seats at least 5 minutes prior. If seating is not assigned, fill rows from front to rear as a courtesy to the speaker. Show respect to the speaker by listening intently, not partaking in side-bar conversations, staying awake, ceasing all use of electronic devices, and not working on unrelated material. Be prepared to engage the speaker in a question-and-answer session after the presentation. Calls to nature should be addressed before any briefing or lecture starts. Do not bring or consume food and/or beverages in any lecture hall. EXCEPTION: Water is allowed, provided it is kept in a sealable container (i.e., water bottles with securable lid.)

**2.6. Mitchell Hall Conduct and Decorum.**

2.6.1. From Mitchell Hall entry to assigned tables, unrecognized C4Cs will remain at attention to expedite getting to the tables.

2.6.2. At assigned tables, unrecognized C4Cs will study their Contrails or other assigned knowledge at the position of attention behind their chairs until directed by the Staff Tower “Wing Take Seats.”

2.6.3. Unrecognized C4Cs will sit at a modified “at ease” position after “Wing take seats” is announced. Table commandants may not place their C4Cs “at rest” except by authorization of the squadron AOC for exemplary performance. When at the seated position of at ease, C4Cs will sit with their backs straight (not rigid) but can rest on the back of the chair. Feet will be flat on the floor. Hands will be placed neatly in an individual’s lap with fingers interconnected while not actively eating. Elbows and forearms will not be rested on the table. At no time will the position of at ease be modified to inhibit a C4Cs ability to receive proper nutrition.

2.6.4. Unrecognized C4Cs will engage using reporting statements and their seven (7) basic responses when initiating dialogue or responding to upper-class cadets. For example, when a C4C has a specific question to ask, he/she shall report, saying, “Cadet \_\_\_, pardon me please, sir/ma’am.” The C4C then uses ‘Sir/Ma’am, may I ask a question?’ to further the professional

discussions. This allows C4Cs to use other responses based on one of the 7 primary responses.

2.6.5. For non-mandatory meals (i.e., most breakfasts, dinners, weekend meals), unrecognized C4Cs will enter Mitchell Hall at attention and remain at attention until they take their seat, at which point they may sit at ease. Upon standing to depart, C4Cs will return to attention.

2.6.6. **General Decorum.** All cadets must display proper table etiquette. Tapping on dinnerware is acceptable for appropriate displays of spirit, such as leadership announcements, sports wins, special guests, cadets for a day, etc.

2.6.6.1. Promptly find seats, place caps on holders under chairs, remove outer garments and neatly place them over the back of chairs (do not remove OCP blouses).

2.6.6.2. Book Bags will not be left unattended outside, nor will they block entrances. Cadets may carry them to tables and neatly place them adjacent to or over the back of seats.

2.6.6.3. Use of cell phones is prohibited in Mitchell Hall during mandatory meals (including before “wing take seats” until “wing dismissed”).

2.6.6.4. Place plates and silverware in front of all chairs. Plates will be upright with insignia at the 12 o'clock position, glasses at the 12 o'clock position with juice glass to the right, and salad bowl adjacent to the upper left of the plate at the 10 o'clock position.

2.6.6.5. Fill glasses 1/2 inch from the top. Do not touch the upper 1/3 of the glass for health reasons.

2.6.6.6. ***No food will be consumed, and all cadets will stand until “Wing Take Seats.” All cadets at the table will be served before any food is consumed.***

2.6.6.7. If addressed by a superior not sitting at the table or if an officer or guest joins/leaves the table, rise and come to attention.

2.6.6.8. Excuse yourself by announcing to the senior ranking member of the table, "Excuse me, please, Sir/Ma'am

2.6.6.8.1. There are no “Touch and Go’s” at noon meal. The meal will be initiated from the staff tower with the formal start of “Wing Take Seats,” and a formal release with “Wing Dismissed” approximately 20 minutes later.

2.6.6.9. All cadets will bus their tables upon completing a meal and ensure it is ready for final recovery by Mitchell Hall staff. Squadron commanders will ensure compliance for their units. This consists of collecting silverware, separating it into cylinders, scraping plates, and stacking in the same place the plates were at the beginning of a meal.

2.6.5.10. Unrecognized C4Cs will rate and comment on mandatory meals using Form O-96.

## 2.6.7. **Roles:**

2.6.7.1. **Table Commandant (TC).** Only C1Cs or C2Cs may serve as the TC. Other C1Cs and C2Cs should sit to the TC’s right or left. Should no C1C nor C2C be present, permanent party NCOs and officers may sit as TC, but not C3Cs, nor C4Cs. If the TC must leave early, they will designate an appropriate replacement. The TC is responsible for and will be held accountable for all actions of respective table members. The TC will:

2.6.7.1.1. Enforce Mitchell Hall decorum at all meals. Additionally, TCs may be subject to the same, or increased, punitive punishment was given to any cadet violating

Mitchell Hall standards of decorum during any meal for failure to lead and correct the misbehavior themselves.

2.6.7.1.2. Greet, introduce, and engage in dialogue with table guests when present.

2.6.7.1.3. Ensure guests and C4Cs are served before other cadets and treated respectfully.

2.6.7.1.4. Ensure upper-class cadets actively engage with C4Cs in developmental discussions (current events, daily activities, etc.).

2.6.7.1.5. Ensure cadets properly “pre-bus” tables to assist Mitchell Hall Staff with clean-up before departing from all meals.

2.6.7.2. Upperclassmen shall initiate and participate in conversations with members of the table and model/enforce meal decorum

2.6.7.3. C4Cs: Converse with upper-classmen on current events and professional development topics while performing duties IAW their seating position.

2.6.8. **Announcements.** Any announcements from the staff tower must be approved by the AFCW commander or delegated.

2.6.9. **Uniform Requirements.** *The uniform for breakfast and lunch is UOD unless another uniform is authorized on an AFCW Form 18.* Cadets may wear the physical training uniform (PTU) for all evening and weekend optional meals and to weekly breakfast meals if they have a physical education class or Aerobic Fitness Test (AFT)/Physical Fitness Test (PFT) during the first period. At a minimum, a PT shirt and issued shorts will be worn at all times.

2.6.10. **Civilian Clothes.** Unless specifically authorized, civilian clothes will not be worn in Mitchell Hall on the Terrazzo from Reveille to Retreat. Civilian clothes will be permissible (cadets in good standing) Friday evening, Saturday, & Sunday on blue weekends or after LMD on silver weekends. Team or Airmanship Gear is permissible on weekdays after 1645, provided they utilize the touch-and-go option or Falcon Express. Civilian attire will be appropriate in style and any displayed content.

2.6.10.1. **Unauthorized item:**

2.6.10.1.1. Clothing that bears symbols or statements that are profane, lewd, offensive, or obscene

2.6.10.1.2. Bare chests, tank tops, halter tops, sleeveless shirts or blouses, cut-off pants/shorts, or shirts that expose private areas of the body or undergarments

2.6.10.1.3. Bare feet or open-toed shoes (includes slides, sandals, etc. with or without socks)

2.6.10.1.4. Showing unauthorized body piercings or obscene tattoos

2.6.10.1.5. Headgear of any kind

2.6.11. **Removing Food from Mitchell Hall.** Individually packaged food items partially consumed during a meal may be taken from Mitchell Hall. Cadets will not remove food items from storage areas such as refrigerators or condiment rooms. They will not remove silverware, table linen, equipment, or table condiments (e.g., chocolate syrup, ketchup, peanut butter).

2.6.12. **Guests Dining in Mitchell Hall.** *Cadets must obtain approval from their AOC/AMT*

*to have family and friends dine with them during mandatory meals. Paying guests may accompany cadets during optional buffet meals.* Official guests (e.g., potential candidates) who receive prior permission through admissions or athletic departments may attend any meal.

**2.6.13. Missed Meals.** Procedures for cadets missing meals for official reasons:

2.6.13.1. Follow Mitchell Hall procedures to obtain a boxed meal 24 hours daily, if required, for emergencies or unusual situations. Squadron CCQs can order boxed meals through their group CCQ. Group CCQs will pick up the required meals.

2.6.13.2. Meal pick-up is available from 0330 to 1930 hours. Cadets should go to the Mitchell Hall kitchen to pick up meals.

2.6.13.3. Medical personnel will state on Cadet Injury/Illness report whether the cadet is on bed rest or requires a special diet. Not all cadets on a Cadet Injury/Illness report are authorized boxed meals.

**2.6.14. Cadet Dining-In.** Arrangements must be made with the Special Events Coordinator in Mitchell Hall. Alcohol is not allowed unless specifically approved by the Commandant of Cadets or designee, and that approval is provided to Mitchell Hall one week prior to the dining-in date.

## **2.7. Terrazzo Decorum.**

2.7.1. Upper-Class Cadets will know the standards and enforce them by making spot corrections as necessary.

*2.7.1.1. Upper-class cadets correcting C4Cs will provide instructional fixes and not physical training. A USAFA Form 10, Report of Cadet Conduct, will be routed to the cadet's supervisor if required.*

2.7.1.2. Upper-class cadets will communicate the specific mistake to the C4C upon correction.

2.7.2. Upper-class cadets will greet and respond professionally when greeted.

2.7.3. Upper-class cadets will not escort C4Cs, nor take other actions preventing the C4Cs from meeting their duty requirements.

**2.7.4. Unrecognized C4Cs.** *Unrecognized C4Cs will be at attention at all times; no gazing, walking at ease, talking, or bumping into other cadets; cadets will pass on the right when meeting other cadets on the strips.*

2.7.4.1. The following locations are exceptions:

2.7.4.1.1. C4Cs are at ease on bridges to Fairchild Hall and the Terrazzo underneath Fairchild Hall; C4Cs are at rest upon entering Fairchild Hall.

2.7.4.1.2. At ease on the ramp to Cadet Chapel; at Rest after the gate to Cadet Chapel.

2.7.4.1.3. At ease on the ramps down to the Cadet Gym. At Rest on the stairs North of Cadet Drive when headed to or from the Cadet Gym.

2.7.4.1.4. At ease when transitioning west from the Terrazzo towards Arnold Hall (by the Honor Wall).

2.7.4.1.5. At rest after exiting the Terrazzo for the Honor Court. C4Cs must transit to Arnold Hall through the black gates leading toward the Honor Court.

2.7.4.1.6. At rest in the dormitory quadrangles while eating or working out during the duty day, and for other activities from Retreat to ACQ on weekdays and from LMD Friday until ACQ on Sunday (or Monday if a holiday).

2.7.4.2. At no time shall C4Cs avoid the Terrazzo by transiting through the quads, honor courts, or Ho Chi Minh Trail. C4Cs will use the Terrazzo to transit the cadet area to official duties. EXCEPTION: C4Cs may use Ho Chi Minh Trail during lightning warnings. (See Fig. 2.1 for depicting Ho Chi Minh Trail outline.)

2.7.4.3. Cadets will carry their backpacks in their left hand. All straps must be secured, so they don't present a tripping hazard.

2.7.4.4. Will transit on the Terrazzo strips designated in blue in Figure 2.1. to the maximum extent reasonable and will not transit under Fairchild Hall on the Terrazzo level in order to avoid the strips.

2.7.4.5. Will double-time on the authorized strips, designated in Figure 2.1, at all times, unless the following apply:

2.7.4.5.1. 30 minutes after a designated meal (not a snack).

2.7.4.5.2. Inclement Weather: As announced or updated in Routine Order due to ice and snow.

2.7.4.5.3. Carrying large and heavy objects. **Note:** Still required to accomplish standard greetings.

2.7.4.6. Will greet all personnel within one Terrazzo block.

2.7.4.6.1. All terrazzo greetings for cadets not within a C4C's chain of command should include "Good morning/afternoon/evening sir/ma'am," followed by a squadron greeting.

2.7.4.6.2. All terrazzo greetings for cadets within a C4C's squadron or cadet and permanent party chain of command, to include key wing and group staff members (i.e., Commander, vice or deputy, Command Chief, Superintendents, Training Officer, and NCOIC), should include "Good morning/afternoon/evening Rank Last Name," followed by squadron greeting.

2.7.4.6.3. Slow to quick time to render salutes to officers and then resume double-time.

2.7.4.6.4. Be loud and proud.

2.7.4.7. Will only use the back dormitory stairwells (south stairwells in Sijan Hall and north stairwells in Vandenberg Hall).

**Figure 2.1. C4C Authorized Transit Area**



*(Note: Blue lines are the proper marble strips to run. Red lines define the Ho Chi Minh Trail)*

## 2.8. Class-Specific Privileges.

2.8.1. **SAMIs.** Based on performance, First Class Cadets may be exempt from the final SAMI of the Spring Semester.

2.8.2. **Unrecognized C4Cs.** Changes to the following rules of engagement may only be approved by the Commandant of Cadets.

### 2.8.2.1. Facility Use.

2.8.2.1.1. **Arnold Hall.** C4Cs are authorized to use Arnold Hall on weekdays after Retreat, Non-Training Weekends, and Training Weekends after all training for the AFCW has concluded.

2.8.2.1.2. **Polaris Hall.** C4Cs may utilize the collaboration rooms and library in the Center for Character and Leadership Development only during weekday duty hours for official business, class projects, and academic study groups. Seminar rooms can be reserved for use through advanced booking via CCLD (333-4904).

2.8.2.1.3. **Cadet Store.** C4Cs are at ease upon entering the alcove in front of the Cadet Store and are at rest inside the Cadet Store.

2.8.2.1.4. **Elevators.** C4Cs will not use elevators under normal circumstances. C4Cs may use elevators when medically required when moving objects that require an elevator with permission of an upper-class cadet, or for removing bulk items of trash.

2.8.2.1.5. **Post Office.** C4Cs are at ease in the Post Office. C4Cs shall be at ease when they cross the threshold of the doorway entering the Post Office on the east side and when passing the first row of package lockers if entering from the west side.

2.8.2.1.6. **Laundromat.** C4Cs are not authorized to use the Cadet Laundromat. Use of the laundromat may be approved by the Squadron Commander in case- by-case circumstances.

2.8.2.1.7. **Food Delivery.** C4Cs are only authorized to use on and off-base food delivery services from Retreat Friday through ACQ on Sunday (or Monday if a holiday).

2.8.2.1.8. **10 FSS Events.** Nothing in this chapter shall preclude fourth-class cadets from attending cadet-specific activities hosted by the 10 FSS or AOG.

#### 2.8.2.2. **Sijan/Vandenberg Halls.**

2.8.2.2.1. Unrecognized C4Cs shall not enter squadron areas other than their own unless accompanied by an upper-class cadet for official business.

2.8.2.2.2. C4Cs may travel through Wing/Group Staff hallways if given specific permission by a member of the respective staff and if the C4C has gone through proper channels to address issues with a particular staff member. C4Cs need to be escorted by an upper-class cadet unless ordered to report to a member of the respective staff's room or conference room or visit the Peak Performance Center or Chaplain.

2.8.2.2.3. Unrecognized C4Cs are at attention in the residential areas of Sijan and Vandenberg Halls.

2.8.2.2.4. Unrecognized C4Cs will maintain their rooms in SAMI order (but drawers, valets, closets may be closed, and trash can liner may be in the trash can) from Reveille or first military duty (whichever is earlier) until ACQ (retreat on Fridays).

2.8.2.2.5. On normal duty days, unrecognized C4Cs will have their doors open from Reveille or first military duty, whichever is earlier, until ACQ (retreat on Fridays).

2.8.2.2.6. On Training Weekends, C4Cs will have their doors open at Reveille and may close them at the completion of their last military duty.

2.8.2.2.7. When in a squadron, all C4C greetings should include "Good morning/afternoon/evening Rank First Name, Middle Initial, Last Name, Job," followed by squadron greeting. Permanent party chain of command: Replace "sir/ma'am" with Rank Last Name.

2.8.2.2.8. When in the cadet dormitories, key cadet and permanent party wing and group staff members (i.e., Commander, Vice or Deputy, Command Chief, Superintendents, and Training Officer and NCOIC) greeting should include "Good morning/afternoon/evening Rank First Name, Middle Initial, Last Name, Job" followed by squadron greeting.

2.8.2.2.9. During ACQ, greetings will be in a quiet voice and only "Good evening, Sir/Ma'am," followed by a squadron greeting.

2.8.2.2.10. Naps. Never while in uniform. Must be on bedrest, in which case cadets will not be in uniform.

### 2.8.2.3. Fairchild Hall.

2.8.2.3.1. C4Cs are at 'Rest' in Fairchild Hall.

2.8.2.3.2. C4Cs shall use only the easternmost (back) stairwells during the duty day. C4Cs may use the westernmost stairwells after Retreat.

2.8.2.3.3. C4Cs are authorized to use the Commandant's Stairwell, the most northwestern stairwell in Fairchild Hall. C4Cs may not use Commandant's Stairwell to avoid the Terrazzo and transit to and from the cadet gym, mailroom, cadet store, or dormitories.

2.8.2.3.4. C4Cs may only use the Cadet Library, Fairchild Hall classrooms, or lectinars for academic studies.

2.8.2.3.5. C4Cs may use the shoppette in Fairchild Hall but may NOT loiter in this area.

2.8.2.3.6. C4Cs may not enter the Food Court in Fairchild Hall or Exemplar Hall. Exemplar Hall is defined as the lectinar and lounge area of Fairchild Hall, beginning with everything south of the northernmost lectinar and the Exemplar Memorabilia Display Case. This includes all sitting areas directly outside of the lectinars. EXCEPTION: C4Cs may only enter Exemplar Hall to report to a lectinar for official duty.

### 2.8.2.4. Knowledge Test Guidelines.

2.8.2.4.1. C4Cs are required to know weekly assigned knowledge, key wing and group staff members (i.e., Commander, vice or deputy, Command Chief, and superintendents), and all Squadron members' rank, first name, middle initial, last name, and job title.

2.8.2.4.2. C4Cs will not use acronyms when reciting knowledge in order to promote the knowledge of Air Force terminology. EXAMPLE: OCPs will be referred to as 'Operational Camouflage Pattern' when reciting knowledge.

### 2.8.2.5. Knowledge Tests.

2.8.2.5.1. Knowledge test questions will be developed by Wing Stan/Eval and coordinated with Wing Training based on the weekly study guide. Tests will be conducted via Black Board with Respondus browser lockdown used. Weekly question banks will be based on the CWC-approved master question file, learning objectives derived from the Wing Training plan/syllabus, applicable DAFIs, AFIs, and AFCWIs, the information contained in the Contrails publication, and Air Force general knowledge related to operations, doctrine, and heritage. CWVV is the final approval authority for question banks, testing policy, and development.

2.8.2.5.2. Scoring below an 80% on a knowledge test is unsatisfactory. Grading is accomplished on a scale of 90-100% - Excellent, 80-90% - Good, and below 80% - Unsatisfactory. Remediation for failures and repeated failures is at the discretion of the C4C's cadet supervisory chain.

2.8.2.6. **Knowledge Bowls** will be organized by Wing or Group Training Staff for group competition. Questions asked will be developed by Wing Stan/Eval staff in coordination with Wing Training. Knowledge bowls will be sourced from the weekly study guides.

2.8.2.6.1. These events, rooted in unit pride and competition, are intended to be spirited

while maintaining a professional atmosphere. Competing unit AOCs/AMTs will coordinate to ensure at least one permanent party member is present at these competitions when possible. Flight Commanders, DOs, or CS/CC presence is required.

**2.8.2.7. Current Events.** C4Cs will be prepared each day to share current and significant news events.

2.8.2.7.1. Upper-class cadets will engage C4Cs in professional discussions on local, national, and international current events.

2.8.2.8. C4Cs who are IC cadets won't participate in military physical training activities the day before or the day of a scheduled IC contest, IAW USAFAI 36-3518, *Intercollegiate Athletic Programs*, but are encouraged to support their classmates as best they can. Also, C4Cs on IC rosters shall follow physical training guidance IAW USAFAI 36-3518, *Intercollegiate Athletic Programs*.

2.8.2.9. All squadrons shall appoint a Fourth-Class representative to represent the C4Cs at levels greater than the squadron. This is not required to be a semester-long position.

## **2.9. Alcohol and Tobacco Use.**

**2.9.1. Consumption of Alcohol.** Air Force policy and the military way of life require responsible behavior when consuming alcohol. Cadets are not to put themselves in a position where they lose control of actions or emotions or bring discredit to the USAF.

**2.9.1.1. *Cadets will not store alcohol anywhere on the USAFA Installation, including privately owned vehicles and cadet dormitory rooms.***

2.9.1.2. Cadets of the legal drinking age must demonstrate good judgment before deciding to drink. Cadets may only drink in uniform when attending a sanctioned event, such as a formal squadron dining-in, or when participating in a sit-down meal in the dining area (versus the bar) of a restaurant. C4Cs will not serve as designated drivers for upper-class cadets.

2.9.1.3. Cadets must use good judgment when drinking to ensure they are sober (not under the influence of alcohol or its after-effects) prior to reporting for duty. Cadets drunk on duty may be punished under Article 112 of the UCMJ. "Drunk" means any intoxication sufficient to impair the rational and full exercise of the mental or physical faculties. The time needed to become sober after drinking depends on the amount of alcohol consumed, body weight, and the individual's metabolism. Some duties incur additional restrictions on the consumption of alcohol (e.g., aircrew members shall not consume alcoholic beverages within 12 hours of take-off).

2.9.1.4. During functions where alcohol has been approved, cadet leadership will ensure proper risk management is followed to ensure the safety of those participating and that no illegal activity occurs (e.g., underage drinking).

2.9.1.5. Cadets serving alcohol have a duty to refuse to serve additional alcohol to individuals who reach or appear to be reaching the point of intoxication. Individuals serving alcohol may be held personally liable for the actions of the intoxicated individual if they fail to do so. Reference DAFI 34-219, *Alcoholic Beverage Program*.

**2.9.1.6. *Notwithstanding location approvals in the future, cadets of legal drinking age may only consume alcohol on the USAFA reservation in the following locations:***

2.9.1.6.1. *All locations are operated by 10 FSS that serve alcohol on premises.*

2.9.1.6.2. *The private quarters of an officer, civilian staff, or faculty member only when the staff or faculty member is present.*

2.9.1.6.3. *10 FSS functions operated within the cadet duty area.*

2.9.1.6.4. *Hap's Place: C1Cs and C2Cs in good standing and C3Cs and C4Cs during official functions (e.g., Falcon Foundation Dinner or cadet squadron parties).*

2.9.1.6.5. *Cadet Lodges during official functions with specific authorization from a Permanent Party Cadet Group Commander.*

2.9.1.6.6. *AD "home" sporting events in Clune Arena.*

2.9.2. **Alcohol Approval.** For all organizations, including clubs, teams, and/or groups utilizing a SCA, approval authority resides with the first O-6 in the chain of command. The approval authority for CW-sponsored clubs, teams, and/or groups is the Vice Commandant. For official unit functions (on- or off-base) not requiring SCA, approval authority resides with the permanent party Group Commander. If an AOC must approve a pass or staff summary sheet for someone to attend a function, it is considered an official function. In all cases, the approval authority will meet in-person with the cadet- in-charge to discuss the plan and ensure the cadets understand they are vested with authority, are responsible for success or failure, and will be held accountable accordingly.

2.9.2.1. Approval from the 10th Air Base Wing Mission Support Group Commander (10MSG) is required to serve alcohol at locations other than the pre-approved list of locations. Reference AFI 34-219 USAFASUP, *Alcoholic Beverage Program*, Attachment 2. Submit requests via the AF Form 1768, Staff Summary Sheet (SSS), through the chain of command NLT 10 days prior to a scheduled event.

2.9.2.2. *Cadets will not consume alcohol while on Scheduling Committee Action (SCA), Temporary Duty (TDY) orders, or while representing the Academy at other sanctioned events unless approved by team/club or group first O-6 in the chain of command.* Exception: cadets of legal drinking age on Ops Air Force (OpsAF), CSRP, or DFIP-sanctioned events in foreign countries may consume alcohol if approved by the host installation commander and meets the age requirements of local laws. Cadets on personal SCAs will exercise good judgment when consuming alcohol. Program officers in charge (OICs) will brief all OpsAF cadets prior to departure from USAFA regarding the rules on alcohol consumption, abuse, and possible adverse actions resulting from alcohol-related incidents.

2.9.3. **Use of Tobacco Products.** The Air Force is committed to providing an environment that does not encourage or facilitate initiation or continued use of tobacco. Reference AFI 48-104, *Tobacco Free Living*, for additional information.

2.9.3.1. *Tobacco use includes, but is not limited to, cigars, cigarettes, electronic-cigarettes, stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped or snuffed.*

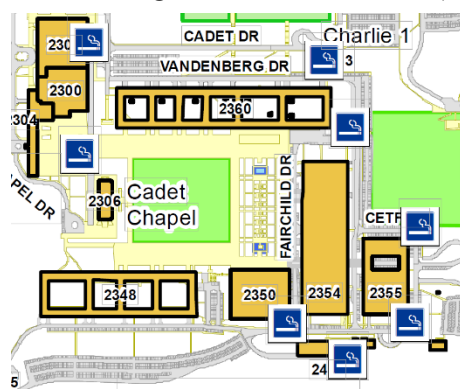
2.9.3.2. *Electronic Cigarettes (e-Cigarettes), Vaporizers (Vapes), and Hookahs. IAW AFI 48-104, Tobacco Free Living, e-cigarettes, vapes, and hookahs are prohibited from being used in government facilities, including dormitories, lodging guest rooms, common unaccompanied housing, temporary lodging facilities, and recreational installation facilities. Hookahs may not be stored in cadet rooms for any reason.*

2.9.3.3. ***Students of all AF formal training courses are prohibited from using tobacco in uniform.*** Students in technical training and accession programs, to include the Air Force Academy, are also prohibited from using tobacco during school duty hours (defined as when flag is up), in or out of uniform.

2.9.3.4. ***Tobacco use is prohibited in government-owned vehicles and aircraft.***

2.9.3.5. ***Tobacco use is prohibited on AF installations except in Designated Tobacco Areas (DTAs) and housing units.*** Tobacco users are responsible for keeping DTAs clean and free of cigarette butts and debris. Commanders may remove a DTA if the area around it or leading up to it is cluttered with trash, cigarette butts, or spittoons.

**Figure 2.2.** Cadet Area Designated Tobacco Areas (DTAs) for cadets.



2.10. **Prohibited Activities.** Cadets must be familiar with listed offenses to avoid placing themselves in any of the following situations. Disciplinary action may result for these and other offenses not listed here.

2.10.1. Use of Illegal Drugs. ***The Air Force has zero tolerance for the use of illegal drugs.*** Cadets who manufacture, possess, distribute, or use any illicit drug, including Ecstasy, Spice, or any synthetic substances designed to create an altered state of mind, may be subject to court-martial under the UCMJ. Use or possession of marijuana violates Federal Law and the UCMJ, regardless of Colorado or any other state laws.

2.10.2. Do not use or consume hemp products, including hemp seed, hemp seed oil, or hemp extracts. Reference AFMAN 44-197, *Military Drug Demand Reduction Program*.

2.10.3. Cadets are prohibited from possessing or using drug-related paraphernalia unless authorized by a physician. Paraphernalia associated with religious or spiritual ceremonies must be coordinated through the chaplain's office and approved by the AOC.

2.10.4. Cadets shall not use, possess, nor distribute any commercially available or illicit substance with intent, purpose, or effect to deliver, either directly or as a result of the body's metabolism, gamma-butyrolactone (GBL) or gamma hydroxybutyrate (GHB) to the body. This ban includes but is not limited to all products containing GBL and/or GHB. Intercollegiate cadets must check with USAFA/ADM or USAFA/ADWC prior to using any supplement or synthetic drug to ensure compliance with National Collegiate Athletic Association (NCAA) restrictions.

2.10.5. In most cases, an attempt to commit an offense is the same as committing the offense. In the context of drug offenses, an attempt would include intending to use/possess/distribute an illegal substance in a circumstance in which the substance was not, in fact, illegal (e.g., if an

individual snorted a substance thought to be cocaine but later learned the substance was actually a baby powder, that individual would have committed attempted use of cocaine).

2.10.6. The DoD bans some over-the-counter supplements. Cadets should reference the list of dietary supplements banned by the DoD at: <https://www.opss.org/dietary-supplement-ingredients-prohibited-department-defense> when considering dietary supplement products.

2.10.7. **Gambling.** *Wagers and games of chance, including football and basketball pools, are prohibited on the Academy reservation.* The use of internet gambling websites is specifically included in this prohibition. Consult your AOC/AMT and USAFA/JA with questions pertaining to gambling.

2.10.8. **Maintaining Weapons.** *Weapons (objects designed to inflict death, injury, or incapacitation of a person) are prohibited in the Cadet Area. Paintball and air-soft guns are also not authorized in the Cadet Area.* Cadets may transport weapons directly to and from authorized storage locations IAW CoCI 32-6005, *AFCW Morale, Health, and Welfare Inspections*, and CoCI 31-104, *Armory Operations*.

2.10.8.1. **Knives with blades longer than 3½ inches (excluding the handle) are prohibited in the Cadet Area.** Ceremonial knives with longer blades may be kept and displayed in the dormitories with written permission from the AOC. Exception: Cadets are authorized to temporarily store summer training program-issued survival knives in their assigned dormitory room. This authorization only applies to the period they are assigned to the program issuing the item. Cadet Honor Guard Cadre is authorized to store issued drill & ceremony bayonets in their dormitory room. The bayonets will either be attached to a secured M1 Garand or stored in a locked security drawer.

2.11.8.2 All Honor Guard weapons not currently issued to a cadet will be stored in the Cadet Honor Guard logistics room, located in Vandenberg Hall room 3D71. Cadets who are issued drill or ceremonial rifles will secure them to the rifle rack in their dormitory room.

2.10.9. **Owning and Maintaining a Residence.** *Cadets will not own, lease, or maintain any off-base living quarters.* Maintaining off-base living quarters for cadet use includes, but is not limited to, the following circumstances:

2.10.9.1. Paying for the upkeep of a room/rental property to include all or any portion of the telephone or utility bills, rent, or periodic obligations.

2.10.9.2. Paying parents, friends, relatives, or other agents for the upkeep of the room/rental property.

2.10.9.3. Staying in the same off-base quarters when the documented owner/lessee has been absent from the quarters for more than 72 hours will require that the cadets receive written approval from their respective AOCs. This does not apply when the cadet is on break orders.

2.10.9.4. C1Cs may enter into an agreement and/or place a deposit in order to “hold” an off-base residence for the purpose of residing there following graduation. They may not, however, enter into the agreement until after 1 March before their graduation. The cadet may not reside in, however, they may store personal property in the off-base residence.

2.10.9.5. Graduating C1Cs who are approved to be Casual Lieutenants in the local area may enter a lease agreement or mortgage for an off-base residence for the express purpose of moving/storing their personal belongs no earlier than 1 May. However, they may not reside in their off-base residence until graduation.

**2.10.10. Identification Cards.** *Cadets will not possess more than one of the same type of official identification or any falsified or altered identification card (including a driver's license). Cadets who alter or falsify any identification card, including driver's licenses, are subject to sanctions under the Honor Code, UCMJ, and/or the Cadet Discipline System (CDS).*

**2.10.11. Misuse of Computers and Networks.** *Misuse and/or abuse of government-provided computer systems are strictly prohibited and may result in loss of access to these systems.* Reference Chapter 7 of this publication, AFMAN 17-1301, *Computer Security*, AFI 17-130, *Cybersecurity Program Management*, USAFAI 33-118, *USAFA Information Technology Enterprise Use and Management*.

**2.11. Prescription Medication.** *Controlled medication can only be used by the person for whom it is prescribed and only in the prescribed dosage. Federal law prohibits sharing prescription medications and the transfer of these substances to anyone other than the patient for whom it was prescribed.* Using a prescription previously prescribed to you for a similar but different condition outside of the period identified on the label also violates federal law. Reference AFMAN 44-197, *Military Drug Demand Reduction Program*.

2.11.1. All prescription medications with RX numbers must be stored in a locked container. Only non-prescription/over-the-counter medication can be stored in the cadet's vanity (including such medication issued by the pharmacy).

2.11.2. Do not use or store medications prescribed to other individuals.

2.11.3. Return unused prescribed medications to the Cadet Pharmacy upon expiration or when no longer needed. If no expiration date is listed, narcotic prescription medications must be returned NLT 3 months after the issue date. Non-narcotic prescription medications must be returned NLT 12 months after the issue date.

2.11.4. Report all non-military medical care and prescriptions to your Primary Care Manager (PCM) or the Cadet Clinic as soon as possible after receiving care.

## 2.12. General Expectations.

### 2.12.1. Duty Day.

2.12.1.1. For the AY and all three summer periods, the duty day is from 0700 - 1645.

2.12.1.2. Delayed reporting and base closure due to hazardous weather conditions will impact the AY schedule. Permanent Party Group Commanders are the decision and approval authority for opening and closing sign-out logs.

2.12.1.2.1. Delayed Reporting: The Cadet Wing will transition to the inclement weather schedule of calls.

2.12.1.2.2. Base Closure: The Cadet Wing will transition to 100% virtual classes and stay on the previously announced schedule of calls (normal or inclement weather).

2.12.1.3. For unrecognized C4Cs, the duty day during the academic week is from Reveille or first military duty, whichever is earlier, to ACQ. On training weekends, the duty day is from the first military duty until all training for AFCW has concluded.

**2.12.2. Dormitory Policy.** *Do not enter a cadet's dormitory room without receiving positive approval from the cadet occupying the room.* Personnel performing official duties (e.g., performing inspections) may enter a dormitory room after making three attempts to contact the

occupant(s) or if the room is unoccupied.

2.12.2.1. Intimate behavior is prohibited in the Cadet Area. Do not engage in any form of intimate behavior in any room (common or otherwise) within the Cadet Area dormitories or other facilities. “Intimate behavior” includes, but is not limited to: Sexual activities (to include sleepovers); fondling; kissing; cuddling; and spooning.

2.12.2.2. The chain of command members is encouraged to interact with their subordinates, including C4Cs. ***Doors of C4C rooms will remain open anytime upper-class cadets are inside the room.*** The interaction between upper-class cadets and C4Cs must always be professional. This requirement does not preclude the discussion of personal matters or getting to know subordinates on a personal level.

2.12.2.3. ***AOC approval is required before bringing visitors into the cadet dormitories except for Parents Weekend, Reunion Fridays, and Official Tours.*** Once approved, the cadet requesting visitor access is responsible for ensuring their guest are escorted AT ALL TIMES while in the Cadet Area until their departure.

2.12.2.4. ***Visitors will not be allowed in the dormitories after ACQ Sun-Thu or after 1 hour prior to Taps Fri-Sat (non-ACQ nights).***

2.12.3. **Charitable and Commercial Activities.** Cadets seeking to take part in charitable events, any fundraising, or conducting personal or commercial transactions on USAFA must coordinate in advance with Public Affairs (USAFA/PA) and Legal (USAFA/JA). Do not solicit orders, act as agents, or act in other capacities for commercial enterprises with the intent of realizing a personal profit. Reference USAFAI 51-902, *Fundraising and on Base Solicitation*, and AFI 36-3101, *Fundraising*.

2.12.4. **Off-Duty Employment.** ***Cadets are not permitted to engage in off-duty employment except during designated break periods. Submit AF Form 3902, Application and Approval for Off-Duty Employment, to your AOC for break employment approval.*** Cadets are not permitted to be self-employed or independent contractors that earn commissions or override on products sold. Income generated from passive activities (proceeds from websites, royalties, etc.) should be reported to the chain of command to ensure compliance with Air Force requirements. Note: Participation in paid academic research pools is authorized.

2.12.5. **Public Appearances.** Approval from the AOC/AMT and the Office of Public Affairs is required before cadets may make public appearances, grant interviews, appear on social media sites, radio, or television, and/or prepare articles for publication. Coordinate with the Sports Information Office if related to intercollegiate (IC) athletics. Note: Cadets may not solicit or accept gifts, gratuities, favors, entertainment, loans, or other consideration of monetary value for their efforts.

2.12.6. **Financial Responsibility.** Military members are required to pay their just financial obligations in a proper and timely manner. Failure to appropriately account for funds or mismanagement of personal accounts could result in disciplinary action and affect security clearance. The Airman and Family Readiness Center (AFRC) and the Personal Financial Management Program (PFMP) Manager can provide military members with financial management education, information, and referral services. Reference DAFI 36-2906, *Personal Financial Responsibility*. Cadets are provided a salary, housing, and meals. Therefore, they are ineligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits, otherwise known as food stamps. If a unique circumstance may allow SNAP enrollment (e.g. turnback),

cadets must coordinate with their AOC and obtain GAOC approval.

**2.13. Spirit Missions.** The cadet squadron commander must approve Spirit missions. The cadet squadron commander is responsible for notifying his or her AOC/AMT, AFCW/CC, and CWOC ([CWOC.OPS@afacademy.af.edu](mailto:CWOC.OPS@afacademy.af.edu)). The owning AOC/AMT will verify the squadron commander's notifications and inform the on-duty Officer-of-the-Day (OD) prior to spirit mission execution. AFCW/CC and CWOC will be notified with the details of the spirit mission NLT First Period on the morning of the event. Cadets are required to plan spirit missions using common sense and risk management. ***Spirit missions should positively foster pride and camaraderie and not violate good taste, disrespect or destroy property, interfere with training activities, or create unsafe situations.***

#### **2.13.1. Unauthorized Areas:**

2.13.1.1. Academic Areas. Computer labs, McDermott Library, and Fairchild Hall/Annex.

2.13.1.2. Mitchell Hall. Except for spirit banners that are in good taste and do not interfere with operations. Before hanging banners, check with the special services flight office located on the west side of the staff tower.

2.13.1.3. Fire hydrants.

2.13.1.4. Static aircraft displays.

2.13.1.5. Air Gardens (trees, statues, and fountains), Wall of Heroes, and Honor Court. EXCEPTION: The platform behind the eagle and fledglings statue is allowed for spirit missions.

2.13.1.6. Flatiron Trails, Eagle's Peak, and National Forest Service lands.

2.13.1.7. Class Crests on the Class Wall beneath Cadet Chapel. EXCEPTION: 2<sup>nd</sup> Class Cadets may perform the traditional "ring knock" following the graduation parade by each touching (without doing damage) their class crest.

2.13.1.8. The roof of any facility.

2.13.1.9. Cadet Chapel.

2.13.1.10. Polaris Hall.

2.13.1.11. Any type of construction equipment.

2.13.1.12. CWOC

2.13.2. Any spirit missions conducted on USAFA memorials (Wall of Heroes, Class Crests/Class Wall, etc.) will result in significant consequences through the Cadet Disciplinary System.

***2.13.3. Spirit missions will be cleaned up and all items returned by the responsible cadets within 24 hours of the execution of the spirit mission or prior to the next noon meal formation, whichever occurs first unless approval for a longer display is granted by the Permanent Party Group Commander.*** Clean-up includes removing all taping material and cleaning windows.

## Chapter 3 - CADET LIMITS AND PASSES

3.1. **Accountability of Unit Personnel.** An accurate report of manning levels and effective command and control of personnel are vital commander responsibilities. These concepts form the foundational principles of the limits for cadet travel, the pass system, and the sign-in/sign-out process.

3.2. **Cadet Limits.** Cadet limits are the boundaries within which a cadet must remain unless authorized to exceed for extended limits, Scheduling Committee Action, passes, TDY, or break. Cadet Commanders, only with AOC concurrence, may impose more restrictive limits on cadets whose performance is subpar, and must document the restriction.

3.2.1. Cadet Room. Individual dormitory room, squadron printer, and nearest latrine.

3.2.2. Cadet Squadron Area. Limits of the squadron within the dormitory area including the squadron TV room (if authorized), squadron academic room, and squadron activities room (SAR).

3.2.3. Academic Study Area. Vandenberg Hall, Fairchild Hall (including the McDermott Library), Fairchild Hall Annex, Sijan Hall, and Mitchell Hall (inside the black gated area).

3.2.4. Cadet Duty Area. See Figure 3.1.

3.2.4.1. Jacks Valley, although not visible in Figure 3.1, is still part of the Cadet Duty Area.

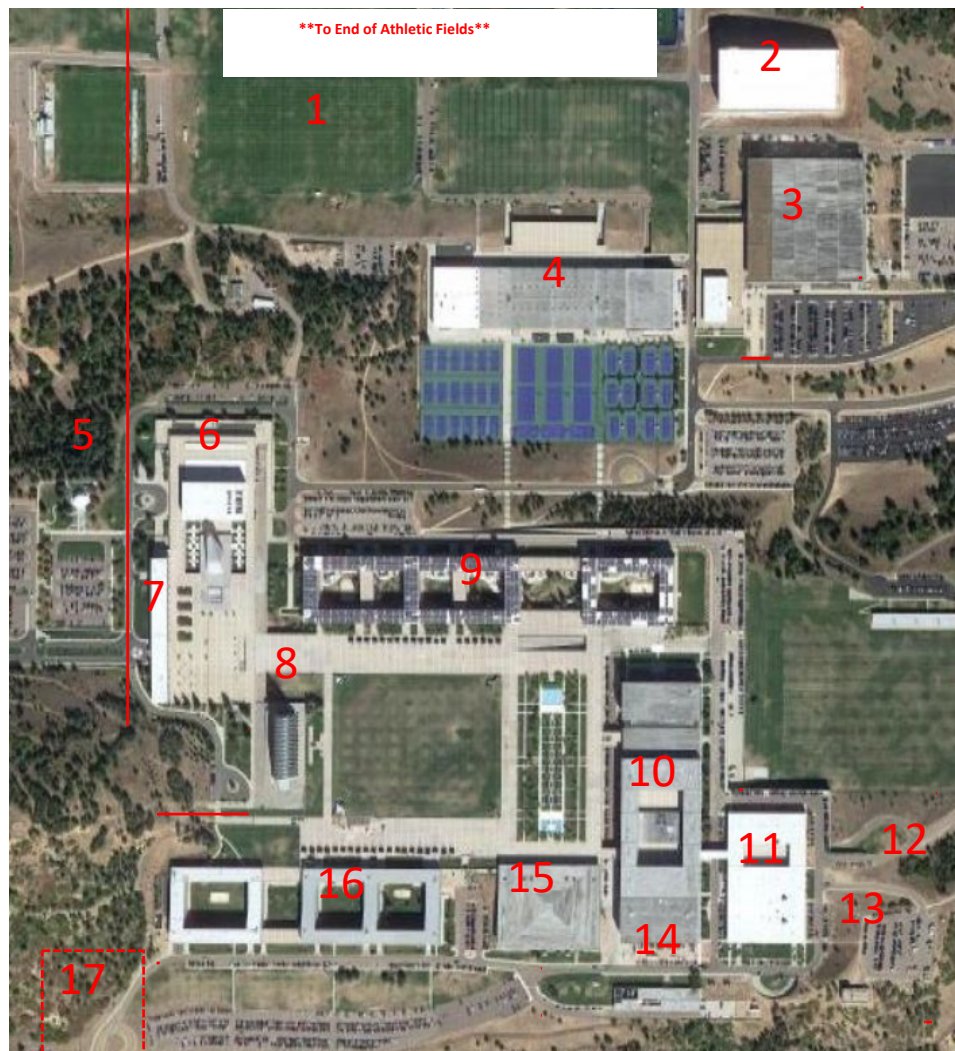
3.2.5. USAFA Reservation. The entire USAFA installation, from inside the North Gate to inside the South Gate. **Outside the USAFA reservation, cadets will be signed out on a pass IAW**

### 3.6 Cadet Pass Privilege and Policy.

3.2.5.1. If cadets are traveling outside of Colorado state borders, to include break periods, they must submit to their AOC/AMT two copies of AFCW Form 99, Request to Exceed Limits/Special Pass. AOCs will retain either a digital or hard copy of the signed form. Cadets will post a copy of the signed form on their door clip to aide unit accountability.

3.2.5.2. Extended Limits Driving. Suppose a cadet has performed duties on the day of departure. In that case, driving time will not exceed 6 hours for one driver or 12 hours for two or more drivers, as long as these combinations do not extend the driving period beyond 2400 hours (midnight) Mountain Standard Time. At this point, cadets will cease driving and observe a rest break of 8 hours. Suppose a cadet HAS NOT performed duty on the day of departure. In that case, driving time will not exceed 8 hours for one driver, 12 hours for two drivers, and 16 hours for three or more drivers, as long as these combinations do not extend driving period beyond 2400 hours (midnight) Mountain Standard Time. At this point, cadets will cease driving and observe a rest break of 8 hours. At the end of the driving period, cadets will observe a rest break of at least 8 hours before continuing travel.

**Figure 3.1. Cadet Duty Area.**



- |  |   |
|--|---|
| 1. Athletic Fields                               | 10. Fairchild Hall/McDermott Library  |
| 2. Holaday Athletic Center                       | 11. Consolidated Education & Training Facility (CETF) (AKA Fairchild Annex) |
| 3. Cadet Field House/Clune Arena                 | 12. Observatory   |
| 4. Cadet Fitness Center                          | 13. D Temp Offices UAS Building   |
| 5. Arnold Hall                                   | 14. Aeronautics Lab   |
| 6. Center for Educational Multimedia/Planetarium | 15. Mitchell Hall   |
| 7. Harmon Hall                                   | 16. Sijan Hall  |
| 8. Chapel  | 17. Sijan ECP   |
| 9. Vandenberg Hall                               |   |

**3.3. Prohibited Areas.** Cadets are prohibited from entering any athletic facility, Mitchell Hall, Arnold Hall, Fairchild Hall, and offices within the dormitories outside published business hours unless given specific permission or when accompanied by an authorized faculty member, AOC or AMT. Cadets are prohibited from entering the following areas at all times:

3.3.1. Off-limits areas and establishments designated by Headquarters, 4th Infantry Division, and Fort Carson posted at the following website:

<https://home.army.mil/carson/index.php/allservices/limit-areas>

3.3.2. Posted construction areas and other areas specifically posted as off-limits.

3.3.3. Any part of the USAFA utility system, including light poles, electrical, fire, heating, disposal, and water systems; roofs of buildings and mechanical tunnels (except the mechanical tunnel between the Cadet Fitness Center and the Field House).

3.3.4. Fairchild Hall and Gregory Hall (CETF) elevators, unless escorting, physically impaired with decreased mobility (AFCW Form 18 required), carrying loads incompatible with using the stairs, or in the company of a permanent party.

3.3.5. Permanently assigned Airmen dormitories, quarters, and dining facilities.

3.3.6. USAFA Prep School facilities unless authorized by the Commandant of Cadets.

3.3.7. Officer, enlisted, and civilian base housing area unless on an authorized pass or with specific AOC approval.

3.3.8. Club and pub facilities at Peterson AFB and Fort Carson, unless attending as a guest of and accompanied by a club member, are unauthorized.

3.3.9. USAFA Base Lodging. Cadets must obtain written AOC/AMT authorization prior to making reservations at the Rampart Lodge. Cadets staying at the Rampart Lodge will sign out via the AFCW Form 19, *Sign In/Out Register* accountability system. Cadets will hand carry a signed MFR from their AOC/AMT to the Rampart Lodge. Cadets who have parents staying at Rampart Lodge are permitted to stay overnight with their parents without an approval MFR but must sign out on a pass.

3.3.10. Jack's Valley (except during authorized times).

3.3.11. The Flat Iron hill.

3.3.12. The 10 ABW Health and Wellness Center, unless approved by the AOC/AMT.

3.3.13. Ropes course obstacles without training through the Center for Character and Leadership Development.

3.3.14. Grass areas of the terrazzo, except for official functions approved by the Commandant of Cadets. Permanent Party Group Commanders, Wing Director of Operations, Vice Commandant, or Commandant may authorize "taking the hill" by a squadron, group, or class during a noon meal formation.

3.3.15. The face of Eagle's Peak (see Figure 3.2.).

**Figure 3.2. Eagle's Peak Off-limits Area**



### **3.4. Cadet Break Period**

3.4.1. Ordinary breaks are granted for Thanksgiving, winter break, spring break, and summer periods. Unless otherwise stated in additional break guidance (e.g. OPOD), all cadets will return and sign in from break periods NLT 1915 on Sundays for eyes-on unit accountability. After this time, should a cadet wish to sign out, they must use the weekday sign-out rules listed in section 3.5.

3.4.2. Cadets traveling outside the continental United States (OCONUS) will comply with CWT's Cadet Foreign Travel Guide. This guide can be accessed on the CW Antiterrorism and Force protection website: <https://sharepoint.usafa.edu/cw/CWD/ATFP/SitePages/Home.aspx>. Foreign travel during a break period must comply with the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>. Cadets traveling abroad will obtain a tourist passport and travel visa if required. Passport and visa applications are available at any U.S. Post Office.

**3.5. Scheduling Committee Action (SCA).** The Scheduling Committee acts on behalf of the Superintendent/Academy Board when reviewing requests for individual and group excusals that involve the loss of scheduled academic, military, athletic, airmanship, or personal time.

3.5.1. SCAs are required whenever a cadet leaves USAFA (unless authorized by pass, break orders, or privilege after Last Military Duty (LMD)) or when any scheduled activity affects cadet time across more than one mission element (DF, AD, CW, Airfield). Refer USAFAI 36-3536 *Allocation of Cadet Time* for guidance on cadet excusals.

3.5.2. SCAs are required when cadets request excusal from activities/events scheduled within the SOC. This includes all DF, AD, CW, and Airfield activities.

3.5.3. Cadets must sign in upon return from SCA.

3.5.4. Cadets in good standing and with sufficient chargeable passes may contact their SDO from the SCA location to change the SCA sign-out to a pass once SCA duties are complete. However, the cadet may not return to SCA status again until they return to USAFA and sign in from their pass; this prevents cadets from circumventing the policy that prohibits alcohol use during SCA.

**3.6. Cadet Pass Privilege and Policy.** *In order to sign out, a cadet must be in good standing (not on honor, conduct, and/or aptitude probation), the sign-out logs must be open, and it must be after LMD with no conflicting military duties.* Signing out on FalconNet or AFCW Form 99 is required every time a cadet exceeds the USAFA reservation's limits, including when on break or authorized SCA status.

3.6.1. **Pass Eligibility.** *Passes are a privilege. AOCs, Permanent Party Group Commanders,*

*and the Commandant may revoke cadets' sign-out privileges at any time by closing sign-out logs or revoking a certain cadet's privileges based on conduct and performance. Additionally, cadets are restricted to the Cadet Duty Area until completion of all UCMJ and Cadet Discipline System punishments requirements, with the exception of special passes as authorized by AOCs. Cadets on probation or whose pass privileges have been revoked may forward special pass requests through the cadet squadron commander to the AOC or appropriate authority for final approval.*

3.6.1.1. Cadets on Honor Probation/Rehabilitation are afforded privileges outlined in Honor Code Reference Handbook Vol II, and Honor Probation Guidance is given to each cadet on probation. Any deviations to these sanctions must be submitted through the chain of command according to guidance in Vol II of the Honor Code Handbook. Passes for cadets on Honor probation must be coordinated with the Wing Honor Division and CWV.

3.6.1.2. ***C4Cs are not allowed to sign out until Parents' Weekend***; this ensures a month focused on balancing the Academy's academic, military, and athletic rigors prior to allowing departure from USAFA. ***Only Permanent Party Group Commanders may approve exceptions for exceptional circumstances (e.g., spiritual accommodation).***

3.6.2. **Pass Carryover.** Passes are allocated for specific periods and do not carry over from one time period to the next.

3.6.3. **Passes.** *The pass intends to provide an accountability mechanism for cadets to sign out in accordance with the periods listed in Table 3.1.* A Cadet must be signed out when not present between DI/Taps and released from quarters. A pass will be charged against a cadet's pass count for failing to be present for DI (positive DI). ***Cadets will sign out when departing the Academy on SCA and break for accountability purposes and will not be charged a pass.***

**Table 3.1. Non-Chargeable Cadet Sign-Out Periods**

|   | <b>C1C</b>         | <b>C2C</b>         | <b>C3C</b>         | <b>C4C</b>   |
|---|--------------------|--------------------|--------------------|--|
| <b><u>Number of Day Passes per Month</u></b>  | Unlimited          | Unlimited          | Unlimited          | After Parents Weekend: 2                           |
| <b><u>Pass Period</u></b>   | LMD to Taps        | LMD to ACQ         | LMD to ACQ         | LMD to ACQ   |
| <b><u>Performance/Discretionary Pass</u></b><br>(AOC/AMT may award/subtract passes for all classes) | AOC/AMT Discretion | AOC/AMT Discretion | AOC/AMT Discretion | AOC/AMT Discretion                                 |
| <b><u>Sunday Non-Chargeable Pass</u></b>  | N/A                | N/A                | N/A                | Unlimited  |
| <b><u>Weekend Overnight Passes</u></b>  | Unlimited          | Unlimited          | Unlimited          | 1 per Month<br>(See notes for additional guidance) |
| <b><u>Weekday Overnight Passes</u></b>  | AOC/AMT Discretion | AOC/AMT Discretion | Not Allowed        | Not Allowed  |

| <u>The required location from Taps to release from quarters every night unless signed out on break, pass, or SCA</u> | On-Base<br>(unless signed out) | Within Black Gates | Assigned Cadet Squadron Area (para 3.1.2) | Assigned Room<br>(para 3.1.2) |
|--|--------------------------------|--------------------|---|-------------------------------|
|--|--------------------------------|--------------------|---|-------------------------------|

**NOTES (Table 3.1):**

(1) During the periods listed in Table 3.1, cadets must sign out for accountability. C4C passes will be charged in accordance with their class year allotment.

(2) Specific holidays and down days are considered as part of an adjoining overnight pass/sign-out period. For example, if Monday is a holiday, a single overnight pass taken for Saturday night is also valid for Sunday night.

(3) Per the USAFA schedule of calls: “ACADEMIC CALL TO QUARTERS (ACQ): TAKES PRECEDENCE OVER ALL OTHER ACTIVITIES BEFORE A CLASS DAY. 1<sup>o</sup> CADETS ARE EXCUSED UNLESS ON ACADEMIC PROBATION.”

(4) Fourth-class cadets are not authorized to sign out until Labor Day weekend.

(5) The use of an Overnight pass for a C4C will enable a cadet to be “signed out” for 2 days and 1 night. For example, Cadet Snuffy signs out on an Overnight pass on Friday. This deducts 1 Overnight pass but does not charge additional day passes. Cadet Snuffy’s pass will expire before Taps on Saturday.

(6) Weekday Overnight passes may be granted to Upper-2 classes at the discretion/approval of the AOC/AMT.

(7) C4Cs may be awarded additional monthly passes or Weekend Overnight passes at AOC’s discretion.

(8) C4Cs may sign out on Sunday without being charged a monthly pass. The intent of the non-chargeable Sunday pass is to provide C4Cs the opportunity to take care of personal business, spiritual accommodation requirements, and recreation during non-duty hours.

**3.6.4. Emergency Pass.** *Emergency passes are reserved for death or serious illness/injury of immediate family members (e.g., brother, sister, parent) or a person acting in place of one’s parents.* Emergency passes require approval by the AOC. AOC will notify the Permanent Party Group Commander of the decision after approval is granted. These passes are normally granted for a maximum of five days but can be extended by the AOC. They do not count against a cadet’s pass allotment. Per USAFAI 36- 3536, no SCA is required, even if duties are missed.

**3.6.4.1.** *For serious personal situations where emergency passes are not authorized (e.g., death of close but not immediate family members such as grandparents, aunts, uncles, cousins, and close friends), a personal SCA is required for cadets to miss scheduled activities.* Personal SCAs must be coordinated by the AOC or AMT via the scheduling committee and typically cover a period of 3 duty days. Exceptions will be considered on a case-by-case basis. See USAFAI 36-3536, para 1.5.8.

**3.6.4.2. Serious Cadet Illness/Surgery.** AOCs may authorize cadets on bed rest and “pre-surgical” cadets to stay in the local area with a parent, legal guardian, or assigned sponsor family.

### 3.6.5. Subtracting Passes and Performance Passes to a Cadet's Standard Allotment.

3.6.5.1. Subtracting Passes. The Squadron AOC/AMT, Permanent Party Group Commander, or Commandant may reduce passes/sign-out periods for the substandard individual, unit, and class performance (e.g., poor academic performance, poor conduct, failure to adhere to ROEs, etc.)

3.6.5.2. Performance Pass. The Squadron AOC/AMT, Permanent Party Group Commander, or Commandant may award additional passes for exemplary individual or unit performance (e.g., cadets on a merit list or multiple merit lists). They are added to a cadet's pass allotment for that month via memorandum or email from the granting authority and are tracked by squadron leadership. The AOC/AMT may give performance passes that enable cadets to sign out over and above the class-specific sign-out policy (e.g., signing out a second time during the week when a cadet is only allowed to sign out once a week), with the exception of pre- Parents Weekend for C4Cs. Squadron-wide performance passes must be approved by Permanent Party Group Commanders or higher. AOCs/Permanent Party Group Commanders will not authorize "unlimited passes" for cadets or their organization.

3.6.6. **Discretionary Pass.** The AOC may approve a discretionary pass (can be delegated to AMT), Permanent Party Group Commander, or Commandant for special occasions or allowances (e.g., spiritual accommodations, community service, etc.) Discretionary passes may not be used to miss any AD or DF duties; that is the purpose of SCA. These passes can only be used during their allotted time (transit time, duration of the specific activity, and return to USAFA). The cadet must sign out via standard procedures. Approval of Form 99 to exceed limits does not imply that a discretionary pass has been granted.

3.6.7. **Religious Retreats.** Per USAFAI 36-3536, section 1.4.8., retreats are voluntary, on a personal basis, and are for rest and renewal. All cadets, regardless of standing, are normally authorized for one retreat per semester. Fourth-class cadets are allowed to attend the chaplain-sponsored C4C retreat before the fall midterm progress report. The Chaplain-sponsored C4C and Upper-class retreats will not count against the one-per-semester limit. Religious retreats begin Last Military Duty (LMD) on Fridays, end by ACQ on Sundays, and can only be scheduled on non-training weekends. Cadets must coordinate Retreat Passes with AOCs.

## 3.7. Individual Responsibilities

3.7.1. **Cadet Responsibilities.** While some cadets may have increased responsibility when assuming leadership positions, the following is the responsibility of every cadet in the AFCW.

3.7.1.1. Every cadet is responsible for ensuring they have sufficient passes in their balance to sign out on their desired pass. Every cadet is responsible for providing accurate information on the AFCW Form 19 or FalconNet accountability system as to where they are signing out, the type of pass they are signing out on, and when they are expected to return. Failure to sign out correctly or to deviate from this guidance will result in disciplinary and potential honor action.

3.7.2. **Permanent Party Responsibilities.** While cadets are responsible for their own system and pass, it is the permanent party's responsibility to handle any discrepancies or changes to the sign-out system properly.

3.7.2.1. **Commandant of Cadets.** The Commandant of Cadets is responsible for deciding the number of passes each class receives each semester based on class distinction and performance. CW is responsible for communicating their intentions through the Vice

Commandant for implementation.

**3.7.2.2. Vice Commandant of Cadets (CWV).** CWV is responsible for the implementation of the pass system amongst the AFCW. CWV will work with CW Standardizations and Evaluation to ensure passes are awarded appropriately and that the overall system is operating effectively.

**3.7.2.3. Standardizations and Evaluations (CWVV).** CWVV is the liaison between the AFCW and the permanent party regarding implementing the pass system. They are responsible for working with the cadet leadership team to ensure passes are being utilized appropriately and are accurately recorded on the AFCW Form 19 or in FalconNet. They are also responsible for reporting any major discrepancies found in the usage and monitoring the pass system.

**3.7.2.4. Air Officer Commanding (AOC).** AOCs are responsible for ensuring that the cadets in their squadron are properly signing in and out of the AFCW Form 19 or FalconNet accountability system. They are also responsible for ensuring passes are rewarded or revoked for behavior. Every AOC is responsible for reviewing the sign-out logs to ensure their accuracy. It is their responsibility to act on inaccurate logs or misuse of the pass system.

**3.7.2.5. Officer of the Day (OD).** The OD is responsible to spot-check squadrons' AFCW Form 19 or FalconNet nightly as directed by SOP.

**3.8. Sign-out Procedures.** Cadets sign in/out using the AFCW Form 19 or approved electronic system anytime they leave/return to USAFA Reservation. The act of signing out implies a cadet is authorized to sign out on the desired pass type and has the approval to do so.

3.8.1. Cadets will only sign out when sign-out logs are open. Sign-out logs may be closed by order of the Commandant, Permanent Party Group Commander, or AOC within their respective span of control. Cadet squadron commanders, cadet group commanders, or the cadet wing commander may close sign-out logs with concurrence from their permanent party counterparts. Sign-out logs will only be opened again by the authority that originally closed them. If sign-out logs are closed by a cadet authority, they will first coordinate approval to reopen the logs with their permanent party counterpart.

3.8.2. Cadets may only sign in and out for themselves (exception – when signing into a pass from SCA as per section 3.4.4.). In the event cadets forget to sign out or are unable to sign out due to unavoidable circumstances, they must contact a member of their chain of command, the flight commander or above, or the SDO to obtain authorization for the CCQ to sign them out.

3.8.3. Cadets will ensure that the proper information is recorded on the AFCW Form 19 or approved electronic system when they sign out. Cadets must enter a location and telephone number where they can be reached in an emergency. It is the responsibility of the cadet signing out to ensure their chain of command has the necessary contact information prior to Taps.

**3.8.3.1. *When signing out overnight, cadets will provide their specific address, location, and telephone number of the location where they will sleep each evening on the AFCW Form 19 or approved electronic system.***

3.8.4. AOC/AMT, CS/CC, FLT/CC, or SDO may change an authorized pass for a cadet who has already signed out on a pass but will verify cadet has the appropriate privilege available.

3.8.5. It is the Squadron Commander's and AOC's responsibility to follow up with cadets regarding discrepancies on the AFCW Form 99 or approved electronic system.

| SIGN IN/OUT REGISTER  |                    |   |    |      |                                       |  |   | SQUADRON<br>41 | DATE<br>20200610  | PAGE <u>1</u> OF <u>1</u> PAGES |
|---|--------------------|---|----|------|---------------------------------------|--|---|----------------|---|---------------------------------|
| DATE/TIME<br>0100-2400                                      |                    | STATUS<br><small>See AFQWV 36-35D1 for descriptions/restrictions for each pass. Signing out on this form indicates you are authorized the pass and have permission to take it. Reference page 2 of this form for details.</small> |    |      |                                       | *AUTHORITY<br><small>Indicate the CGA, TDY, or leave authorization number which authorizes your absence.</small> | PRINTED NAME ON SIGN OUT<br><small>(Last, First, MI)</small>  | CLASS          | DESTINATION/TELEPHONE<br><small>(Must provide telephone number where cadet can be reached.)</small> |                                 |
| DATE OUT<br>TIME OUT  | DATE IN<br>TIME IN | DP  | NP | WOND | "SCL BKK"<br>OTHER<br>(SAF, CSL, ACC) | SIGNATURE ON RETURN  | STREET ADDRESS, CITY, STATE<br><small>(Where cadet will sleep each evening required for any overnight stays. Be as specific as possible.)</small> |                |   |                                 |
| 10 JUN<br>1540  | 10 JUN<br>2200     | X   |    |      |                                       |  | Hope, Autum N.<br><i>Autum N. Hope</i>  |                | Jose Muldoons 719-555-1234<br>222 N. Tejon St, COS, CO 80903  |                                 |
| 10 JUN<br>1800  | 11 JUN<br>0625     |   | X  |      |                                       |  | Peters, Logan T.<br><i>Logan T. Peters</i>  |                | Vue 21 Apartments 719-555-4321<br>4610 Nautilus Peak View, Apt 112, COS, CO 80924                   |                                 |
| 12 JUN<br>1605  | 14 JUN<br>1835     |   |    | X    |                                       |  | Delaney, Liah C.<br><i>Liyah C. Delaney</i>   |                | Copper Mountain Resort 719-555-6215<br>209 Ten Mile Cir, Frisco, CO 80443                           |                                 |
| 15 JUN<br>0530  |                    |   |    |      | X                                     | SCA 20-21  | Naim, Faizah A.<br><i>Faizah A. Naim</i>  |                | Arizona State University 719-555-2021<br>60 E. 5th St, Tempe, AZ 85281                              |                                 |
| 15 JUN<br>1400  |                    |   |    |      | CSL                                   |  | Lancaster, Alanna D.<br><i>Alanna D. Lancaster</i>  |                | UCCS Family Dev Center 719-555-2022<br>1425 Austin Bluffs Pkwy, COS, CO 80907                       |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
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|   |                    |   |    |      |                                       |  |   |                |   |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
|   |                    |   |    |      |                                       |  |   |                |   |                                 |
| PRINTED NAME AND GRADE OF CADET-IN-CHARGE-OF-QUARTERS (COQ) |                    |   |    |      |                                       |  | COQ SIGNATURE   |                |   |                                 |

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**3.10.1. Monthly Accountability Review.** CS/CCs will direct, through their staff, a comprehensive review of the AFCW Form 19 or approved electronic system at the conclusion of every month to ensure that cadets are not abusing pass privileges. This includes reviewing pass procedures, pass allocation, identifying misuse of the pass system, and reporting infractions to the AOC and/or AMTs. This monthly review may be delegated no lower than the Squadron Operations NCOIC.

**3.10.2. Dormitory inspection (DI).** Conducted IAW Annex A Paragraph 6.4.

## Chapter 4 - CADET DORMITORY STANDARDS

**4.1. General Dormitory Policies.** Cadets are expected to develop and perpetuate strong professional habits of attention-to-detail, cleanliness, self-discipline, and maintain government property within USAFA standards and communicate discrepancies through their chain of command to Dormitory Management.

**4.2. Cadet Dormitory Defined.** Includes all assigned cadet rooms, alcoves, and common-use areas. Squadron areas (and all items stored within) will be kept neat, orderly, clean, dusted, free of foul odors, and serviceable at all times. USAFA Form 0-226-1, *Cadet Dormitory Room Inventory* will be accomplished, signed by AOC/AMT, and turned into Dormitory Management within two duty days of moving into the room.

**4.2.1. Reporting Discrepancies.** Cadets will report discrepancies to Dormitory Management (and courtesy copy AOC & AMT) within two duty days. Once an e-mail is sent to initiate a work order, a copy of the e-mail/work order will be placed behind the valet mirror door.

**4.2.2. Keys.** Keys are procured through Dorm Management. Occupants will obtain/maintain the key throughout the occupancy. Cadets are not authorized to exchange keys with others.

4.2.2.1. Cadets are responsible for maintaining dorm keys and must report lost/stolen keys to Dormitory Management, who determines if replacing locks/keys will be the cadet's responsibility.

4.2.2.2. AOCs will keep dorm room master keys secured in a locked office or container. If using a combination lock box, cadets will not have the combination except under the following circumstances: if a cadet needs to use the master key after hours, the AOC or AMT may give the cadet the combination to access the key, use it, and promptly re-secure it. The AOC or AMT must then change the combination when practicable (e.g., next duty day).

**4.2.3. Squadron Area Responsibility.** CS/CCs are responsible for ensuring Squadron Area (SA), hallways, stairwells (one floor above and one floor below the squadron), latrines, and other areas joining two or more squadrons are kept clean and free of debris. This includes landings, as well as windbreak areas on the ground, terrazzo levels, and the group-assigned trash compactor rooms.

**4.2.4. Moving/Disassembling Furniture.** Only Dormitory Management is authorized to move government furniture in/out of rooms. In accordance with this instruction, cadets may rearrange the room interior but may not disassemble any furniture.

**4.2.5. Holiday Decorations.** It may be displayed two weeks prior to a holiday and one week after the specified holiday. Decorations shall not impede or limit cadets from conducting room inspections during the objective scoring schedules. Exception: Winter Break seasonal decorations can be displayed as of the first duty day after Thanksgiving Break and removed no later than the first day of Spring Semester Transition Day.

4.2.5.1. Common-use area displays of holiday decorations must be approved by CS/CC and AOC/AMT in coordination with Group Chaplain. One artificial holiday tree (8' or less) per squadron is permitted in the common area without prior approval.

4.2.5.2. Individually displayed holiday decorations must be approved through CS/CC. Small artificial holiday trees (3' or less) may be displayed in individual rooms.

4.2.5.3. Holiday decorations/lights must not be placed where they are exposed to damage,

pose a fire or tripping hazard, or obstruct the security camera's field of view. They will not hang any lower than 4" from the ceiling and 12" in any direction from all security cameras. No form of additional lighting will be attached to the wall or ceiling within cadet rooms. One electrically lit Menorah per occupied room is authorized (contact Chaplain for details on traditional ones).

**4.2.6. Requests** to display decorations in common-use areas for other religious/cultural holidays occurring throughout the year must be requested through CS/CC and AOC/AMT in coordination with the group chaplain.

**4.2.7. Room Alcoves.** Two rooms share an alcove. The occupants of both rooms are responsible for the cleanliness of the alcove floor, doors, and walls. Nothing should be affixed to cadet dormitory/alcove doors or walls unless provided for in this instruction.

**4.2.8. Name/Squadron Identification Plates.** Only display formally assigned jobs and nameplates when occupying assigned rooms. Cadets assigned to rooms must have their names on nameplates displayed, even during summer programs.

**4.2.9. Walls and Ceilings.** Each cadet squadron and group shall keep their respective walls and ceilings clean and free of marks, and all murals will display a professional image consistent with the profession of arms. Any mural that is not maintained, i.e., faded and/or chipped paint, shall be updated or removed. The wall shall be returned to the original color as approved by the AOC and in coordination with Dormitory Management. Each group or squadron is ultimately responsible for its respective areas and hallways. Commanders should ensure that any visual representations, symbols, or language derogatory to any race, gender, sexual orientation, ethnicity, religion, age, or disability status will not be used. Squadron murals and quotes will have an enduring value (will mean something for years and classes to come), will be developmental in nature, and will reflect AF and institutional content consistent with our core values. They will convey (list not all-inclusive) the following characteristics: Warrior ethos, profession of arms, squadron heritage (USAFA/operational), AF heritage, AF mission, professionalism, leadership, and good character. Examples are USAFA or operational AF squadron patches/logos/mascots, murals portraying memorials for fallen graduates or military members, and military aircraft/equipment with quotes. If there are any questions about patches, the requesting organization will contact the Air Force Historical Support Division or USAFA Office of the Historian (whichever is applicable) for pre-approval prior to submitting the Staff Summary Sheet. If murals depict a movie scene, book cover, or any original artwork that is or has the potential to be copyrighted or trademarked, it will remain as a mural only and will give credit to the movie/artist, etc. Copyright laws dictate that these types of murals will not be made into t-shirts, coins, or any paraphernalia that would be used to make a profit in any way. If there are any questions, please contact the Office of the Staff Judge Advocate.

**4.2.9.1. Quotes.** All quotes will give credit to the original person, character, or movie. Quotes labeled as "Unknown" must be approved by the Permanent Party Group Commander. Quotes consistent with our institutional competencies, core values, and intent of motivating and inspiring leaders of character are authorized through the same process as murals and will be approved via eSSS coordination.

**4.2.9.2. Wall Borders.** Wall borders are authorized in either the top, bottom, or both, and shall contain a maximum of three colors (horizontal lines parallel to ceiling and floors) and can vary in width, with the maximum width for all lines being 6" wide (all three lines combined). If the squadron boundaries change in the future, each squadron will have 5 days to return the wall to its original and Dormitory Management pre-approved color from the

date of notification. With Dormitory Management coordination, the AOC will approve the change back to the original wall color. **\*\*Special Note:** No ceiling tiles or ceiling border painting is authorized.

**4.2.9.3. Dorm Outward Facing Windows.** Paintings on any outward-facing windows in the dormitories will be limited to images of cadet squadron patches and class year with associated colored backgrounds. Squadrons and groups may only paint windows of rooms within associated stairwells of their squadron or group boundaries.

**4.2.9.4. Approval Process.** The requesting squadron or group will submit an AF Form 1768 (Staff Summary Sheet) to paint murals and/or quotes in the squadron or group areas. Requests will be submitted to Permanent Party Group Commanders for final approval and include CWTM for situational awareness. When approved, cadets shall take an AF Form 1768 with appropriate signatures and a color copy of the planned mural to the respective dormitory manager to acquire painting supplies. Cadets shall sign out painting supplies from the Dormitory Manager using a hand receipt and return all items to the dormitory manager's supply office as soon as the project is complete. Cadets will not store any items above the drop ceiling, and the supplies will not be visible to visiting guests or placed in the squadron common areas. Any painting project will be completed by the suspense established by the date specified in the eSSS. All supplies will be turned into Dormitory Management by 1 May yearly for proper supply accountability and summer storage. Additionally, no projects will take place during transition weeks or summer programs. All mural requests will be approved/disapproved by Group Commanders within 2 weeks of receipt. Once a mural or quote is approved, there will be no further additions to the project unless it is coordinated and approved through the Permanent Party Group Commanders. Existing murals and quotes will not be added in any way unless it is approved via the eSSS process. CWVV will conduct periodical spot inspections to ensure compliance with para 4.2.9.

**4.2.10. Light Fixtures.** Room light discrepancies, such as broken bulbs or dirt, are self-help items. Cadets must keep their lights free of debris, dirt, dust, etc. Should a cadet have a broken bulb, they will safely remove it, using a stepladder if necessary, and bring it to dorm management for a replacement.

**4.2.11. Windows.** Window ledges/runners must be kept clean/free of debris. During extended periods of break, both windows and curtains must be closed. Damage and/or missing screens/curtains must be reported to Dormitory Management. Occupants can be held liable/responsible for damage to screens.

**4.2.12. Bulletin Boards and Wall/Ceiling Ornamentation.** Cadets shall not tape, hang, tack, screw, or otherwise affix posters, papers, or any other item in the cadet dormitories except on bulletin boards or desk unit corkboards. Flags may be displayed on the wall once written approval is obtained from AOC (see flag restrictions in para 5.1.5.5). Flag MFRs will be posted on the inside of the valet mirror. Flags approved by AOCs will be displayed using removable adhesive hooks (for example, 3M Command Strips).

4.2.12.1. All items affixed to common-use bulletin boards shall be current, tacked/taped on all corners, and shall not extend past the inside edge of the bulletin board frame. The only part of the desk where cadets may display flags is the cork board. Flags may not be displayed on common area cork boards.

**4.2.13. Food and Beverages.** *Cadets may store modest amounts of food/beverages in*

***refrigerators or allocated storage areas (except military dresser drawers). All food items must be stored in closed/sealed containers.***

**4.3. Room Assignments.** Unit commanders ensure the proper assignment of rooms within the unit. ***One- person rooms will not be assigned unless a unit has no assigned three-person rooms.*** Permanent Party Group Commander permission is required to waive this requirement. Exception: Squadron and Group commanders, as well as the AFCW Commander, AFCW Vice Commander, and AFCW Director of Operations, may be assigned a single-person room. CWT may also provide approval for other-than-assigned use of dormitory rooms.

**4.3.1. Cohabitation Policy.** C4Cs will not share rooms with upper-class cadets. Room assignments should group cadets by element to the greatest extent possible. If there are an uneven number of cadets within a year group, cadets without a roommate may room with a cadet not more than one class difference; however, AOCs may grant exceptions to the requirement on a case-by-case basis provided all efforts to enforce class distinction have been exhausted.

**4.3.2. Legacy Squadron Program.** Allows children, grandchildren, or siblings of graduates or AOC/AMT to be assigned to the predecessor's squadron. No two siblings may be in the same squadron at the same time. If a sibling is residing in the graduating squadron, consideration will be given to placement into the sibling's fourth-class squadron. The approving authority for deviation is the Vice Commandant of Cadets.

**4.3.3. Exchange Cadets/Midshipmen.** In assigned rooms, the exchange cadets/midshipmen will attempt to organize uniforms as close to USAFA standards as possible. **Note:** French exchange cadets maintain ceremonial daggers in parade sash position in a military dresser drawer.

#### **4.4. Prohibitions.**

**4.4.1.** The following are prohibited in squadrons and dorm rooms:

4.4.1.1. Use of bicycles, roller blades, scooters, skateboards, hover boards, or similar items. **NOTE:** These items are NOT authorized for use on the Terrazzo, in or out of uniform, regardless of the status of the duty day.

4.4.1.2. Alcoholic beverages and the use of tobacco products.

4.4.1.3. Firearms, munitions, and other weapons. Refer to CoCI 31-104, Armory Operations.

4.4.1.4. Unapproved hazardous materials.

4.4.1.5. Motor Vehicle parts and/or fluids/lubricants.

4.4.1.6. Lock-pick sets and other tools or materials.

4.4.1.7. Single-room air conditioning units.

4.4.1.8. Excessive and/or unbundled wires, and exposed wires

4.4.1.9. Pets and/or live animals are prohibited in Dorm Rooms.

4.4.1.10. Other items deemed unlawful by United States law or UCMJ.

**4.4.2. Inappropriate Items.** Items displayed in plain view must be in good taste. Items are considered to be displayed in plain view when persons walking past and/or entering the room can see them. Items are considered inappropriate if they are immoral, disrespectful, unlawful,

or in bad taste (i.e., obscene and pornographic). Consult your AOC or AMT for further guidance.

#### 4.5. Safety.

##### 4.5.1. Tampering.

4.5.1.1. IAW USAFA 32-2001, Section: 2.2.3, appropriate administrative or disciplinary action will be taken against any cadet who willfully damages or tampers with installed fire protection system (i.e., sprinklers) and devices (i.e., smoke detectors), initiate false reports, or fails to comply with fire prevention policies or practices through misconduct, disregard for fire directives, or negligence. Compliance with the following provisions will help ensure fire detection systems function as designed and provide early fire detection and/or suppression.

##### 4.5.2. Preventive Measures.

4.5.2.1. Electrical equipment used in the dormitories, including circuit-protected multi-plug power strips, must be Underwriters Laboratory (UL) approved or equivalent. Three-wire extension cords may be used on a temporary basis only. Cords will not be passed through holes in walls, ceilings, floors, doorways, windows, etc., or concealed behind walls, dropped ceilings, or floors. **Only three-wire extension cords may be used.** Two-wire extension cords are prohibited. Do not use circuit-protected power strips with appliances. These items must be plugged directly into a wall outlet. Only one approved appliance with a heating element may be plugged in at a time. Only two power strips may be used on one wall outlet. Do not plug a power strip or extension cord into another power strip or extension cord.

4.5.2.2. Rooms and common areas may not be used for other than the assigned purpose without prior approval from Dormitory Management and CWT.

4.5.2.3. Custodial storage areas shall remain clean at all times. Steel wool and cleaning rags must be stored in a closed and marked metal container.

4.5.2.4. Items in storage rooms may not be stored within 18 inches of ceilings, light fixtures, sprinkler heads, heat-producing appliances/elements, or 36 inches of any electrical circuit breaker panels or transformers. Items may not be stored on top of storage cages.

4.5.2.5. Do not install black, infrared, or projector floodlights in standard light fixtures. Candles and incense materials designed to be lit, even if the wick has been removed, are prohibited. Flameless (battery-operated, simulated, etc.) candles, plug-in style air fresheners, and battery-powered air fresheners may be used (oil-based devices only; no wax-based ones allowed). Smoke or Fog machines are prohibited from being used within the dorms.

4.5.2.6. IAW USAFAI 32-2001 *Fire Prevention Practices and Fire Protection Engineering Standards*, cooking is prohibited within the dormitory rooms except those areas specifically designated for kitchen use (Oasis, Group Office Kitchen). Microwave cooking is allowed in common areas. No hotplates, Foreman grills, electric woks or skillets, slow cookers, pressure cookers, or any heat-creating cooking appliance is allowed in dormitory rooms, storage units, or common areas. Each Squadron may maintain one storage locker accessible only by AOC/AMT for storage of cooking appliances that can only be used at approved locations (such as Oasis). These appliances will not be used within the dormitory area to include, but are not limited to, cadet rooms, storage rooms,

SARs, academic rooms, or TV rooms. Cooking appliances or similar open flame appliances shall not be operated indoors within Cadet sleeping quarters.

4.5.2.6.1. Approved electrical appliances include large popcorn machines (located in common areas), personal hot-air popcorn poppers, microwaves (common areas only), coffee makers, and electric water kettles (12 cups or less) with an automatic shut-off.

4.5.2.6.2. Large popcorn machines must be plugged directly into a wall outlet and must be unplugged when not in use. They may only be located in an approved area away from ceiling smoke detectors and fire sprinkler heads and must regularly be inspected for oil build-up, cleanliness, and operation.

4.5.2.7. Toasters, coffee makers, electric water kettles without an automatic shutoff, coffee cup/candle/wax warmers, toaster ovens, dual-use microwaves/convection ovens, and individual coffee pots without timers are not authorized. **Exception: Light bulb wax warmers.**

4.5.2.8. Heating appliances (i.e., space heaters) must be unplugged when not in use.

4.5.2.9. Flammable liquids such as gasoline, charcoal lighter fluid, propane tanks, paints, or varnishes will not be stored in the squadron area. ***Exception: cadets are classified as “household users” of latex paint for environmental purposes. Classification assumes the user purchases small amounts of paint, uses paint for its intended purpose, and receives a duration and frequency of exposure that is not greater than exposures experienced by normal consumers.***

4.5.2.10. Consumer commodities such as small amounts of model paints, toiletries, and shoeshine supplies may be stored in rooms. Cigarette lighter fluid is prohibited. Cadets may temporarily store latex paint for cadet rooms, murals, and spirit banners. During summer break and extended absences, all paints are required to be turned in to USAFA Recycling Center or Dormitory Management for storage.

4.5.2.11. Storage or possession of explosives or fireworks is prohibited.

4.5.2.12. Doors from the stairwell into the dormitory area are fire/smoke doors and will be kept closed at all times. ***Exception: doors equipped with a magnetic door holder connected to an alarm system may be left open.***

#### 4.5.3. Squadron Authorizations.

4.5.3.1. **Authorized Items.** Small non-powered exercise equipment, desk lights, fans (one per occupant), heaters, and humidifiers (one per room and must have auto shutoff and be UL approved). Squadrons may establish specialized rooms for academics, counseling, etc., as space allows. Specialized rooms must be coordinated with Dormitory Management and CWT. **Note:** Academic rooms are required unless keeping the academic room would create overcrowding (triple rooms) in the squadron. The AOC is the authority to reconfigure the academic room to dorm room space, but no single-person rooms can exist in a squadron unless an academic room is present.

4.5.3.2. **Items Requiring AOC Approval.** Each cadet squadron is authorized one refrigerator, freezer, television, and satellite dish or cable hookup. **No more than two microwaves are allowed.** Individual cable, satellite, or hardwired commercial internet connections are not authorized. Squadrons may contract for cable, satellite, or commercial internet services. All cable, satellite, and commercial internet services will be coordinated with the AFCW Information Technology Officer, AOC, Permanent Party Group

Commander, Dorm Management, 10th Communications Squadron, 10th Civil Engineer Squadron, and CWTM.

4.5.4. **Class Authorizations.** Unless specified otherwise, variations to items defined in Table 4.1 require a waiver from the Commandant of Cadets.

**Table 4.1. Authorized Items by Class.**

| AUTHORIZED ITEM            | Fourth                | Third | Second | First | Notes:  |
|----------------------------|-----------------------|-------|--------|-------|---|
| Non-Issue Bedding          | N (Y when recognized) | Y     | Y      | Y     | Recognized cadets can have alternate bedding covered with an issued comforter.<br><br>No non-issue comforters will be displayed during AMI or SAMI periods.   |
| Mattress Toppers           | Y                     | Y     | Y      | Y     | Mattress toppers are authorized as long as the issued comforter covers both toppers and issued mattresses. The mattress toppers' thickness will not exceed the issued mattress thickness. Fourth Class Cadets may use mattress toppers following completion of the first SAMI of each semester. |
| Coffee Maker               | Y                     | Y     | Y      | Y     | One per cadet, up to 12 cup capacity with auto shut-off   |
| Memorabilia (See 5.1.5.4.) | Y                     | Y     | Y      | Y     | First-class: 8 items per cadet<br>Second-class: 6 items per cadet<br>Third-class: 4 items per cadet<br>Fourth-class: 2 Items per cadet  |
| Plants                     | Y                     | Y     | Y      | Y     | One per cadet.<br><br>It must be kept in good order and have a dish underneath it. It must not exceed 18" in any linear dimension, including the container.   |

|  |                |                |   |   |   |
|--|----------------|----------------|---|---|---|
| Refrigerators                          | N (See Note 1) | N (See Note 1) | Y | Y | <p>Only one per room is authorized. Kept clean with no spoilage. Must not be taller than 34", not wider than 21", and not deeper than 23".</p> <p>Cadets who own refrigerators must permanently mark their full names on them and notify their AOC/AMT of ownership.</p> <p>NOTE 1: Third and Fourth Class Cadets in on-season intercollegiate athlete status may have 1 refrigerator in their room after receiving approval from the Athletic Department and coordination with CW. Rooms with more than one intercollegiate athlete may not have more than 1 refrigerator. ADPL will provide CW a consolidated memorandum listing the applicable intercollegiate athletes authorized to have a refrigerator, the coordination/approval by their head coach and Athletic Department Dietician for the cadet to have a refrigerator for the specific purpose of mitigating weight loss, the cadet's sport, and their squadron. Cadets approved for a refrigerator will post a copy of the ADPL memo on their refrigerator. Third and Fourth Class Cadets with special dietary needs may have a refrigerator in their room (max 1 per room) if recommended by the Cadet Wing Dietician or Cadet Clinic provider. Cadets must post the recommendation to the front of the refrigerator.</p> <p>NOTE 2: Commandant is the approval authority for all other Third and Fourth Class Cadets' refrigerator waivers.</p> |
| Personal Entertainment<br>Audio/Visual | Y*             | Y              | Y | Y | <p>One issued cabinet is authorized per room for component storage. Additional computer/video monitor connected to a computer; dual monitors are authorized for each occupant not to exceed 24 inches screen or a single ultra-wide monitor not to exceed 34 inches (measured diagonally). It must fit on a desktop.</p> <p>*Fourth-class cadets have authorized gaming consoles and personal computers after Recognition</p>   |
| Television/<br>projector               | N              | N              | N | Y | <p>One TV per room with a screen no larger than 50 inches diagonal. TVs must be stand-mounted and will not be hung/mounted from any furniture, ceiling, or wall surface.</p>  |

## Chapter 5 - Cadet Inspections and Formations

**5.1. Inspections.** The three dormitory inspection types are AM Inspections (AMI), Saturday AM Inspections (SAMI), and Morale, Wellness, and Health Inspections (MWH). Outside inspection periods, dormitory rooms are to be kept neat and orderly, defined as, but not limited to, reasonably clean/organized, uncluttered, and without foul odors.

**5.1.1. AMI.** The AMIs ensure rooms are clean and hygienic on a daily basis. All items must be clean (free of smudges, dusted, and not dirty), neat, and have an orderly appearance. All dormitory furniture and issued trunks will not be altered from their original color or appearance. Alterations include, but are not limited to, painting, gift wrapping, and covering with flags or tapestry.

**5.1.1.1. AMI Period. Mon-Fri, 0930 – 1200 rooms will meet inspection standards. From 0930 to 1200, doors will be kept open (90 degrees).** Doors may be closed when changing clothes, on AOC/AMT approved bed rest with signed USAFA Form 311 posted on the door clip, printed out official AFCW Form 18 posted on the door clip, a Form 10/AETC Form 341 Performance Pass from Gp/CC or AOCs, or if all roommates are on an active SCA. Upper-class cadets may close doors after 1200. C4C doors will remain open until ACQ. AMI period does not apply on federal, USAFA- observed holidays that occur on Mon-Fri. If it falls on Mon-Fri, AMI periods occur on special training days, such as Falcon Heritage Forum. If one cadet is on SCA and the other roommate(s) is/are not excused, the room will be in AMI with the door open.

**5.1.1.1.1.** Stan/Eval Cadet chain of command must be notified of the intent to use the Performance Pass no later than ACQ the duty day prior.

**5.1.1.1.1.1.** Post signed and dated Form 10/AETC Form 341 Performance Pass on the door clip.

**5.1.1.1.2.** Squadron Stan/Eval will build and maintain an accountability log to document Performance Pass usage.

**5.1.1.1.3.** Cadets must be in good standing and may receive this reward from AOCs no more than 16 duty days per semester (20% of days in a semester). Any number above 16 requires approval from the Gp/CC. Additionally, cadets must have their doors open at least once per week to allow AMI grading.

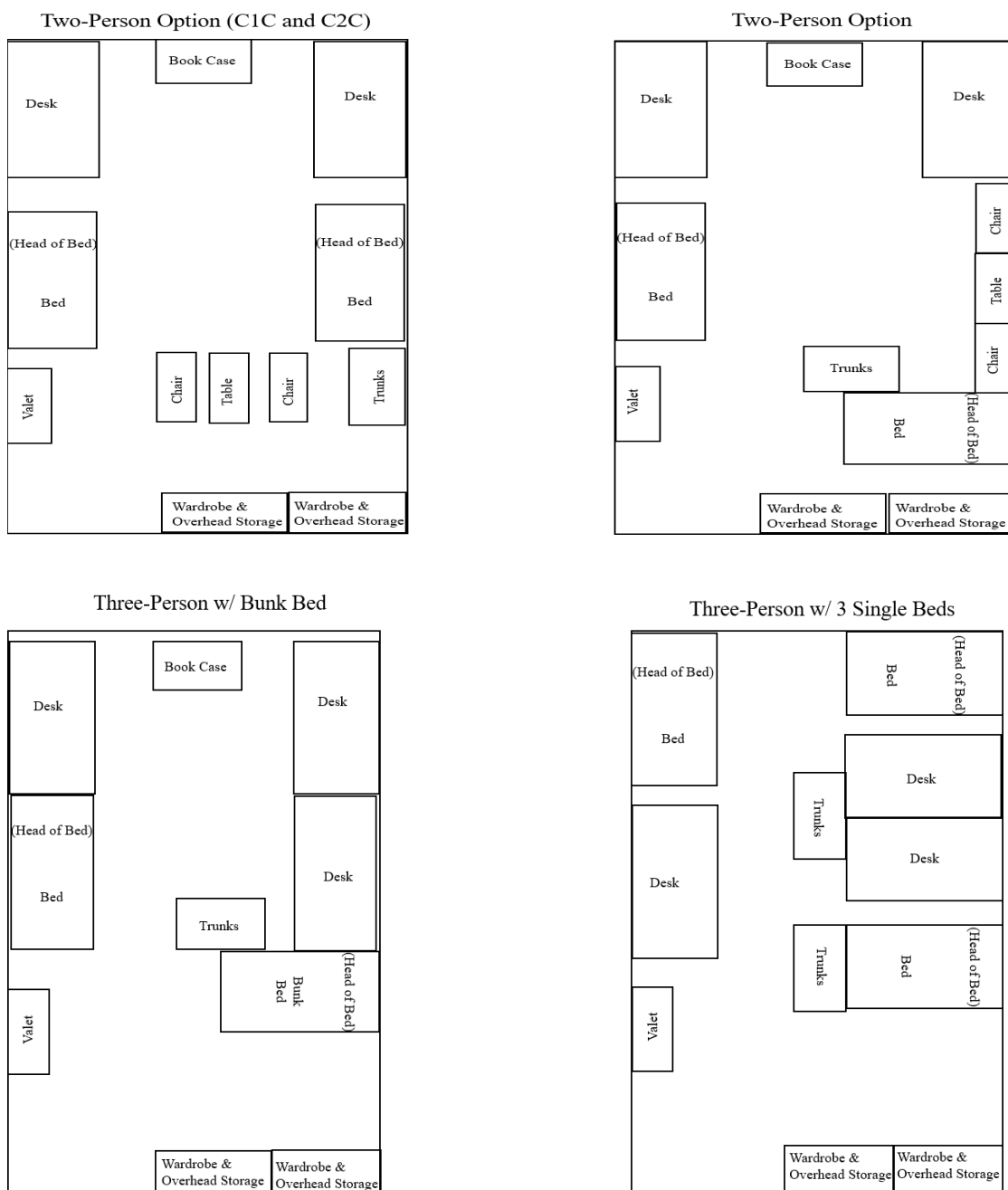
**5.1.1.2. AMI Scores.** Recorded in FalconNet on AFCW Form 300, AMI Checklist. Final scores will be exported through FalconNet and uploaded to Blackboard by CWVV.

**5.1.1.3. Appeals.** Direct disputes or grading questions to the inspection team leader up to one week after the conclusion of the AMI grading timeframe. If unable to resolve the dispute, Group Stan/Eval Officer should be contacted. The final arbitrating authority is the AFCW Stan/Eval Officer under the guidance of the CWVV.

**5.1.1.4. Regrades.** There are no regrades allowed for AMIs.

**5.1.1.5.** The AFCW Stan/Eval Officer determines which inspection team inspects each squadron. A rotation schedule will be sent out prior to AMI grading for the semester.

**Figure 5.1. Standard Room Arrangements**



**5.1.1.6. Room Arrangement.** Rooms must be setup so that sleeping areas are easily visible from the door. AOC/AMTs may approve a three-person configured with single beds to be reconfigured to a three-person bunk bed configuration if there are no safety considerations applicable to the bunk bed configuration (e.g., cadet height and ceiling proximity). ***Rooms must be returned to configuration (Fig 5.1.) before vacating the room at end of the semester/year.***

5.1.1.6.1. C1Cs may use an alternate room arrangement given it meets the below criteria and is within reason. Failure to comply with these criteria or using an extreme

interpretation will be met with a warning and subsequent failing grade for any AMI/SAMI.

5.1.1.6.1.1. Room arrangements must not interfere with fire safety protocols. The entryway shall not be obstructed, and all items must be in accordance with AFCWI 36-3501 Cadet Standards and Duties 4.5 Fire Prevention and Response.

5.1.1.6.1.2. All AMI/SAMI graded items from AFCW Form 300 and AFCW Form 301 must be easily accessible for graders. To this degree, the room arrangement must be able to host an AMI/SAMI as is (without moving furniture for specific inspections). No cadet room will display a “mega-bed,” which features two cadet beds pushed together or within 36 inches of one another.

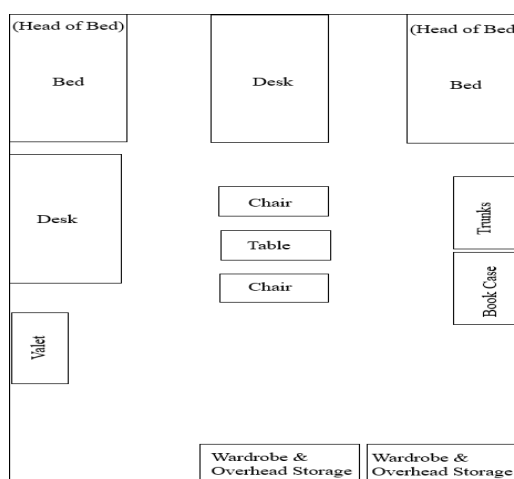
5.1.1.6.1.3. At a minimum, half of the beds’ length must be visible from the entryway. This is to say that a person standing at the door must be able to see at least half of each bed. Windows will not be greater than 1/3 obstructed in total. No desks may be placed directly in front of the windows.

5.1.1.6.1.4. Cadets cannot have 2-3 person chairs/sofas or any extra furniture that is not already issued by dorm management for a 2-person room. Exception: squadron and group commanders, as well as the wing commander, vice, and director of operations, may keep additional furniture if it was present for heritage reasons (these items must be documented on an MFR signed by AOC); however, these cadets are prohibited from adding subsequent furnishings.

5.1.1.6.2. C2Cs may use the approved (C1C/C2C) two-person alternate room arrangement as specified in Figure 5.1.

5.1.1.6.3. All upper 3 cadet members of the Teal Rope, White Rope, or Purple Rope programs may use the below arrangement (5.2) as an alternate room arrangement.

**Figure 5.2. PEER Approved Layout**



5.1.1.6.4. Up to three large or heavy items per room (musical instruments, storage bins, skis, etc.) may be stored against civilian clothing side wall or between the bed unit and wall. Keyboards, guitars, and amplifiers (one per occupant) may be displayed in the back part of the room. Issued trunks are not counted against this authorization.

5.1.1.6.4.1. The following are not authorized large or heavy items in cadet rooms: bicycles, exercise equipment, clothing or shoe racks, large self-standing items of

memorabilia, non-issue mattresses, non-issue furniture (incl. chairs), tv stands or mounts, and any item not in line with the appearance of a military service academy cadet room.

5.1.1.6.4.2. Storage bins located on the desk or bookcase do not count as large items.

5.1.1.7. **Doors and Exterior.** Clean, free of dust, and current name and duty titles. Must be open and attached to a wall magnet. Should the wall magnet be broken, a note should be placed on the inside of the valet cabinet on AFCW Form 226 and may prop the door open with a trashcan. Cadets will not prop the door open with a deadbolt for any reason.

5.1.1.8. **Carpets.** Vacuumed and free of stains and debris (stains must be annotated on AFCW 226 and reported to Dormitory Management). Visible baseboards are clean. Rugs are not authorized. *No personal carpets, rugs, or mats are authorized in the room or outside the door.*

5.1.1.9. **Trash cans/Recycling Bins.** Each trash can must have a plastic liner (except during SAMI). Trash is not to exceed the rim of a trash can. Displayed within the room doorway to the side of the doorframe and long side grounded to a wall. Containers and any form of trash are not allowed in alcoves.

5.1.1.9.1. Recycling bins shall be clean and not used for general trash storage.

5.1.1.9.2. CS/CC is responsible for establishing processes for collecting and disposing of recyclables.

5.1.1.10. **Room Lights.** Overhead, valet, desk, and table, off for energy conservation if not present in the room. Documented/reported if unserviceable. No form of lighting will be attached to the wall or ceiling. LED light strips may be used/displayed neatly on the desk.

5.1.1.11. **Window Areas.** Windows and/or curtains may be open during AMI for ventilation. Ledges and/or runners clean and free of debris/objects, i.e., science projects, cans, food, etc. Screens must remain closed and secured to the windowsill at all times.

5.1.1.12. **Valet Area.** Clean, neat, and orderly. The following can be displayed: coffee pots, battery-powered air fresheners, liquid soap dispensers or soap bars displayed on a dish, and electric toothbrush/razor(s) with charging unit(s).

5.1.1.12.1. **Light.** Clean, cover installed or documented and reported if broken or missing.

5.1.1.13. **Mirrors.** Top, casing, and mirror clean.

5.1.1.14. **Medicine Cabinet Shelves.** Clean, neat, and orderly.

5.1.1.15. **Sink Cabinet.** Clean, neat, and orderly. *Items may be stored under the valet.*

5.1.1.16. **Laundry.** Neat and orderly in closed container/bag, not to exceed one container/bag per room occupant. A laundry bag or container will be stored in the Vanity.

5.1.1.17. **Towel Display.** Optional for AMI. If displayed, it must be clean and hung neatly.

5.1.2. **Rifle Racks.** Dusty, clean, neat, and orderly. *They will not be used as a shelf to store items outside the specified equipment.*

5.1.2.1. **Training Weapons.** If issued, it must be locked, the slings must be tight, and the bolt not charged.

5.1.2.2. **Sabers.** It may be kept in the Cadet Dormitory displayed neatly on the rifle rack if the cadet's duty requires them to maintain a saber.

5.1.2.3. **Honor Guard M1s and Bayonets.** If issued, it must be secured to the rifle rack; a ceremonial bayonet may be affixed to the rifle.

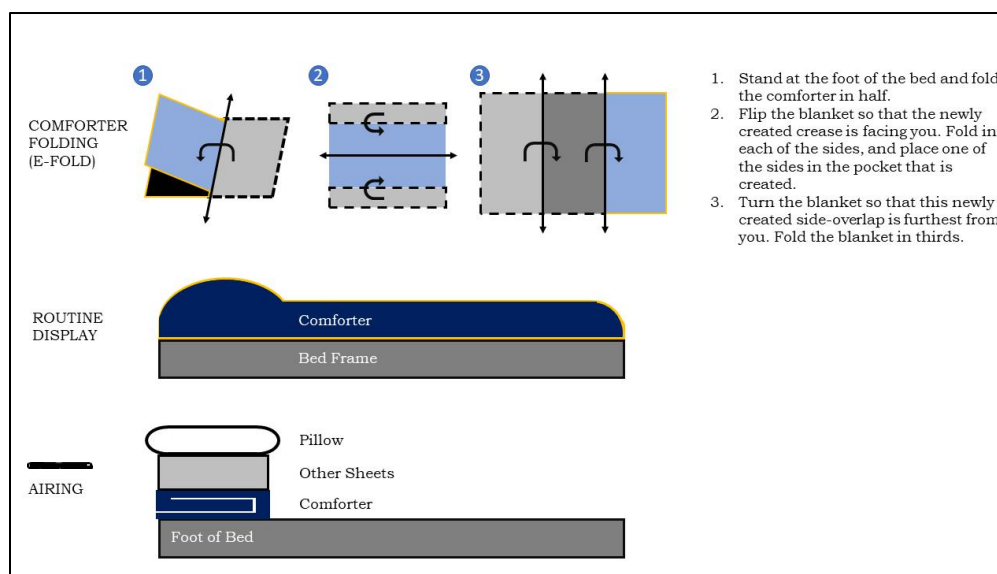
5.1.3. **Beds:** Clean, neat, and orderly. Nothing can be displayed on the bed, including extra pillows, blankets, and stuffed animals. One or two-occupant rooms will not use extra or unoccupied beds. Extra or unoccupied beds will remain bare mattresses.

5.1.3.1. Displayed with issued comforter hanging freely and equally on all sides and configured per Figure 5.3, not distorted by anything underneath it (flat, neat appearance). A bed must only have one issue-sized pillow. Personal bedding will not be exposed outside the issue comforter.

5.1.3.2. Displayed in airing configuration when comforters are being cleaned or when required by guidance. See Figure 5.3 for proper order.

5.1.4. **Drawers.** No military drawer requirement for AMI; however, it must be clean, neat, and orderly.

**Figure 5.3. Bed in Airing Configurations.**



5.1.5. **Desks and Bookcase.** Clean, dusted, and all items on top organized and neatly displayed. Do not store materials underneath desks or near power cables/cords (Exception: subwoofers for computer speakers). Books were neatly arranged on end, and memorabilia neatly displayed IAW class privileges, good order, and discipline. Due to clearance required for the fire suppression system, NOTHING will be placed on top of desk bookshelves. A bookcase is optional for all classes.

5.1.5.1. **Desk Chairs.** Only dormitory management chairs are authorized. Desk chairs must remain under desks when not used. Backpacks may be placed on a chair, but no other items may be hanging from the chair.

5.1.5.2. **Electrical/Computer Cords.** Neatly bundled (with twisty ties, wire straps, etc.) and concealed from view. Laptops, valuables, and high-value items are protected by IAW 7.13.

5.1.5.3. **Bulletin Boards.** Items displayed neat and orderly. Corners tacked all photographs and papers.

5.1.5.4. **Memorabilia.** Conform to class-based privileges. Counted as individual items. Groups of similar items are not counted as a single item.

5.1.5.4.1. Anything EXCEPT the following is considered memorabilia:

5.1.5.4.1.1. Laptop

5.1.5.4.1.2. Monitor

5.1.5.4.1.3. Printer

5.1.5.4.1.4. CD/DVDs/Movies

5.1.5.4.1.5. Books (does not include comic books or magazines)

5.1.5.4.1.6. Images, patches, or other flat items are attached to a corkboard

5.1.5.4.1.7. Desk lamps

5.1.5.4.1.8. School supplies. Writing utensils, three-hole punches, sticky notes, calendars, staplers, etc. Must be neatly arranged or stored in a container

5.1.5.4.1.9. Items meant for consumption (must be stored in a container)

5.1.5.4.1.10. Utensils for eating

5.1.5.4.1.11. Storage Bins

5.1.5.5. Flags may only be displayed on cadet desk corkboards or walls with AOC approval (see para. 4.2.12.). Only flags related to countries, U.S. states, memorial flags (e.g., POW, MIA), military-related flags, and military services (e.g., U.S. Air Force, U.S. Space Force, etc.) are permitted. Commercial flags (e.g., Winchester Rifle Company, Fast Neat Below Average, etc.) and flags that promote a poor climate and culture (e.g., Bring Me Men flag, Three Percenters flag, etc.) are prohibited. MFRs will be posted on the inside of the valet mirror.

5.1.5.6. Drawers closed and locked. Drawers, keyboards, and pull-out shelves are clean, dusted, and free of smudges.

#### 5.1.6. **Wardrobe.**

5.1.6.1 **Hat Shelf.** Organized in accordance with Figure 5.6. Hats rest "right side up" (as worn) on the wardrobe shelf. Extra caps may be civilian hats.

5.1.6.2 **Wardrobe Closet.** Items hung neatly on wardrobe closet rod. Military and civilian clothing are separated and face the center of the closet. Doors must be closed. Items cannot be hung on the outside of the closet doors.

5.1.6.3 **Wardrobe Hooks.** Only one item per hook, unless hanging uniform shirt/blouse and pants/trousers as one complete set. (No hanging storage containers from hooks)

5.1.6.4 **Shoe Display.** Serviceable, clean, and orderly. Military footwear with laces tucked inside, grouped together, not stacked, with toes facing wardrobe door. Civilian footwear may be neatly stacked.

5.1.6.5 **Overhead Storage Compartments.** Interior shelves and exterior edges are clean and dusted. Items are stored neat and orderly.

**5.2. SAMI Standards.** Upon direction of the Commandant, cadets configure and maintain rooms in accordance with this instruction. All items must be clean (free of smudges, dusted, and not dirty), neat, and have an orderly appearance. **With the exception of the below, SAMI standards are the same as AMI standards.**

**5.2.1. Room Lights.** Overhead, valet, desk, and table, turned on or documented on AFCW 226 and reported, if unserviceable, to Dormitory Management.

**5.2.2. Window Area.** Curtains are fully open with windows closed. Holders and runners are clean and dusted with no visible debris. Inside windowsill and outside window ledge will be free of debris/objects, i.e., science projects, cans, food, etc., to keep cold. **Note:** *Chief Inspector may authorize open for temperature control.*

**5.2.3. Valet Area.** Clean, neat, and orderly. No items on the valet countertop. The carpet underneath and around the valet area was dusted and cleaned.

**5.2.3.1. Light Switch.** Dusted and clean.

**5.2.3.2. Thermostat.** Dusted and clean.

**5.2.3.3. Sink.** Dusted and clean. The faucet is dusted, clean, and shiny, with no smudges. Sink scrubbed, dry, dusted, clean, and shiny with no smudges. Sink stopper in an open position and shined. *Stepladders, ironing boards, etc., may be stored under the valet.*

**5.2.3.4. Mirror.** Will be open. Top, casing, and mirror clean. The Missing Item and Discrepancy Forms must be placed on the inside of the valet mirror door. All missing items and room discrepancies, including but not limited to missing uniform items in the closet, must be annotated on the appropriate form. For recent damages done to the room not annotated on the AFCW Form 226, cadets will have the email request for Dorm Management posted on the inside of the valet to denote the room discrepancy has been reported.

**5.2.3.5. Cabinet.** Will be open, clean, dusted, and free of smudges, with items organized and neat.

**5.2.3.6. Towels and Washcloths.** Each occupant displays one clean, unstained white towel and one clean, unstained washcloth on the towel rack.

**5.2.3.6.1.** Folded in half with the crease facing toward the room and hung evenly over the towel bar.

**5.2.3.6.2.** Towels "grounded" to front support, and washcloths grounded to rear support.

**5.2.3.6.3.** Three occupant rooms, two cadets display towels on the rung closest to the door (each towel grounded to front or rear support) with washcloths hung and centered over each towel.

#### **5.2.4. Beds.**

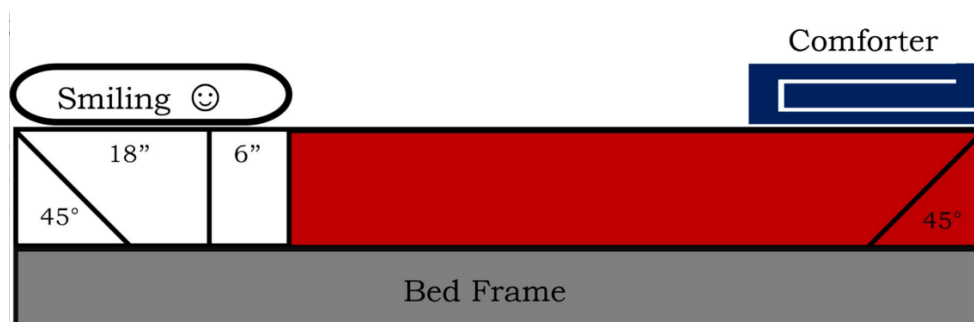
**5.2.4.1.** Entire bed casing and frame are dusted and free of smudges and marks.

**5.2.4.2.** Configured with a minimum of one mattress, one pillow with pillowcase, one white sheet (over mattress), and one clean, issued comforter.

**5.2.4.3.** Mattress and Bedding. Bed displayed in SAMI order (Fig 5.4). Mattresses grounded to the headboard.

5.2.4.4. E-folds will be displayed such that the class-colored overlap faces the center of the room.

**Figure 5.4. SAMI Bed and Comforter Display.**



5.2.5. **Drawers.** Neat, clean, and orderly.

5.2.5.1. All drawers will be opened, cascading, and available for inspection.

5.2.5.1.1. The top drawer will be open to 8 inches, and the bottom drawer will be open to 12 inches when measured from the outside.

5.2.5.2. Military clothing drawer (top drawer at the head of the bed for single beds or top drawers for bunk bed occupants) displayed IAW Figure 5.5. At least one of each item is displayed unless a single issued item is required for SAMI UOD. Other drawers are neat and orderly, with clothing folded or rolled.

5.2.5.3. Rubber bands may be used to keep belts rolled. If elected to display, tie tacks/tabs may be displayed, centered on the tie with the pointed side of the tab facing the front of drawer.

5.2.6. **Desk and Bookcase.**

5.2.6.1. Books, CDs, and DVDs are displayed in a "V" and sized accordingly from the left and right edges of shelves.

5.2.6.2. No extraneous papers (stacked or otherwise) are displayed.

5.2.7. **Wardrobe.**

5.2.7.1. Items mandatory, unless stated optional, and displayed IAW Figure 5.8. Clothing faces toward the center with hangers evenly spaced across.

5.2.7.2. All doors and overhead cabinets will be fully open.

5.2.7.3. No items are displayed on wardrobe swivel or multi-hook. Hooks must be clean.

5.2.8. **Hat Shelf.** Clean and organized according to Fig 5.6.

5.2.8.1. Display Eagle device on service caps (parade and blue).

5.2.8.2. Prop and wings on flight caps face up.

5.2.8.3. The front row is evenly spaced, and the brims are flush with the front edge of the shelf.

5.2.8.4. Hats furthest left and right on shelves "grounded" to walls. 2nd row aligned with 1st row "grounded" to back and/or side walls.

5.2.9. **Shoe Display.** Serviceable, clean, neatly laced, and orderly. Military footwear is highly

polished, with laces tucked inside and aligned in the front row, with non-military footwear in the rear. Left and right non-military shoes of the same pair may be on top of each other but not stacked with other non-military Footwear.

**5.2.9.1. Military Footwear.** Aligned in accordance with Fig 5.7. Grounded to walls, with each other, and aligned to front. If military shoes/boots are not displayed, shift the remaining types of shoes accordingly so that pairs of shoes/boots remain grounded to each other; there are no gaps.

**5.2.9.2. Non-military Footwear.** Orderly and grouped behind the front row of military footwear. For wardrobes with pedestals: The toe of the shoe may rest on the floor of the wardrobe if they naturally slip from a position on the pedestal.

5.2.9.2.1. Due to differences between Sijan and Vandenberg Halls, until Sijan Hall's dorm room becomes comparable to Vandenberg Hall, cadets in Sijan Hall are authorized to place non-military footwear next to military footwear.

**Figure 5.5. Military Drawer Arrangement.**

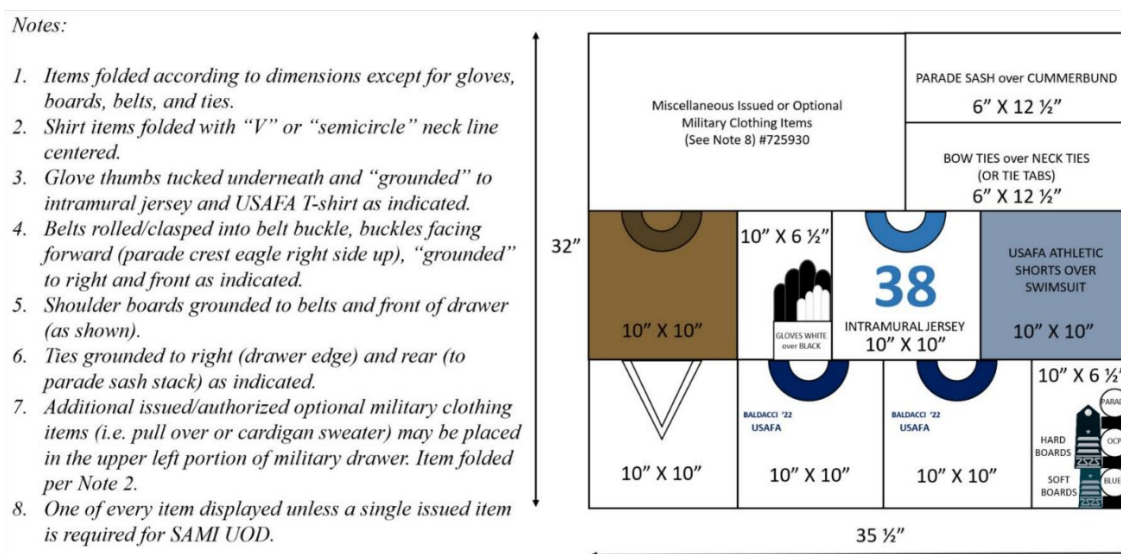


Figure 5.6. Military Hat Configuration.

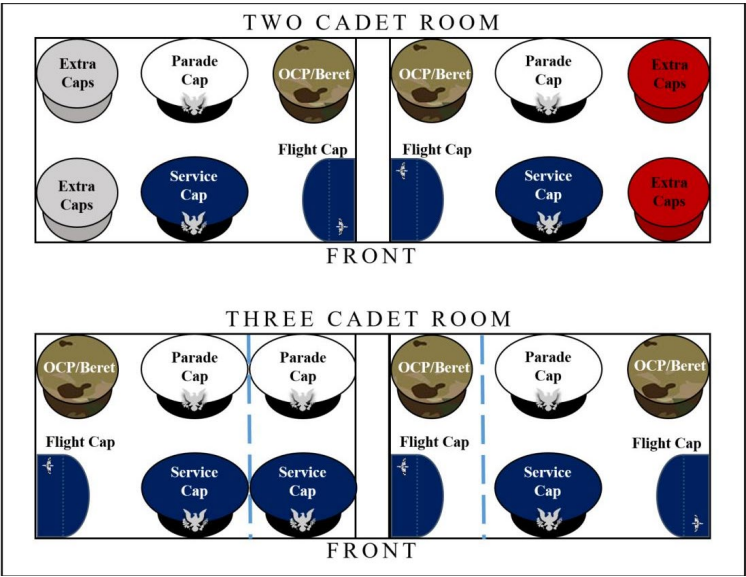


Figure 5.7. Military Footwear.

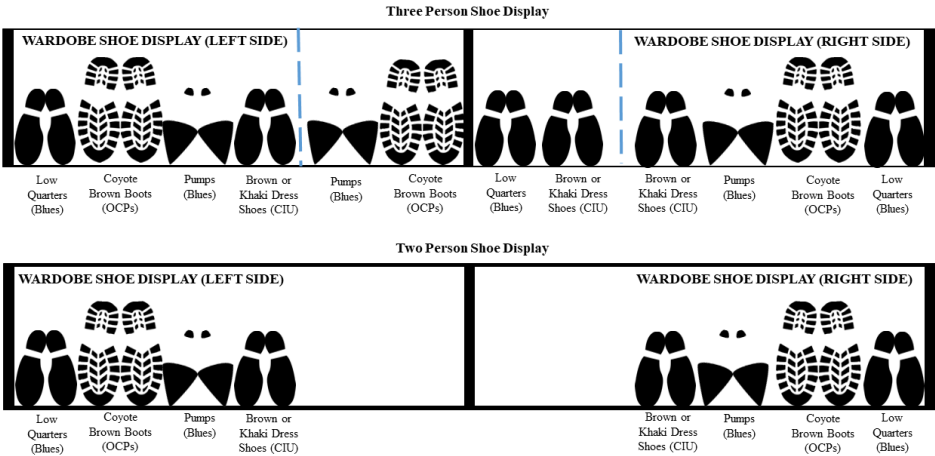


Figure 5.8. Wardrobe Arrangement.

| TWO CADET ROOMS  |          | THREE CADET ROOMS  |                   |
|--|----------|--|-------------------|
| 17.....1   | 1..17    | 17.....1/ 17.....9   | 8.....1 /1.....17 |
| CADET #1   | CADET #2 | CADET #1   | CADET #2 CADET #3 |
| 1. Bathrobe (belt fastened around bathrobe)<br>2. Athletic Jacket<br>3. Light Blue Shirts (trousers over crossbar) |          | 9. OCP APECS Jacket with a rank<br>10. Coyote Brown Fleece (Nametape/USAF tape/rank visible) |                   |

|   |  |
|---|--|
| 4. Service Dress (trousers over crossbar)   | 11. OCP Blouse (trousers over crossbar)                      |
| 5. Optional Service Uniform clothing items (i.e., blue cardigan or pullover sweater)  | 12. Parka (scarf over crossbar; watch cap in outside pocket) |
| 6. Mess Dress (in a garment bag or plastic cover, shirt under coat, trousers over crossbar). Suspenders may be hung on a crossbar over trousers or stored in a garment bag) | 13. Raincoat (rain cap in outside pocket)                    |
| 7. Parade Uniform (trousers, suspender over crossbar)   | 14. Overcoat   |
| 8. Flight Duty Uniform (zippers zipped up, legs tucked, patches on Velcro, flight jacket over uniform)  | 15. USAFA Running Top (bottoms over crossbar)                |
|   | 16. Empty Hangers  |
|   | 17. Civilian Clothing  |

**5.2.10. Trash Cans/Recycle Bins.** Each trash can or recycling bin will be empty and clean. Displayed within room doorway to the side of the doorframe and long side grounded to the wall.

**5.2.11. SAMI Procedures.** Training Weekend guidance will contain SAMI specific procedures as required, such as timing of events. It will provide guidance on inspection teams, procedures, and grading criteria. Deviations are not authorized.

#### **5.2.11.1. SAMI Period Timeline.**

##### **5.2.11.1.1. Friday prior to SAMI.**

5.2.11.1.1.1. 1900-2000: Wing, Group Staff, Squadron CC and DO, and Stan & Eval grading teams will be SAMI/PAIed.

5.2.11.1.1.2. 1930: Leadership is required to check on Squadron, Flight, and/or Element Rooms.

5.2.11.1.1.3. Wing and Group Staff will be assigned a unit to audit during the SAMI. Duties will include monitoring the Squadron's ability to adhere to SAMI standards and the performance/fairness of graders.

##### **5.2.11.1.2. Saturday of SAMI.**

5.2.11.1.2.1. *All common areas need to be cleaned and inspection ready 30 minutes prior to the "Cease Cleaning" announcement. Dormitory rooms and hallway storage closets converted into storage areas are considered common areas.*

5.2.11.1.2.2. Inspection Teams arrive 40 minutes prior to the "Cease Cleaning" announcement. Inspection Team will be briefed on the location of each common area. Cadet squadron leadership will provide the inspection team an AFCW Form 1, Unit Accountability Record with a complete squadron roster documenting all members present or having an approved SAMI excusals IAW para. 5.4. The lead Inspector will assign each inspector common areas and rooms to grade.

5.2.11.1.2.3. The inspection team will meet back at the CQ five minutes before the “Cease cleaning” announcement.

5.2.11.1.2.4. Start of SAMI: “Commence Inspection.” The Inspectors will inspect rooms farthest away from CQ and move towards CQ.

5.2.11.1.2.5. One hour after the start of SAMI: “Inspection Complete,” the Inspection Team will provide an out brief upon SAMI completion. The Inspection Team is required to stand at parade rest at CQ of the graded squadron until the full hour is reached.

5.2.11.1.2.6. 30 minutes after SAMI: Hot wash

5.2.11.1.2.7. Following the hot wash: CW and AFCW Staff Debrief

#### 5.2.11.2. SAMI Specifics.

5.2.11.2.1. **Uniform.** The uniform will be Service Dress or Parade Dress with white gloves. Squadron permanent party will wear service dress unless specified otherwise.

5.2.11.2.1.1. Wheel Caps/Parade Caps will be worn by graders. All other cadets will leave wheel caps/parade caps displayed in closets.

5.2.11.2.2. **Rooms.** Every room in the AFCW must be inspected, even if the occupants are not in their rooms. SAMI room standards can be found above in section 5.2. SAMI Standards. All rooms with valid excusals will be in accordance with para. 5.4., AMI/SAMI Excusals.

#### 5.2.11.3. Pre-inspection requirements.

5.2.11.3.1. When the Inspection Team arrives at the Squadron, the Lead Inspector will be responsible for grading the Squadron’s Common Areas 30 minutes prior to the “Cease Cleaning” announcement using the Common Areas Checklist found on FalconNet.

5.2.11.3.2. Should FalconNet not be utilized, all cadets are required to print out their own SAMI scoresheet to be placed in the bottom left corner of the valet prior to their room being graded. Sheets will be hung from the door clip upon the conclusion of being graded.

#### 5.2.11.4. Inspection Execution.

5.2.11.4.1. Cease Cleaning. “Cease Cleaning” will be directed promptly **5 minutes prior to the start of the SAMI** by CWOC via Falcon Voice System. CS/CC commands “(SQUADRON NAME), ATTENTION. PARADE REST.” Cadets assume Standby Position three paces from the window and centered.

5.2.11.4.2. Five minutes after “Cease Cleaning” is called, CWOC will give the command “Commence SAMI” via the Falcon Voice System. At this time, the inspection teams will commence grading. The whole inspection hour will be utilized to inspect and provide rooms with feedback. Room inspectors must give verbal and documented written feedback via FalconNet system.

5.2.11.4.3. When the inspector enters a room, the ranking occupant calls the room to attention. When the inspector exits the room, they stand outside the door threshold. The ranking occupant renders a salute and states, “Good Morning, Sir/Ma’am.” Inspector returns the salute and gives a command, “PARADE REST.” Inspectors may not put

occupants “AT EASE” during the inspection.

5.2.11.4.4. Inspectors open drawers and doors carefully and will not overturn or rearrange the furniture. After the inspection is completed for a room, the inspector is allowed to release cadets to work on four-degree or upperclassmen knowledge tests. Observed conduct outside this paragraph will result in a deduction of points for “bearing” under their PAI grade. PAI grade corrections will be routed to Group Stan Eval Staff.

5.2.11.4.5. One hour after the start of the SAMI, CWOC will give the command “Inspection Complete” via the Falcon Voice System. At this time, and only at this time, cadets may move around freely and change their room from SAMI to AMI. If a cadet leaves their room unauthorized, the cadet will receive a “bearing” deduction under their PAI grade. PAI grade corrections will be routed to Group Stan Eval Staff. AOCs are not authorized to release their squadrons from the SAMI prior to the CWOC “Inspection complete” command.

5.2.11.4.6. If the football game kick-off occurs earlier than four hours after the conclusion of the SAMI, up to four cadets are authorized to change into OCPs and immediately leave the squadron prior to “Cease Cleaning” to perform football tailgate duties. Their rooms are still required to be graded in SAMI standards.

#### **5.2.11.5. Grading Specifics.**

5.2.11.5.1. Each Squadron will provide up to an 8-person inspection team that will be assigned to inspect another squadron. Inspection teams will consist of the Squadron Standardization and Evaluation Officer(s) (acting as the Inspection Team Lead) and their element SNCOs. The following may be added to the team to achieve the required number of inspectors: The Squadron Drill and Ceremonies Officers and SNCOs, Major Assessment Events Officers and SNCOs, and Training Officers and SNCOs. Each squadron will provide scribes to assist the Inspection Team that is inspecting their squadron.

5.2.11.5.1.1. Every Squadron will be inspected by trained inspectors who are C1Cs or C2Cs. Inspectors that are identified to be unprofessional or not proficient in their duty will receive an AFCW Form 10 from their Group Stan/Eval.

5.2.11.5.2. The margin of error for any measured item is up to ¼ of an inch.

5.2.11.5.3. PAIs will occur within each cadet’s room following the room grading.

5.2.11.5.4. At the conclusion of room grading, the inspector will document the room’s score and the grader’s squadron on the scoresheet and enter the score into FalconNet.

5.2.11.5.5. Squadron commanders, director of operations (DO), and inspection team members may walk around during the inspection. No other cadets have authorized movement until the wing-wide “Inspection Complete” announcement.

5.2.11.5.6. Squadron commanders and DO will monitor overall progress and timeliness along with the safety and security of the inspection.

5.2.11.5.7. AOCs, AMTs, assigned Wing, or Group Staff may conduct spot checks of at least 5 rooms. Any major discrepancies between the cadet grader score and the AOC score will be brought up with the grading team Standardization and Evaluation Officer,

who may alter the grade. If a grading cadet is found not to execute duties properly, the cadet's grading privileges may be revoked by their Stan Eval Officer.

5.2.11.5.8. At the conclusion of the SAMI period, the Inspection Team will provide an out brief to the permanent party member and squadron commander.

5.2.11.5.9. The only cadets required to attend the hot wash are Stan/Eval Officers and SNCOs. They should bring with them any major discrepancies or points of feedback. The focus for the hot wash will be areas of improvement for the AFCW, successes, and failures, and grading efficiency. The grading team leader should expect to remain available (leave contact information with AOC and CS/CC) for 1 hour to resolve any grading discrepancies.

**5.3. SAMI/PAI Scores.** Recorded in FalconNet on AFCW Form 301, *SAMI Checklist*. PAI will be recorded on AFCW Form 304, *PAI Checklist*. Final scores will be exported through FalconNet and uploaded to Blackboard by CWVV. Each cadet must get at least one SAMI/PAI per semester or will receive a score of zero.

5.3.1. **Appeals.** Direct disputes or grading questions to inspection team leader up to one hour after the conclusion of the SAMI. If unable to resolve a dispute, the Group Stan/Eval officer should be contacted. The final arbitrating authority is the AFCW Stan/Eval Officer under the guidance of CWVV.

5.3.2. **Regrades.** No regrades allowed for SAMIs, except for additional "bearing" PAI grade deductions after the initial PAI. PAI grade adjustments will be routed to Group Stan Eval Staff for correction.

**5.4. SAMI/PAI Excusals.** Cadets must participate in all inspections unless on the emergency break, bed rest via *Cadet Injury/Illness Report*, crew rests via AFCW Form 310, *Official Crew Rest Notification*, printed SCA, or Commandant Approval. All approved notes/appropriate forms must be displayed outside the room on door clips. If excused, AMI standards must be maintained, with doors closed during the SAMI.

#### **5.4.1. SAMI/PAI Makeup Procedures.**

5.4.1.1. Cadets who do not have a scored SAMI/PAI in FalconNet are required to complete their makeup SAMI/PAI during the scheduled makeup semester timeframe by their squadron Stan/Eval team. However, it is the responsibility of the cadet who is going to miss the SAMI to make sure they get inspected. Furthermore, cadets who missed the two-week makeup timeframe will receive a SAMI/PAI score of zero for the semester.

5.4.1.2. **Saturday Morning Inspection (SAMI).** In concurrence with USAFAI 36-3536, Allocation of Cadet Time, 1.8.3.1., Additional clarification for SAMIs: IC teams in their primary season are excused from all scheduled wing-wide military training and/or activities for a scheduled intercollegiate practice or competition. Excused cadets will accomplish a minimum of one graded SAMI per semester. Excusals include emergency break, bed rest via Cadet Injury/Illness Report Form 18 or AFCW Form 311, crew rest via AFCW Form 310, Official Crew Rest Notification, printed SCA, or Commandant Approval. Cadets participating in competitions during a SAMI are excused from the inspection. At a minimum, the room will be in AM Inspection (AMI) condition. AOCs will ensure an environment that allows for adequate competition preparation (e.g., door closed to allow for rest prior to a competition). Cadets participating in coach-scheduled practice during a SAMI will ensure their room is in SAMI condition. The room may be graded in the cadet's

absence if the SAMI period conflicts with the scheduled practice or competition time. When practical, coaches are encouraged to schedule practices outside the SAMI period. Cadets may make up SAMIs to complete a minimum of one SAMI per semester or attempt to improve the objective segment of MPA.

**5.5. Open Ranks Inspection (ORI).** Conducted twice per semester.

**5.5.1. Grading Inspectors.** Stan/Eval will conduct the ORI with the Flight CCs.

**5.5.2. ORI Procedures.** Cadets will be arranged by flight, and the squadron will report to D&C. D&C to evaluate the performance of the ORI drill. Once the inspection is ready, the flight commander will report to Stan/Eval. Stan/Eval inspector will walk with the flight commander to inspect the flight. The D&C inspector will evaluate the closing of the ORI. The squadron will be dismissed, and Stan/Eval and D&C inspector will provide an out brief to squadron leadership on common discrepancies.

**5.6. MWH Inspections.** Occur randomly within squadrons IAW CoCI 32-6005, AFCW *Morale, Welfare, and Health Inspections*.

**5.7. Formations.**

**5.7.1.** Parades and formations will not be canceled on a forecast. Cancellation calls will be made by the Commandant (or designated representative, e.g. CW/DO) coordinating with CWVV. HWAS webpage “Cadet Area” (<http://hwas.usafa.edu/>) will determine current official conditions. USAFAI 48-151, *Aerospace Medicine*, was used to compile the basis of limits.

**5.7.1.1.** All cadets are required to be in all formations (including noon meal formation) unless properly excused by SCA or IAW USAFAI 36-3536, *Allocation of Cadet Time*.

**5.7.1.2.** All cadet uniforms in formation will be in accordance with the daily Routine Order (RO). Those cadets in an alternate uniform will march in the rear ranks of the squadron.

**5.7.1.2.1.** If outer garments are specified in the RO as part of the Uniform of the Day (UOD), outer garments will also be worn in the alternate uniform. For example – if the alternate uniform is OCPs, then either fleece or APECs is required.

**5.7.1.2.2.** Cadets authorized to be in the PTU via an AFCW Form 18 must be in Mitchell Hall before the first call.

**5.7.1.2.3.** Wing and Group Stan/Eval teams may conduct random squadron PAIs during NMF.

## Chapter 6 - PERSONAL AND PROFESSIONAL APPEARANCE

**6.1. Uniform of the Day (UOD).** Determined by the Commandant of Cadets and published in the RO. Variations approved by the AFCW/CC, USAFA/CWV, or USAFA/CWVV.

### 6.1.1. Approved Alternate UOD List and Policies.

6.1.1.1. Cadet Security Team is allowed to wear OCPs only on days with parades and other major events requiring security details. OCPs are not authorized for NMF duties.

6.1.1.2. Cadet Emergency Medical Response (EMR) Team members are allowed OCPs when performing EMR duties.

6.1.1.3. Cadets involved in airmanship-related duties may wear flight suits on days with flying duties at the airfield.

**6.1.2. Uniform Wear.** *UOD is mandatory when performing official military duties, conducting official military business, including class (including turning in assignments at instructors' offices), extra instruction, hospital appointments, laboratories, and evening lectures.*

6.1.2.1. The Commandant reserves the right to change the UOD.

6.1.2.2. If a cadet is scheduled for an activity requiring FDU/OCPs, that uniform becomes UOD.

6.1.2.3. Except when signed out and departing Cadet Area, all cadets will be in authorized UOD when outside of their room until Retreat.

**6.1.2.4. Civilian clothes are not authorized on the terrazzo from reveille to retreat during duty hours (0700-1645 Monday – Friday and scheduled training weekends) regardless of SCA/pass status.**

6.1.2.4.1. Cadets may exit from the northwest Sijan Tower in civilian clothes and use the sidewalks to leave the cadet area through the small chapel gate.

**Figure 6.1. Walkway between Sijan Hall and Chapel.**



#### 6.1.2.5. Unrecognized C4Cs.

6.1.2.5.1. Will wear UOD or appropriate uniform required for duty from reveille until ACQ. They may wear the PTU in the squadron dormitory area after the beginning of ACQ. They must wear service dress while on an authorized pass, to and from their sponsor's home, and at all times when in public areas away from the Cadet Area.

6.1.2.5.1.1. C4Cs will wear the uniform of the day from Reveille to the beginning of ACQ on weekdays (retreat on weekends). EXCEPTION: C4Cs may wear an alternate uniform while carrying a doctor-approved AFCW Form 18 with AOC approval for alternate uniform wear. C4Cs on AFCW Form 18 will wear a reflective belt on their backpack while traveling on the Terrazzo to distinguish them from cadets, not on an AFCW Form 18. EXCEPTION: C4Cs may wear the authorized uniform while on an active Scheduling Committee Action (SCA).

6.1.2.5.1.2. May change into USAFA Cadet Physical Training Uniform (PTU) while at any assigned sponsor family's residence or while undertaking an activity deemed to require PTU by their AOC, such as community service.

6.1.2.5.1.2.1 *C4Cs must travel to and from the gym, club sports, or IC practices in UOD. Transit in team gear is prohibited.*

6.1.2.5.1.3. *The wear of civilian clothes is strictly prohibited. EXCEPTION: C4Cs may wear civilian clothes after arriving at their final destination while on break orders (transit remains Service Dress).* EXCEPTION: C4Cs may wear specialized civilian clothes while actively participating in a sporting activity not able to be accomplished in Service Dress or PTU. For example, running and biking must be accomplished in PTU, but activities such as snowboarding/skiing may warrant the wear of civilian attire. C4Cs must obtain approval from their Flight Commander to wear civilian clothes under these special circumstances on a case-by-case basis. Storage of civilian clothes shall be dictated by Flight Commanders, though civilian clothes shall not be stored in C4C rooms for any reason.

6.1.2.5.1.4. C4Cs shall only wear the bathrobe when transiting to and from the shower. When worn, C4Cs shall fold the robe flaps in such a way as to cover the Prop and Wings. C4Cs are prohibited from visiting other rooms while in a bathrobe. They must go directly to the bathroom and back to their assigned dorm room. Bathrobes may only be worn for the purpose of showering.

6.1.2.5.1.5. C4Cs who are intercollegiate athletes shall not wear their intercollegiate gear in the squadron area and shall not bring intercollegiate gear to the squadron area unless it is being packed for a contest.

6.1.2.5.1.6. C4Cs shall have the following on their person at all times; additional requirements may only be added via approval from the Commandant of Cadets:

6.1.2.5.1.6.1 Contrails. C4Cs shall always study directly from Contrails. With the exception of printed staff lists, C4Cs may not study from loose-leaf paper unless directed by an upperclassman.

6.1.2.5.1.6.2 One writing utensil, either black/blue pen or pencil.

6.1.2.5.1.6.3 Entire squadron staff list and key wing and group permanent party and cadet staff members (Commanders, vices and deputies, Command Chief,

Superintendents, and Training Officer and NCOIC).

6.1.2.5.1.6.4 Three copies of AF 341 were filled out.

6.1.2.5.1.7. C4Cs are only allowed to wear issued uniform items. EXCEPTION: C4Cs may wear personally bought boots as long as they are within regulations. EXCEPTION: C4Cs may wear pertinent Intercollegiate (IC) or Club Team gear when actively participating in IC or Club sports activities.

6.1.2.6. **Inclement Weather.** Any changes to the UOD due to inclement weather (such as from blues to OCPs) will be determined by USAFA/CWDO and published in the RO.

6.1.2.7. **Summer Programs.** UOD is determined by the specific program AOC/OIC in coordination with the summer Cadet Wing Commander. Summer uniform requirements will not be less restrictive than this attachment's uniform restrictions and guidance.

**6.2. General Appearance Standards.** Military personnel will always adhere to standards and maintain a disciplined military image. Cadets are subject to all dress and personal appearance requirements set forth in this instruction and DAFI 36-2903.

#### 6.2.1. Exceptions.

6.2.1.1. Hands are not permitted in pockets, except to insert or remove an item, and will not be pulled up inside sleeves at any time.

6.2.1.2. Grooming Standards (to include hair, tattoos/brands/body markings, body piercing/ornamentation, and body alteration/modification) will be maintained IAW DAFI 36-2903.

6.2.1.2.1. *Cadets may not grow/wear mustaches and/or beards except while on break or with an approved religious accommodation request using the process outlined in DAFI 36-2903.*

6.2.1.2.2. *Cadets granted a shaving waiver from a medical official will have the waiver on them at all times.*

6.2.1.2.3. *Male cadets are not authorized to wear any objects on/in their ears, nose, eyebrows, lips, or tongue within the Cadet Area, including AD/DF facilities, while in uniform or in civilian attire.*

6.2.1.2.4. In addition to the requirements outlined in DAFI 36-2903, cell phones and other large or bulky items will not be kept in service dress, blues pants, or parade pants during any formation or parade.

**6.2.2. USAFA and USAF Awards and Decorations.** Cadets must wear earned USAFA and USAF awards and decorations on all uniforms as applicable.

**6.2.3. Merit List Awards.** Reference: USAFAI 36-3510, *Recognizing Cadet Achievement*.

**6.2.4. Badge Awarding Criteria.** Aviation, Instructor, Space, Cyber, Jump, and Bulldog (for example) awarding criteria are found in program syllabi.

**6.2.5.** Cadets, who have served in other military services, refer to DAFI 36-2903.

**6.2.6. Cadet Rank.** Assigned based on leadership position and wear of any other rank is prohibited. Cadets will not borrow higher ranks for pictures/summer TDYs. Cadets will not wear rank of their previous class and are considered “promoted” (i.e., C4C becomes C3C and so on) following completion of the USAFA Graduation Ceremony. Rank will be worn at all

times. Exception: cadets may “swap” left-shoulder rank boards only at home football games with other cadets and officers. They must return the rank to owners no later than the end of the game. Team captain insignia will be worn by IC team captains only.

6.2.7. **Cadet Aiguillette/Fourragère Wear.** The USAFA Cadet Uniform Board maintains a list of all approved aiguillettes, fourragères, and shoulder cords. Refer to a memorandum published by the USAFA Cadet Uniform Board Secretary for approved items.

### 6.3. Prohibited Uniform Wear

6.3.1. With exception of the PTU (refer to 6.12), do not mix any part of the uniform with civilian attire, including grade insignia, cap devices, badges, distinctive buttons, issued clothing items, etc.

6.3.2. Baseball style OCP, organizational caps, and the OCP Two Piece Flight Duty Uniform (2PFDU) are not authorized for cadets.

6.3.3. Items with sewn/stenciled nametags will not be worn by any cadet other than the cadet owning the item.

6.3.4. Cadets will not eat or drink in uniform while walking. Talking, texting, playing music, or using a cellular phone, including wearing a hands-free device while walking in uniform, is prohibited. *Exceptions are for emergencies or official business on government-issued devices.*

6.3.5. No non-uniform items other than a Common Access Card will be worn or carried in uniform during Parades.

### 6.4. Miscellaneous Policies

6.4.1. **Alternate Uniform.** Must be approved by respective AOC with a recommendation from the Cadet Clinic doctor using the Cadet Injury/Illness Report (AFCW Form 18). Written authorization must be carried at all times.

6.4.1.1. Authorization will be granted sparingly and only when injury prohibits proper wear of UOD.

6.4.1.2. Tennis shoes/sneakers will not be worn with the Service Uniform.

6.4.2. **Mess Dress.** Refer to DAFI 36-2903.

6.4.3. **Sunbathing.** Sunbathing is only allowed in inner dormitory quadrangles. Attire must be conservative and in good taste. Outer garments must be worn to and from quads (e.g., running suit, sweat suit, PTU).

6.4.4. **Outdoor Physical Fitness.** Within the black gates of the Cadet Area, cadets must wear shirts during physical activity. EXCEPTION: Cadets may engage in physical fitness activities within the dormitory quadrangles without a shirt (e.g. volleyball).

6.4.5. **Out-processing.** After signing a letter of resignation or disenrollment and being issued the formal resignation accomplished in JA or formal notification of disenrollment issued by the Superintendent, cadets will wear OCPs, adhere to grooming/uniform standards, and participate in squadron duty/training activities until out-processed.

6.4.6. **Donating Uniforms.** Do not donate, sell, or loan uniform items to civilians or military personnel other than cadets except for approved charity clothing drives. Remove AF and name tapes prior to donating.

6.4.7. **Organizational Equipment Clothing.** Cadet Clubs requiring special clothing not

procured through cadet issue, and purchased via organizational or individual funding, will coordinate requests through the Cadet Co-Curricular Activities Board (CCAB).

6.4.8. From reveille through retreat any combination of the PTU will not be worn in Harmon Hall, Fairchild Hall, CETF, McDermott Library or the Cadet Chapel unless specified as alternate uniform on an AFCW Form 18. After Retreat recognized Cadets may wear UOD, PTU, or professional civilian attire. Unrecognized Fourth Class Cadets must be in UOD until ACQ.

## **6.5. Uniform When Traveling.**

6.5.1 **Official Business (Team Travel and TDY).** When representing USAFA, the travel mode and location determine the uniform.

6.5.2 **Air Transportation.** Short sleeve blue shirts and athletic jackets are standard attire for commercial air travel. When traveling by military air, FDU/OCP is authorized. Teams traveling as part of a contingent will wear the uniform prescribed by this regulation unless the commander of troops has coordinated for an alternate option (such as team sweats) or an unforeseen situation arises.

6.5.3 **Ground Transportation.** Coaches, OICs, and officer representatives are responsible for ensuring travel attire represents USAFA and is worn by the entire group. An approved team uniform may be worn for team travel. If an alternate team uniform is not available, PTU or modest civilian attire may be approved. The commander of troops will designate the uniform to be worn for contingents.

6.5.4 Break Periods.

6.5.4.1 **Commercial transportation.** Upper-class and recognized C4Cs may wear civilian clothes.

6.5.4.2 Unrecognized C4Cs and upper-class cadets who have lost civilian clothing privileges will wear service dress when traveling within the Continental United States (CONUS), Alaska, and Hawaii. They are authorized to wear civilian clothing while at the break location. C4Cs will wear civilian clothing when traveling outside CONUS, Alaska, and Hawaii.

## **6.6. Civilian Clothing.**

6.6.1. Cadets must comply with the following restrictions when wearing civilian clothing:

6.6.1.1. After retreat, the attire in the Student Academic Services in Fairchild Hall/CETF/McDermott Library is as follows:

6.6.1.1.1. Dress code for the upper three classes is UOD, full USAFA running suit, or appropriate modest civilian attire. Civilian attire must be without holes or tears and include long pants, sleeved shirts and/or sweaters that do not expose the upper arm, chest, or midriff. No open-toed shoes.

6.6.1.1.2. Do not wear civilian clothes or jewelry that are offensive in nature or discredit the USAF.

## **6.7. Service Dress Uniform.**

6.7.1. German Armed Forces Badge for Military Proficiency and any badges awarded by a sister service academy upon completion of Service Academy Exchange Program are authorized.

6.7.2. **Nametags.** Only the blue plastic nametag is authorized.

6.7.3. **Rank/Ribbons.** All ribbons and hardboard rank will be worn.

6.7.4. **Footwear.** Will be worn IAW DAFI 36-2903 regarding service dress footwear.

6.7.5. **Headgear.** Wear issued unaltered service/flight cap IAW DAFI 36-2903. Headgear may only be worn indoors when conducting official inspections. Females are authorized to wear male flight caps. Cadets will wear standard chrome-plated props and wings on flight caps upon Recognition. Direct descendants of Army Air Corps, Women Air Force Service Pilots, or parent USAFA graduates are authorized to wear gold props and wings.

6.7.6. One pair (2) of standard chrome plated prop, and wings will be worn, as shown in Figure 6.3., with the service dress uniform. The prop and wing insignia will be centered on the lapel, with the wings parallel to the ground and aligned with the point of the lapel. Gold props and wings are only authorized for direct descendants of Army Air Corps, Women Air Force Service Pilots, or parent USAFA graduates. C4Cs are not authorized to wear the prop and wings until the successful completion of Recognition.

**Figure 6.2. Service Dress.**



**Figure 6.3. Service Dress Prop and Wings.**



**Table 6.1. Men's Service Dress Accouterment Placement.**

|                       |  |
|-----------------------|--|
| <b>Nametag</b>        | Centered on the right pocket. The bottom of the nametag will rest on but not over the top edge of the pocket.  |
| <b>Ribbons</b>        | Centered on the left pocket. The bottom of the ribbons will rest on but not over the top edge of the pocket.   |
| <b>Wings / Badges</b> | Centered ½ inch above ribbons. When no ribbons are worn, center ½ inch above the left pocket. Max of two. Wear the two highest wings/pins/badges awarded. Place in the order of precedence given in paragraph 6.9.5 from top to bottom.<br><br>Parachutist wings are optional; however, when worn, they will be placed above an occupational badge or below a chaplain, aeronautical, space or cyberspace badge. |
| <b>Merit Pin</b>      | Centered on left pocket both horizontally and vertically.  |
| <b>AAS Pin</b>        | Centered horizontally and vertically on right side pocket underneath the name tag.   |

**Table 6.2. Women's Service Dress Accouterment Placement.**

|                       |   |
|-----------------------|---|
| <b>Nametag</b>        | Centered on right side between arm seam and line of buttons or lapel, even with or 1.5" inches higher/lower than first exposed button and parallel with ground as worn.   |
| <b>Ribbons</b>        | Centered on left side between arm seam and line of buttons or lapel. Bottom of ribbons even with bottom of nametag.   |
| <b>Wings / Badges</b> | Centered ½ inch above ribbons. When no ribbons are worn, center between arm seam and line of buttons or lapel, bottom even with bottom of nametag. Max of two. Wear two highest wings/pins/badges awarded. Center second badge/pin ½ above first badge/pin. |
| <b>Merit Pin</b>      | Centered ½ inch above nametag.  |
| <b>AAS Pin</b>        | Centered horizontally and vertically on right side pocket ½ below the name tag.   |

**6.8. Service Uniform. Worn IAW DAFI 36-2903 subject to the following:**

6.8.1. German Armed Forces Badge for Military Proficiency and any badges awarded by a sister service academy upon completion of Service Academy Exchange Program are authorized.

6.8.2. Ribbons are optional on service uniform. Aviation badges and merit list pins are mandatory.

6.8.3. C4Cs may wear off-base as authorized by the Commandant of Cadets.

6.8.4. Soft shoulder boards are worn on epaulets.

6.8.5. **Wings, Pins, and Badges.** Maximum of four (only two highest wings/pins/badges above ribbons). Wear the two highest wings/pins/badges awarded in order of precedence from top to bottom: 1) any prior service organizational badge, 2) soaring instructor pilot wings, 3) cadet aviation club wings, 4) cadet flight wings, 5) cadet space or cyber badge, 6) parachutist badge, 7) USMC black/gold anchor.

6.8.6. Female cadets can wear the semi-form fitting, long and short-sleeved blouse after successful completion of Recognition. It must be tucked in during formations and not visible when wearing outer garments (A-jacket, Service Coat).

6.8.7. **Blue Berets.** Worn by C1Cs (black berets are authorized only when performing Honor Guard, Saber Drill Team, and Wings of Blue). The headband must be straight across the forehead and 1" above the eyebrows. Top draped over the right ear. Prop and wings must be centered on the stiffener and aligned above the left eye.

**Figure 6.4. Service Uniform.****Figure 6.5. Wear of optional Service Uniform Skirt**

6.8.8. Skirt is authorized IAW DAFI 36-2903.

6.8.9. Hosiery will be IAW DAFI 36-2903.

**6.9. Operational Camouflage Pattern (OCP). Worn IAW DAFI 36-2903 with the following unique provisions for the Cadet Wing:**

6.9.1. **Rank insignia.** Placed on Velcro patch area centered. Refer to Figure 6.10.

6.9.2. Wear of Operational AF Aeronautical badges is mandatory.

6.9.3. Wear the class year patch on the left shoulder is mandatory.

6.9.4. Morale patches are authorized to be worn in place of the USAFA headquarters patch only on Fridays, in accordance with DAFI 36-2903. Morale patches must be embroidered using colors from the OCP color “palette”: spice brown, Bagby green, olive drab, and black. The following are the only authorized morale patches for wear:

6.9.4.1. USAF Active Duty, Reserve, and National Guard unit patches.

6.9.4.2. USAFA/CWT approved morale patches.

6.9.4.3. AM-490 and Powered Flight Program graduate patches.

6.9.4.4. Approved Dean of Faculty department patches.

6.9.4.5. Approved Athletic Department team patches.

**6.9.5. Headgear.**

6.9.5.1. **Patrol caps.** Worn by lower three classes. Will rest squarely on the head with band horizontal to the ground and no hair protruding in front. Female hair must not interfere with proper wear. Refer to Figure 6.7.

6.9.5.2. **Blue berets.** Mandatory. Worn by C1Cs or as directed by MAE (black berets are authorized only when performing Honor Guard, Saber Drill Team, and Wings of Blue). The headband must be straight across the forehead and 1” above the eyebrows. Top draped

over the right ear. Prop and wings must be centered on the stiffener and aligned above the left eye.

6.9.5.2.1. Cadets performing duties as BCT cadre will wear cadet metal rank in place of prop and wings.

6.9.5.3. **Class colored baseball hats.** Worn only when directed by summer programs or approved in wing-level training plan.

6.9.5.4. Organizational caps, except for EMTs and course cadre, are not authorized.

6.9.5.5. **Boonie Hat.** Only worn as authorized for summer programs in field training areas. May not be worn at any time on the Terrazzo.

6.9.6. **Sister Service Uniforms.** Upon selection for commissioning into a sister service (e.g. Space Force, Army, Navy, Marines), cadets may wear sister service utility uniforms when OCPs are UOD. Cadets must complete a satisfactory uniform inspection conducted by a sister service AOC in the sister service uniform before regular wear sister service uniform wear. See Section 6.15 for USSF guidance.

6.9.6.1. When required for UOD, cold weather gear will match that worn by the rest of the cadet wing.

Figure 6.6. OCP Uniform



Figure 6.7. Patrol Cap.



Figure 6.8. Right Arm Patches



Figure 6.9. Left Arm Patches



Figure 6.10. Rank Placement



## **6.10. Flight Duty Uniform (FDU).**

6.10.1. FDU sleeves will be down during all formations (e.g., Noon Meal Formation, etc.)

6.10.2. Nametag is worn above the left pocket. Includes name, “USAFA CADET,” and class year. Upper-class cadets may also include aviation, space, or jump wings. The nametags will have standardized class-colored backgrounds, white borders/insignia/lettering for red and blue backgrounds, and black borders/insignia/lettering for gray and yellow background colors. Class year worn must be reflective of graduating class regardless of status. The USAFA Flying Team is authorized to wear black leather nametags. The USAFA Parachute Team, the Wings of Blue, is authorized to use nametags with blue borders/insignia, lettering, and white background.

6.10.3. For US cadets, an American flag will be worn on the left shoulder. The assigned squadron patch will be worn on the right shoulder. The following are the only authorized organizational patches for wear:

6.10.3.1. Wing Airmanship Staff.

6.10.3.2. Cadet Soaring Instructor Pilots.

6.10.3.3. Advanced Soaring.

6.10.3.4. Wings of Blue.

6.10.3.5. RPA (instructors only).

6.10.3.6. USAFA Flying Team.

6.10.3.7. ROTC Detachment, Service Academy, and Foreign Exchange patches.

6.10.4. Assigned squadron patches or Group/wing patches, if currently assigned, must be worn at all times. Cadets may wear only authorized USAFA badges or badges earned while prior enlisted. Spice Brown color criteria patches for the OCP are not authorized for wear with the FDU.

6.10.5. Undergarments, footwear, and socks will be IAW DAFI 36-2903.

6.10.6. Winter flying “Bunny cap” worn only with an outer garment; not authorized outside Airfield Flight Line.

6.10.7. Morale patches and name tags on Fridays may be worn IAW DAFI 36-2903. Morale name tags will be approved by AOCs and include, at a minimum, Name, “USAFA CADET,” and class year. The following are the only authorized patches for wear:

6.10.7.1. Active Duty, Reserve, and National Guard unit patches.

6.10.7.2. USAFA/CWT approved morale patches.

6.10.7.3. AM-490 and Powered Flight Program graduate patches.

6.10.7.4. Approved Dean of Faculty department patches.

6.10.7.5. Approved Athletic Department team patches.

## **6.11. Cadet Physical Training Uniform (PTU).**

6.11.1. Fitness Programs. Athletic Department allows the wear of colored shirts with the Physical Training Uniform (PTU) in order to distinguish and identify fitness program commanders and cadets-in-charge while performing relevant duties. Fitness programs

include Athletic Reconditioning (RECONDO) and Cadet Fitness Center (CFC) Cadet in Charge (CIC)

6.11.2. PTU T-Shirt must have the pre-printed name above USAFA lettering.

6.11.3. PTU will only be worn when proceeding directly to and from the Cadet Area and athletic areas. Intramural jerseys may be worn over the PTU but must be tucked into the PT shorts only during IM seasons.

**Figure 6.11. Flight Duty Uniform**



**Figure 6.12. PTU.**



6.11.4. Squadron-customized intramural jerseys may be worn during intramural competitions; design and color require AOC and AD approval. IC cadets will not wear AD-issued gear on the terrazzo or to and from practice. IC cadets will wear PTU while in the CFC during the duty day (0700-1645), except RECONDO and CFC CICs.

6.11.5. Shirts will be tucked into shorts or running pants at all times.

6.11.6. The running suit jacket will be zipped above the USAFA emblem; the hood will be stored and zipped if not used. Both pant legs will extend below the ankles and be zipped within one inch of the bottom.

6.11.7. USAFA grey hooded sweatshirts and Air Force-related grey, blue, or black hooded sweatshirts may be worn underneath a running suit jacket for added warmth. Logos will not be visible. Any other civilian attire is NOT authorized for wear with PTU.

6.11.8. Footwear, socks, watch caps, and undergarments will be worn IAW DAFI 36-2903 instructions on Physical Training Gear (PTG).

6.11.9. The Parka may be worn with a hood up or down and unzipped over the PTU pants and jacket. A watch cap and gloves are required.

6.11.10. The Athletic Department will determine authorized deviations/alternative PE uniforms based on safety and mission requirements for certain PE courses.

## 6.12. Parade Uniform.

6.12.1. **Jacket.** Extend to the bottom of the hipbone, be equal distance from the floor at all points, and overlap trousers by no less than 2 inches. One set of standard props and wings will be worn on the parade collar. They will be placed on each side, measuring 1 ½” from the anterior of the collar. Center each prop and wing between the top and bottom edge of the collar and place parallel to a collar (see Figure 6.12.).

6.12.2. **Trousers.** Fitted the trim, but it is not tight. The front of the trouser leg rests on the front of the shoe with a slight break in the crease; the back of the trouser leg must be approximately 7/8 of an inch longer than the front. Honor Guard may wear stripes during program activities.

6.12.3. Accessories:

6.12.3.1. Headgear - white parade cap.

6.12.3.2. Gloves - white.

6.12.3.3. Suspenders - white, blue, or black (solid color only).

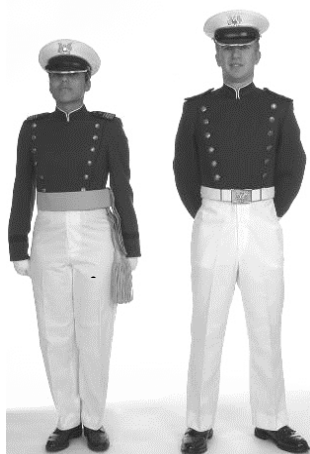
6.12.4. **Belt.** White parade belt with buckle. C1Cs wear gold or silver sash/tassels. Cadets joining the United States Space Force will wear the silver sash and tassel. Tassel is worn on the left side, slightly behind the hipbone. Note: Honor Guard, Drum and Bugle, and Saber Drill Team may wear the parade sash as required.

6.12.5. **Footwear.** Black low quarters with plain black socks.

6.12.6. **Sabre.** The Sabre strap is located under the sash. Saber and scabbard rest on the left hip in front of the tassel.

6.12.7. **Undergarments.** Mandatory and must be plain white or match skin tone with no pattern or design.

**Figure 6.13. Parade Uniform.**



**Figure 6.14. Parade Dress Prop and Wings.**



6.13. **Cadet Informal Uniform (CIU).** Cadets are authorized to wear the CIU at the Air Force Academy. The CIU is expected to present a neat, clean, and professional appearance at all times. All cadets will obtain and maintain a CIU in good condition with no rips or tears when authorized.

6.13.1. **Shirt.** Shirts will be short sleeve, royal blue polo-style, with the officially recognized “US AIR FORCE” contemporary symbol on front, upper left chest tucked into khaki pants.

6.13.2. **Trousers.** Trousers must be procured by cadets and will be pleated without cuffs and khaki in color (shorts and Capri pants are not authorized).

6.13.3. **Belt.** Belt will be brown with silver clasp.

6.13.4. **Footwear.** Shoes will be plain brown business casual low quarters or plain brown athletic style with brown or khaki color socks with small logos.

6.13.5. **Hair-male and female.** Hair will be groomed per DAFI 36-2903 and this AFCWI.

6.13.6. **Travel.** The CIU will be allowed to be worn at the Commander/OIC's direction except for during commercial air travel. Wear/use of an earpiece, or any wired or wireless technology, while in uniform, indoors or outdoors, is prohibited unless specifically authorized for the execution of official duties. (Exception: Headphones and earphones (iPod, MP3 type player, etc.) are authorized during air travel and/or passenger travel. Use of a hands-free device is authorized while operating a motor vehicle uniform.)

6.13.7. **Customs and Courtesies.** Proper military customs and courtesies honoring the flag during reveille/retreat will apply (this means coming to full attention and rendering a proper salute when outdoors.) Saluting is required with rank recognition.

6.13.8. **Unauthorized to Wear CIUs.** Unrecognized fourth-class cadets and any cadet on probation or not in good standing are not authorized to wear CIUs.

6.14. **Outer Garments.** The A-Jacket, Raincoat Parka, is authorized to be worn in inclement weather and only while outdoors.

6.14.1. **A-Jacket.** The A-Jacket may be worn indoors or outdoors over the service uniform with a flight cap or service cap. The A-Jacket may be worn with gloves and earmuffs. Watch caps and scarves will not be worn when the A-Jacket is worn as an outer garment. Patches may be worn.

#### 6.14.1.1. **Patches**

6.14.1.1.1 Special Activity Patches may only be worn on Athletic Jacket. Send requests for new or redesigned club or activity patches, including a color drawing of a patch, to Cadet Co-Curricular Activity Board (CCAB) Patches. Must not exceed 3 ½" in diameter.

6.14.1.1.2 CCAB is chaired by the Chief of Cadet Wing Training Support Division and is the final approval for patches. CCAB maintains an approved list of patches.

6.14.2. **Parka.** The Parka may be worn over service uniform outdoors only. An a-Jacket, gloves, and scarf must be worn with the Parka. The flight cap is worn with the hood down, and the watch cap with the hood up. When the hood is worn down, the zipper should be even with the top of the name tape, and the hood must be unzipped.

6.14.3. **Raincoat.** The Raincoat may be worn over the service uniform with a flight or service cap. Metal rank is pinned to a rank tab on the front of Rain Coat. Cold-weather accessories are optional.

6.14.4. **Overcoat.** The Overcoat may be worn over a service dress outdoors only with a service cap or flight cap. Scarf and gloves must be worn with a service coat. Earmuffs are optional. Collar flaps are folded down and buttoned. Service dress shoulder boards are worn on the Overcoat in the same manner as the service dress jacket.

6.14.5. **Cold Weather Accessories.** Cold weather accessories such as gloves, scarves,

pullovers, cardigans, and earmuffs may be worn IAW DAFI 36-2903.

**Figure 6.15. Overcoat.**



**Figure 6.16. Parka**



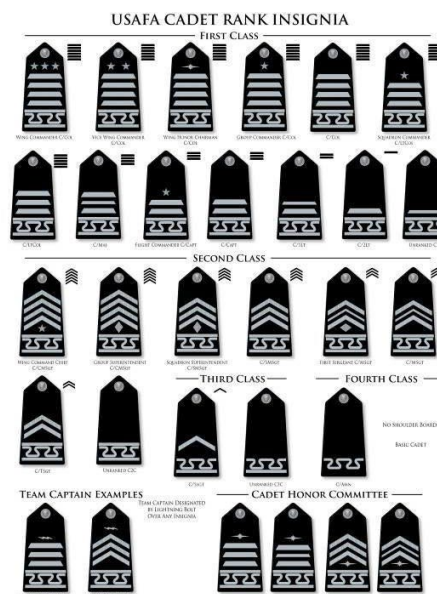
**Figure 6.17. Athletic Jacket.**



**Figure 6.18. Rank on Rain Coat**



**Figure 6.19. Cadet Rank Insignia**



**Note:** Team captains may be ranked as C/Maj or higher (C1C), C/TSgt or higher (C2C), or C/SSgt (C3C) and are identified as such by a lightning bolt engraved on their shoulder boards. Team captain lightning bolt added to any rank on which it will fit horizontally to the ground.

**6.15. Guardian Uniforms.** C1Cs selected for commission into the United States Space Force are authorized modifications to the cadet uniform. Cadets will adhere to section 1.1 of SPFGM2022-36-01, which contains specific provisions for Guardians-in-training at USAFA. The following modifications are authorized to cadet uniforms:

**6.15.1. Service Uniform.** The Space Force Distinguished Lapel Insignia is optional on the blue shirt or blouse. When worn on the blue shirt or blouse, only one of the USSF Distinguished Lapel Insignia will be centered ½ inch above the nametag (see Figure 6.22). Cadets are not authorized to wear the USSF lapel insignia on the Service Dress Uniform.

**6.15.2. Operational Camouflage Pattern (OCP).** C1Cs selected for the USSF are authorized to wear of “Space Blue” name/service tapes (see Figure 6.23) on both the OCP and cold weather gear.

**6.15.2.1. Left Sleeve.** The colored U.S. flag patch is mandatory and centered on the left sleeve at the top of Velcro®. The colored USAFA headquarters patch will be worn on the left sleeve centered underneath the U.S. Flag. Once cadets have been through the USSF Patching Ceremony, cadets are authorized wear of the Space Force patch in place of the USAFA headquarters patch (see Figure 6.24).

**6.15.2.2. Right Sleeve.** Wear of the class year patch on the right shoulder is mandatory and centered on the right sleeve at the top of Velcro®. The cadets colored squadron patch will be worn on the right shoulder centered underneath the class year patch (see Figure 6.25). Morale patches are authorized to be worn in place of the cadet squadron patch only on Fridays, in accordance with DAFI 36-2903 and AFCWI 36-3501. Morale patches may be PVC or embroidered. Approved morale patches consist of: Space Delta 13 Det 1, CSOPS, other operational USSF approved unit patches.

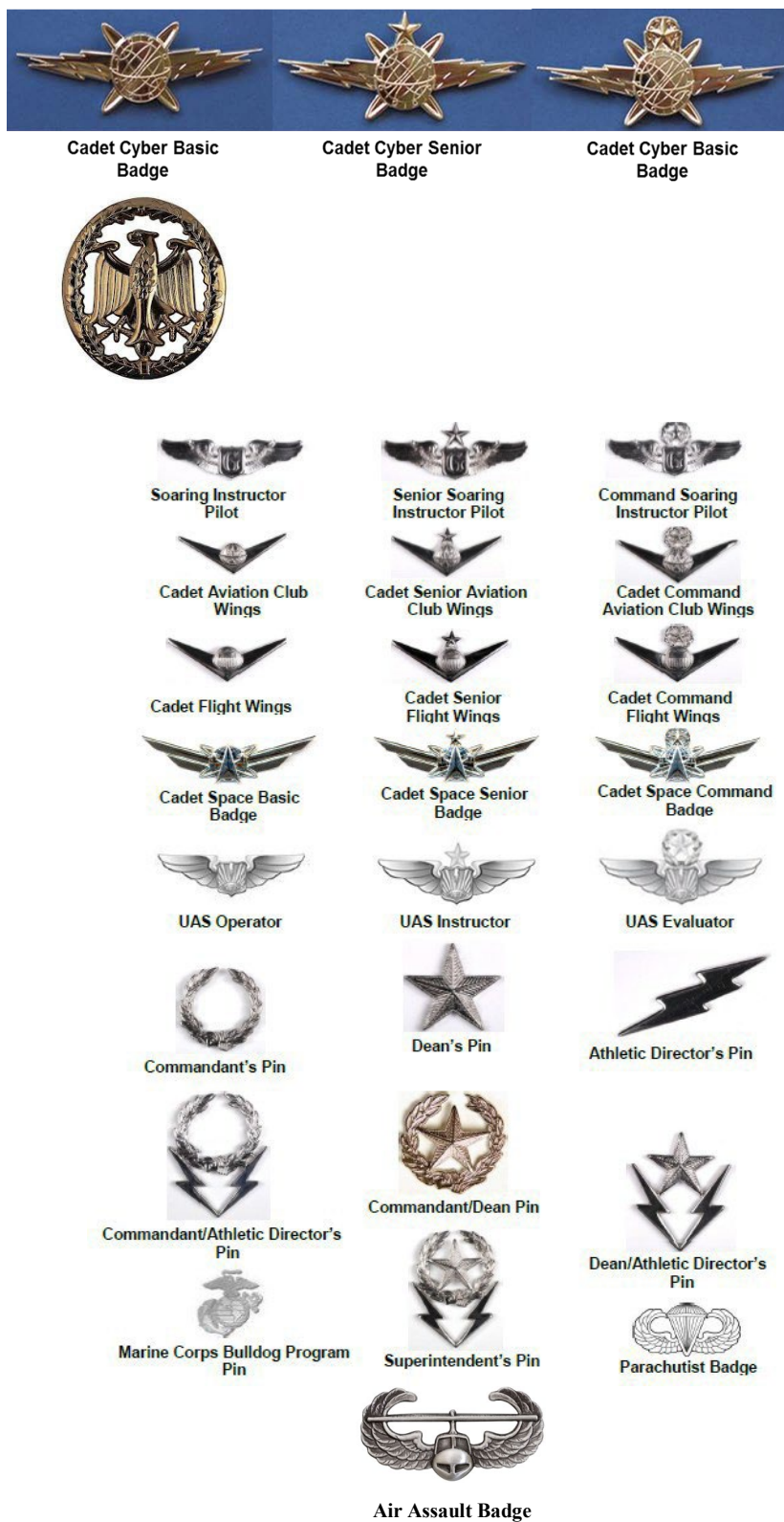
**6.15.2.3. Rank.** USSF-selected cadets will continue to wear the cinnamon spice brown rank, centered on their chest, until cadet issue is able to provide “Space Blue” rank patches.

**6.15.3. Mess Dress.** The Space Force Distinguished Lapel Insignia is mandatory on Mess Dress Uniforms. The Lapel Insignia should be worn on the wearer’s right side, centered between lapel and arm seam, and adjacent to the top row of medals (see Figure 6.26).

**6.15.4. Cold weather gear,** when required for UOD, will match that worn by the rest of the cadet wing with the exception above for OCPs.

**Figure 6.22****Figure 6.23****Figure 6.24****Figure 6.25****Figure 6.26**

Figure 6.20. Cadet Merit Badges.





**Figure 6.21 AAS Fourragère**

**Note:** AAS pin is not authorized for wear on the OCP uniform.

**Table 6.5. Exchange Cadet/Midshipmen Equivalent Uniforms.**

| USAFA  | USMA  | USNA  | USCGA   |
|--|---|---|---|
| Mess Dress   | Full Dress Grey<br>Dress Mess                         | Dinner Dress  | Dinner Dress  |
| Parade Dress                                       | Full Dress Over<br>White                              | Full Dress Blue   | Service Dress with<br>Combination Cover                         |
| Service Dress with<br>Service Caps as<br>specified | Dress Grey (Winter)<br>White Over Grey<br>(Summer)    | Service Dress Blue<br>(Winter)<br>Summer White (Summer) | Full Dress Blue   |
| Service Uniform                                    | As For Class  | Summer Working Blue<br>Winter Working Blue              | Tropical Blue<br>Long (Summer)<br>Winter Dress<br>Blue (Winter) |
| FDU  | FDU   | FDU   | FDU   |
| OCP  | OCP   | Navy Work Uniform                                       | ODU   |
| Athletic Uniform<br>(as appropriate for<br>sport)  | Gym Alpha (or team<br>uniform applicable to<br>sport) | PT Gear (or team uniform<br>applicable to sport)        | Gym (or team uniform<br>applicable to sport)                    |
| Overcoat   | Long-O  | Overcoat  | Bridge Coat   |
| Parka  | USMA Parka  | Reefer  | Parka   |
| Service Cap  | Service Cap   | Combination Cover                                       | Combination Cover   |
| Flight Cap   | Garrison Cap  | Flight Cap  | Garrison Cover  |
| Athletic Jacket                                    | Grey Athletic Jacket                                  | Blue Windbreaker  | Blue Windbreaker  |

**Note:** Exchange cadets/midshipmen wear cadet winter uniform options when USAFA cadets wear service dress with service caps in parades, march-on, or retreat formations.

## Chapter 7 - SAFETY AND SECURITY

**7.1. Safety and Security.** All cadets and permanent party play a role in ensuring the safety and security within the cadet area. In the event of an emergency, the first person to become aware of an emergency must call “911” to report the emergency. If there is imminent danger, remove yourself from the area before dialing “911”. If necessary, direct another individual to make the call. The highest-ranking individual present will take charge of the situation.

### 7.2. Emergency Response Measures.

7.2.1. Dial “911” to contact Security Forces (SF), Fire Department, or the ambulance. **Note:** “911” calls will be answered by Colorado Springs 911 services. **Note:** Do NOT Hang Up; Colorado Springs 911 will dispatch USAFA emergency services.

7.2.2. Continue notification to the Cadet Wing Operations Center and the chain of command as the situation allows.

7.2.3. Gather other cadets and execute emergency action procedures.

7.2.4. Provide comfort or immediate care to injured or wounded personnel as the situation allows.

**7.3. Risk Management (RM).** When participating in the squadron or wing-wide training, MAE, or High-Risk Activities, the senior ranking cadet must document the steps of RM, submit for approval, and be prepared to brief the chain of command and/or USAFA/SE (if explosives are involved) on inherent risks and mitigating measures.

7.3.1. All personnel is responsible for utilizing RM concepts, tools, and techniques.

7.3.2. RM will be integrated into all mission activity planning processes that are not governed via separately established requirements and guidelines, ensuring decisions are based upon risk assessment of the operation or activity.

7.3.3. For all squadron or wing-wide training, MAE, spirit missions with the potential for personal injury, or high-risk activities, the senior ranking cadet or designee must complete AF Form 4437, Deliberate Risk Assessment Worksheet, and submit for approval based on the residual risk level. Squadron Commanders will collect risk assessments with all training plans, review them for quality control and submit them to USAFA/CWTT for archiving.

7.3.4. Approval authority for risk acceptance will be in accordance with the following guidance:

| Residual Risk Level | Approval Authority                    |
|---------------------|---------------------------------------|
| Extremely High      | Commandant                            |
| High                | Group CC, Division Chief              |
| Medium              | Squadron AOC, AMT, or Club OIC        |
| Low                 | Senior Ranking Cadet, Cadet in Charge |

#### 7.4. Mishap Reporting Procedures.

7.4.1. All mishaps, regardless if medical attention is or is not sought, must be reported to the cadet's chain of command up to the AOC and the squadron safety officer/NCO within 24 hours. This includes mishaps that involve damage to government property. Cadets in TDY status must report all mishaps immediately to their permanent party program OIC and Cadet in Charge (CIC). EXCEPTION: cadets on break will notify their chain of command up to the AOC and the squadron safety officer/NCO within 48 hours of the incident.

7.4.2. The mishap cadet and the squadron safety officer/NCO will complete and forward AF Form 978, Supervisor's Mishap Report, within five calendar days to USAFA/SE organizational mailbox (usafa.seo@usafa.edu). TDY/deployed cadets are not exempt from this requirement. Cadets will send a copy of the AF Form 978 to the TDY/Deployed USAFA POC within 2 duty days. Cadets on break will notify their chain of command up to the AOC and the squadron safety officer/NCO within 48 hours of the incident and complete the AF Form 978 within one day upon return from break.

7.5. **Cadet Illness/Injury Report (AFCW Form 18).** The purpose of the AFCW Form 18 is to ensure cadets adhere to doctor's orders. The AOC is final approval authority for recommended actions without a medical appointment.

7.5.1. Cadets must carry an approved AFCW Form 18 on their person until expired or no longer warranted.

7.5.2. Cadets must ensure medical personnel accurately/specifically document all duty limitations on the form, including duration of limitations and alternate uniform information. Cadet leadership should help to ensure these restrictions are met.

7.5.3. Bed rest should normally be limited to a single duty day until the illness is documented on a Form 18, but can be extended for extenuating circumstances. AOCs (or when delegated, AMTs) may approve bed rest for up to 24 hours and are primarily responsible to ensure bedrest authorizations are not being abused. Group Commanders are the approval authority for commander's discretion bedrest greater than 24 hours. ME partners are encouraged to contact AOC/AMT teams in the event a cadet is not present for duty to clarify the cadet's location and support the command element's accountability of the unit member. Reference USAFAI 36-3536, Allocation of Cadet Time.

7.5.3.1. **Cadets are responsible** for executing routine bedrest requests. After calling the clinic or helping agency for an appointment for care, coordinate with the AOC to request bedrest. Bedrest requests will include the following information: medical appointment details, nature of the illness, impact bedrest will have on graded events, and a plan to make-up missed work. Cadets will notify their DF instructors NLT 60 minutes (when possible) before class start time that they have been approved for bedrest along with their cadet chain of command, and other mission-element leaders.

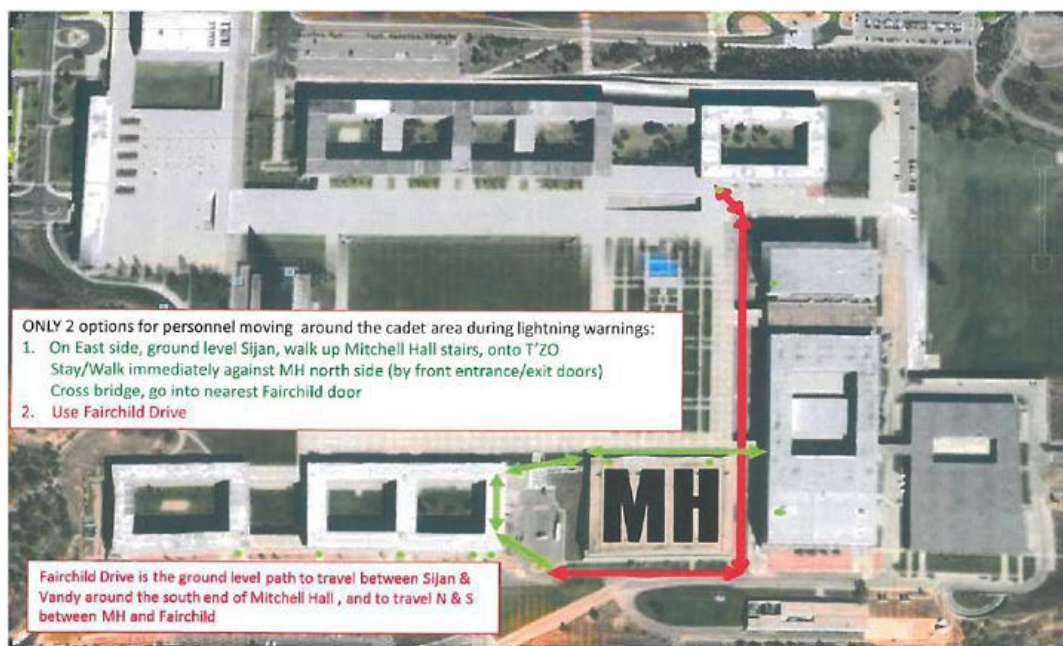
7.5.4. Cadets on bed rest will post the AFCW Form 311, *Bed Rest or Post Duty Rest Notification*, outside their room for the entirety of their bedrest period.

#### 7.6. Ground Safety.

7.6.1. **Lightning Warnings.** Upon notification of a lightning warning, seek immediate shelter in nearest facility until the "all clear" (e.g., Giant Voice, Falcon Voice, AtHoc, text messages, phone call) is given. The route indicated in Figure 7.1 below may be used to transit within the Cadet Area. DO NOT transit across the terrazzo during a lightning warning. **Note:** Cadets will

not attempt to transit to/from the athletic facilities while under a lightning warning. If already located in the AD, sheltering in their facilities is mandatory

**Figure 7.1. Terrazzo Lightning Transit Map.**



**Note: C4Cs are authorized to use inside stairwells during lightning warnings.**

**7.6.2. Outdoor Activities.** The following guidelines have been established to ensure personnel are aware of all necessary protective measures while participating in physical activity along USAFA roads and trails. Reference AFI 91-207, *USAF Traffic Safety Program*, and USAFA Sup 1.

7.6.2.1. Always carry military identification card and proximity badge.

7.6.2.2. Notify someone of your planned route of travel and expected time of return.

7.6.2.3. Reflective belts or vests must be worn when exercising from one hour before sunset to one hour after sunrise and during other periods of reduced visibility.

### **7.6.3. High Risk Activities (HRA).**

7.6.3.1. These are activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina and dexterity. Any activity that involves above average exposure to hazard which could result in injuries is considered a HRA. Some examples include, but are not limited to, parachuting, rock climbing, skiing/snowboarding, and hunting. Cadet clubs that regularly perform high risk activities, despite being supervised by USAFA staff, will have members complete AF Form 4391. 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.

7.6.3.1.1. Cadets will receive a briefing outlining the HRA program requirements each semester. Additional briefings will be conducted prior to major breaks. Briefing will be conducted by the squadron safety officer.

7.6.3.1.2. Cadets participating in off-duty high risk activities, will complete an AF Form 4391, *High Risk Activities Worksheet* and have a discussion with and be granted approval from AOC/AMT each year prior to participating in high risk activities. This requirement will not be delegated to the cadet chain of command.

7.6.3.1.3. HRA will be discussed and reviewed during cadet semester feedback. Feedback will be documented in Section 7 of the CW Form 724 and any discrepancies with the HRA will be forwarded to AOC/AMT for further discussion.

7.6.3.1.4. If last minute opportunity becomes available for participation in a HRA, the AOC/AMT may, after discussion, grant approval, and then the AF Form 4391 will be completed the next duty day.

**7.6.4. Pedestrians and Joggers.** Joggers and walkers must travel single file facing oncoming traffic and will not traverse on roadway pavements or on designated bicycle lanes, except to cross intersections when no other options exist. Joggers and walkers will obey off-limit areas. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on roadways is prohibited. Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

**7.6.5. Bicycles, Scooters, Roller-Blades, and Skateboards.**

7.6.5.1. Do not rollerblade, skate, skateboard, hover board, or ride bicycles or scooter(or similar devices) anywhere on the terrazzo or inside any USAFA facilities.

7.6.5.2. Approved helmets and PPE will be worn when taking part in any of the prior stated activities, including snow skiing and snowboarding.

7.6.5.3. Lock bikes in designated bike racks located near the dormitories, cadet gym, and field house.

7.6.5.4. AOC approval in writing is required to store bikes in squadron storage areas. Written approval will be posted on the wall in the squadron storage areas.

7.6.5.5. Bicycles parked in the cadet dormitory areas must be registered in SIS.

7.6.5.5.1. Any unregistered bicycle left abandoned seven days after the graduation parade will be confiscated.

**7.7. Vehicle Safety.** Cadets must complete Traffic Safety Course I (Standard Traffic Safety Course) and Traffic Safety Course II (Local Conditions) prior to driving. Course I and Course II will be administered annually to all C4Cs in the fall semester. Course I and II must be completed prior to driving automobiles on base and is a mandatory briefing following second Basic Cadet Training (BCT).

7.7.1. Drivers and occupants of motor vehicles will comply with all federal, state, local and base laws, ordinances and instructions regarding safety and operation. Vehicles must be legal and maintained in a safe operating condition at all times. Inability to maintain a vehicle is grounds for revocation of privilege to own/maintain a vehicle at USAFA. If 10 SFS discovers an illegal or unsafe vehicle, they will impound it.

7.7.2. Do not ride in the bed of pickup trucks, stake bed trucks or gators and/or razors unless designed to carry passengers. The vehicle operator allowing others to ride in the back of these vehicles will lose driving privileges.

### 7.7.3. Motorcycles/ATVs/Dirt Bikes.

**7.7.3.1. Motorcycles:** First and Second Class Cadets are allowed to own, maintain, and operate a motorcycle designed for on-road use only as a member of the Cadet Motorcycle Club, in compliance with the Cadet Motorcycle Club Charter, guidelines and regulations, to include AFI 91-207. Cadets must be in good standing, have AOC approval and have a current and approved High-Risk Activity worksheet (AF Form 4391). All cadet club members must enroll and successfully complete an approved Motorcycle Safety Foundation Basic Motorcycle Safety course prior to operating a motorcycle. Contact CW Motorcycle Safety Representatives for procedure to request approval.

7.7.3.1.1. First Class Cadets who will be riding during 60 days post-graduation are required to enroll in motorcycle safety courses in their final semester, provided it is in accordance with AFI 91-207 USAFASUP, U.S. Air Force Traffic Safety Program. Cadets must be in good standing and have AOC approval. Contact USAFA/SE (333-3205) for procedures to request approval.

7.7.3.1.2. Cadets are not allowed to ride as a passenger on a motorcycle designed for on- road use.

**7.7.3.2. ATV/Dirt Bikes:** Cadets are authorized to legally operate off-road vehicles but are prohibited from operating off-road vehicles on roads and in unauthorized locations as defined by local and state law. Cadets are not allowed to keep or maintain off-road vehicles in cadet parking areas.

7.7.3.2.1. Cadets must adhere to all safety regulations referenced in AFI 91-207 and the DoD Traffic Safety Program 6055.04. Cadets must have a current and approved High- Risk Activity briefing before operating any off-road motorcycle or ATV.

7.7.4. Cadets must notify their AOC/AMT and their cadet chain of command within 24 hours of any on- or off-base vehicle accident or civilian citations/charges, to include arrests by civilian authorities. If unable to contact AOC/AMT, cadets must call Cadet Wing Operations Center (333- 2910 or 1-877-289-5222) to report incident. Cadets must report accidents or incidents to appropriate authorities as required by base, state, or local laws. Immediately report accidents on USAFA to 10 SFS Base Defense Operations Center (BDOC) (333-2000), ref AFMAN 31-116 USAFASUP, *Air Force Motor Vehicle Traffic Supervision*, for USAFA traffic plan.

**7.8. BBQ Grills.** Propane and charcoal grills will not be used inside or within 10 feet of any facility to include the overhang of any facility. When grills are used within dormitory quads, they will not be positioned under any tree limbs.

7.8.1. Do not use turkey fryers of any kind or for any reason in the Cadet Area.

7.8.2. BBQ grills and propane tanks will be properly stored when not in use.

7.8.2.1. Due to limited storage within propane storage cages, each squadron is limited to three propane tanks. Each must be marked with correct Cadet Squadron (CS) number. Under no circumstances will propane tanks be stored outside of cages. Tanks left out of cages will be confiscated and disposed of.

7.8.2.2. Sijan Hall propane storage cages are located at northwest corner of Lower Sijan Hall parking lot, or the east end of the 2 Degree Vandenberg lot. Vandenberg Hall propane storage is located in northeast corner of Vandenberg's northwest parking lot.

7.8.2.3. Storage of charcoal in the cadet area is prohibited.

7.8.3. BBQ grills must be marked with the correct cadet squadron (CS) number and be stored in trash compactor rooms of Sijan/Vandenberg Halls. Grills must be stored against the wall (out of the way of the trash compactor), be cool to the touch and charcoal will be completely extinguished and cool to the touch before disposal. Grills/propane tanks are not allowed to be stored under the Pavilions. Propane bottles must be removed from grills and will be stored in approved propane storage cages. Large trailer mounted grills will be stored in Reservoir Lot. Unmarked and/or inappropriately stored grills will be confiscated and disposed of.

**7.9. Fire Evacuation Procedures.** Take the following actions:

7.9.1 Upon receiving an evacuation notice, the JDOs of each squadron will:

7.9.1.1. Immediately notify AOC/AMT of the evacuation.

7.9.1.2. Secure any assistance necessary to rapidly perform a room-by-room search to notify any remaining personnel of the evacuation.

7.9.1.3. Proceed to the pre-designated rally point and direct all personnel to follow.

7.9.1.4. Account for all personnel on the AFCW FORM 1 through FalconNet or a physical copy.

7.9.1.5. Report names of all cadets that could not be accounted for to the highest-ranking cadet from the unit and to the cadet group as soon as possible.

7.9.1.6. The highest-ranking cadet present will act as the on-scene cadet commander in the absence of cadet squadron leadership.

7.9.1.7. Upon receiving the all-clear signal, all personnel will resume normal activity.

7.9.1.8. Upon return to the dormitory, the JDOs will:

7.9.1.8.1. Report the results of the AFCW Form 1 to the cadet squadron leadership for data collection.

7.9.1.8.2. Update the CQ binder if a physical AFCW Form 1 was used.

**7.10. Hazardous Activities.**

7.10.1. **Firearms.** Cadets are authorized to own personal firearms IAW CoCI 31-104, *Armory Operations*, but must notify their AOC in writing.

7.10.1.1. Privately owned firearms and ammunition are not allowed in the Cadet Area.

7.10.1.2. Written notification will contain the following: cadet's name, type of weapon(s), location and address where weapon(s) is/are stored and name of legal owner.

7.10.1.3. Cadets who purchase a weapon will verbally notify the AOC within 24 hours of purchase. Cadet must provide the written notification within 48 hours.

7.10.1.4. AOC/AMT will file written notification in the Cadet Personnel Record (CPRII); Section I, under general authorizations.

7.10.1.5. Cadets who maintain weapons must comply with all applicable federal, state, local and base laws, ordinances, and instructions governing registry, bearing, possession, and use of weapons and must store at an on- or off-base storage location or at sponsor's house.

7.10.1.6. Weapons/ammunition will not be kept in any vehicle on USAFA, unless weapon is being moved to or from an approved storage location for approved use.

7.10.1.7. Members of Paintball/Air Soft Clubs will store weapons within club facilities.

7.10.1.8. Cadets involved in activities involving firearms must ensure they are properly trained on safe operation of weapon.

7.10.2. **Pyrotechnics and Munitions.** Cadets will not handle munitions/explosives at anytime. Only qualified and trained permanent party personnel will handle munitions/explosives.

## 7.11. Security Measures.

7.11.1. **Common Access Card (CAC).** Cadets may not use another person's CAC to gain entry into the Cadet Area, or any other restricted access area. Cadets who use a CAC or proximity card with the intent to deceive are subject to sanctions under the Honor Code. Unserviceable cards with unidentifiable photos must be replaced as soon as possible.

7.11.2. **Proximity Cards (Proxy Cards)** will not be worn outside the Cadet Area. **CACs do NOT take the place of your proxy. Proxy cards are still required to be displayed above the waist.** Contractors are required to wear proxy cards while on any part of USAFA.

7.11.2.1. Proxy cards must not be worn during any formal military formations or any other situation when being photographed.

7.11.2.2. Proxy cards are considered operational Air Force access media and must be secured appropriately. Cadets may NOT use another cadet's proximity card for any reason.

7.11.2.3. Immediately report any lost/stolen proxy card to AOC/AMT. Replace immediately through Help Desk (333-0083) located in Fairchild Hall.

7.11.2.4. Individuals not properly wearing a proxy card will be considered suspicious and should be challenged unless escorted by an authorized official.

7.11.2.4.1. Ask individual for identification. Proxy cards must be serviceable with a clearly identifiable photo.

7.11.2.4.2. If individual cannot produce proper identification, escort to nearest ECP.

7.11.2.4.3. If they refuse or display suspicious behavior, record description of person and immediately notify 10 SFS, Cadet Wing Operations Center, and/or any permanent party.

7.11.3. **Photography Restrictions.** Care must be taken when shooting photographs or videos on any military installation. Photographs and video can be used by foreign governments, terrorist cells and other organizations to identify vulnerabilities in our security, collect information about our capabilities and resources, and to develop plans to infiltrate or attack our organizations. Photography at USAFA airfield must be approved by 306 FTG.

7.11.3.1. Individuals who take pictures or videos that contain information on the Critical Information List or that contain operational security (OPSEC) or For Official Use Only (FOUO) information may have their equipment confiscated and inspected by USAFA/CW, 10 SFS, and/or Air Force Office of Special Investigations (AFOSI).

7.11.3.2. Cadets posting photographs or video on public websites must ensure photographs or videos are of good taste and represent the Academy in a positive manner.

7.11.3.3. Photographs taken by cadets as part of an official activity become property of the

AF. Official AF imagery cannot be sold; it must be cleared and released (given away) through official PA channels (placement on a website or distribution via e-mail outside DoD channels is a “release”). Cadets will not provide photographs/videos to any form of public media (i.e. television networks and newspapers).

#### 7.11.4. **Non-DoD Visitors.**

7.11.4.1. Visitors to the Cadet Area require escorts at all times. Cadet escort requirements are listed in USAFAI 36-2016. Each cadet may escort a maximum of 10 visitors. Cadets are responsible for conduct and behavior of guests on the installation and in the Cadet Area. Cadets must remain with visitors at all times (except within restroom facilities). Visitors are allowed in dormitories until Academic Call to Quarters (ACQ). On days with no ACQ, visitors must depart one hour prior to Taps.

7.11.4.2. Approval to Escort. AOCs are the approval authority for individual cadets to conduct personal escort duties in the Cadet Area. Outside agencies requesting cadet escorts must comply with USAFAI 36-2016, *Cadet Escort Program*.

7.11.4.3. Cadets may host high school aged visitors (i.e., athletic prospects) overnight in the dorms (at no charge) after receiving AOC/AMT approval and must comply with USAFAI 36-3501, *Cadet Screening for Youth Activities*.

7.11.5. **Bomb Threats.** Personnel must be vigilant to the potential for placement of bombs on the installation and should challenge and report suspicious activities to chain of command or SF immediately. All bomb threats must be treated seriously and steps must be taken to minimize injury to personnel and damage to property.

7.11.5.1. Do not leave bags/backpacks unattended.

7.11.5.2. Store bags/backpacks in appropriate storage areas.

7.11.5.3. Bags/backpacks should be marked with name and squadron.

7.11.5.4. Cadets who spot unattended bags must immediately notify Cadet Wing Operations Center (333-2910) and provide name, description, and location of bag.

7.11.5.5. Land-line telephones must have AF Form 440, *Bomb Threat Aid* checklists located adjacent to them for quick reference in case of threat.

7.11.6. **Computer Documentation.** Each cadet must maintain documentation, replacement authorization memorandums, copyright information, and software licenses for any non-issued hardware, application software, and/or operating systems loaded on his/her computer.

7.11.7. **Software Copyright.** Cadets are responsible for ensuring they are in compliance with copyright restrictions for each piece of software maintained on their computers.

7.11.7.1. Do not use or place any licensed software on a personal computer for which you do not have copyright authorization, nor make, or permit to be made, copies of software, either for use or another's use, unless explicitly authorized in software's copyright conditions.

7.11.7.2. Copyright conditions for commercial (issued and cadet purchased) software are normally stated in writing within software's published documentation. Cadets must read and adhere to copyright restrictions in shareware and freeware just as for commercial software. **Note:** *Freeware and Shareware are subject to removal if vulnerabilities are found that cannot be remediated.*

**7.11.8. Network Connectivity Requirements.** Cadets may only connect issued or officially approved computers to the USAFA network. Boingo and CadetNet, until superseded by future instruction, are the commercial/non-official internet access services available to cadets. .EDU domain is only to be used for official purposes.

**7.11.9. Computer Virus Protection.** Cadet computer systems include authorized anti-virus software. Software must be configured to be managed by 10 CS antivirus servers. Cadets may not disable it or remove anti-virus software from systems.

**7.11.10. System Center Configuration Manager (SCCM).** Cadet computers connecting to the network will have properly installed and configured SCCM. If the computer has software installed that cannot be managed via SCCM, it is the cadet's responsibility to ensure all available patches are applied. Systems identified without SCCM will be flagged by 10 CS and users will be notified and allowed three duty days to comply. If non-compliant, computers will be disconnected from the network and remain disabled until compliant.

**7.11.11. Email.**

7.11.11.1. Sending abusive, harassing, anonymous, offensive, discriminatory, pornographic, or altered identity email to any member is strictly prohibited.

7.11.11.2. USAFA email correspondence must not contain any form of animation, colored backgrounds, or unusual fonts.

7.11.11.3. Signature blocks must comply with AFH 33-337.

**7.11.12. File/Directory Sharing.** USAFA network will not be used for sharing or distribution of copyrighted software or material unless copyright specifically grants free and unrestricted distribution. This includes but is not limited to network shared drives, file shares, file sharing sites on internet or personal file sharing apps (e.g. Dropbox, Shareaza, BitTorrent, Bearshare, etc.).

**7.11.13. Inappropriate Use of Computers.** Cadets will not use network to interfere with or circumvent system security or integrity, obstruct users from authorized services, or conduct harassing activities toward other network users. Prohibited activities include but are not limited to:

7.11.13.1. Transmitting, downloading, accessing, displaying, or storing offensive, discriminatory, pornography, or sexually related material.

7.11.13.2. Unauthorized sharing of intellectual property (e.g., copyrighted media).

7.11.13.2.1. Do not use copyrighted material in violation of owner of copyright(s). According to federal law, it is a criminal act to download, store, or reproduce copyrighted materials without authorization from owner of the copyright. Guidance applies equally to media files and computer software.

7.11.13.2.2. Cadets, either individually or through their AOCs, will consult the servicing Staff Judge Advocate for a determination on whether a proposed use, taking, and/or copying of intellectual property is permissible.

7.11.13.2.3. Any cadet who engages in wrongful use, taking, and/or copying of intellectual property may be subject to civil prosecution, court-martial, UCMJ actions, and disenrollment.

7.11.13.3. Hacking/cracking into a system, server, or personal computer and/or accessing data files and programs without permission.

7.11.13.4. Releasing malicious logic programs that disable systems or hinder other clients.

7.11.13.5. Exploiting security gaps or efforts to circumvent security measures (i.e., MAC spoofing, point-to-point clients, password cracking, session hijacking, tunneling software, etc.).

7.11.13.6. Hindering supervisory, maintenance, or accounting functions of systems (e.g., Antivirus, SCCM, vulnerability scanning, alerting/deleting system logs/files).

7.11.13.7. Tapping phone or network lines.

7.11.13.8. Establishing unauthorized connections to servers or personal computers on the USAFA network.

7.11.13.9. Monopolizing network and/or computer resources.

7.11.13.10. Obtaining, possessing, using, or attempting to use someone else's user account or password.

7.11.13.11. Using electronic mail resources to disrupt or overload mail services within or outside USAFA via email bombing, spamming or propagating chain emails.

7.11.13.12. Using academic computing resources to engage in ethnic, racial, or sexual harassment of another person/group.

7.11.13.13. Communicating a threat to another person or organization.

7.11.13.14. Displaying any prejudicial or disparaging material based on race, color, national origin, sex, religion, age, or disability.

7.11.13.15. Broadcasting unnecessary advertisements or personal announcements.

7.11.13.16. Broadcasting unsubstantiated virus warnings.

7.11.13.17. Directing messages to large audiences and sending repeat reminders without proper coordination. The approving authority must be listed at the top of the email.

7.11.13.17.1. Squadron-wide emails must be approved by the squadron commander, operations officer, or superintendent.

7.11.13.17.2. Group-wide emails must be approved by the cadet group commander, cadet deputy group commander, cadet group director of operations or cadet group superintendent.

7.11.13.17.3. Wing-wide emails must be approved by the AFCW Commander, AFCW Vice Wing Commander, AFCW Director of Operations or AFCW Command Chief.

7.11.13.17.4. Class-wide emails must be approved by the class president or AFCW/CC.

7.11.13.18. Any action taken while intentionally trying to be anonymous or untraceable such as anonimizer.com, smarhide.com, bind2.com, hidemyip.com, etc.

7.11.13.19. Sending an email on another individual's behalf without explicit approval from said individual.

7.11.13.20. Using USAFA computing and networking resources for personal or private

commercial purpose or financial gain is strictly prohibited. Does not include online banking.

7.11.13.21. Installing unauthorized hardware, including, but not limited to network servers, gateways, hubs, routers, switches, wireless access points, video gaming consoles, personal computers that have not been authorized by 10 CS: TVs, DVRs, PDAs, Blu-Ray players, network storage appliances, etc. Cadet violations detected by 10 CS will result in immediate disabled network connectivity. Only AOC/AMT approval can reinstate.

7.11.13.22. Configuring wireless laptops in an ad hoc or wireless peer to peer structure.

7.11.13.23. Employing voice over IP hardware or software, including, but not limited to, MagicJack, Oovoo, Skype, Ventrillo, and Team Speak, etc.

7.11.13.24. Auto forwarding email from official email account to commercial email provider.

7.11.14. Upon notification from High Performance Computing Computer Emergency Response Team (HPC CERT), the machine will immediately be isolated from the network and user will be asked to bring system to 10CS Helpdesk. Failure to comply will result in user's account being disabled after three working days. Based on extent of virus/malware machine will be cleaned or wiped and an MFR generated and given to the customer describing procedure(s) used to find and mitigate risk.

7.11.15. Do not connect or use any privately-owned media or peripheral devices (including but not limited to music/video CD/DVDs, digital music players, mobile phones, tablets, Universal Serial Bus [USB] drives, external hard drives, and flash media devices) to AF Information Systems (IS) and government furnished equipment (GFE) without prior approval.

7.11.16. Users must maintain separation of duties. Administrative computer accounts will not be used for general access such as classwork, surfing the Internet, email, etc. The user's administrative accounts are only intended for use when installing approved software or making approved configuration changes.

7.11.17. Acquire technical support from only USAFA assigned technicians; to include remote assistance.

## 7.12. Telephone Usage.

7.12.1. **CCQ Phones.** CCQ phones are used for emergencies and official business only.

7.12.2. **Information/Operational Security.** Never discuss classified or apparently sensitive information over unsecured landlines or via cellular phones.

7.13. **Personal Security and Personal Property Storage.** Outside of the open-door AMI period or other official duty which requires open doors (e.g. SAMI), all cadets are highly encouraged to lock their rooms. All cadets should lock their dorm room doors after TAPS at night and while sleeping. To prevent opportunities for theft, cadets are also recommended to lock doors when the room is left unoccupied, except when required to be open during the AMI period. Report any inoperable locks to Dormitory Management. Cadets will mark name on valuables with engraving tool or ultraviolet marker available from Dormitory Management.

7.13.1. All cadets are expected to lock their dorm room doors at night while sleeping.

7.13.2. Secure all valuables and prescription medications in a locked drawer or trunk. Desk drawers, trunks, and storage room cages will be locked with a key or combination lock.

Broken locking mechanisms will be repaired or documented in a memorandum signed by the current squadron commander or above. Frequently used high monetary value items which cannot be effectively secured within storage rooms must be entered on AFCW Form 49, *High Value Storage and Inventory List*, annotated to indicate property is maintained in room. Items considered to be of high monetary value include, but are not limited to; jewelry, personal electronic devices, watches, etc.

7.13.3. During break periods, AOC/AMT will ensure all cadet rooms are locked.

7.13.4. Laptop computers are not to be left unattended and/or unsecured at any time. Secure laptops to desk or in locked security drawer when room is unoccupied. CAC must be removed.

7.13.5. Immediately report lost, stolen, or damaged property to chain of command and 10 SFS.

7.13.6. Failure to properly secure high value items as annotated on AFCW Form 49 or to properly engrave or mark valuables, which cannot be secured, may be considered neglect.

7.13.7. Staff Judge Advocate has determined that unless reasonable care and precautions are taken in safeguarding personal property, claims will not be paid.

7.13.7.1. Failure to secure cadet rooms may be considered negligence and result in denial of a claim for stolen personal property.

7.13.8. Avoid keeping any valuables in book bags.

7.13.9. **Squadron Storage Room Requirements/Authorizations.** Use of government storage is a privilege and items must be maintained following below guidance.

7.13.9.1. Cages must be secured with a key or combination padlock.

7.13.9.2. Items must fit inside storage cages unless approved by AOC/AMT.

7.13.9.3. Items outside cages must be locked and labeled with name, squadron and class year and not blocking aisles.

7.13.9.4. Cadets are authorized to rent commercial storage at own expense if needed.

7.13.9.5. No items stored on top of cages.

7.13.10. **Squadron Storage Room Maintenance.**

7.13.10.1. Squadron Security Officer ensures implementation of AOC approved storage plan, using available squadron assigned rooms, NLT the second day of onboarding week. Overall appearance falls under responsibility of squadron safety/security staff.

7.13.10.2. Must be inspected monthly for neat/orderly appearance (clean, free of loose personal items, garbage/excessive dust, floors swept/mopped) and no safety violations.

7.13.11. **Summer Storage.** Summer storage will be executed in accordance with the summer guidance.

## Chapter 8 - PRIVATELY OWNED VEHICLES (POV)

**8.1. General Information.** Maintaining and operating a POV are significant USAFA privileges. Vehicles must be maintained in good working order. A cadet is maintaining a vehicle if he or she is the primary user of the vehicle, has possession, is making payments on or insuring the vehicle, even if the vehicle is registered to a parent, guardian, or sponsor. The chain of command may curtail, suspend, or limit a cadet's use of a POV for administrative or disciplinary reasons.

**8.2. Maintaining a POV.** Eligible C1Cs and C2Cs may maintain a single POV at USAFA or elsewhere. C1Cs and C2Cs are also allowed to maintain a motorcycle as a second POV as long as the eligible cadet has completed and is current on all requirements (see 7.7.3 Motorcycles/ATVs/Dirt bikes) and has registered within the MUSTT program. C3Cs or C4Cs will not maintain a vehicle at USAFA. Cadets not authorized to maintain a vehicle will not have another cadet maintain a vehicle for them. EXCEPTION: AOCs (can be delegated to AMT) or higher may approve additional ownership case-by-case basis for C1Cs and eligible C2Cs (e.g., the Cadet Club Car). Permanent Party Group Commanders or higher may approve exceptions for C3C or C4C to maintain a vehicle at USAFA on a case-by-case basis.

**8.2.1. Rental Vehicles.** Cadets may operate commercial rental vehicles during authorized passes and/or break periods. All provisions within this attachment apply. Rental vehicles will be parked in the authorized cadet lots per section 8.6 of this document. Last name of the renting cadet will be displayed on the driver side dash while in the cadet area.

**8.2.2. Borrowed Vehicles.** Cadets will not rent or loan vehicles to other cadets with the intent of making a profit. Cadets who lend vehicles will ensure the borrower is authorized to drive and is familiar with the vehicle's condition, handling, has a valid driver's license and is covered under the owner's insurance. The owner of the vehicle is responsible for ensuring that upon return, the vehicle is parked in an authorized location. Cadets who borrow cars must follow all applicable information specified in this instruction.

**8.3. Eligibility Criteria.** To be eligible to maintain and operate a POV, C1Cs and C2Cs must achieve a minimum 2.3 cumulative Military Performance Average (MPA), Grade Point Average (GPA) and Physical Education Average (PEA). AOCs may grant exceptions to this requirement on a case-by-case basis provided the cadet is not on probation and is making progress toward meeting the minimum MPA, GPA, and PEA. AOCs may restrict use of POVs anytime cumulative averages drop below 2.3.

**8.4. Approval Process.** Eligible cadets must submit AFCW Form 42, *Request to Own and Maintain a Vehicle*, to their academic year AOC or AMT for approval. Approval requests must be submitted prior to making any commitments to own or maintain a vehicle. Maintain the AFCW Form 42 in the CPRIL.

**8.5. Vehicle Registration Process.** Cadet vehicles must be registered in Campus Solutions within 5 duty days of being on USAFA.

**8.5.1.** Submit the following documentation to his or her AOC/AMT.

**8.5.1.1.** AFCW Form 42, signed by the AOC or AMT.

**8.5.1.2.** Current state registration certificate (not vehicle's title certificate).

**8.5.1.3.** Cadet vehicles with temporary state registration or an updated plate number will notify their AOC or AMT. AOC/AMT must review the updated plate number in Campus Solutions.

8.5.1.4. **Proof of insurance.** Cadets owning or maintaining motor vehicles must be properly insured. Minimum insurance requirements for registration in the state of Colorado are: bodily injury/liability—each person, \$25,000; bodily injury/liability— each accident, \$50,000; property damage liability, \$15,000 per occurrence. Proof of insurance verified prior to registration and maintained in vehicle at all times while vehicle is owned/operated. Cadets who own, maintain, or operate vehicles covered by parents' insurance should verify coverage. Certain states permit "military service" clauses in parents' policy, which may terminate coverage on insured individual once they enter military service.

8.5.1.5. **Proof of Maintaining (if required).** If cadet is “maintaining” vehicle and is not considered “owner” or listed on title, a notarized letter from owner or a power of attorney is required to register.

**8.5.2. Previously Registered Vehicles/Transfer of Ownership.** Vehicles previously registered at USAFA or any other government installation must have DoD stickers, rank and/or decals removed. When vehicle transfers ownership (sold, given, etc.), cadets remove any class stickers and/or DoD decal and turn in to Cadet Vehicle Registration to de-register vehicles. Also applies to cadets who trade vehicles with family members, purchase new vehicles, or vehicles become unusable due to accidents.

**8.5.3. Car Covers.** Cadets that use car covers must permanently and clearly annotate on rear of car cover: cadet owner's name, squadron, class year and license plate number.

**8.6. Cadet Parking.** Cadet-owned/maintained vehicles, including motorcycles, will be parked in appropriate parking lots or be ticketed and/or towed. Cadets will park in lots identified by cadet parking signs. Vehicles will be parked in lined or marked parking spaces only. Parking in or on grassed/seeded areas, curbs, sidewalks, "hash-marked" areas, actual roadways, or thoroughfares is strictly prohibited. Cadets may be asked to vacate authorized parking locations to support mission requirements periodically.

**8.6.1. Authorized Cadet Parking Lots.** C1Cs may park in upper- and lower- C1C lot. C1Cs or C2Cs may park in C2C lot and may also park in the pond overflow lot located east of the C2C lots.

8.6.1.1. Cadets are only authorized to park in lots and spaces identified as "Cadet Only Lot" or "First Degree Lot." Violators will be subjected to ticketing and/or towing. Below are the designated Cadet Parking Lots and Class Specifications. EXCEPTION: Special cases may apply (e.g., Summer Programs, Medical Exceptions, etc.) See Figures 8.3-8.9:

8.6.1.1.1. Lower Vandy (C1Cs only west of the yellow line, the east end includes Transition/Impound Lot)

8.6.1.1.2. Upper Vandy (C1Cs only)

8.6.1.1.3. Stillman Field

8.6.1.1.4. Overflow Lot (Utility vehicles, trailers, and trailer-mounted grills owned by cadet squadrons will **ONLY** be parked in Overflow Lot and must be registered with CWTM)

8.6.1.1.5. Upper NW Vandy (Privileged Access)

8.6.1.1.6. NE Arnold (Privileged Access)

8.6.1.1.7. Lower Sijan (C1Cs only)

#### 8.6.1.1.8. West Visitor's Center

#### 8.6.1.1.9. Upper Sijan (Special Pass Only)

**8.6.2. Unauthorized Cadet Parking Locations.** All AD, DF, and Harmon Hall lots are off-limits, and violators will be ticketed and/or towed at the owner's expense. For further clarification, the following parking lots are not authorized for cadet parking (unless officially identified otherwise):

8.6.2.1. Cadet Field House Parking Lots (South, East, and Far East)

8.6.2.2. Parking spaces surrounding the Athletic Fields

8.6.2.3. Parking lot at the northwest corner of the Athletic Fields

8.6.2.4. Soccer Stadium at the Athletic Fields

8.6.2.5. Holaday Athletic Center (HAC)

8.6.2.6. Parking lot to the West of the Cadet Field House (along Road 210)

8.6.2.7. Cadet Gym Parking Lot (along Road 210i)

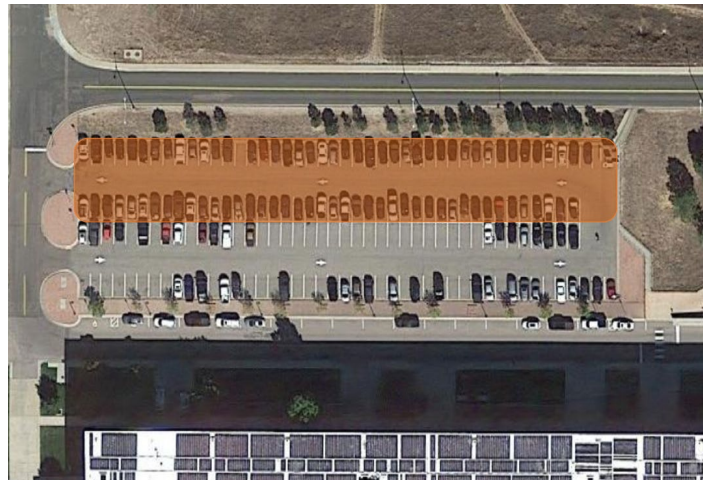
8.6.2.8. Harmon Hall Parking Lots

8.6.2.9. Battle Ramp

8.6.2.10. Parking garages and spaces surrounding Vandenberg Hall, Mitchell Hall, Fairchild Hall, and CTEF.

**8.6.3. Special Parking Passes.** Cadets with a profile less than 45 days long may request upper access handicap parking from the Cadet VCO. A placard, to be displayed by hanging on the rear-view mirror of the vehicle, will be issued. Handicap cadets may only park in parking slots designated for cadet parking in the Upper NW Vandenberg Hall lot or unmarked Upper Sijan spots, as highlighted below. Cadets must park in C1C or C2C lots if those spaces are full.

**Figure 8.1. Upper NW Vandenberg Lot.**



**NOTE:** *Parking spots only include ONLY the northern-most 2 rows*

**Figure 8.2. Upper Sijan Lot.**



**NOTE:** *Only cadets with Special Handicap Parking placards in unmarked parking spots*

**8.6.4. Transition/Impound Parking.** Far East end of C2C parking lot designated as Transition/Impound parking lot. Cadets away from USAFA, away for a semester, or leaving early for summer programs will park vehicles in overflow lots with name, cadet squadron and time frame it will be parked on the driver side dashboard. Information will be given to AOC/AMT prior to leaving the Air Force Academy. If vehicles are not registered and parked in area, they may be considered abandoned and towed.

**8.6.5. Cadet Overflow/Temporary Parking.** Overflow parking lot areas are designated by 10 SFS through the Commandant of Cadets' Support Division (CWTM) and are subject to change at any time. 10 SFS and/or CWTM notify CW/DO for dissemination to cadet and Permanent Party chains of command of overflow cadet parking areas when cadet designated lots are full. Cadets move their vehicles from parking lots to temporary areas during special events and when mission needs dictate.

**8.7. Parking/Traffic Infractions.** 10 SFS personnel and/or designated traffic wardens are the issuing authority of DD Form 1408, Armed Forces Traffic Ticket, and/or Form 10. Force Protection Cadets and/or designated traffic wardens may use the VERT plate scanner app to report additional infractions via e-mail. Cadets who receive DD Form 1408, Form 10, and/or VERT notification for traffic or parking infractions will inform AOC/AMT within 24 hours or the next duty day. For DD Form 1408/Form 10, cadets will contact the ticket issuer within 48 hours to provide the required information. The AOC will acknowledge receipt of DD Form 1408 via instructions on the back. Parking violation actions (tickets, Forms 10, revocations, etc.) will be monitored by group staff to ensure follow-through with Commandant's intent. Ref AFMAN 31-116 USAFASUP for USAFA traffic plan.

**8.7.1. Enforcement.** The Cadet Wing Force Protection Officer manages the cadet parking lot vehicle sweeps and ticketing of cadet vehicles. Unauthorized/unregistered vehicles are subject to the following:

8.7.1.1. First Offense: 30 days loss of driving privileges and upper access

8.7.1.2. Second Offense: 1 semester of driving privileges and upper access

8.7.1.3. Third and Subsequent Offenses: loss of base driving privileges for 1 year

**8.7.2.** AOCs may revoke special parking passes privileges through CWTM and CW FP Officers based on Form 10s, DD Form 1408, visual identification, or emailed notification of an infraction.

8.7.2.1. First and Second Cadet Group and squadron staffs will be responsible for Northwest and Northeast Vandenberg Hall lots, North Arnold Hall lot, C1C and C2C lots.

8.7.2.2. Third and Fourth Cadet Group and squadron staffs will be responsible for Upper West, Upper East and Lower Sijan Hall lots, Harmon Hall lot, and cadet parking area at Visitor's Center parking lot.

8.7.2.3. SODs will patrol lots/Cadet Area as required by checklist for unauthorized parking.

**8.7.3. Consequences.** Corrective/punitive action will be based on number of violations and is progressive in nature. Offenses are cumulative throughout a cadet's career. Vehicle owner responsible for ensuring vehicle is parked in authorized parking area.

8.7.3.1. Presumptive consequences will be tracked by the Wing Vehicle Control and Parking Officer and validated by a designated permanent party traffic warden. The punishments in lines 8.7.3.1.1-6 are recommended minimums to assist AOCs in determining command actions.

8.7.3.1.1. Unauthorized owning/maintaining a vehicle: Category III, Loss of privilege for one year after cadet gains eligibility.

8.7.3.1.2. Failing to register vehicle (authorized cadets): Category I, loss of privilege for 1 semester or until vehicle is registered, whichever is longer.

8.7.3.1.3. Unauthorized/illegal parking: First offense— Category I, loss of driving privilege for 30 days.

8.7.3.1.4. Unauthorized/illegal parking: Second offense— Category II, loss of driving privilege 1 semester.

8.7.3.1.5. Unauthorized/illegal parking: Third offense— Category II, loss of driving privilege for 1 semester.

8.7.3.1.6. Unauthorized/illegal parking: Fourth offense— Category III, loss of driving privilege for one year.

8.7.3.2. A compelling reason is needed to have a parking citation overturned. Cadet Wing Force Protection Officer will track Form 10s, and CWTM will track all citations.

**8.7.4. Appeals.** Submit appeals on USAFA Form 28, Traffic Appeal. Within 5 calendar days of infraction notification, cadets must notify CWTM and Cadet Wing VCO of intent to appeal an email notification and 10 SFS/S5R if appealing a DD Form 1408. Appeals will be forwarded through the AOC to the Permanent Party Group Commander for final disposition. The 10th SFS maintains all issued tickets. Appeals must be submitted within 14 calendar days from the date ticket, or e-mail notification was written, or it is not considered, and the disposition of the infraction is final.

**8.8. Revoking Vehicle Privileges.** AOCs may revoke motor vehicle driving privileges, including borrowing other cadet's vehicles. Complete AFCW Form 25, *Revocation of Privately Owned Vehicle Privileges*, and maintain in Section I of CPRII. Use of POV, including allowing other cadets to borrow the vehicle, may be revoked if the cadet goes on any probation, has on-base driving privileges revoked, or receives multiple parking infractions. If more than one cadet maintains the vehicle, any infraction may result in the revocation of the vehicle's use by all maintainers.

## **8.9. Additional Driving and Parking Restrictions:**

8.9.1. Cadets will not drive POVs to physical education classes, intramurals, on base club events/practice or IC events/practice. Exception: IC games at Falcon Stadium.

**8.9.2. Restricted Access Areas.** Unless they receive authorization from CWTM to park in the Cadet Area, cadets will only enter the Cadet Area for loading/unloading and pick-up/drop-off. When doing so, they will only park on driveways with 4-way flashers. Cadets will not drive under Vandenberg or Sijan dormitories. An infraction is an automatic loss of upper access for 30 days.

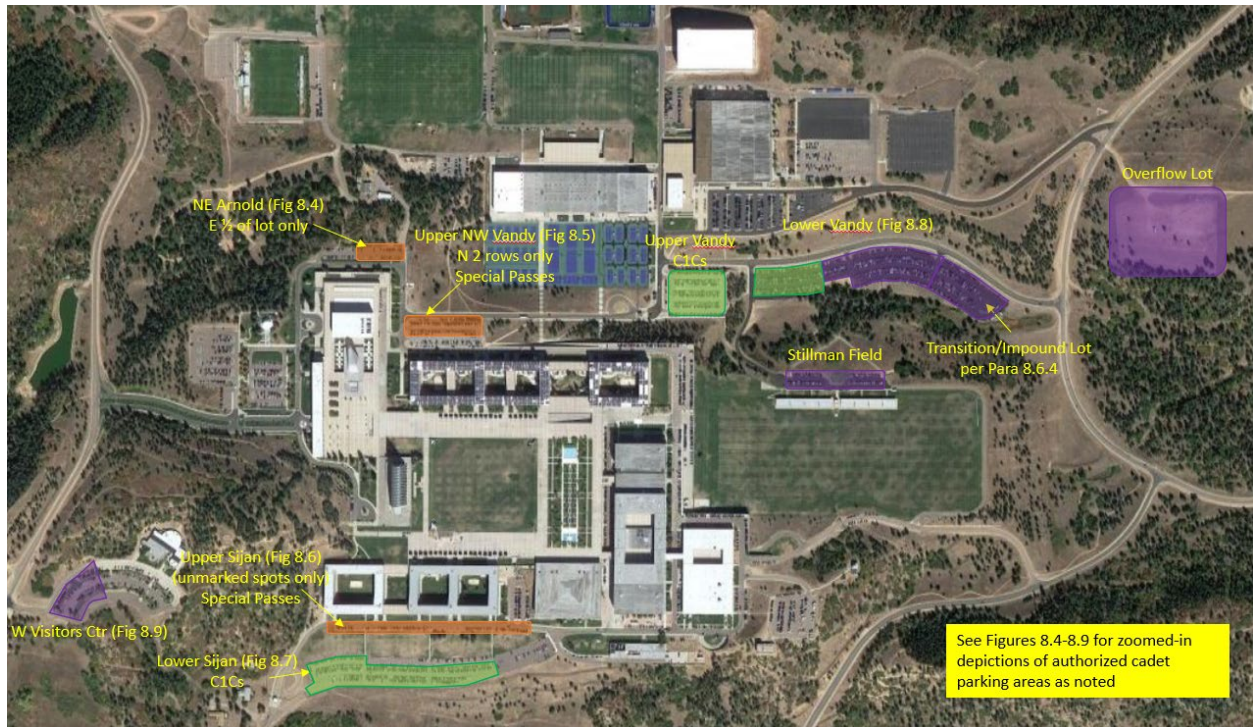
8.9.2.1. Cadets without parking passes will be required to sign-in on the Cadet Area Temporary Vehicle Access/Parking Log (Form 3126) maintained by the ECP Gate Guard prior to gaining temporary access into the Cadet Area. Temporary access is strictly limited to 30 minutes and is for loading/unloading and pick-up/drop-off only. Cadets will sign-out upon departing.

8.9.2.2. Nightly checks by SOD/OD will be conducted as necessary to help enforce parking restrictions.

**8.9.3. Automobile Parts and Accessories.** Designated parking areas are not to be used as storage areas (i.e., car batteries, tires/rims, boats, jeep tops and doors, T-Tops, trailers, etc.) Boats, boat trailers, horse trailers, camper trailers, and utility trailers will not be kept in cadet parking lots for more than 24 hours and will be parked to load, unload, or clean only. These vehicles must be stored in an RV storage lot through Outdoor Recreation (333-4356). EXCEPTION: Squadron-owned morale trailers, boats, and grills on wheels used for tailgating are authorized to be stored in the Reservoir (Overflow) lot or far west Sijan Firstie lot. They must be moved to the RV storage lot through Outdoor Recreation during significant events that require the 2-degree lot commendation.

**8.9.4. Abandoned Vehicles.** Trailers, cars, etc., not licensed and/or registered that remain in Cadet Area parking lot for over 30 days will be considered abandoned. All items will be towed to towing company's lot. Contact SFS for locations. To obtain towed vehicle, contact SFS. Once a vehicle is towed in accordance with the Superintendent boot/tow OI, 10 SFS will receive a copy of the ticket and location the vehicle was towed to within 1 duty day of towing.

**Figure 8.3. Approved Cadet Parking Areas**



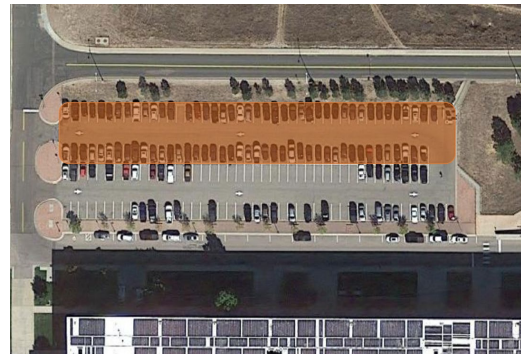
**Purple – Upper Two Classes Green – Firsties Only Orange – Privileged Access**

**Figure 8.4. NE Arnold Lot.**



**NOTE:** Only the East half of the lot for C1Cs

**Figure 8.5. Upper NW Vandenberg Lot**



**NOTE:** Parking spots only include ONLY the northern-most 2 rows with permits & Special Passes

**Figure 8.6. Upper Sijan with Special Parking Passes Only**



**NOTE:** *Only cadets with Special Handicap Parking placards in unmarked parking spots.*

**Figure 8.7. Lower Sijan Firstie Lot.**



**Figure 8.8. Lower Vandy Lot (Banana Lot)**



**NOTE:** *Only CICs west of the yellow line, far east is Impound/Transition Lot*

**Figure 8.9. W Visitor's Center**



**Figure 8.10. Temporary Parking for Major Events**



**Red – Unauthorized Parking Green – Authorized Parking**

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MOGA.PAUL.DANIEL.113752683  
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PAUL D. MOGA, Brig Gen, USAF  
30th Commandant of Cadets

**Prescribed Forms**

AF Form 341, *Excellence/Discrepancy Report*

AFCW Form 49, *High Value Inventory and storage*

AFCW Form 226, *Cadet Dormitory Room Inventory*

AFCW Form 300, *AMI Checklist*

AFCW Form 301, *SAMI Checklist*

**Adopted Forms**

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2536, *Request for Armed Forces Participation in Public Events (Non-Aviation)*

DD Form 2910, *Victim Reporting Preference Statement*

DD Form 2923, *Privacy Act Data Cover Sheet*

AF Form 440, *Bomb Threat Aid*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor's Mishap Report*

AF Form 1768, *Staff Summary Sheet*

AF Form 3902, *Application and Approval for Off-Duty Employment*

AF Form 4391, *High Risk Activities Worksheet*

AF Form 4437, *RM Deliberate Risk Assessment Worksheet*

USAFA Form 10, *Report of Conduct*

USAFA Form 11, *Emergency Management Program Reports*

USAFA Form 11a, *Emergency Management Specialized Team Continuation*

USAFA Form 18, *Cadet Injury/Illness Report*

USAFA Form 28, *Traffic Appeal*

USAFA 68, *Cadet Academic Deficiency Evaluation and Probation Action Plan*

USAFA Form 3126, *Cadet Area Temporary Vehicle Access/Parking Log*

AFCW Form 1, *Unit Accountability Record*

AFCW Form 19, *Sign In/Out Register*

AFCW Form 25, *Revocation of POV Privileges*

AFCW Form 42, *Request to Own/Maintain a Motor Vehicle*

AFCW Form 99, *Request to Exceed Limits, Special Pass*

AFCW Form 310, *Official Crew Rest Notification*

AFCW Form 311, *Bed Rest or Post Duty Rest Notification*

**References**

DoD 6495.01, *Sexual Assault Prevention and Response (SAPR) Program*  
AFI 1-1, *Air Force Standards*  
AFI 10-207, *Command Posts*  
AFI 10-2501, *Emergency Management Program*  
AFI 17-130, *Cybersecurity Program Management*  
AFMAN 17-1301, *Computer Security*  
CoCI 31-104, *Armory Operations*  
AFMAN 31-116 USAFASUP, *Air Force Motor Vehicle Traffic Supervision*  
USAFAI 32-2001, *Fire Prevention Practices and Fire Protection Engineering*  
CoCI 32-6005, *Air Force Cadet Wing Morale, Health, and Welfare Inspections*  
USAFAI 33-118, *USAF Information Technology Enterprise Use and Management*  
DAFI 33-360, *Publications and Forms Management*  
AFMAN 33-363, *Management of Records*  
AFPD 36-27, *Equal Opportunity*  
AFPD 36-29, *Military Standards*  
AFPD 36-35, *United States Air Force Academy*  
DAFI 34-219, *Alcoholic Beverage Program*  
AFCWI 34-243, *Cadet Honor Guard*  
AFMAN 36-2203, *Drill and Ceremonies*  
USAF 36-2401, *Military Performance Appraisal*  
AFH 36-2618, *Enlisted Force Structure*  
DAFI 36-2710, *Equal Opportunity Program*  
AFCWI 36-2809, *Outstanding Squadron System*  
DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*  
DAFI 36-2906, *Personal Financial Responsibility*  
AFI 36-2909, *Professional and Unprofessional Relationships*  
AFI 36-3101, *Fundraising*  
USAF 36-2016, *Cadet Escort Program*.  
AFCWI 36-3501, *Cadet Standards and Duties*  
USAF 36-3504, *Disenrollment of United States Air Force Academy Cadets*  
USAF 36-3510, *Recognizing Cadet Achievement*  
USAFAI 36-3518, *Intercollegiate Athletic Programs*

USAFA 36-3521, *Cadet Extracurricular Activities Program*

USAFA 36-3536, *Allocation of Cadet Time*

AFMAN 44-197, *Military Drug Demand Reduction Program*

AFI 48-104, *Tobacco Free Living*

AFI 48-110, *Immunizations and Chemoprophylaxis*

USAFA 48-151, *Aerospace Medicine*

AFCWI 51-201, *Administration of Cadet Discipline*

USAFA 51-902, *Fundraising and on Base Solicitation*

AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*

AFI 91-207, *USAF Traffic Safety Program*

### **Abbreviations and Acronyms**

AAFES – Army & Air Force Exchange Service

AAR – After Action Report

ABW – Air Base Wing

ACQ – Academic Call to Quarters

AFCW – Air Force Cadet Wing

AD – Athletic Department

ADP – Athletic Department Physical Education

AED – Automated External Defibrillator

AF – Air Force

AFCWI – Air Force Cadet Wing Instruction

AFOSI – Air Force Office of Special Investigations

AFPAAS – Air Force Personnel Accountability Assessment System

AFRC – Airman and Family Readiness Center

AFT – Aerobic Fitness Test

AMI – AM Inspection

AMT – Academy Military Training NCO

AMTI – Academy Military Training Instructor

AOC – Air Officer Commanding

AOG – Association of Graduates

APECS – All-Purpose Environmental Clothing System

ASB – Alternative Spring Break

ATFP – Antiterrorism/Force Protection

AWG – Academic Working Group  
AY – Academic Year  
BCT – Basic Cadet Training  
BDOC – Base Defense Operations Center  
CAC – Common Access Card  
SIS – Student Information System  
CBRN – Chemical, Biological, Radiological and Nuclear  
CC – Commander  
CCAB – Cadet Co-Curricular Activities Board  
CCLD – Center for Character Development  
CCQ – Cadet in Charge of Quarters  
CDS – Cadet Discipline System  
CE – Commissioning Education  
CIC – Cadet in Charge  
CFC – Cadet Fitness Center  
CHG – Cadet Honor Guard  
CIL – Critical Information List  
CMETP – Cadet Military Education Training Plan  
CoCI – Commandant of Cadet Instructions  
COI – Course of Instruction  
CONUS – Contiguous United States  
CPRII – Cadet Personnel Record  
CQ – Cadet Quarters  
CS – Cadet Squadron  
CSL – Cadet Service Learning Partnerships  
CW – Cadet Wing  
CWAR – Cadet Wing Accountability Officer  
CWCQ – Cadet Wing Charge of Quarters  
CWOC – Cadet Wing Operations Center  
CWSS- Cadet Wing Status Summary  
D&B – Drum and Bugle  
D&C – Drill & Ceremony  
DF – Dean of Faculty  
DI – Dormitory Inspection

DO – Director of Operations  
DoD – Department of Defense  
DP—Weekday Sign Out Period/Day Pass (DP)  
DTA – Designated Tobacco Areas  
ECP – Entry Control Point  
EM – Emergency Management  
EMT – Emergency Medical Technician  
EMR – Emergency Medical Response  
EOC – Emergency Operations Center  
EST – Expeditionary Survival Training  
EXPLAN – Exercise Plan  
FDU – Flight Duty Uniform  
FMD – First Military Duty  
FOUO – For Official Use Only  
FPCON – Force Protection Condition  
FRAGO – Fragmentation Orders  
FSRT – Full Spectrum Readiness Training  
FSS – Force Support Squadron  
FTG – Flying Training Group  
GAR – Geographic Area of Responsibility  
GFE – Government Furnished Equipment  
GPA – Grade Point Average  
IAW – In Accordance With  
IC – Intercollegiate  
IG – Inspector General  
JDO – Junior Duty Officer  
JOD – Junior Officer of the Day  
JPPSO – Joint Personal Property Shipping Office  
KIA – Killed In Action  
LEWS – Lightning Early Warning System  
LGM – Leadership Growth Model  
LMD – Last Military Duty  
LOS – Limited On-Season  
MAE – Major Assessment Event

MCQ – Military Call to Quarters  
MFR – Memorandum for Record  
MIA – Missing In Action  
MPA – Military Performance Appraisal  
MSG – Mission Support Group  
MWH – Morale, Wellness and Health inspection  
MWR – Morale, Welfare, and Recreation  
NCAA – National Collegiate Athletic Association  
NCLS – National Character and Leadership Symposium  
NCO – Noncommissioned Officer  
NET – Network Equipment Technologies  
NLT – No Later Than  
NMF – Noon Meal Formation  
NOTAM – Notice to Airman  
NP - Weekday Overnight Pass  
OCONUS – Outside Contiguous United States  
OCP – Occupational Camouflage Pattern  
OD – Officer of the Day  
ODS – Officer Development System  
OIC – Officer-in-Charge  
OPORD – Operation Order  
OPR – Office of Primary Responsibility  
Ops AF – Operational Air Force  
OPSEC – Operational Security  
ORI – Open Ranks Inspection  
OSS – Outstanding Squadron System  
PA – Public Affairs  
PAI – Personal Appearance Inspection  
PCM – Primary Care Manager  
PE – Physical Education  
PEA – Physical Education Average  
PEERs – Personal Ethics and Education Representative  
PFMP – Personal Financial Management Program  
PFT – Physical Fitness Test

POC – Point of Contact  
POV – Privately Owned Vehicle  
POW – Prisoner of War  
PTU – Physical Training Uniform  
RAMs – Random Anti-Terrorism Measures  
RECONDO – Reconditioning Program  
RM –Risk Management  
RO – Routine Order  
ROTC – Reserve Officers’ Training Corps  
Rx - Prescription  
SA – Squadron Area  
SAMI – Saturday AM Inspection  
SAP – Spiritual Accommodation Pass  
SARC – Sexual Assault Response Coordinator  
CA – Scheduling Committee Action  
SCCM – System Center Configuration Manager  
SDO – Senior Duty Officer  
SFS – Security Forces Squadron  
SIP – Shelter-in-Place  
SME – Subject Matter Expert  
SNCO – Senior Noncommissioned Officer  
SOC – Schedule of Calls  
SOD – Senior Officer of the Day  
SOI – Schedule of Instruction  
SPIN – Special Instructions  
SSS – Staff Summary Sheet  
TC – Table Commandant  
TDY – Temporary Duty  
UCC – Unit Command Center  
UCMJ – Uniform Code of Military Justice  
UDM – Unit Deployment Manger  
UOD – Uniform of the Day  
USAFA – United States Air Force Academy  
USB – Universal Serial Bus

VA – Victim Advocate

VCO – Vehicle Control Officer

WACQ – Weekend Academic Call to Quarters

WKND - Weekend

**Cadet Mailing Address**

When using United States Postal Service (USPS):

*Cadet Name*

PO Box #####

USAF Academy, CO 80841

When using other services (such as UPS and Fed Ex) that do not take a PO Box address:

*Cadet Name*

2360 Vandenberg Dr ##### USAF Academy, CO 80841

## ANNEX A – MANDATORY SHIFT DUTIES

### 1. Introduction.

**1.1. Mandatory Shift Program Responsibility.** The Cadet Wing Operations Center (CWOC) Chief has oversight of the mandatory shift programs. Cadet Commanders (wing, group, and squadron) are responsible to their unit's Permanent Party leadership for operating their accountability programs. The CWOC Staff, Directors of Operations (DO) for each unit (wing, group, and squadron), and Squadron Section Chiefs are responsible staffing and training specific duties.

**1.1.1. Disciplinary Actions.** If a cadet is a no-show or more than 15 minutes late to a scheduled mandatory shift, their cadet commander (squadron, group, or wing) is responsible for subsequent discipline.

### 1.2. Shift Assignment Guidance.

1.2.1. The scheduling of mandatory shifts will not be incentivized.

1.2.2. Cadets may miss other military duties to perform mandatory duty shifts only when necessary, with the approval of the unit's cadet commander.

1.2.2.1. All cadet units will ensure that no one individual demonstrates a consistent pattern of scheduling shifts during other mandatory military training.

1.2.3. Cadets may not miss class or the AFT/PFT to work a shift.

1.2.4. For shifts occurring before close of business (COB), cadets will wear the Uniform of the Day as specified in the Routine Order, or alternate authorized uniform if approved (i.e. flight suits for cadets with aviation duties, PT gear for cadets with valid Form 18s). For shifts occurring after COB, cadets will wear OCPs.

1.2.4.1. **Exceptions:** Senior Duty Officers may wear PT gear. CWOC on-call controllers may wear OCPs when staffing the CWOC desk for extended periods of time (i.e. SAMIs). Arnold Hall Cadets in Charge of Quarters may wear OCPs, but may be required to wear Service Dress for certain events as identified by the CWOC Chief.

1.2.5. Cadets will have crew and post-duty rest opportunities.

1.2.5.1. Cadets working a shift before Reveille will not perform military duties for 12 hours before the start of the shift with the opportunity for 8 hours of uninterrupted sleep.

1.2.5.2. Cadets working a Taps shift will not perform military duties for 8 hours following the completion of their shift.

1.2.5.3. Exception: Graded Reviews take precedence over crew and post-duty rest.

1.2.6. Intercollegiate athletes are encouraged to take mandatory duty shifts in their primary season but are not required. They will execute mandatory duty shifts at half of the required rate of other cadets in their class during their secondary season. They will not miss scheduled practice to work mandatory duty shifts.

**1.3. Accountability Reporting.** Accountability reporting provides commanders with the location and status of their troops. In the AFCW, accountability reporting generally falls into two categories:

1.3.1. **Immediate.** Accountability reporting using FalconNet sign-out logs (or physical AFCW Form 19 when FalconNet is inoperable). Sign-out log records will be maintained for a minimum of two semesters.

1.3.2. **Taps.** Accountability reporting accomplished through nightly dormitory inspections (DI) using FalconNet Form 1 (or physical AFCW Form 1 when FalconNet is inoperable). DI log records will be maintained for a minimum of two semesters.

## 2. **Officer of the Day (OD).**

2.1. **General Responsibilities.** The Officer of the Day (OD) is responsible for the cadet area's overall safety, security, good order, and discipline. The OD is a point of contact for addressing any issues that arise in the cadet area and acts as the Commandant's on-scene representative during non-duty hours. The OD will:

- 2.1.1. Ensure the safety, security, good order, and discipline within the cadet area.
- 2.1.2. Respond to any requests for help solving issues in the cadet area.
- 2.1.3. Determine appropriate channels for issues and utilize the Commander's Critical Information Requirements guidance for notification.
- 2.1.4. Be present for any significant incidents with personnel, facilities, or events.
- 2.1.5. Issue a Situation Report (SITREP) via Teams to personnel on the SITREP distribution channel after completion of Dormitory Inspection (DI).
- 2.1.6. Conduct random inspections of cadet units' DI processes.
- 2.1.7. Use time on shift to mentor Senior Officer of the Day (SOD) on future officer life while completing duties that do not require SOD and OD to be in separate locations.
- 2.1.8. Complete any other duties as prescribed by the PP Stan/Eval team.

2.2. **Staffing.** The permanent party (PP) Standardization and Evaluations (Stan/Eval) team will ensure that the OD is staffed on a revolving schedule.

- 2.2.1. One OD will be assigned in the wing per day.
- 2.2.2. The OD is on-call from 1700 that day until 1700 the following day; most of their duties occur between 1900 and the completion of DI.
- 2.2.3. USAFA Permanent Party identified by Stan/Eval PP will be eligible to act as OD.

2.3. **Training.** The PP Stan/Eval team, in conjunction with the CWOC Chief, will ensure that eligible ODs are trained.

## 3. **Senior Officer of the Day (SOD).**

3.1. **General Responsibilities.** The senior officer of the day (SOD) is an on-scene representative for the Cadet Wing Commander that ensures nightly safety, security, and strength reporting for the cadet wing. The SOD will:

- 3.1.1. Complete the SOD Checklist either virtually (via FalconNet) or physically (via paper checklist in SOD binder located in CWOC, when FalconNet is not operational).
  - 3.1.1.1. The SOD Checklist will be maintained by the Cadet Wing Operations Center (CWOC) Chief.
- 3.1.2. Communicate with and assist the OD as needed.
- 3.1.3. Conduct periodic inspections of the cadet area and Hap's Place (when open). Notify OD of any incidents concerning deviations from safety, discipline, or military standards.

3.1.4. Perform security checks on all CAC-enabled doors to ensure they are not propped open with objects.

3.1.5. Use time on shift to seek mentorship from OD on future officer life while completing duties that do not require SOD and OD to be in separate locations.

3.1.6. Monitor and report wing-wide DI results to OD. See the “Accountability Function” section.

3.2. **Staffing.** The CWOC Chief is responsible for staffing an SOD on a revolving schedule.

3.2.1. Two SODs will be assigned in the wing per day.

3.2.2. SODs are on-call from 0700 that day until 0700 the following day; their main duties occur between 1900 and the completion of DI.

3.2.3. First-class cadets who have successfully completed SOD training are eligible to act as SOD throughout the entire year.

3.2.3.1. Wing and Group Honor Chairpersons, as well as CWOC staff, are exempt from SOD duty.

3.2.4. Second-class cadets who have successfully completed SOD training are eligible to act as SOD during 100’s Weekend and any other time approved by USAFA/CWDO.

3.3. **Training.** The CWOC Chief is responsible for ensuring proper training of first-class cadets on SOD procedures at the beginning of the academic year. They will also train any second-class cadets on SOD procedures prior to those individuals staffing SOD during applicable times.

3.4. **Accountability Function.** The SOD is responsible for monitoring and reporting DI results. The SOD will:

3.4.1. Report to CWOC 30 minutes prior to Taps and contact any no-show group JDOs.

3.4.2. Monitor DI reports from all units. If a squadron or group staff has not reported by Taps, that group’s JDO will contact that unit’s SDO. If wing staff has not reported by Taps, the SOD will contact the Wing SDO or the Cadet Wing Director of Special Functions.

3.4.3. Conduct DI for any cadets assigned to the transition flight.

3.4.4. Notify the OD once all DI has been reported in the wing.

#### 4. **Cadet Wing Operations Center (CWOC) On-Call Controller.**

4.1. **General Responsibilities.** The CWOC on-call controller is responsible for being ready to assist the OD, SOD, and Group JDOs if issues arise. The CWOC on-call controller will:

4.1.1. Be able to be contacted at any time to assist the OD, SOD, and Group JDOs at the phone number listed on the Routine Order.

4.1.2. Staff CWOC during SAMIs.

4.2. **Staffing.** The CWOC Chief is responsible for staffing an on-call controller on a revolving schedule.

4.2.1. One CWOC on-call controller will be assigned per day.

4.2.2. The CWOC on-call controller is on-call from 0700 that day to 0700 the following day.

4.2.3. The members of CWOC staff, as outlined in the AFCWCD, are all eligible to be the on-call controller.

4.2.4. The CWOC Chief may designate high-performing JODs to be eligible to be the on-call controller.

4.2.5. The on-call controller may sign out as defined in this regulation so long as they stay reachable by phone.

4.3. **Training.** The CWOC Chief is responsible for training on-call controllers on their duties.

## **5. Cadet Wing Accountability Representative (CWAR).**

5.1. **General Responsibilities.** The CWAR is responsible for conducting accountability at class-wide and group-wide events. The CWAR will:

5.1.1. Conduct accountability at class-wide and group-wide events (i.e., briefings) in the manner directed by the Cadet Wing Commander (e.g., proxy scanners).

5.2. **Staffing.** The first-class Class President is responsible for staffing CWARs for all first-class and fourth-class events. The second-class Class President is responsible for staffing all second-class and group-wide events. The third-class Class President is responsible for staffing all third-class events. The fourth-class Class President will not be responsible for staffing CWARs.

5.2.1. A minimum of 4 CWARs will be staffed per 1,000 cadets at each event requiring accountability.

5.2.2. Any cadet from the Upper 3 classes can serve as a CWAR for any of the Upper 3 classes. However, they will not miss one of their own mandatory events to serve as a CWAR for any of the other Upper 3 classes' events.

5.2.3. Fourth-class cadets may not serve as a CWAR. Upper 3 cadets must serve as the CWARs for fourth-class events.

5.2.3.1. A maximum of 4 Upper 3 cadets are authorized to arrive late to their own mandatory training events if all of the following conditions are met:

5.2.3.1.1. All four classes have mandatory events at the same time.

5.2.3.1.2. The fourth-class cadets' event requires CWARs.

5.2.3.1.3. The 4 Upper 3 cadets serving as CWARs for the fourth-class cadets' event will make every effort to attend their own mandatory events after completing CWAR duties.

5.2.3.1.4. The 4 Upper 3 cadets serving as CWARs for the fourth-class cadets' event will make up any mandatory military training missed due to serving as a CWAR.

5.3. **Training.** The first-class Class President is responsible for training other Class Presidents and all CWARs on proper accountability procedures.

## 6. Senior Duty Officer (SDO):

6.1. **General Responsibilities.** The senior duty officers (SDO) at the squadron, group, and wing levels provide a single point of contact in the absence of the cadet chain of command. They ensure accurate Taps strength reporting. SDOs will:

6.1.1. Conduct and report nightly dormitory inspections (DI). See “Accountability Function” section.

6.1.2. Remain in the Cadet Area between 1915 and the completion of DI and be reachable via phone at all times.

6.2. **Staffing.** The Director of Operations (DOs) at each level of cadet command (wing, group, squadron) is responsible for staffing an SDO for their unit on a revolving schedule.

6.2.1. One SDO will be assigned per unit AOR (wing, groups, and squadrons) per day.

6.2.2. The SDO’s duties will occur between 1915 and Taps.

6.2.3. First-class cadets who have successfully completed SDO training are eligible to act as SDO for their unit throughout the entire year.

6.2.4. Second-class cadets who have successfully completed SDO training are eligible to act as SDO at the following times:

6.2.4.1. 100’s Weekend.

6.2.4.2. During “top-off” training in the Spring with a first-class cadet as oversight.

6.3. **Training.** The DOs at each level of cadet command (wing, group, squadron) is responsible for training all eligible individuals on SDO procedures. The CWOC Chief may conduct additional training for all first-class cadets at the beginning of the academic year.

6.4. **Accountability Function.** The unit SDO will conduct DI every night as follows:

6.4.1. The SDO will ensure completion of the AFCW Form 1 for all cadets in their unit (i.e., squadron, group, or wing) before Taps.

6.4.2. The AFCW Form 1 will be completed either physically (via a paper roster) or virtually (via FalconNet when operational). There will be one signature per cadet verifying that cadet’s current status. ***Falsifying location information constitutes a false official statement.*** The signature must be made between 1915 and Taps by one of the following individuals:

6.4.2.1. The SDO after performing eyes-on accountability by visually identifying that individual. Fourth-class cadets and third-class cadets in their fall semester will always be accounted for by eyes-on accountability.

6.4.2.2. From the spring semester of three-degree year onward, cadets may sign for themselves to verify their presence in the correct location in lieu of eyes-on accountability from the SDO.

6.4.2.3. Alternative methods such as “like for DI” in group chats are prohibited.

6.4.3. The AFCW Form 1 will report the status of a cadet in one of four categories:

6.4.3.1. **Status: At USAFA/Accounted For.** Cadets present at USAFA in the areas permitted for their class after Taps as outlined in AFCWI 36-3501, *Cadet Standards*.

6.4.3.2. **Status: Signed Out/Accounted For.** Cadets signed out on valid, current passes as outlined for their class in AFCWI 36-3501, *Cadet Standards*.

6.4.3.3. **Status: Positive/Accounted For.** (Current Location, Time of Return reported). Cadets that are not at USAFA in the areas permitted for their class after Taps and are not signed out on valid, current passes as outlined for their class in AFCWI 36-3501, *Cadet Standards*. However, the SDO has been in contact with them and knows their current location and expected time of return.

6.4.3.4. **Status: Positive/Unaccounted For.** Cadets that are not at USAFA in the areas outlined for their class after Taps and are not signed out on valid, current passes as permitted for their class. The SDO has not been able to get in contact with them via any available means.

6.4.3.4.1. The names of these cadets will be reported to the Officer of the Day (OD), the Senior Officer of the Day (SOD), and their AOC/AMT. It is the responsibility of the unit's leadership to obtain accountability of all positive DIs.

6.4.4. DI results will be reported by the unit SDO no later than Taps either physically (via phone call to Group JDO) or virtually (via FalconNet when operational).

## **7. Junior Officer of the Day (JOD)/Group Junior Duty Officer (JDO) Pool.**

7.1. **General Responsibilities.** Members of the junior officer of the day (JOD)/group junior duty officer (JDO) Pool will be the subject matter experts on CWOC, bedrest, and accountability processes.

7.2. **JOD General Responsibilities.** The junior officer of the day (JOD) is an on-scene representative for the CWOC Chief and performs daily CWOC procedures. The JOD will:

7.2.1. Complete morning and lunch CWOC duties according to the CWOC Checklists. See "JOD - CWOC Function" section.

7.3. **Group JDO General Responsibilities.** The group junior duty officers (JDO) are responsible for the bedrest and accountability procedures for their group. The Group JDOs will:

7.3.1. Distribute boxed lunches to bedrest personnel. See "Group JDO - Bedrest Function" section.

7.3.2. Monitor their group's DI results each night. See "Group JDO - Accountability Function" section.

7.4. **Staffing.** The CWOC Chief is responsible for staffing the JOD and Group JDOs on a revolving schedule.

7.4.1. One JOD will be assigned in the wing per day.

7.4.2. The JOD is on-call from Reveille to Taps and will report to CWOC at 0630 and at 1130. Once relevant duties are complete for the shift, JODs are authorized to leave.

7.4.3. One Group JDO will be assigned per group per day.

7.4.4. The Group JDOs will deliver boxed lunches to their designated locations for their respective groups NLT 1135. They will report to CWOC 30 minutes prior to Taps. Once relevant duties are complete for each shift, Group JDOs are authorized to leave.

7.4.5. A cadet will not be assigned to be both the JOD *and* a Group JDO on a given day.

7.4.6. Each squadron commander will identify 2 second-class cadets from their squadron to make up the 80-person JOD/Group JDO Pool. Placement in the JOD/Group JDO Pool is a secondary duty and these cadets must still be assigned a squadron, group, wing, or special functions job as their primary duty.

7.4.6.1. Cadets on probation may serve as JOD/Group JDO only if approved by the CWOC Chief. Cadets with revoked/suspended security clearances may not serve as JOD/Group JDO.

7.4.6.2. Each member of the JOD/Group JDO Pool will be periodically evaluated by the CWOC Director of Operations to ensure CWOC proficiency and can be removed from the JOD/Group JDO Pool if they are not proficient at the discretion of the CWOC Chief.

7.4.6.3. If removed from the JOD/Group JDO pool, the cadet in question is responsible for finding a replacement for the pool.

7.4.7. Second-class cadets from the JOD/Group JDO Pool who have successfully completed JOD/Group JDO training are eligible to act as JOD and Group JDO for the entire semester.

7.4.8. Third-class cadets selected for the Fall JOD/Group JDO Pool who have successfully completed JOD/Group JDO training are eligible to act as JOD and Group JDO during “top-off” training in the Spring with a current JOD/Group JDO Pool member as oversight.

**7.5. Training.** The CWOC Chief is responsible for training the JOD/Group JDO pool on JOD and Group JDO procedures.

**7.6. JOD - CWOC Function.** The JOD is responsible for CWOC functions. JODs will:

7.6.1. Monitor and operate the Lightning Early Warning System (LEWS).

7.6.2. Notify the Officer of the Day (OD) and relevant AOC/AMTs of any major cadet AOR activities. This includes any information relayed by the base command post (i.e., hospitalizations, traffic tickets, etc.) and any other notable information.

7.6.3. Maintain sign-in/out logs for CWOC.

7.6.4. Maintain cleanliness of CWOC.

7.6.5. Conduct recalls of any kind IAW the CWOC Checklists.

7.6.6. Conduct announcements and bugle calls over the Cadet Wing Public Address System (Falcon Voice).

7.6.6.1. Bugle calls will be accurate and timely.

7.6.6.2. Non-regular announcements (i.e., spirit missions) will be approved by the CWOC Chief and Cadet Wing Commander in writing.

7.6.6.3. The Air Force Song and drum cadence will be played over Falcon Voice when requested by the Cadet Wing Drill and Ceremonies staff for formations.

7.6.7. Remain in the cadet area. If they must leave, they will find a replacement JOD from the JOD/Group JDO Pool.

**7.7. Group JDO - Bedrest Function.** The boxed lunch ordering process is as follows:

7.7.1. Personnel on bedrest are responsible for requesting their own boxed lunch virtually (via FalconNet when operational) or physically (via phone call to their unit's JDO) between 0615 and 0815.

7.7.2. Group JDOs will pick up all boxed lunches for their group and transport them to a standardized pick-up location by 1135. Due to squadron locations, the Group 2 JDO will pick up lunches for squadrons 11-23; the Group 3 JDO will pick up lunches for squadrons 24-30. The Group 1 JDO will pick up lunches for personnel living in the wing staff AOR.

7.7.3. Squadron JDOs will pick up boxed lunches for their unit no later than 1145. Any squadrons that fail to do so will be contacted by the Group JDO.

7.7.4. Group JDOs are responsible for distributing any boxed lunches to personnel on bedrest living in their respective group staff AORs. Group 1 will also be responsible for distributing any boxed lunches to personnel on bedrest living in the wing staff AOR.

**7.8. Group JDO - Accountability Function.** The Group JDOs are responsible for monitoring nightly DI for their group. Their accountability duties are as follows:

7.8.1. Group JDOs will report to CWOC 30 minutes before Taps.

7.8.2. Group JDOs are responsible for monitoring the nightly DI reports for all squadrons within their group as well as for their group staff living in the Group AOR.

7.8.3. If a squadron or the group staff has not reported by Taps, the Group JDO will contact that unit's SDO.

7.8.4. Group JDOs will notify the SOD when their group has completed DI.

**8. Squadron Junior Duty Officer (JDO).**

**8.1. General Responsibilities.** The squadron junior duty officers (JDO) are responsible for the bedrest procedures, accountability, cleanliness, and emergency procedures for their squadron. The JDOs will:

8.1.1. Distribute boxed lunches to bedrest personnel. See "Bedrest Function" section.

8.1.2. Conduct daily accountability for their squadron. See "Accountability Function" section.

8.1.3. Monitor cleanliness of the squadron's AOR. JDOs are responsible for the cleanliness of the CQ desk for their squadron. Any other cleanliness issues in the AOR should be reported to the cadet squadron commander.

8.1.4. Be familiar with the CQ binder and know how to execute the emergency checklists.

**8.2. Staffing.** The Squadron Section Chiefs are responsible for staffing a JDO for their squadron on a revolving schedule.

8.2.1. One Squadron JDO will be assigned per day.

8.2.2. Squadron JDOs' duties occur all throughout the day, but one of them must report to the Group JDO-designated location to pick up boxed lunches for their squadron NLT 1145.

8.2.3. Third-class cadets who have successfully completed Squadron JDO training are eligible to act as Squadron JDO throughout the entire year.

8.2.4. Fourth-class cadets who have successfully completed JDO training are eligible to act as JDO during “top-off” training in the Spring with a third-class cadet as oversight.

8.3. **Training.** The CWOC Chief is responsible for training Squadron Section Chiefs on Squadron JDO duties. Squadron Section Chiefs are then responsible for training the third-class cadets in their squadron. The CWOC Chief may mandate additional training as required.

8.4. **Bedrest Function.** Squadron JDOs are responsible for distributing boxed lunches to the cadets on bedrest in their squadron.

8.4.1. Squadron JDOs will pick up boxed lunches for their unit no later than 1145. Any squadrons that fail to do so will be contacted by the Group JDO.

8.4.2. Squadron JDOs will drop off lunches and perform an eyes-on wellness check-in with each cadet on bedrest in their squadron no later than 1215.

8.5. **Accountability Function.** The Squadron JDOs are responsible for coordinating all daily accountability for their squadron. Their accountability duties are as follows:

8.5.1. Squadron JDOs are responsible for coordinating accountability at all squadron-level events (e.g., MAF, Intramurals, DDTs, Unit Fitness, Squadron M5s, Class CE Lessons in SARs, Class Honor Lessons in SARs) and at Lunch/NMF.

8.5.1.1. Squadron JDOs are responsible for tracking the accountability of *all* cadets assigned to their squadron, including those on group, wing, or special function staffs.

## 9. **Cadet in Charge of Quarters (CCQ).**

9.1. **General Responsibilities.** The CQ desk is the squadron’s hub for informal gatherings, all necessary equipment, and documentation. The CCQ is responsible for being the “face of the unit” to visitors. The CCQ will:

9.1.1. Provide a hospitable welcome to visitors to the unit. See the “Unit Relations Function” section.

9.2. **Staffing.** The Squadron Section Chiefs are responsible for staffing a CCQ for their respective units on a revolving schedule.

9.2.1. One CCQ will be assigned per squadron at all required times. Required times may be split into multiple shifts to be distributed to multiple consecutive CCQs. Required times include:

9.2.1.1. Acceptance Day Visitor Hours.

9.2.1.2. Parent’s Weekend Visitor Hours.

9.2.1.3. Graduation Week Visitor Hours.

9.2.1.4. USAFA Class Reunion Days’ Visitor Hours.

9.2.1.5. Any time a known Distinguished Visitor will be visiting the unit.

9.2.1.6. Any other times directed by USAFA/CWDO.

9.2.2. Third-class cadets who have successfully completed Squadron CCQ training are eligible to act as Squadron CCQ throughout the entire year.

9.2.3. Fourth-class cadets who have successfully completed Squadron CCQ training are eligible to act as Squadron CCQ during Graduation Week as their “top-off” training in the spring with a third-class cadet as oversight.

**9.3. Training.** The CWOC Chief is responsible for training Squadron Section Chiefs on CCQ duties. Squadron Section Chiefs are then responsible for training the third-class cadets in their squadron. The CWOC Chief may mandate additional training as required.

**9.4. Unit Relations Function.** The Squadron CCQ represents the squadron at all times while on duty; they present the first and leave the last impression to all visitors. When on shift, CCQs will:

9.4.1. Sit at the CQ desk for the entirety of their shift.

9.4.2. Maintain a professional appearance within published, current regulations.

9.4.3. Extend all customs and courtesies. Specifically, CCQs will:

9.4.3.1. Call the squadron to attention when an officer enters the squadron unless an officer of the same rank or higher is already present in the squadron, then echo any commands given by the officer (e.g., “Carry on”).

9.4.3.2. Rise and greet any enlisted and civilian personnel who approach the CQ desk.

9.4.3.3. Rise and come to attention for any officer that approaches the CQ desk.

9.4.4. Practice all etiquette, answering any questions from visitors clearly and courteously.

9.4.4.1. CCQs may work on class work when no visitors are present.

9.4.4.2. CCQs will not play video games, watch television, nor listen to music while on shift. CCQs will not wear earbuds.

## **10. Arnold Hall Cadet in Charge of Quarters (A-Hall CCQ).**

**10.1. General Responsibilities.** Arnold Hall is a central location for events and visitors at USAFA. The A-Hall CCQ serves as a representative of the cadet wing to the public. The A-Hall CCQ is responsible for being the “face of the wing” to the public and for ensuring security of Arnold Hall. The A-Hall CCQ will:

10.1.1. Provide a hospitable welcome to visitors to Arnold Hall. See the “Unit Relations Function” section.

10.1.2. Ensure the security of Arnold Hall. See the “Security Function” section.

10.1.3. Be familiar with the A-Hall CCQ binder and know how to execute the emergency checklists.

**10.2. Staffing.** The CWOC Chief is responsible for staffing an A-Hall CCQ on a revolving schedule.

10.2.1. One A-Hall CCQ will be assigned at all required times. Required times may be split into multiple shifts to be distributed to multiple consecutive A-Hall CCQs. Required times include:

10.2.1.1. Monday – Friday: 1545 to Taps.

10.2.1.2. Saturday & Sunday: 0845 to Taps.

10.2.1.3. Adjustments to this schedule may be made by *10 FSS/FSWRA (333-1539)* in coordination with the CWOC Chief.

10.2.2. Each squadron commander will identify one third-class cadet from their squadron to make up the 40-person A-Hall CCQ Pool. Placement in the A-Hall CCQ Pool is a secondary duty and these cadets must still be assigned a squadron, group, wing, or special functions job as their primary duty.

10.2.2.1. If removed from the A-Hall CCQ pool, the cadet in question is responsible for finding a replacement.

10.2.3. Third-class cadets from the A-Hall CCQ Pool who have successfully completed A-Hall CCQ training are eligible to act as A-Hall CCQ for the entire semester.

10.2.4. Fourth-class cadets selected for the Fall A-Hall CCQ Pool who have successfully completed A-Hall CCQ training are eligible to act as A-Hall CCQ during “top-off” training in the Spring with a current A-Hall CCQ Pool member as oversight.

**10.3. Training.** The CWOC Chief is responsible for training the A-Hall CCQ Pool to meet the requirements of the Arnold Hall Facility Manager (10 FSS/FSWRA).

**10.4. Unit Relations Function.** The A-Hall CCQ represents the cadet wing at all times while on duty; they will present the first and leave the last impression to all visitors. When on shift, CCQs will:

10.4.1. Sit at the Arnold Hall CQ Desk.

10.4.2. Maintain a professional appearance within published, current regulations.

10.4.3. Complete headcounts, unlock and lock A-Hall doors, and complete all other A-Hall CCQ duties as specified in the A-Hall CCQ Checklist.

10.4.3.1. The A-Hall CCQ Checklist will be maintained by the CWOC Chief in conjunction with the Arnold Hall Facility Manager (10 FSS/FSWRA).

10.4.4. Extend all customs and courtesies. Specifically, CCQs will:

10.4.4.1. Rise and greet any enlisted and civilian personnel who approach the CQ desk.

10.4.4.2. Rise and come to attention for any officer that approaches the CQ desk.

10.4.5. Practice all etiquette by:

10.4.5.1. Answering any questions from visitors clearly and courteously.

10.4.5.2. CCQs may work on class work when no visitors require their assistance.

10.4.5.3. CCQs will not play video games, watch television, nor listen to music while on shift. CCQs will not wear earbuds.

10.4.6. Assist with packaged deliveries by calling the individuals meant to receive the packages, *not* by signing for them.

10.4.7. Complete any other duties expected of them as A-Hall CCQ as outlined by the CWOC Chief and the Arnold Hall Facility Manager (10 FSS/FSWRA).

## 11. **Hap's Cadet in Charge of Quarters (CCQ).**

**11.1. General Responsibilities.** Hap's Place is a central location for events and socializing for cadets at USAFA. The Hap's CCQ is responsible for ensuring a legal, safe, and orderly Hap's operation. The Hap's CCQ will:

11.1.1. Check IDs and class year of all people entering Hap's; ensure only Upper 2 over 21 years of age enter and get wristbands for alcohol.

11.1.1.1. Exception: during official functions (e.g., cadet squadron parties), Lower 2 over 21 may also enter and consume alcohol at Hap's Place.

11.1.2. Maintain order in Hap's Place.

11.1.2.1. The Hap's CCQ has full discretion to kick unruly personnel out of Hap's Place.

11.1.2.2. If assistance is needed, the Hap's CCQ will contact the OD.

11.1.3. Assist bartenders with tidying of Hap's.

11.1.4. Assist bartenders and OD with ushering out all cadets when Hap's closes.

**11.2. Staffing.** The CWOC Chief is responsible for staffing the Hap's CCQ on a revolving schedule.

11.2.1. One Hap's CCQ will be assigned at all required times. Required times may be split into multiple shifts to be distributed to multiple consecutive Hap's CCQs. Required times include:

11.2.1.1. Monday – Thursday: 1800 to 2300.

11.2.1.2. Friday & Saturday: 1800 to 2400.

11.2.1.3. Exception: On Thursdays, two Hap's CCQs will be assigned at all times.

11.2.2. Upper 2 cadets over 21 years of age are eligible to work Hap's CCQ.

**11.3. Training.** The CWOC Chief is responsible for training Upper 2 cadets on Hap's CCQ responsibilities.

## 12. **Charge of Quarters Desk.**

**12.1. Purpose and Responsibility.** The CQ desk is the unit's hub for all necessary equipment and documentation. The CWOC Chief is responsible for setting standards for CQ desks and binders. The CQ desks are maintained by the Group Superintendent and the Squadron Section Chief for the group and squadron CQ desks, respectively. The unit's JDOs are the experts on the required equipment and documentation for the CQ desk.

**12.2. CQ Equipment.** An operational telephone to be used for official business and emergencies only. Contact USAFA Communication Squadron at 719-333-4357 for a replacement telephone if required.

**12.3. Required Documentation.** Current copies of the documents below must be posted visibly on the CQ desk.

12.3.1. AF Form 440, *Bomb Threat Aid*. Laminated and placed next to CQ phone. If missing, new copy can be obtained from unit's permanent party.

12.3.2. Current USAFA/CW Critical Information List (CIL). If multiple memorandums have been issued concerning the USAFA/CW CIL, all memorandums must be posted. If missing, new copy can be obtained from unit's permanent party.

12.3.3. SDO schedule for the unit.

**12.4. Binder Requirements.** Each CQ desk will maintain one white 3 inch three-ring binder with clear plastic view cover and spine window. Excessively worn or unserviceable items should be replaced. The binder will conform to the following specifications with no extraneous documents:

12.4.1. General Set Up.

12.4.1.1. Standardized 8 ½ x 11 printed front cover that includes “Cadet Wing CQ Instruction Binder”, the USAF Academy logo, “FOUO”, and a reference to the Privacy Act of 1974 at the bottom.

12.4.1.2. Standardized 8 ½ x 11 printed DD Form 2923, *Privacy Act Data Cover Sheet* in the front.

12.4.1.3. Standardized 8 ½ x 11 printed AFCW CQ Instruction Binder Table of Contents.

12.4.1.4. Standardized 5 letter size 1/5 cut tabbed index sheets (“Main Tabs”).

12.4.1.5. Standardized 20 color dividers tabs (“Tabs”).

**12.4.2. Main Tab A: Instructions.**

12.4.2.1. Tab 1: Annex A of the Air Force Cadet Wing Instruction 36-3501, Cadet Standards & Duties Instruction.

**12.4.3. Main Tab B: Accountability Logs.**

12.4.3.1. Tab 2: 10 physical copies of a current, blank AFCW Form 1 for the unit.

12.4.3.2. Tab 3: 10 physical copies of the AFCW Form 19, *Sign In/Out Log*, to be used only in the event that FalconNet Form 19 is inoperable. When used, the JDO will be responsible for checking its accuracy and completeness. Corrections will be made by striking through the old text once and writing the new text above the old. Sign-out destinations will be specific; full addresses will be annotated only for overnight stays. Physical Form 19s will be maintained for a minimum of two semesters.

**12.4.4. Main Tab C: Rosters.**

12.4.4.1. Tab 4: 1 physical copy of a current unit recall roster with room number and cell number of each cadet. It will be marked FOUO and reference the Privacy Act at the bottom of each page.

12.4.4.2. Tab 5: AOC/AMT/CQ duty phone roster. Lists all AOCs/AMTs by group and squadron, as well as the group/squadron CQ phone numbers.

12.4.4.3. Tab

12.4.4.4. Tab 6: Cadet Telephone Reference Guide.

**12.4.5. Main Tab D: Checklists.**

12.4.5.1. Tab 7: RAM Checklist.

12.4.5.2. Tab 8: CCQ Fire Response Checklist.

12.4.5.3. Tab 9: CCQ Medical Emergency Checklist.

12.4.5.4. Tab 10: CCQ Suspicious Package Checklist.

12.4.5.5. Tab 11: CCQ Suspicious Person Checklist.

12.4.5.6. Tab 12: Active Shooter Checklist.

12.4.5.7. Tab 13: Shelter in Place (SIP).

### 13. Cadet Wing Operations Center (CWOC).

13.1. **Purpose.** The CWOC supports accountability functions and provides Command and Control (C2) for the cadet wing. The CWOC building and operations are the responsibility of the primary-duty full-year CWOC staff under the Cadet Wing Director of Special Functions. JODs are secondary-duty CWOC line positions that are expected to maintain another primary-duty position within their unit (squadron, group, or wing).

13.2. **USAFA Emergency Operations Center (EOC) Activation.** In the event the Crisis Action Team is activated, the current JOD will be under the direct supervision of the Superintendent, USAFA Command Center.

13.3. **Summer CWOC.** The CWOC will be staffed from 0630 – 2400 during the summer periods for support of cadet wing summer programs. Minimum recommended staffing is about 12 cadets with 3 summer CWOC NCOICs that are each present for a period of summer. Summer operations will follow the daily checklists in the Summer Operations Binder located in the CWOC.

### 14. Spot Inspections.

14.1. **General Responsibilities.** The CWOC Chief is responsible for coordinating spot inspections of mandatory duty shifts with Directors of Operations (wing, group, and squadron), the CWOC staff, Group and Squadron Superintendents, and Squadron Section Chiefs. The spot inspections will be based on the following items:

14.1.1. General cleanliness of unit AORs.

14.1.2. Personal appearance standards and customs and courtesies for on-duty CCQs.

14.1.3. Understanding of CQ Binder and processes within for Squadron JDOs.

14.1.4. Proper documentation and functional equipment present at CQ.

15. Any other area defined by the CWOC Chief or PP leadership.

## ANNEX B – CADET WING OPERATIONS CENTER

### 1. INTRODUCTION AND RESPONSIBILITIES.

1.1. **General.** This instruction does not necessarily detail all tasks or responsibilities of a position, which are subject to change. Any major change of a permanent nature should be submitted through the cadet chain of command to the CW Director of Operations (USAFA/CWO) as a revision to this instruction. All CWOC staff positions are primary duties and full-year positions. The Chief of CWOC must have at least one semester experience on the Cadet Wing Operations Center staff. All other positions are at the discretion of the CWOC Chief.

#### 1.2. Purpose of Cadet Wing Command Center.

1.2.1. Air Force Command and Control (C2) provides the means by which the commander can effectively monitor and direct assigned forces. Efficient C2 provides rapid down-channel communications and allows subordinates to quickly inform the commanders of key events to the cadet wing that merit their attention.

1.2.2. Due to the essential nature of the CWOC, duty in the Command Center is considered higher priority than classes, intramural contests, and military training. Any and all required military training missed will be made up with prior coordination of Squadron AOC/AMT. Graded academic work such as Graded Reviews (GR) and the AFT/PFT will take precedence over duty in Command Center unless the cadet controller coordinates with the instructor prior to missing the graded work.

1.3. **Functional Responsibility.** The CWOC includes cadet teams to operate the command center, at the below prescribed times, excluding cadet leave periods. Shift times are set by Cadet Command Center Staff. Controller duties involve answering phones and directing information to the correct agency, moving information up and down the chain of command, providing correct bugle calls and announcements, and ensuring complete event logs. The CWOC staff provides oversight to each team's performance and duties, and as well as guidance when necessary.

##### 1.3.1. CWOC Operation times:

1.3.1.1. CWOC Operation times on duty days: 0630-0730, 1130-1230, 30 minutes before TAPS until 30 minutes after TAPs.

1.3.1.2. CWOC Operations on non-duty days: 0630-0730, 1130-1230, 30 minutes before TAPs until 30 minutes after TAPs.

1.3.1.3. The authority to change these operational times rests with the CWOC Chief.

#### 1.4. USAFA/CW Chain of Command. The CWOC supports Headquarters USAFA,

2. USAFA/CW and staff, Air Force Cadet Wing, and all associated supporting units. Responsibility for operation rests with the CWOC Chief, CWOC Director of Operations, CWOC NCOIC and Cadet Wing Director of Operations. Specific job descriptions and responsibilities can be found in Annex A, Chapter 3 of AFCWI 36-501.

2.1. **CWOC Chief (C/Lt. Col).** The primary duty of the Cadet Wing Operations Center (CWOC) Chief is to ensure the proper working order and smooth function of the CWOC. The Chief will coordinate among the separate Group controllers to ensure manning is complete on each day that sitting may be required, to include high visibility events (Football games, parades, transition days). On these high visibility days, the Chief is responsible for the accountability of the Cadet Wing, working alongside the Group CQ to receive accountability. The CWOC Chief is responsible for the USAFA early warning system and its working order, as well as bugle calls throughout the day.

The Chief is also the final point in the chain of command to answer questions that may come into CWOC and direct them to the proper channels (Peterson, USAFA Ambulance services, etc.).

2.2. CWOC Director of Operations (C/Lt. Col). The Director of Operations is responsible for the daily operations of the command center to include checklist accuracy, public address (PA) system functionality, accountability, Random Antiterrorism Measure (RAM) accountability and Lightning Early Warning System (LEWS) functionality. The CWOC Director of Operations also formulates a training plan, as well as assigning and conducting retraining, as necessary. The Director of Operations will have one semester of Cadet Wing Operations Center staff experience and will report to the CWOC Chief.

2.3. CWOC NCOIC (C/SMSgt). The CWOC Superintendent will also work closely with squadron, group, and wing leadership to ensure that staff lists and recall rosters for each cadet squadron are up to date. The CWOC Superintendent works closely with the CWOC Chief to coordinate and assist in CWOC duties. The Superintendent will schedule duty for individual squadrons and will work with Group Senior Controllers if accommodations are deemed necessary. The CWOC Superintendent will report to the Chief, but their MPA will be assigned by the Cadet Squadron Commanders.

3. Lastly, the CWOC Chief may pick up any additional duties/responsibilities to ensure the mission essentials are accomplished. The CWOC Chief will report to the Cadet Wing Director of Operations, but their MPA will be assigned by the Wing Commander.

3.1. **Secondary Staff.** Secondary staff includes at a minimum the following positions.

3.1.1. Junior Officer of the Day (C/Maj). The four Group Senior Controllers will act as a liaison between the CWOC Chief and the Squadron Senior Controllers. The Group Senior Controller will be selected by the CWOC Chief. Duties will include implementation of the training and Stan/Eval plans as created by the Director of Operations and directed by the Chief. The Group Senior Controllers are responsible for providing expectations and feedback to the Squadron Senior Controllers based on performance. Group Senior Controllers can also be assigned additional duties at the discretion of the CWOC Chief and Director of Operations. The Group Senior Controllers will report to the CWOC Director of Operations.

3.1.2. CWOC First Sergeant (C/SMSgt). The First Sergeant is primarily responsible for discipline tracking through the CWOC program. The First Sergeant will report to the CWOC Chief.

3.1.3. The CWOC Chief will provide Military Performance Average (MPA) recommendations based on the service of the JOD staff to each Cadet Squadron Commanders.

3.1.4. The positions and duties listed above are not all inclusive. Additional positions and duties can be assigned at the discretion of the CWOC Chief or Cadet Wing Director of Operations.

3.2. **Additional Duties.** Additional duties include any duty not directly assigned by this operating instruction. They are assigned by the CWOC Chief/Director of Operations or Cadet Wing Director of Operations to individuals and are on an ad hoc basis, as duties require.

3.3. **Training and Certification.** Each member of the staff must be fully trained and certified before duties can be performed.

3.3.1. The CWOC Chief and Director of Operations will be selected, trained, and certified by the previous year's Chief and Director of Operations. The CWOC Chief is responsible for ensuring that the CWOC staff is fully trained and certified.

3.3.2. There will be periodic evaluations of each staff member's knowledge and training to ensure there is continual professional development concerning CWOC duties.

3.3.3. Each shift must review the cadet events log. CWOC personnel will solicit learning points and mentorship based on the events log and the cadet response to those events.

3.3.4. The CWOC, in concert with the Senior Controller, will ensure that the squadron's entire team attends command center training during noon meal and transition week. These training windows take place in January, May, and August for the Spring, Summer, and Fall Semesters, respectively.

#### 4. Organization and Controllers.

4.1. **General.** The CWOC is organized into teams of controllers. Each squadron will provide one team of controllers per semester. Exceptions will be requested through the respective Group Air Officer Commanding and approved by the OIC of the CWOC.

4.2. **Expectations.** The duties performed by controllers are essential to the smooth operation of the United States Air Force Academy and all units assigned. The team is expected to follow the directives and policies set forth by the CWOC Chief and Director of Operations, complete all necessary training, and perform at the minimum standard set forth by the Standardization and Evaluations staff and the CWOC Chief and Director of Operations. Expectations are set at the beginning of each semester and are briefed to each team.

4.3. **Team Makeup.** Each team has a first-class cadet as senior controller and a second-class cadet as a junior controller. Under extenuating circumstances, a second-class cadet can act as the senior controller, though approval for this rests with the CWOC Chief. Specific job descriptions and responsibilities can be found in Annex A, Chapter 3 of AFCWI 36-501.

4.4. **Manning.** The CWOC is comprised of teams with two cadets per team (one senior controller and one junior controller). Senior Controller will hold the rank of C/Capt and Junior Controllers will hold rank of C/MSgt, unless the controller holds a high-ranking position elsewhere. Changes to manning requirements must be approved by the CWOC Chief. Squadron controllers will not be on IC/On-Season LOS/Airmanship status. Changes to manning requirements must be approved by the CWOC Chief. Each semester, each Cadet Squadron will supply one team (for a total of 40 teams).

4.4.1. Minimum manning for the Cadet Controller team during a shift must not be less than two cadet controllers in the operations center at all times. There must be no less than one cadet controller in the console area at all times.

4.4.1.1. During times of inactivity, the second controller on duty may be anywhere else in the Operations Center, or in the immediate area, as long as the controller can return to the command center within 5 minutes.

4.4.1.2. Exceptions to the Minimum Manning Policy must be cleared by the CWOC Chief or Director of Operations at least 48 hours in advance.

4.4.2. JODs are expected to attend GRs unless coordinated in advance with the instructor. Individual controllers must ensure that the Senior Controller is aware of the GR, to ensure that individual will ensure minimum manning is maintained.

4.5. **Post Duty and Crew Rest.** Cadet controllers will receive post-duty or crew rest based upon their shift times.

4.5.1. During the Academic year, the following guidance will govern crew and post-duty rest.

4.5.1.1. Cadets working the morning shift before Reveille will not perform duty for 12 hours before the start of the shift. Additionally, they will be given the opportunity for 8 hours of uninterrupted sleep.

4.5.1.2. Cadets working the TAPS shift or post-TAPS will not perform duty for 8 hours following completion of their shift.

4.5.1.3. Graded Reviews will take priority over Crew or Post Duty Rest and the senior controller on each team will ensure that the appropriate shift schedules are maintained to prevent conflicts between GRs and post-duty or crew rest.

4.5.2. During Summer Operations, each controller will receive 8 hours of post-duty rest following completion of the shift. During this time, the controller must be given the opportunity for uninterrupted sleep.

4.5.3. The post-duty or crew rest waiver authority is the applicable Squadron AOC.

**4.6. Daily Operations.** The following defines the normal daily operations of the cadet controllers. Please refer to the Daily Operations Checklist and General Operations Binder for more details regarding Daily Operations.

4.6.1. Senior controllers are responsible for their CWOC team and day-to-day operations. While their team is on duty, the senior controller will monitor daily operations, ensure the professionalism of his/her team, and the cleanliness of the facility.

4.6.2. The senior controller ensures the immediate response for all cadet specific emergencies and non-emergency checklist operations during his/her shift. He/she also monitors any non-routine announcements and ensures the CWOC Chief is notified of any extraordinary events, as well as ensuring that the Cadet Wing Status Summary is accurate.

4.6.3. The senior controller must ensure that each team member is trained to standards and attends all training events prescribed by the CWOC Chief. The senior controller is to take accountability at each function and ensure that extra instruction is received for missed training events.

4.6.4. The Squadron Commander (Sq/CC) will ensure that all command center team members are selected prior to each semester's transition today. They are also responsible to ensure that the squadron's entire team attends the mandatory command center training during transition week.

4.6.5. Cadet Controller teams are responsible for carrying out daily duties in support of the mission. The controllers will:

4.6.5.1. Run all items on the Daily Operations Checklists during their shift.

4.6.5.2. Keep commanders informed of the status of the wing.

4.6.5.3. Run emergency checklists as necessary.

4.6.5.4. Accurately produce the Cadet Wing Status Summary.

4.6.5.5. Disseminate information to the Cadet Wing in accordance with guidance from the Cadet Wing Staff and the CWOC Staff

4.6.5.6. Log all actions in the events log.

4.6.5.7. Keep the OD and SOD informed of significant events occurring in the wing.

**4.7. Lightning Early Warning System (LEWS).** The LEWS will be monitored by the active duty controller. It is the responsibility of the cadet controllers to turn on the lightning warning and the LEWS. Cadet controllers must comply with procedures set forth by Operations Center staff regarding LEWS. The LEWS operating instructions and procedures will be briefed to every controller during on-the-job training.

**4.8. Uniform.** All cadet controllers will wear a utility uniform while on duty. Deviations from this requirement must be approved by the CWOC Chief no later than 24 hours before the assigned shift.

**4.9. Summer Cadet Wing Operations Center.** The Cadet Wing Command Center will be manned from 0630 to 2400 hours (0130 weekend and holidays) prior to BCT and 0445 to 2400 (0130 weekend and holidays) during BCT during summer for support of all cadet wing summer programs, which take place all over the world.

4.9.1. Minimum cadet manning for each cadet summer period is about 12 cadets.

4.9.2. There will be three summer command center superintendents. Each summer superintendent will be present for their respective period.

4.9.3. Summer operations will follow the daily checklists in the Summer Operations Binder located in the Cadet Wing Operations Center.

## **5. Training and CWOC Standardization/Evaluation (Stan/Eval).**

**5.1. General.** The Training and CWOC Stan/Eval programs work in close proximity together to ensure that the mission of the CWOC is being properly executed and that all controllers are fully trained on all procedures.

**5.2. Expectations.** Cadets will attend all training meetings and participate fully in the learning process for the critical operations that the cadet controllers attend to, as well as consider the feedback that CWOC Stan/Eval has given to each team. Cadet controllers are expected to continue their professional development through continual improvement and learning.

**5.3. Training Program.** The purpose of the training program is to maintain a high degree of job knowledge, efficiency, and professionalism within the teams of cadets. The construct for this training is "cadets teaching cadets." The entire CWOC staff will be involved in training, thus developing their leadership skills and abilities.

5.3.1. At the start of each semester, a training seminar will be held during the transition days to ensure that all command center controllers understand their expectations and their duties. The CWOC Director of Operations will ensure that all controllers are trained.

**5.4. CWOC Standardization/Evaluation.** The CWOC Director of Operations heads the CWOC Stan/Eval program and walk-in inspections will be conducted to determine the quality of performance of Cadet Controller teams. CWOC Stan/Eval grading will be based on the items detailed below:

5.4.1. Uniforms.

5.4.2. Cadet Command Center Cleanliness.

5.4.3. Documentation of Daily Operations Checklist.

5.4.4. Documentation of Events Log.

5.4.5. Accuracy of Cadet Wing Status Summary.

5.4.6. Any other area defined by the CWOC Staff.

## 6. Duties and Programs.

**6.1. Cadet Wing Status Summary Purpose.** To keep commanders informed of events within the wing and the current strength of the wing. It also provides essential information about cadets that are away from the academy, in the hospital, convalescing, on emergency leave, positive for DI, or out-processing.

**6.2. Cadet Wing Status Summary Completion.** The cadet controller team compiles the Cadet Wing Status Summary nightly. This summary will include data from all four Cadet Group's reports (which are based on the respective squadron reports). During summer operations, the data from the various summer programs' reports will be included in the summary.

6.2.1. If problems exist with any Cadet Group's report, the controllers will ensure that group CCQs are made aware and they correct the deficiency. All Group Status Summaries must be received and verified by 15 minutes after Taps each night.

6.2.2. After the Cadet Wing Status Summary (CWSS) is compiled, it will be sent out to the OD.

6.2.3. The following is essential terminology that must be understood, in order to produce an accurate status report.

6.2.3.1. "Emergency Leave" includes cadets who have temporarily left the Academy due to an extreme illness or death in their immediate family (to include those acting *in loco parentis*). This does not include those cadets on SCA for a death of an extended family member.

6.2.3.2. "Hospitalization" includes cadets who are spending the night in any hospital on the night that they are reported absent.

6.2.3.3. "Post-Hospitalization/Convalescence" includes those cadets who are on an authorized pass and are recovering from their hospital stay outside the Cadet Area.

6.2.3.4. "Positive DI" lists those cadets reported by their respective squadrons to be out of their permitted areas with respect to the 36-3501, Cadet Standards at the time Dormitory Inspections (DI) was conducted in their squadron. Squadron Duty Officers (SDO) are responsible for directly notifying the CWOC of any positive DI in their squadron.

6.2.4. "Separations" includes cadets who have completed out-processing and permanently left the Academy. Cadet Controllers will add out-processed cadets to the "Separations" block upon receiving notification from USAFA/DPY. If any problems arise during the compilation of the Cadet Wing Status Summary, the cadet controller team will notify the on-call staff member for assistance.

**6.3. Announcement and Bugle Call Policy.** The following is the policy for announcements and bugle calls over the Cadet Wing Public Address System.

6.3.1. Announcements.

6.3.1.1. Announcements must affect at least 25% of the Cadet Wing or large groups of visiting dignitaries with cadet escorts.

6.3.1.2. Individual organizations such as clubs or sporting activities *will not* be announced.

6.3.1.3. Individual cadet names will not be announced unless directed by USAFA/CWO or above.

6.3.1.4. Announcements during Academic Call to Quarters must be approved through the CWOC Chief or Director of Operations.

6.3.1.5. The Cadet Wing Commander, Commandant of Cadets, or Vice Commandant may request announcements at any time.

6.3.1.6. Announcements must be made on time.

#### 6.3.2. Bugle Calls

6.3.2.1. Bugle calls must be accurate and timely and played as listed in the Daily Operations Checklists.

6.3.2.2. Drums cadences will be played over the Public Address System when prescribed by the Cadet Wing Drill and Ceremonies NCO, Cadet Wing Command Chief, or Cadet Wing Director of Operations for formations.

**6.4. Email Policy.** Procedures for sending a CWOC email message for cadet clubs, official business, and other topics are posted in the Checklist Binder. **NOTE: Lost and Found messages, car headlights on, broken car windows, etc. will not be sent out.**

**6.5. Administration of Cadet Wing Operations Center.** The CWOC has several administrative duties that require completion on a regular basis. The CWOC Chief and Director of Operations are responsible for assignment of staff and monitoring additional administrative duties. A list of specific requirements is incorporated in the CWOC training and procedure plans.

### 7. Officer of the Day (OD).

**7.1. General.** The Officer of the Day (OD) program is responsible for helping ensure the overall safety, security, good order and discipline within the cadet area. This program does not replace the chain of command authority, responsibility and accountability inherent to command in the Air Force Cadet Wing. The intent of the OD program is to provide a wing-level point of contact for cadet area issues and to act as the command representative for the Commandant of Cadets during non-duty hours. The OD will determine the appropriate channels for issues and utilize the Commander's Critical Information Requirements guidance (Attachment 1) for notification. The OD shall be present for any significant incidents with personnel, facility, or event.

**7.2. Guidance.** For specific duty details and responsibilities reference the current CWV MFR Subject: Officer of the Day Program Policy on the CW Stand/Eval SharePoint site.

### 8. Senior Officer of the Day (SOD)

**8.1. General Responsibilities.** SOD checklists are kept in the CWOC. The Cadet Wing Director of Operations will maintain the SOD checklist. The SOD duties include the following:

8.1.1. Review Random Anti-Terrorism Measures (RAM) Binder for applicable RAMs.

8.1.2. Check accomplishment of any scheduled RAM and ensure it occurs on time.

8.1.3. Building security checks; ensure all doors are secure and not propped open with objects.

8.1.4. Perform random SDO/CQ Inspections with the SDO. The OD will use a blank SDO/CQ Inspection Log located in the OD binder.

8.1.5. The SOD is the on-scene representative for the Cadet Wing Commander and is responsible to the Cadet Wing Director of Operations. The Cadet Wing Director of Operations is responsible for the SOD program and schedules first- class cadets for SOD duty. Wing and

group honor chairpersons are exempt from SOD duty. CWOC Staff and Controllers are exempt from SOD duty.

8.1.6. At the end of shift perform changeover with on-coming OD.

8.1.7. The Operations Center Controller should assist the OD and SDO as needed.

**9. Group Junior Duty Officer (formerly CWOC Controller).** The JOD is the CWOC Chief's appointed representative for ensuring that all needed activities are completed on a weekly basis.

9.1. The JOD will be a member of the CWOC staff. This responsibility will be on rotating schedules with changeover at the discretion of the CWOC Chief. The on-call staff member must make every attempt to be available to assist the cadet controller team. The on-call member may sign out to the local Colorado Springs area as defined within the limits and liberties regulation and in accordance with this regulation.

9.2. It is the responsibility of the on-call cadet staff member to check the Cadet Wing Status Summary for accuracy and approve the document for publication every morning.

9.3. The cadet controller team sitting is expected to contact the on-call staff member for any issues about which the team is uncertain.

9.4. The CWOC Chief and Director of Operations, must ensure they can be contacted at any time to assist controller team or the on-call staff member with problems.

**10. Cadets on Probation.** Cadets on probation are allowed to sit controller duty only under the following conditions.

10.1. No controller or staff member can be on more than one probation. Controllers will be removed if they receive more than one probation. Staff members on probation will be examined on a case- by-case basis.

10.2. Cadets on Academic Probation will not miss any classes or mandatory academic sessions (i.e., EI, QRC) they are scheduled to attend.

10.3. Cadets on Athletic Probation will not miss any Physical Education classes, athletic reconditioning or any intramural event they are scheduled to attend.

10.4. Waiver authority for the above provision is at the discretion of the CWOC Cadet Wing Director of Operations.

10.5. Cadets that have their security clearances revoked or suspended will be removed from the CWOC until they regain their clearances.

**11. Recalls.** Recalls of any kind are completed IAW the various checklists and through Permanent Party UCC notifications.

11.1. All AFCW personnel will fill out on FalconNet their Name, Class Year, phone number, and room number for DI accountability, recalls, and other official business.

**12. USAFA Emergency Operations Center (EOC) Activation.** In the event the Crisis Action Team is activated, the current team sitting is under the direct supervision of the Superintendent, USAFA Command Center. Team changeover will have a full brief of the situation.

**13. Interaction between Cadet Wing Command Center OIC and Cadet Staff.** The CWOC Chief reports directly to the Cadet Wing Director of Operations. It is essential that the CWOC Chief and the Cadet Wing Director of Operations work as a team to keep the lines of communication open. The CWOC Chief must keep the USAFA Cadet Wing Director of Operations advised of all Cadet

Operations activities. The USAFA Cadet Wing Director of Operations will pass on information and instructions from USAFA/CWV to the CWOC Chief.

## ANNEX C – EMERGENCY MANAGEMENT PROCEDURES

4 Jan 2022

### Commandant of Cadets (CW)

#### Emergency Action Plan (EAP)

##### Unit Commander

1. The Commandant of Cadets has delegated Emergency Management (EM) Program Oversight to the Vice Commandant of Cadets. The Vice Commandant will receive pre and post-Program Review briefings. The Vice Commandant will sign all Emergency Management Reports.
2. The Vice Commandant, will maintain oversight of individuals assigned to the Crises Action Team (CAT). These UCC. Only fully trained unit representatives will be used to fill Disaster Response Force (DRF) positions. Unit representatives not fully trained can participate in installation emergency management exercises under the supervision of a fully trained equivalent unit representative.
3. The Commandant or the Vice Commandant will attend the Installation EMWG and be prepared to advocate for unit EM program equities.
4. Group Commanders will identify a primary and alternate Unit Emergency Management Representative to manage, coordinate, and serve as the single point of contact for unit requirements in support of the installation Emergency Management program. Primary Unit Emergency Management Representative should be a minimum of an E-5 or Civilian Equivalent (GS-5). Emergency Management Representatives will coordinate with the unit scheduler to sign up for training within 60 days of appointment.

##### **CW Emergency Program Manager Responsibilities:**

1. The Vice Commandant will appoint CW Emergency Program Manager and Alternate CW Emergency Management Representative.
2. CW Emergency Program Manager will perform program reviews semi-annually using the MICT, AFI 10-2501 AF Emergency Management Program checklist. The Emergency Program Manager will comply with all requirements listed in AFI 10-2501, the Installation Emergency Management Plan (IEMP) 10-2, the DoDI 6055.17, and upload Emergency Management Quarterly Reports to the Local Emergency Management Unit Representative SharePoint (LEMUR), 10 CES/CEX quarterly.

##### **Unit Emergency Management Representative's Responsibilities are as follows:**

1. Unit Emergency Management Representatives must provide their Unit's inputs for the EM Quarterly Reports. This information must be verified with the Unit Deployment Managers, Unit Training Managers, or Unit Training Schedulers to ensure they have the most accurate education and training data.
2. Unit Emergency Management Representatives will create and maintain a unit EM continuity folder. This folder will contain, at a minimum, a copy of the Unit's quarterly Emergency Management Program report, according to the Commander's Inspection Program requirements, the Unit's monthly shortfall or LIMFACs report, and a copy of the Unit's representative appointment letter.
3. The Unit Emergency Management Representative will ensure dissemination of Emergency Management Program training material throughout the Unit to support the Installation's "Be

Ready" awareness campaign.

4. In coordination with facility managers and local emergency services, the Unit Emergency Management Representative develops and maintains (EAP) Emergency Action Plans for each facility per Occupational Safety and Health Administration (OSHA) and AFOSH guidelines and DoDI 6055.17.

5. Emergency Management representatives will coordinate with the 10 ABW Crises Action Team (CAT) Manager at 10abw.xp.1@us.af.mil, as needed, to schedule unit personnel assigned to CAT. All Emergency Management Representatives and assigned UCC members must complete CBTs and hands-on training with 10 CES/CEXM.

#### **Unit Deployment Managers:**

1. Primary and Alternate Unit Deployment Managers (UDMs) serve as Units Schedulers for CBRN Defense. UDMs will provide data concerning CBRN Defense training to the Unit Emergency Management Representatives as necessary.

#### **Crises Action Team (CAT):**

1. The CAT directs strategic actions supporting the Installation's mission. The CAT's primary focus during and after emergencies is mission continuation.

##### **1.1. CAT Location:**

- Primary: Bldg. 2304, Harmon Hall, Room B1
- Alternate: Teams
- Alternate in-person location: Bldg. 4199, 10 CS Conference Rm

#### **CW CAT Representative:**

1. Individuals assigned to the USAFA/CWDA will serve as CW CAT representatives. This Individual will maintain a roster of all Unit POCs, current recall rosters, and checklists as necessary to the Crises Action Team operations.

2. CW CAT Representative will review checklists annually or when changes occur to plans/instructions that would impact checklists.

3. Upon notification of an incident requiring Crises Action Team operation activation, the Vice Commandant will determine CW CAT Representative, manning requirements for the Unit Control Center, and recall individuals as necessary. Individuals will follow the procedures listed below in "Unit Control Center/Unit Points of Contact Procedures."

#### **Control Center Team Chief:**

1. Individuals assigned to the USAFA/CWDA will serve as Control Center Chiefs. Individuals will maintain a roster of all Unit POCs, current recall rosters, and checklists as necessary to the Control Center Operations.

2. Team Chiefs will review checklists annually or when changes occur to plans/instructions that would impact checklists.

3. Upon notification of an incident requiring control center operation activation, Control Center Team Chiefs will determine manning requirements for the Unit Control Center and recall individuals as necessary. Individuals will follow the procedures listed below in "Unit Control Center/Unit Points of Contact Procedures."

### Unit Control Center/Unit Points of Contact Procedures

1. National and local emergencies and other contingencies require the USAF Academy (USAF A) to notify personnel or recall them to their place of duty. Notifications and recalls shall be as covert as possible to deny potential adversaries helpful information and to avoid public alarm. This EAP establishes procedures for the CW Unit Control Center (UCC) and its subordinate unit POC operations.

2. Each CW organization will have a POC subordinate to the CW UCC and produce and maintain recall rosters to facilitate timely notification/recall of personnel.

#### Primary Location:

CW Staff Command Section (UCC), Fairchild Hall, 6<sup>th</sup> Floor

CWT (Unit POC), Fairchild Hall, 4<sup>th</sup> Floor

CWC (Unit POC), Polaris Hall CLCD Conference Room

CWP (Unit POC), Fairchild Hall, 5<sup>th</sup> Floor

CG1 (Unit POC), Vandenberg Hall, CG1 Conference Room

CG2 (Unit POC), Vandenberg Hall, CG2 Conference Room

CG3 (Unit POC), Sijan Hall, CG3 Conference Room

CG4 (Unit POC), Sijan Hall, CG4 Conference Room

#### Alternate Location:

GE Warehouse, Bldg. 1101

GE Warehouse, Bldg. 1101

Arnold Hall Ballroom

Bldg. 2354, Fairchild Suite 5A10

Bldg. 2354, Fairchild Suite 5A10

Bldg. 2354, Fairchild Suite 5A10

Bldg. 2354, Fairchild Suite 5A10

Bldg. 2354, Fairchild Suite 5A10

3. UCCs will prioritize squadron operational activities, allocate available resources, and implement wartime functions or rapidly deploy forces responding to incidents or events affecting an installation's mission.

4. Units staff their UCCs with functional representatives needed to execute C2 functions. 5.6.2. UCCs will have functional plans, checklists, and status boards to accurately account for and track the status of resources (personnel, equipment, and supplies).

5. UCCs will collect damage assessment information, identify work requirements, prioritize recovery actions, manage contamination control and recovery efforts, and provide timely and accurate information to the EOC.

6. Upon Notification of UCC activation, the UCC will run the CW UCC Activation Checklist on SharePoint ([https://sharepoint.usafa.edu/centers/afims/Lists/2015\\_Checklists/CW\\_UCC.aspx](https://sharepoint.usafa.edu/centers/afims/Lists/2015_Checklists/CW_UCC.aspx)). The UCC will contact all subordinate POCs to activate if necessary or be placed on standby status. POCs will run their Activation Checklists, annotate times, and report to the UCC when actions are complete.

7. The UCC will annotate the USAFA DRF-COP (<https://usafa-cop.psif.milcloud.mil>) event log when the UCC and all Unit POCs have been stood up.

8. The UCC and all subordinate Unit POCs will: monitor EOC and CAT directives, UCC message traffic, maintain an events log, post a USAFA base grid map on the wall (if not already mounted), inventory shelter-in-place kits and have access to all IEMP 10-2 checklists and required publications [https://sharepoint.usafa.edu/hq/a589/plansmgt/Academy%20Plans/10-2%20Installation%20Emergency%20Management%20Plan%20\(IEMP\)%2031%20Aug%2016.pdf](https://sharepoint.usafa.edu/hq/a589/plansmgt/Academy%20Plans/10-2%20Installation%20Emergency%20Management%20Plan%20(IEMP)%2031%20Aug%2016.pdf). The UCC and subordinate Unit POCs will make schedules for 24-hour operations if necessary and have to gain access to any required DCS applications.

9. The UCC and all subordinate Unit POCs will ensure facility managers post all FPCON signs on outer doors.

10. Unit POCs will conduct accountability/strength reporting when directed to do so by the UCC. Unit POCs will contact squadron AOC/AMTs and request accountability/strength reporting. UCC will contact CW staff and request accountability/strength reporting. Accountability tools include telephones primary, email or Teams alternate, and a runner tertiary. If directed, unit POCs will direct all assigned personnel to log into the Air Force Personnel Accountability and Assessment System (AFPASS) at <https://afpaas.af.mil/> and verify they and their family members are accounted for. The UCC and Unit POCs will report Total Force Accountability for local events on the USAFA DRF-COP.

11. If an event has not been created in AFPASS, AOCs will verify permanent party and cadets' accountability. They will task squadron cadet CQs to obtain accurate cadet accountability, including cadets within and outside the squadron area (class, sporting events, physical fitness, airfield ops, etc.). CQs will also account for cadets not on station and report this info back to their UCC. Accurate accountability is UCCs will validate/consolidate squadron information (cadet and permanent party) and report it to the UCC every hour or as requested until we achieve 100% accountability. The UCC will update CW strength reporting on USAFA DRF-COP.

12. Upon activation, the Control Center Chief will update participation on USAFA DRF-COP. Upon notification by the EOC or CAT to de-activate the UCC, the Control Center Chief will provide a listing of individuals who participated in the incident or exercise to the Unit Emergency Management Representatives.

13. The UCC and subordinate Unit POCs will access the EM SharePoint for all current guidance and information.

### **Shelter in Place (SIP) Procedures**

1. SIP locations and procedures for CW facilities are included in attachment 1 of this document.
2. A copy of this EAP and attachments will be located at each SIP location and in each Cadet Squadron's CQ binder.

### **Emergency Management Quarterly Report**

1. Emergency Management Quarterly Report will be reviewed and updated quarterly and posted to LEMUR NLT 15<sup>th</sup> of the following month when the quarter ends.
2. Training statistics required in EM Quarterly Report can be obtained via Air Force myLearning reports or through the CW ancillary training managers.
3. Reports will be sent to the Vice Commandant or Director of Staff for signature signatures and situational awareness.
4. Forms will be posted to the 10 CES/CEX Readiness and Emergency Management SharePoint at <https://sp.usafa.edu/10abw/10msg/10CES/em/default.aspx> in Tab B of the Unit EM Folder.
5. Emergency Management documentation, as required by the 10 CES Emergency Management Flight to include self- inspection reports, staff assistance visits, and corrective action plans, will be maintained electronically in the 10 CES/CEX SharePoint folders.
6. All control center checklists will be reviewed and maintained by the CW Control Center Team Chief located on the 6<sup>th</sup> floor of Fairchild Hall.

## Attachment 1

### Cadet Wing Shelter in Place (SIP) Procedures

#### 1. GENERAL PROCEDURES

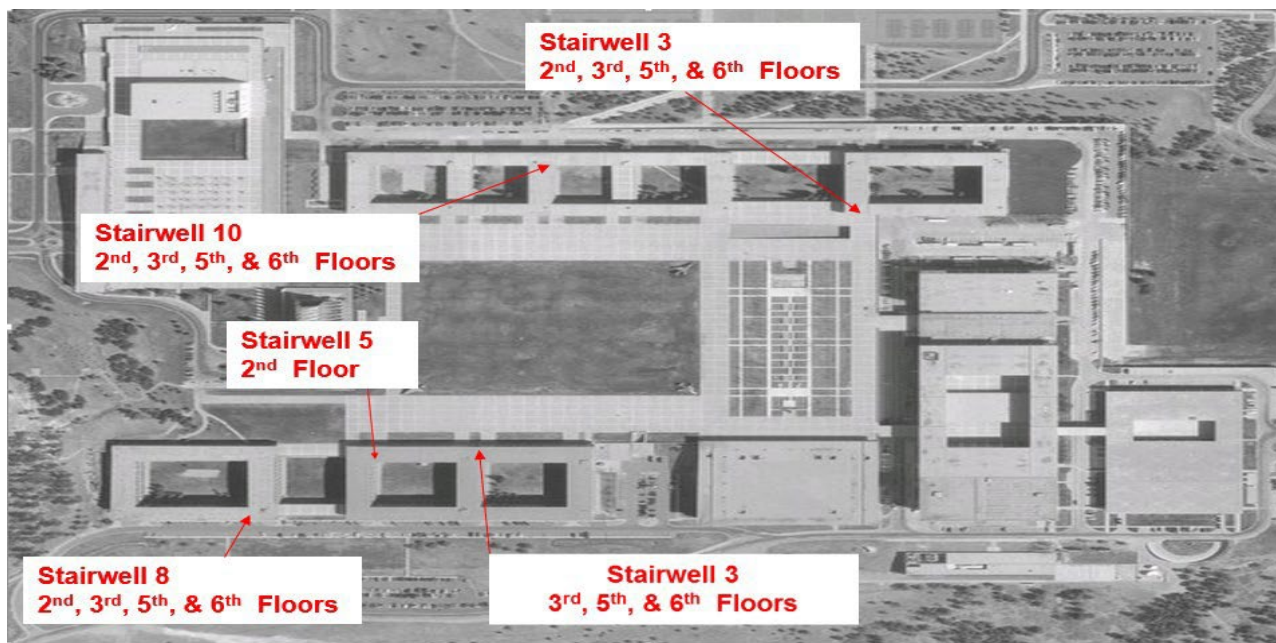
1.1. Any person receiving a warning regarding a HAZMAT (Hazardous Materials) or WMD (Weapons of Mass Destruction) will immediately **call 911** and provide as much information as possible, including building name and/or number, floor, room number, closest stairwell, etc.

1.2. Commanders will run the appropriate emergency action checklist. For example, the following message will be sent: "Attention all personnel in the Cadet Area--THIS IS NOT AN EXERCISE. A "real world" EMERGENCY requires all personnel to seek shelter. Please proceed immediately to the "Shelter-in-Place" location..."

1.3. Sijan and Vandenberg Halls each have 8 public First Aid Kits/Automated External Defibrillators (AED). They are placed at hallway intersections and will be used as SIP locations. If the shelter directive is given, all personnel will proceed and/or be directed to the following SIP locations.

- 1.3.1. Sijan 2<sup>nd</sup> floor hallways near stairwell 2-8 (CS-33 CQ desk)
- 1.3.2. Sijan 2<sup>nd</sup> floor hallways near stairwell 2-3 (Between the tailor shop and cadet issue)
- 1.3.3. Sijan 3<sup>rd</sup> floor hallways near stairwell 3-8 (CS-36 CQ desk)
- 1.3.4. Sijan 3<sup>rd</sup>-floor hallways near stairwell 3-3 (next to Sijan Linen Exchange)
- 1.3.5. Sijan 5<sup>th</sup> floor hallways near stairwell 5-8 (CS-35 CQ desk)
- 1.3.6. Sijan 5<sup>th</sup> floor hallways near stairwell 5-3 (CS-28 CQ desk)
- 1.3.7. Sijan 6<sup>th</sup> floor hallways near stairwell 6-8 (CS-34 CQ desk)
- 1.3.8. Sijan 6<sup>th</sup> floor hallways near stairwell 6-3 (CS-26 CQ desk)
- 1.3.9. Vandenberg 2<sup>nd</sup> floor hallways near stairwell 2-3 (CS-08 desk)
- 1.3.10. Vandenberg 2<sup>nd</sup> floor hallways near stairwell 2-10 (CS-10 desk)
- 1.3.11. Vandenberg 3<sup>rd</sup> floor hallways near stairwell 3-3 (CS-06 desk)
- 1.3.12. Vandenberg 3<sup>rd</sup> floor hallways near stairwell 3-10 (CS- 22 desk)
- 1.3.13. Vandenberg 5<sup>th</sup> floor hallways near stairwell 5-3 (CS-04 desk)
- 1.3.14. Vandenberg 5<sup>th</sup>-floor hallways near stairwell 5-10 (middle desk on the north side of Main Vandy)
- 1.3.15. Vandenberg 6<sup>th</sup> floor hallways near stairwell 6-3 (CS-02 desk)
- 1.3.16. Vandenberg 6<sup>th</sup>-floor hallways near stairwell 6-10 (middle desk on the north side of Main Vandy)

1.4. Each SIP location will designate a shelter commander. The shelter commander will initiate the appropriate SIP checklist (attachment 3 or 4 of this document) or designate an individual to run the checklist.



*Note: Non-government civilians and non-active duty personnel (i.e., retirees, contractors, visitors, dependents) cannot be required to remain inside the facility during SIP situations. However, it should be explained that the environment outside the facility is unsafe, and they are encouraged to remain inside for safety and follow the guidance.*

## 2. HAZMAT SIP

2.1. Should an intentional or accidental release of HAZMAT occur and it is unsafe to evacuate the facility due to airborne contaminants:

2.2. Implement HAZMAT Shelter-in-Place (SIP) Checklist 1.

## 3. NATURAL DISASTER SIP

3.1. When a "TORNADO WARNING" is issued for USAFA or El Paso County, including the areas of Colorado Springs, Castle Rock, Monument, or other nearby locations:

3.2. Implement Natural Disaster (Tornado) Shelter-in-Place (SIP) Checklist 2.

## 4. TERMINATION OF SIP

4.1. Termination of HAZMAT SIP.

4.1.1. Once the danger has passed, the IC will recommend that sheltered personnel be released. Small amounts of hazardous or toxic air may have entered the facility. Therefore the facility must be ventilated after SIP by opening windows and doors until all suspected traces of hazardous substances are removed.

4.1.2. Terminate HAZMAT SIP (refer to the Termination Section of a checklist).

4.2. Termination of Natural Disaster SIP.

4.2.1. Following the severe weather or danger of a natural disaster and consistent with the guidance of the EOC or other authority, personnel can cautiously leave the shelter area.

4.2.2. Terminate Natural Disaster SIP (refer to Termination Section of the checklist).

**Attachment 2**  
**SIP Checklists 1 & 2**

| HAZMAT SHELTER-IN-PLACE (SIP)<br>CHECKLIST 1 |   |             |
|--|---|-------------|
| Organization: _____                          | Facility #: _____   | Date: _____ |
| ACTIVATION                                   |   |             |
| Item   | Action  | Complete    |
| 1  | Announce to all personnel (and visitors) that a SIP order has been given.   |             |
| 2  | Direct all personnel (including visitors) to the HAZMAT SIP locations. If personnel are outdoors, direct them inside.   |             |
| 3  | Remind personnel to ensure windows and doors in their immediate area are closed.  |             |
| 4  | Ensure classified and/or sensitive documents are protected and secured as required.   |             |
| 5  | Shut down HVAC if not centrally managed. (Many of the AOC/AMT offices have HVAC systems that can be manually turned off.)   |             |
| 6  | Dampen a personal towel with water and place it under the door.   |             |
| 7  | Conduct accountability.   |             |
| 8  | Remind personnel to stay off the phone (including personal cell phones) unless there is an emergency. (It is critical to keep phone lines free for fire, police, and medical.)  |             |
| 9  | Report accountability to the Unit Control Center/Command Section if communications capability is available.   |             |
| 10   | If telephone capability is available and IF you have pertinent information, call 911 (remain in the line and answer all questions. Do not hang up until told to do so by the dispatcher.)   |             |
| 11   | Monitor personnel for medical or psychological concerns and mitigate them accordingly.  |             |
| 12   | Remain in the shelter or protective location until "ALL CLEAR" is issued.   |             |
| TERMINATION                                  |   |             |
| Item   | Action  | Complete    |
| 1  | Brief all personnel that once they are released from the SIP room, they are to follow official release instructions and immediately report to _____ (designated assembly area) for accountability. If other EA zones remain hazard areas, remain upwind of these areas if possible. |             |

| <b>HAZMAT SHELTER-IN-PLACE (SIP)<br/>CHECKLIST 1</b> |   |  |
|--|---|--|
| 2  | Remove the wet towel from underneath the doors.   |  |
| 3  | Collect the record of accountability.   |  |
| 4  | Direct all personnel to the appropriate assembly area.  |  |
| 5  | Conduct accountability once all personnel has arrived at the assembly areas and brief that no one should leave the area until approved.       |  |
| 6  | Await guidance from Fire and Emergency Services/Security Forces before reoccupying the facility if hazards are suspected within the facility. |  |
| 7  | Conduct an after-action review with facility occupants to determine necessary improvements.   |  |

**NATURAL DISASTER (TORNADO) SHELTER-IN-PLACE (SIP)  
CHECKLIST 2**

Organization: \_\_\_\_\_

Facility #: \_\_\_\_\_

Date: \_\_\_\_\_

**ACTIVATION**

| <b>Item</b> | <b>Action</b>   | <b>Complete</b> |
|-------------|---|-----------------|
| 1           | Announce to all personnel (and visitors) that a TORNADO WARNING has been issued.  |                 |
| 2           | Remind personnel to ensure windows and doors in their immediate area are closed.  |                 |
| 3           | Direct all personnel (including visitors) to the TORNADO SIP location. If personnel are outdoors, direct them inside.   |                 |
| 4           | Conduct accountability.   |                 |
| 5           | Remind personnel to stay off the phone (including personal cell phones) unless there is an emergency. (It is critical to keep phone lines free for fire, police, and medical.)            |                 |
| 6           | Report accountability to the Unit Control Center/Command Section if communications capability is available.   |                 |
| 7           | If telephone capability is available and IF you have pertinent information, call 911 (remain in the line and answer all questions. Do not hang up until told to do so by the dispatcher.) |                 |
| 8           | Monitor personnel for medical or psychological concerns and mitigate them accordingly.  |                 |
| 9           | Remain in the shelter or protective location until "ALL CLEAR" is issued.   |                 |

| NATURAL DISASTER (TORNADO) SHELTER-IN-PLACE (SIP) CHECKLIST 2 (CONTINUE) |  |                   |
|--|--|-------------------|
| Organization: _____  |  | Facility #: _____ |
| Date: _____  |  |                   |
| TERMINATION  |  |                   |
| Item   | Action   | Complete          |
| 1  | <p>Brief all personnel that once they are released from the shelter room, they are to immediately report to _____ (designated assembly area) for accountability and injury assistance purposes.</p> <ul style="list-style-type: none"> <li>Remind personnel to be vigilant for hazards - power lines, broken gas lines tripping, and other hazards that may be present following high winds.</li> </ul> <p>Call 911 to report any hazard that presents a danger to life.</p> |                   |
| 2  | Collect the record of the accountability form.   |                   |
| 3  | Direct all personnel to the appropriate assembly area.   |                   |
| 4  | Conduct accountability once all personnel arrive at the assembly area and brief that no one should leave the area unless they notify the Facility Manager or alternate—Report data to your Unit Control Center or Command Section.   |                   |
| 5  | Report facility damage to your Unit Control Center or Command Section.   |                   |
| 6  | Await guidance from Fire and Emergency Services or Security Forces before reoccupying the facility if damage has occurred.   |                   |
| 7  | Once reoccupation is authorized, survey your facility to determine if additional damage has occurred.  |                   |
| 8  | Conduct an after-action review with facility occupants to determine what improvements are necessary.   |                   |