

BY ORDER OF THE COMMANDANT OF CADETS

AIR FORCE CADET WING INSTRUCTION 36-3501

09 August 2024

Personnel

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

ACCESSIBILITY: Publications and forms are located at the CWXXP page: <https://usafa0.sharepoint.com/sites/CWXXP/SitePages/Home.aspx>

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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 Air Force Cadet Wing (AFCW), 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 DAFPD 36-35, *United States Air Force Academy*, and DAFPD 36-29, *Military Standards*. It applies to cadets (AFCW) and Permanent Party (USAFA/CW) assigned to the AFCW. It is written to foster an environment in which each cadet's concept of duty is developed and strengthened through the Leader of Character Framework, as outlined in USAFA Manual 36-3526, *Developing Leaders of Character at USAFA*. 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*.

Ensure that all records created because of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of under the Air Force Records Disposition Schedule (RDS). This instruction may not be supplemented.

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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. Adhering to standards is a way in which we live honorably, lift others, and elevate performance as we develop ourselves and others as leaders of character. 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 90-160, *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:** DAFMAN 90-161, *Publishing Processes and Procedures*, Commander's approval of non-tiered requirements do not apply to this AFCWI.)

1.3. Waiver Process. Unit commanders desiring to initiate a waiver package must use DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or as directed in DAFMAN 90-161. Coordination through the Permanent Party chain of command and Permanent Party Stan/Eval (CWOV) is required for all waivers. Once a waiver is approved, CWOV will send an informational copy to all Permanent Party, cadet leadership, and CWXX within 5 duty days.

1.3.1. Compliance. Permanent Party and Cadets will comply with this AFCWI and the following:

1.3.1.1. Department of the Air Force (DAF), USAFA, Commandant of Cadets, and applicable AFCW Instructions.

1.3.1.2. WARNOs, OPORDs, FRAGOs, and all Commandant of Cadets' directed policies.

Chapter 2 – AIR FORCE ACADEMY PROFESSIONAL STANDARDS

2.1. All DAF military members, including officers, enlisted, and USAFA cadets, are expected to abide by common Air Force professional standards in AFI 1-1, *Air Force Standards*.

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

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

2.2. **Military Customs and Courtesies.** Customs and courtesies can be found in DAFPAM34-1203, *Drill and Ceremonies*, and para. 1.8 of AFI 1-1. All members of the Profession of Arms must know, understand, and practice these customs and courtesies.

2.2.1. **Introductions.** Cadets will introduce themselves as Cadet Last name when in any professional environment.

2.2.2. **Terms of Address.** Cadets will use the appropriate customs and courtesies when addressing officers, enlisted members, and civilians. Ex: “Rank+name,” “sir,” “ma’am,” “doctor,” “professor.”

2.2.3. **Rising to Address Superiors.** Service members will rise from their seats when addressed by a superior who is standing unless directed to remain seated. Reference Section 2.2.6. for further decorum.

2.2.4. **Saluting and Greeting.** When outdoors, the junior member is expected to initiate a salute and verbal greeting to senior officers in time to allow the senior officer to return it. When stopping to speak to a senior officer, render a salute prior to and at the conclusion of the conversation. When a salute is rendered to a senior officer in a vehicle, hold the salute until it is returned by the officer or after the vehicle has passed. Reference para. 3.6 of DAFPAM 34-1203, *Drill and Ceremonies* and para. 1.8 of AFI 1-1, *Air Force Standards*, for more information

2.2.5. **Public Displays of Affection.** Personnel in uniform must not engage in public displays of affection unless brief and in a situation where this is accepted etiquette. Reference para. 2.17.6 of DAFL 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* for further information.

2.2.6. **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. When any permanent party member or civilian enters a room, stand out of respect.

2.2.7. **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) (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.

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

2.2.9 Briefings, Lectures, and Guest Speakers. Cadets will be in seats at least 5 minutes prior for all briefings, lectures, or guest speakers. If seating is not assigned, fill rows from front to rear. Respect to the speaker by listening intently, not having side-bar conversations, staying awake, not using electronic devices, and not working on unrelated material. 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 (e.g., water bottles with securable lid.)

2.3. The 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. Reference the AFCW Honor Code Handbook for more information.

2.4. Respect for Human Dignity. Respect for Human Dignity is a multifaceted concept that encompasses our thoughts, feelings, and actions. Respect can be defined in many ways, but ultimately is the action and way of thought that all people have worth and should be treated as such. Every member of the cadet wing, military, civilian, and contractor, regardless of rank, position, or station will treat everyone with dignity and respect. *Ultimately, all service members, regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, or genetic information 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 (IG) channels.*

2.4.1. Disparaging Terms. Disparaging terms are communication used to degrade or imply a negative distinction, perception, stereotype, attitude, or overtone about a person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, or genetic information. Such communication may include insults, printed material, visual material, signs, symbols, posters, banners, or insignias. 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.

2.4.2. Sexual Harassment. Sexual harassment of any kind, by anyone, permanent party, cadet, or civilian, will not be tolerated. Sexual harassment is strictly prohibited and punishable under Article 134 of the UCMJ. Sexual harassment can be reported to SAPR as a restricted or unrestricted report. Reference DAFI 36-2710, *Equal Opportunity Program* and DoDI 1020.03 *Harassment Prevention and Response in the Armed Forces*, for more information.

2.4.3. Sexual Assault. Per DAFI 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.”

2.4.3.1. **SARC/VA.** Victims of sexual assault can only make a restricted report via a Sexual Assault Response Coordinator (SARC) or through medical providers, but they can have confidential communications with Chaplain, Mental Health, or Victims' Counsel. 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. Cadets are NOT mandatory reporters. However, third-party cadets aware of an incident may initiate an independent report through SARC.

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

2.4.3.2.1. **Restricted Reporting.** Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (e.g., SARC, SAPR VA, or healthcare personnel) and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an official investigation unless the victim consents or an established exception is exercised under DoDI 6495.01. SAPR Restricted Reports require a signed DD Form 2910.

2.4.3.2.2. **Unrestricted Reporting.** A process by which an individual covered by this instruction uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. The victim's report is reported to law enforcement and may be used to initiate the official investigation process. SAPR Unrestricted Reports require a signed DD Form 2910.

2.4.3.4. **Mandatory Reporters.** *Mandatory reporters for sexual assault include Sq/CCs/AMTs for cadets assigned to their squadron, instructors assigned to AETC (regardless of chain of command, ex. 306 FTG), law enforcement personnel, and Equal Opportunity (EO).* In addition, permanent party military members are mandatory reporters for servicemembers in their supervisory chain of command. A mandatory reporter means that when they learn that a member has been sexually assaulted or committed a sexual assault, they must notify SAPR and/or law enforcement. An individual is not required to report if they merely have information that an individual has visited SAPR or filed a report. Individuals are encouraged to contact SAPR, law enforcement or JA if they have questions about whether they are required to make a report.

2.4.3.5. **Non-mandatory Reporters.** *With the exception of the positions and circumstances described in the above paragraph, an individual is not a mandatory reporter. Cadets are never mandatory reporters for other cadets. Faculty, staff, coaches, and trainers not permanently assigned to AETC are not mandatory reporters for cadets regardless of location (e.g. flight line) or relationship (e.g. instructor pilot, OR, AAOC) with the cadet. Medical/mental health providers, counselors at PPC, and chaplains are also not mandatory reporters.* All non-mandatory reporters are still strongly encouraged to provide the victim with guidance and information. Non-mandatory reporters are strongly encouraged to direct victims to SARC, Victims' Counsel or Family Advocacy for information about reporting options and medical assistance. If an unrestricted or independent report is made, a non-mandatory reporter with information about the sexual assault may still be required to provide information to investigators and/or testify in proceedings.

2.4.3.7. Refer to DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, and the SAPR office for more information on sexual assault and specific guidelines on reporting procedures.

2.4.4. **Hazing.** Acts of hazing are prohibited, and violations 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.* Hazing can be conducted through electronic devices or communications and other means, including social media and in person. Actual or implied consent to acts of hazing does not eliminate the perpetrator's guilt. Hazing is prohibited in all circumstances and environments, including off-duty or “unofficial” unit functions and settings. **Any confirmed act of hazing warrants presumptive disenrollment.** Reference DAFI36-2710 *Equal Opportunity Program*, for more information.

2.4.5. **Bullying.** Bullying is prohibited, and 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. 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. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person. Bullying is prohibited in all circumstances and environments, including off-duty or “unofficial” unit functions and settings. Reference DAFI36-2710 *Equal Opportunity Program*, for more information.

2.4.6. **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.

2.4.7. **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.

2.4.8. **Unlawful Discrimination.** *Unlawful discrimination is any unlawful action that denies equal opportunity to persons or groups based race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, or genetic information.* 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.

2.4.9. USAFA Traditions. Traditions are valuable because they connect us to those who have come before and provide a sense of inspiration and commitment to USAFA and our Air and Space Force. Traditions must reinforce leadership development, a warfighting mindset, critical thinking, and a positive climate. **We will not tolerate traditions that jeopardize safety, degrade or demean others, are destructive, or undermine our ability to accomplish our mission and our reputation as members of the Profession of Arms.**

2.4.10. Religious Accommodation. 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:

2.4.10.1. Worship Services or Studies. See paragraph 6.4.4.

2.4.10.2. 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. Sq/CCs and AMTs will accommodate the observance of holy days consistent with mission requirements.

2.4.10.3. 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*, and DAFI 52-201, *Religious Freedom in the Department of the Air Force*, for additional information.

2.4.10.4. 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/FSLFD) to accommodate dietary needs and restrictions. The nutritionist will validate special meal requirements with USAFA/HC and evaluate accommodations individually.

2.4.10.5. Dress and Appearance. 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*, DAFI 52-201, *Religious Freedom in the Department of the Air Force*, DODI 1300.17, *Accommodation of Religious Practices Within the Military Services*, and Chapter 9 of this publication for additional information.

2.4.10.6. 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 Sq/CC before conducting them in dormitory rooms or squadron areas.

2.5. Relationships.

2.5.1. Professional Relationships. *Professional relationships are those that contribute to the effective operation of the Air Force.* Reference AFI 1-1 on Professional Relationships, AFI 36-2909, USAFA Sup_1, *Air Force Professional Relationships*.

2.5.2. 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, *Air Force Professional and Relationships*. Unprofessional relationships are prohibited and punishable under Article 92 and Article 134, UCMJ.

2.5.3.1. At no time will any C1C, C2C, or C3C be in a dorm room with a C4C behind closed and/or locked doors. The only exception to this rule is if a PEER, Teal Rope, Purple Rope, or similar kind of professional engagement is required for the C4C's safety and welfare. If unplanned care is administered after TAPs, Sq/CCs and/or AMTs must be immediately notified of the interaction.

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

2.5.5. Dating and Close Friendships. Dating, courtship, and close friendships are subject to the same policy considerations as other relationships. 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. Forming 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. 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., AFCW Gp/CC may not date AFCW Sq/CC within the same group or a member of the same group's staff).

2.5.5.1. Interaction with Fourth Class Cadets. At no time will C1Cs, C2Cs, or C3Cs date, have a close friendship with, or otherwise participate in an unprofessional relationship with Fourth Class Cadets (C4Cs), regardless of prior relationship, including on social media. The C4C year is defined as entry into Basic Cadet Training (BCT) *through the graduation day of the C1Cs*.

2.5.5.2. For policies regarding dating between commissioned officers and cadets, reference AFI 36-2909, Air Force Professional Relationships. For protection against inappropriate relationships during recruiting and entry-level training (BCT) reference DODI 1304.33. USAFA cadets will not maintain unprofessional relationships with USAFA Prep School cadets or enlisted members, including a prior existing relationship.

Chapter 3 – CADET MILITARY CONDUCT

3.1. Cadet Disciplinary System (CDS). When individuals fail to comply with established standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission, the CDS provides commanders and supervisors (cadets and Permanent Party) with a means of maintaining good order and discipline.

3.2. General Duty Expectations.

3.2.1. The duty day for all cadets during the academic week is from Reveille or first military duty, whichever is earlier, to Retreat or last military duty, whichever is later. On training weekends, the duty day is from the first military duty until all training for AFCW has concluded.

3.2.2. Base Closure: Should a base closure be determined by 10 ABW, CW will issue guidance on whether classes are cancelled or will take place virtually. CW may close sign-out logs on the grounds of safety until weather/road conditions improve.

3.2.3. Delayed Reporting: Should delayed reporting be determined by 10 ABW, CW will issue guidance on whether cadets should follow the Delayed Start Schedule of Calls.

3.2.4. The Commandant of Cadets, Vice Commandant of Cadets, Gp/CCs, and Sq/CC/AMTs have authority to close sign-out logs at their levels.

3.3. Intimate Behavior. Intimate behavior is prohibited in the Cadet Area. Cadets shall 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, etc.

3.4. Naps. Cadets shall never nap while in uniform other than Physical Training Uniform (PTU). Cadets on bed rest may sleep during the duty day as long as they are not in uniform. Exception: C4Cs ON BED REST are authorized to wear PTU and may sleep during the duty day.

3.5. Charitable and Commercial Activities. Cadets seeking to participate in charities, fundraising, or conduct personal or commercial transactions on USAFA must coordinate with USAFA Strategic Communications Office (USAFA/CM), Legal (USAFA/JA), and 10 FSS. Reference USAFAI 51-902, *Fundraising and on Base Solicitation*, and DAFI 36-3101, *Fundraising*.

3.5.1. Cadets are generally not permitted to engage in off-duty employment except during designated break periods. In order to engage in off-duty employment, cadets must submit DAF Form 3902, *Application and Approval for Off-Duty Employment*, to their Sq/CC for approval."

3.6. Public Appearances. Approval from the Sq/CC/AMT and the USAFA Strategic Communications Office 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, or the Dean's front office if related to academics. The standard uniform for cadets while conducting media engagement is service dress. **Note:** Cadets may not solicit or accept gifts, gratuities, favors, entertainment, loans, or other consideration of monetary value for their efforts.

3.7. Financial Responsibility. Military members are required to pay their 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 Military Family Readiness Center (MFRC) 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 with 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 allows SNAP enrollment (e.g., turnback), such as a cadet having dependents and needing to be approved by a family care plan, cadets must coordinate with their Sq/CC and obtain Gp/CC approval.

3.8. Owning and Maintaining a Residence. *Cadets will not own, lease, or maintain any off-base living quarters/ real estate property nor use financial loopholes to get around this.* This includes paying bills, rent, or property upkeep, as well as having friends, family, agents or your own company cover these expenses. **Exception:** cadets may continue to own real estate property if they were already in possession of it before entering USAFA.

3.8.1.1. 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.

3.8.1.2. 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 belongings no earlier than 1 May. However, they may not reside in their off-base residence until graduation.

3.9. Spirit Missions. The Sq/CC/AMT shall approve all spirit missions, in writing. Once approved, the AFCW Sq/CC shall notify his or her AFCW Gp/CC, and the AFCW Wg/CC. The Sq/CC/AMT will notify his or her Gp/CC, CW/DO, CWTM, and the OD who will be on shift during that time. All notifications must be made NLT 24 hours, or duty day prior to execution, whichever occurs first. *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.*

3.9.1. Unauthorized Areas.

3.9.1.1. Academic Areas. Computer labs, McDermott Library, Gregory Hall, Madera Cyber Innovation Center (MCIC), Aero Lab, and Fairchild Hall/Annex.

3.9.1.2. 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.

3.9.1.3. Fire hydrants.

3.9.1.4. Static aircraft displays.

3.9.1.5. 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.

3.9.1.6. Flatiron Trails, Eagle’s Peak, and other National Forest Service lands.

3.9.1.7. Class Crests on the Class Wall beneath Cadet Chapel or on the front of Mitchell Hall.

3.9.1.8. The roof of any facility.

3.9.1.9. Cadet Chapel.

3.9.1.10. Polaris Hall.

3.9.1.11. Any type of construction equipment.

3.9.1.12. Cadet Wing Operations Center (CWOC).

3.9.1.13. The Commandant's Tower.

3.9.1.14. The 6th floor of Fairchild Hall.

3.9.2. 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 Gp/CC. If there is damage to government property, the cadet squadron will be liable for costs.

3.10. **Prohibited Activities.** Cadets must familiarize themselves with listed offenses to avoid prohibited activities.

3.10.1. **Use of Illegal Drugs.** The knowing use of any intoxicating substance, other than the lawful use of alcohol or tobacco products, introduced into the body in any manner to alter mood or function is prohibited regardless of Colorado or any other state laws which may have legalized such substances. Deviations from this could lead to court-martial under the UCMJ.

3.10.1.1. Do not use or consume any hemp products. Reference DAFMAN 44-197, *Military Drug Demand Reduction Program*.

3.10.1.2. 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 Sq/CC.

3.10.1.3. There is zero tolerance for any commercially available or illicit substance which affects the body's metabolism, gamma-butyrolactone (GBL) or gamma hydroxybutyrate (GHB). Inter Collegiate (IC) cadets must check with USAFA/ADM prior to using any supplement or synthetic drug to ensure compliance with National Collegiate Athletic Association (NCAA) restrictions.

3.10.1.5. 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.

3.10.2. **Gambling.** The following Prohibited Gambling Activities are strictly banned unless a specific exemption is granted by the Vice Commandant of Cadets. The following Permitted Gambling Activities are only allowed if they do not violate any Prohibited Gambling Activities. Consult your Sq/CC/AMT and USAFA/JA with questions pertaining to gambling. Cadets or personnel who struggle with gambling addiction are encouraged to seek help via USAFA helping agencies or through the national helpline for problem gambling - <https://www.ncpgambling.org>.

Table 3.1.

Prohibited Gambling Activities	Permitted Gambling Activities
<ul style="list-style-type: none"> - Any form of gambling or betting on the USAFA installation, including events, activities, and USAFA sports (e.g., poker, fantasy sports, NCAA basketball pools, knowledge bowls, intramurals, and other squadron activities) - Gambling on government resources (government computer or network) - Gambling in uniform off-base - Under NCAA By-Law 10.3 the following people are prohibited from gambling on NCAA events: student-athletes, athletics department staff members, and non-Directorate of Athletics staff members with responsibilities within or over athletics (officer representatives) - Gambling with subordinates or those in one's chain of command. - Organize or operate online gambling applications (websites or apps) - Knowingly distribute information not already released to the public concerning USAFA athletics with the intent that this information will be used to have an unfair advantage in gambling (e.g., a football player will be ineligible to play next game) 	<ul style="list-style-type: none"> - Engaging in legal gambling off-base while in a non-duty status (e.g., A 21-year-old cadet uses a pass and goes to Cripple Creek, Colorado to play slot machines at a casino) - Engaging in "social gambling" while off-base in a non-duty status (e.g., A group of cadets play poker for money at an off-base rental house) - Engaging in legal online sports betting off-base in a non-duty status, ensuring it doesn't involve USAFA sports, athletes, activities, the use of government resources, or break NCAA regulations (e.g., a non-IC cadet may use their personal phone or computer, connected to commercial internet, to place bets on an NFL football game if the cadet is off-base and in a non-duty status when the bet is placed) - Gambling events on base that do not involve real money (e.g., Casino Night)

3.10.3. **Maintaining Weapons.** Weapons (objects designed to inflict death, injury, or incapacitation of a person) are prohibited in the Cadet Area. Reference para. 10.10 for guidance on maintaining weapons.

3.10.3.1. ***Knives with blades longer than 3½ inches (excluding the handle) are prohibited in the Cadet Area.*** Exception: with Sq/CC approval, ceremonial knives may be displayed, and sabers may be stored or displayed in rooms. Honor Guard may store bayonets and drill rifles in rooms with approval from the Director of Training Operations (CWT). Additionally, issued survival equipment (e.g., survival knives for SERE, Axes for COLE, etc.) may be temporarily stored during authorized summer periods with approval from the Director of Cadet Wing Training (CWT).

3.10.4. **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).

3.10.5. 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 10 of this publication, AFMAN 17-1301, *Computer Security*, DAFI 34-107, *Cybersecurity Program Management*, USAFAI 33-118, *USAF Information Technology Enterprise Use and Management*.

Chapter 4 - CLASS EXPECTATIONS

4.1. Class-Specific Roles, Responsibilities, and Requirements

4.1.1. Cadet First Class (C1C).

4.1.1.1. **Role.** The role of a C1C is Leader/Commander.

4.1.1.2. **Responsibilities.** C1Cs are responsible for commanding their teams by directing them to complete tasks and missions while continuing to mentor all C2Cs, C3Cs, and C4Cs to safeguard the morale, physical well-being, and general welfare of those under their charge. C1Cs also serve as leaders in A-staff positions to support execution of mission, conduct staff analysis, identify shortfalls, and coordinate across staff functions. C1Cs are responsible for establishing and maintaining a positive and healthy command climate in the unit.

4.1.1.3. **Requirements.** C1Cs are required to demonstrate proficiency in leading people to accomplish the mission while promoting and safeguarding the morale, physical well-being, and general welfare of all persons under their charge.

4.1.2. Cadet Second Class (C2C)

4.1.2.1. **Role.** The role of a C2C is Team Leader.

4.1.2.2. **Responsibilities.** C2Cs are responsible for leading teams by following orders and commander's intent established by C1C leaders. They advise, supervise, and mentor the C3Cs and C4Cs under their charge to develop and grow them into their future roles. They demonstrate proficiency at the flight and A-staff levels, ensuring the integration of subordinates' talents, skills, and abilities. As cadet SNCOs, C2Cs must identify resource shortfalls and risks, and support logical decision-making processes.

4.1.2.3. **Requirements.** C2Cs are required to demonstrate proficiency in leading teams to accomplish the mission while supporting subordinate development and advising cadet commanders.

4.1.3. Cadet Third Class (C3C)

4.1.3.1. **Role.** The role of a C3C is Supervisor.

4.1.3.2. **Responsibilities.** C3Cs are responsible for their subordinates' development and effectively accomplishing assigned tasks. They are responsible for developing feedback and accountability skill-sets as a front-line supervisor, similar to active duty NCOs.

4.1.3.3. **Requirements.** C3Cs are required to demonstrate responsible training, subordinate supervision, and task execution.

4.1.4. Cadet Fourth Class (C4C)

4.1.4.1. **Role.** The role of a C4C is Follower.

4.1.4.2. **Responsibilities.** C4Cs are responsible for learning and adapting to the Profession of Arms via military service with cadet and permanent party supervision and support.

4.1.4.3. **Requirements.** C4Cs are required to demonstrate proficiency at performing basic tasks, understanding, and conforming to USAFA and Department of the Air Force standards, customs, courtesies, heritage, and core values.

4.1.5. Cadet Knowledge Guidelines.

4.1.5.1. Key Personnel.

4.1.5.1.1. C1Cs, C2Cs, C3Cs, and C4Cs are required to know the Wing Top 4, Group Top 4, Squadron Top 3, Flt/CC, Element Leader, and their supervisor. Additionally, C1Cs and C2Cs serving in the role of Flt/CC and Element Leader are required to know all their personnel within their Flight or Element respectively.

4.1.5.2. **Current Events.** All cadets will remain informed on current and significant news events. Supervisors and element leaders will engage C4Cs in professional discussions on local, national, and international current events during mandatory meals and other professional encounters.

4.2. C4C Development and Acclimation Guidelines

4.2.1. The purpose of the C4C Development and Acclimation Period is to gradually introduce increased responsibilities, freedoms, and privileges to C4Cs, after they graduate from Basic Cadet Training, in order to help them adapt to the military way of life at USAFA. C4Cs are required to follow all Rules of Engagements (ROEs) outlined in this publication, corresponding to the Development and Acclimation Period that they are currently in. Below are the three Development and Acclimation Periods:

4.2.1.1. Fall Semester. Time period is from Acceptance Day through Winter Break (Aug-Dec). The intent of this initial period is to allow C4Cs to focus on timeliness, professionalism, and attention-to-detail. This enables C4Cs to acclimate into the Cadet Wing and the Profession of Arms (after BCT).

4.2.1.2. Spring Semester. Time period is from Winter Break through Start of Upgrade Training (Jan-Mar). The intent of this follow-on period allows C4Cs to refine their followership skills with less direct oversight from their chain-of-command. C4C military standards for transit, dormitories, and dining will mirror those of C1Cs, C2Cs, and C3Cs. This assists C4Cs in gaining confidence and autonomy before starting their upgrade training.

4.2.1.3. Upgrade Training. Time period is from Start of Upgrade Training through Graduation (Mar-May). The intent of this period is to allow C4Cs to focus on transitioning into their upcoming roles as supervisors. During this time, C4Cs will also gain additional responsibilities (CCQ, supervisory skills, etc).

4.2.2. The Commandant of Cadets is the approval authority for deviating from aforementioned Development and Acclimation periods. No one, other than the Commandant of Cadets, may adjust period ROEs or change the current period for individuals or groups of C4Cs.

4.2.3. C4C Knowledge Tests.

4.2.3.1. As new members of the AFCW, C4Cs are required to know assigned knowledge. 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.

4.2.3.2. Knowledge test questions will be developed by AFCW Stan/Eval and coordinated with AFCW A3 based on the assigned study guides. Tests will be conducted via Blackboard with Respondus browser lockdown used. Question banks will be based on the CWOV-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. CWOV is the final approval authority for question banks, testing policy, and development.

4.2.3.3. The grading scale for knowledge test is: 90-100% - Excellent, 80-89% - Satisfactory, and below 80% - Unsatisfactory. Remediation for failures and repeated failures is at the discretion of the C4C's cadet supervisory chain.

4.2.4. **C4C Knowledge Bowls.** Knowledge Bowls will be organized by Wing or Group Training A3 for group competition. Questions asked will be developed by AFCW Stan/Eval staff in coordination with AFCW A3. Knowledge bowls will be sourced from the Knowledge Test study guides.

4.2.4.1. These events, rooted in unit pride and competition, are intended to be spirited while maintaining a professional atmosphere. AFCW Sq/CC, AFCW Sq/COS or AFCW Sq/SEL presence is required.

4.3. **Cadet Facility Use.**

4.3.1. **Cadet Store.** All cadets are authorized to use the cadet store while inside Vandenberg Hall. All C4Cs are at rest upon entering the alcove in front of the Cadet Store and while inside the Cadet Store.

4.3.2. **Post Office.** All cadets are authorized to use the cadet post office in Vandenberg Hall. C4Cs are at rest while inside the Post Office.

4.3.3. **Laundromat.** C3Cs, C2Cs, and C1Cs may use the Cadet Laundromat. C4Cs may only use the Laundromat if they receive approval from their AFCW Sq/CC on a case-by-case basis.

4.3.4. **Arnold Hall.** All cadets are authorized to use Arnold Hall during their posted hours of operation. C4Cs are at rest while inside Arnold Hall. Only C1Cs and C2Cs in good standing are authorized in Hap's Place. C3Cs and C4Cs are only authorized in Hap's Place during official functions (e.g., Falcon Foundation Dinner or cadet squadron parties).

4.3.5. **Polaris Hall.** All cadets are authorized to use Polaris Hall during their posted hours of operation. C4Cs are at rest while inside Polaris Hall.

4.3.6. **Food Delivery.** All cadets are authorized to use on and off-base food delivery services.

4.4. **Fairchild and Gregory Hall**

4.4.1. All cadets are at rest in Fairchild and Gregory Hall. Cadets will use academic facilities in a professional and respectful manner.

4.4.2. Cadets are prohibited from using elevators in Fairchild and Gregory Hall unless escorting visitors, physically impaired with decreased mobility (AFCW Form 18 or AF 469 required), carrying loads incompatible with using the stairs, or in the company of a permanent party. *NOTE:* A physically impaired cadet who cannot carry his/her own books for class may have one cadet, who is carrying books/book bag, accompany them in the elevator.

4.4.3. C3Cs, C2Cs, and C1Cs are authorized to use the Food Court in Fairchild Hall and 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. C4Cs may not

use the Food Court in Fairchild Hall and may not enter Exemplar Hall unless to report to a lecturer for official duty.

4.5. Vandenberg and Sijan Hall

4.5.1. **Door Policy.** Any day, between TAPs and release from quarters (2300 through 0625 Monday-Friday or 0130-First Military Duty (FMD) on a Silver Weekend or 0625 on a Blue Weekend) only the assigned occupants of a dorm room will be present within the room with the door closed. During the summer, this period is from 2400-0625. Exceptions are authorized for Teal Rope, White Rope, Purple Rope, PEER, or similar professional interactions required of cadet helping agencies for acute unplanned care. Otherwise, all helping agencies should plan these meetings from 0730-1945. If unplanned care is administered after TAPs, Sq/CCs and/or AMTs MUST be notified of the interaction as soon as possible. Approval authority for all additional exception requests is delegated to the Sq/CCs and may be further delegated to AMTs, at the discretion of the Sq/CC.

4.5.2. **Vacant Rooms.** Dorm rooms that are vacant will be locked by the Sq/CC/AMT and remain so until the room is assigned to a cadet.

4.5.3. ***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. ***Doors of C4C rooms will remain open anytime C1Cs, C2Cs, or C3Cs are inside the room.*** Reference para. 4.5.1 for exemptions of rope-holders administering unplanned acute care.

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

4.5.5. ***Visitors will not be allowed in the dormitories after Academic Call to Quarters (ACQ) Sunday-Thursday or after 1 hour prior to Taps Friday-Saturday (non-ACQ nights).***

4.5.6. Class Specific Expectations

4.5.6.1. Only C1Cs and C2Cs are authorized to use elevators in the dorms. C3Cs and C4Cs will only use dormitory elevators when medically required (AFCW Form 18 or AF 469 required) or when moving large objects with cadet leadership permission.

Table 4.1. C4C Development and Acclimation ROEs for Dormitory Decorum

Fall Semester (Aug-Dec)	<ul style="list-style-type: none"> - C4Cs may not visit other squadrons. - C4Cs will sign in/out of CQ for accountability when arriving/departing squadron. - C4Cs may travel through Wing/Group Staff hallways if given specific permission by a member of the respective staff (see <u>Note 1</u>). - C4Cs will have their rooms in SAMI order with doors open from 0700 until 1605 (see <u>Notes 2 & 3</u>). - C4Cs are at attention with chain-of-command greetings within dorms and dorm stairwells from 0700 until 1605 (see <u>Note 4</u>). - All chain-of-command greetings should include “Good morning/afternoon, Rank+Name, Squadron Motto” (see <u>Note 5</u>).
Spring Semester (Jan-Mar) Upgrade Training (Mar-May)	<ul style="list-style-type: none"> - ROEs for Dormitory Decorum are the same standard as C1Cs, C2Cs, and C3Cs.

Note 1: 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 do not need to be escorted by a C1C, C2C, or C3C to report to a member of the respective staff’s room or conference room. C4Cs do not need permission or to be escorted to visit any helping agency embedded within the Groups.

Note 2: Drawers, valets, and closets may be closed, and trash liner may be in the trash can. Rooms are not required to be in SAMI order on weekends unless doors are required to be open on a training day.

Note 3: C4Cs will have their doors open from 0700 until all AFCW training is complete on training weekends. Doors may be closed on Blue Weekends, and if remaining in dorms during break periods. Door Policy still applies after TAPS.

Note 4: C4Cs are “at rest” in squadron after 1605, on Blue Weekends and after Last Military Duty (LMD) on Training Weekends.

Note 5: C4Cs are only required to execute chain-of-command greetings for Wing Top 4, Group Top 4, Squadron Top 3, Flt/CC, Element Leader, and their supervisor, as well as Permanent Party chain-of-command. All other cadets may be greeted with “Good morning/afternoon, Sir/Ma’am/rank+name, Squadron motto.” After 1605, modified greeting of “Good evening, sir/ma’am/rank+name”.

4.6. Mitchell Hall

4.6.1. 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.

4.6.1.1. Cadets may remove outer garments but will not remove OCP blouses.

4.6.1.2. 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.

4.6.1.3. Use of cell phones is prohibited in Mitchell Hall during mandatory meals (including before “wing take seats” until “wing dismissed”). Exception: cadets may use phones while filling out electronic O-96 via the QR code on the table.

4.6.1.4. Plates and silverware will be set in an organized, uniform manner around the table.

4.6.1.5. 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.

4.6.1.6. If addressed by a superior not sitting at the table or if an officer or guest joins/leaves the table, cadets will stand out of respect.

4.6.1.6.1. There are no “Touch and Go’s” at noon meal. Cadets are formally released when the staff tower announces “Wing Dismissed” approximately 12 minutes after “Wing Take Seats.”

4.6.1.7. All cadets will bus their tables by collecting and separating silverware, scraping and stacking plates, and arranging food bins at the edge of the table.

4.6.2. **Announcements.** Any announcements from the staff tower must be approved by the AFCW/CC or delegated authority.

4.6.3. **Uniform Requirements.** Uniform for lunch is UOD unless another uniform is authorized on an AFCW Fm 18 or AF 469. Cadets may wear PTU for all breakfast, evening, and weekend optional meals.

4.6.4. **Civilian Clothes.** The wear of civilian clothes in Mitchell Hall is permissible (for cadets in good standing) Friday evening after 1800, Saturday, & Sunday on blue weekends, or after LMD on silver weekends. Wearing issued Team Gear, Airmanship Gear, or civilian clothes is permissible on weekdays after 1605 in a cadet’s respective unit. After 1800, Team/Airmanship Gear and civilian clothes may be worn on the T-Zo and in Mitchell Hall. Team/Airmanship and civilian attire will be appropriate in style, and neat and orderly in appearance.

4.6.4.1. **Unauthorized items:**

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

4.6.4.1.2. 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.

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

4.6.4.1.4. Headgear of any kind

4.6.5. **Removing Food from Mitchell Hall.** *Individually packaged* food items partially consumed during a meal are the **ONLY ITEMS** that may be taken from Mitchell Hall.

4.6.6. **Guests Dining in Mitchell Hall.** Cadets and USAFA Staff may invite guests (civilian or military) to optional buffet meals. All guests must follow Mitchell Hall procedures to provide payment prior to their meal; contact a Mitchell Hall staff member for assistance. Paying guests may accompany cadets during optional buffet meals. Official guests (e.g.,

potential candidates) who receive prior permission through admissions or Directorate of Athletics may attend any meal.

4.6.7. Missed Meals. Procedures for cadets missing meals for official reasons:

4.6.7.1. Squadron First Sergeants are responsible for ensuring lunch meals are preordered with Mitchell Hall as soon as the need is known, picked up, and delivered to those on bed rest. For breakfast and dinner, Mitchell Hall provides to-go containers that can be filled, if these meals are required.

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

4.6.7.3. 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.

4.6.8. 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.

4.6.9. Class Specific Expectations

4.6.9.1. The Table Commandant (TC) is the highest ranking C1C or C2C at the table and will sit at the head of the table. 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:

4.6.9.1.1. 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.

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

4.6.9.1.3. Ensure guests and C3Cs and C4Cs are served before other cadets and treated respectfully.

4.6.9.1.4. Ensure cadets engage one another in developmental discussions (current events, daily activities, etc.).

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

4.6.9.2. C1Cs and C2Cs will engage all cadets at the table in developmental discussions and will execute professional corrections to cadets failing to adhere to Mitchell Hall decorum and standards.

4.6.9.3. C3Cs will ensure C4Cs are served before other cadets. They are primarily responsible for initiating conversation with C4Cs about required knowledge, current events, well-being, honor journals, cadet duties/performance, etc. and will execute professional corrections, as required, to ensure C4Cs are following the Development and Acclimation ROEs listed in Table 4.2.

Table 4.2. C4C Development and Acclimation ROEs (Mitchell Hall)

Fall Semester (Aug-Dec)	<ul style="list-style-type: none"> - Upon entering Mitchell Hall, C4Cs will remain at attention getting to their table. At assigned tables, 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.” (see <u>Note 1</u>) - C4Cs will sit “at rest” position after “Wing take seats” is announced.
Spring Semester (Jan-Mar) Upgrade Training (Mar-May)	- ROEs for Mitchell Hall are the same standard as C1Cs, C2Cs, and C3Cs.

Note 1: During all non-mandatory meals, C4Cs are “at-rest” upon entering Mitchell Hall and for the duration of the meal.

4.7. General Terrazzo Decorum.

4.7.1. Cadets are responsible for knowing and enforcing standards on the Terrazzo. All cadets, regardless of rank, are expected to execute professional spot corrections, as required.

4.7.2. All cadets will greet and respond professionally when greeted.

4.7.3. C1Cs, C2Cs, and C3Cs will not escort C4Cs, nor take other actions preventing C4Cs from meeting their duty requirements.

Table 4.3. C4C Development and Acclimation ROEs (Terrazzo)

Fall Semester (Aug-Dec)	<ul style="list-style-type: none"> - C4Cs will walk on authorized strips at attention (designated in Figure 4.1.) (see <u>Note 1 & 2</u>). - C4Cs will execute chain-of-command greetings of “Good morning/afternoon, Rank+Name, squadron motto” from 0700 until 1605. (see <u>Note 3 & 4</u>)
Spring Semester (Jan-Mar) Upgrade Training (Mar-May)	- ROEs for Terrazzo are the same standard as C1Cs, C2Cs, and C3Cs. (see <u>Note 4</u>)

Note 1: Cadets will pass on the right when meeting other cadets on the strips.

Note 2: At no time shall C4Cs avoid the Terrazzo by transiting through the quads, honor courts, or Ho Chi Minh Trail. During Fall Semester, 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. 4.1 for depicting Ho Chi Minh Trail outline.)

Note 3: C4Cs are only required to execute chain-of-command greetings for Wing Top 4, Group Top 4, Squadron Top 3, Flt/CC, Element Leader, and their supervisor, as well as Permanent Party

chain-of-command. All other cadets may be greeted with “Good morning/afternoon, Sir/Ma’am, squadron motto.” After 1605, modified greeting of “Good evening, sir/ma’am”.

Note 4: All military members are expected to professionally acknowledge one another and render proper customs and courtesies if they reasonably recognize an approaching officer.

Figure 4.1. C4C Authorized Transit Area



(Blue lines are the proper marble strips to walk (at attention) on Terrazzo. Red lines define the Ho Chi Minh Trail at quad/ground level)

Note: C4Cs are always at rest outdoors except for transiting the Terrazzo on the approved strips.

Chapter 5 – SUBSTANCE USE

5.1. Alcohol Use.

5.1.1. **Consumption of Alcohol.** Air Force policy and professionalism in the armed forces demand responsible behavior when consuming alcohol. Cadets should be held responsible for their actions and emotions and are not to bring discredit to the USAF and USSF.

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

5.1.1.2. 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 C1Cs, C2Cs, or C3Cs. For additional information, reference USAFASUP_34-219, *Alcohol Beverage Program*, Attachment 3.

5.1.1.3. It is unlawful for cadets to drive under the influence of alcohol. Cadets drunk on duty may be punished under Article 112 of the UCMJ. 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). Reference DAFI 34-107, para. 4.2.1 for specifications regarding overconsumption of alcohol.

5.1.1.4. During functions where alcohol has been approved, permanent party and 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).

5.1.1.5. 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 USAFASUP_34-219, *Alcoholic Beverage Program*.

5.1.1.6. Notwithstanding location approvals in the future, cadets of legal drinking age may only consume alcohol on the USAFA installation in the following locations outlined in Attachment 2 of USAFASUP_34-219, *Alcoholic Beverage Program*.

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

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

5.1.1.6.3. 10 FSS functions operated within the cadet duty area.

5.1.1.6.4. 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).

5.1.1.6.5. Cadet Lodges during official functions with specific authorization from a Gp/CC.

5.1.1.6.6. AD “home” sporting events in Clune Arena.

5.1.2. **Alcohol Approval.** 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 specific approval is granted. For all organizations, including clubs, teams, and/or groups utilizing a SCA, approval authority resides with the first O-6 in the OIC's or sponsoring organization's chain of command. The approval authority for CW-sponsored

clubs, teams, and/or groups is the Vice Commandant of Cadets. For official unit functions (on- or off-base) not requiring SCA, approval authority resides with the Gp/CC. If a Sq/CC 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.

5.1.2.1. Approval from the 10th Air Base Wing Commander (10 ABW/CC) is required to serve alcohol at locations other than the pre-approved list of locations. Reference USAFASUP_34-219, *Alcoholic Beverage Program*, Attachment 2. Submit requests via an electronic DAF Form 1768, Staff Summary Sheet (eSSS), through the chain of command NLT 10 days prior to a scheduled event.

5.1.2.2. Cadets of legal drinking age on Ops Air Force (OpsAF) in a foreign country may consume alcohol if approved by the host installation commander and meets the age requirements of local laws. Cadets of legal drinking age on DF-sponsored events (e.g., CSRP, DFIP-sanctioned events, Dean's Teams, etc.) in foreign countries may consume alcohol if approved by the first O-6 in the sponsoring organization's chain of command and consistent with the foreign clearance guide. If on a DoD installation, the host installation commander must also approve.

5.2. **Tobacco Use.** Reference AFI 48-104, *Tobacco Free Living*.

Reference AFI 48-104, *Tobacco Free Living*

5.2.1. 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.

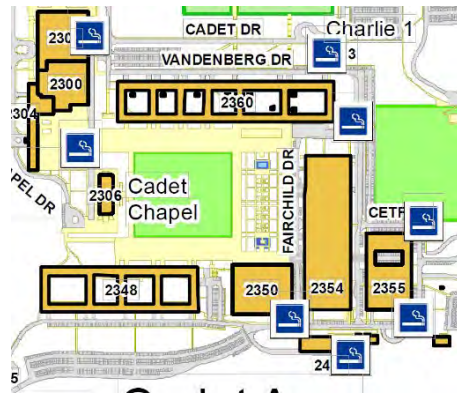
5.2.2. Electronic Cigarettes (e-Cigarettes), Vaporizers (Vapes), and Hookahs. IAW AFI 48-104, *Tobacco Free Living*, e-cigarettes, vapes, and hookahs are prohibited from being used in government facilities, including dormitories, lodging guest rooms, common unaccompanied housing, temporary lodging facilities,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

5.2.3. 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.

5.2.4. Tobacco use is prohibited in Air Force vehicles and aircraft.

5.2.5. 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. For additional information, reference AFI 48-104, 3.1.1.

Figure 5.1. Cadet Area Designated Tobacco Areas (DTAs) for cadets.



5.3. 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 DAFMAN 44-197, *Military Drug Demand Reduction Program*.

5.3.1. 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).

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

5.3.3. 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.

5.3.4. 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.

5.4 Drug Policy. As members of the Department of the Air Force, the DAF regulations regarding illicit drug use and substance abuse by military personnel are applicable to Cadets. Refer to DAFMAN 44-197, *Military Drug Demand Reduction Program*.

5.4.1. Cadets are required to exercise due diligence prior to any otherwise lawful use of any electronic vape device, or other drug and tobacco paraphernalia, such as a bong, rolled cigarette, or bubbler, to ensure the device or paraphernalia does not contain marijuana, hemp derivatives, tetrahydrocannabinol (THC), or other illicit substances. Failure by cadets to obey the mandatory provisions of this paragraph is a violation of Article 92, UCMJ.

Chapter 6 – CADET LIMITS AND PASSES

6.1. Cadet limits are the boundaries which a cadet must remain within the local area unless authorized to exceed for extended limits. AFCW Commanders, only with Sq/CC concurrence, may impose more restrictive limits on cadets whose performance is subpar, and must document the restriction. At no time will cadets be restricted from access to helping agencies, to include the IG, PPC, EO, SAPR, Victim Advocate, Chaplain, Cadet Ropes, etc.

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

6.1.2. **Cadet Squadron Area.** Squadron dormitory area including the squadron TV room (if authorized), squadron academic room, and squadron activities room (SAR).

6.1.3. **Cadet Duty Area.** See Figure 6.2.

6.1.3.1. **USAFA Installation.** Within the Cadet Duty Area and the limits of North and South Gate.

6.1.4. If cadets are traveling outside of Colorado state borders, to include break periods, they must submit to their Sq/CC/AMT two copies of AFCW Form 99, Request to Exceed Limits/Special Pass. Sq/CCs 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 aid unit accountability.

6.1.5. **Extended Limits Driving.** NONE of the following combinations will extend driving period beyond 2400 hours (midnight) Mountain Standard Time. At the end of every driving period, cadets will observe a rest break of at least 8 hours before continuing travel.

Figure 6.1 Extended Limits Driving

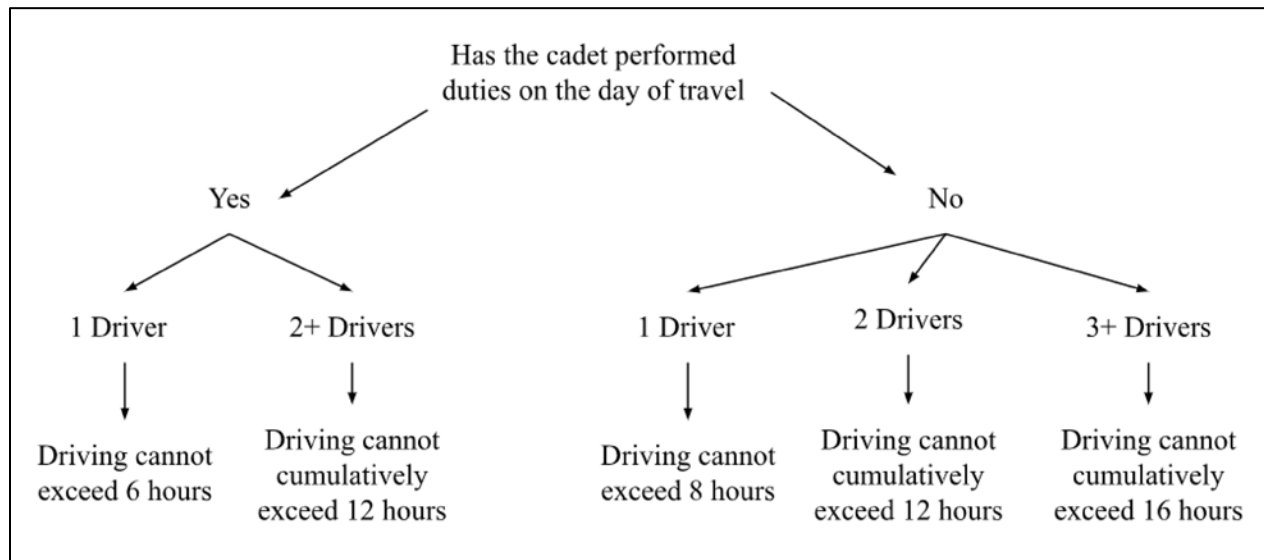


Figure 6.2 Cadet Duty Area



- | | |
|--|--|
| 1. Athletic Fields | 9. Vandenberg Hall |
| 2. Holiday Athletic Center | 10. Fairchild Hall / McDermott Library |
| 3. Cadet Field House / Clune Arena | 11. Gregory Hall |
| 4. Cadet Fitness Center | 12. Observatory |
| 5. Center for Educational Multimedia / Planetarium | 13. DTemp Offices |
| 6. Arnold Hall | 14. Aeronautics Lab |
| 7. Harmon Hall | 15. Mitchell Hall |
| 8. Chapel | 16. Sijan Hall |
| | 17. Sijan ECP |

6.2. Prohibited Areas. Cadets are restricted from entering ALL facilities outside of published hours without specific permission or authorized accompaniment. Additionally, Cadets are prohibited from entering the following areas at all times:

6.2.1. Off-limits areas designated by Headquarters, 4th Infantry Division, and Fort Carson, as provided by CW First Sergeant.

6.2.2. 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).

6.2.3. Elevators in Fairchild and Gregory Halls, unless you have a Form 469/18 or other specific circumstances.

6.2.4. Airmen dormitories, quarters, dining facilities, and USAFA Prep School facilities, unless authorized by Commandant of Cadets or Vice Commandant of Cadets.

6.2.5. Officer, enlisted, and civilian housing areas, club and pub facilities, and USAFA Base Lodging, except when having Sq/CC/AMT approval or visiting sponsor family. If they have approval, cadets will carry a signed MFR.

6.2.6. Restricted locations such as Jack's Valley, Flat Iron hill, the 10 ABW Health and Wellness Center, ropes course obstacles (unless coordinated through CCLD), and Eagle's Peak face. Jacks Valley may be used if the event is directed by AFCW leadership or has CWT approval. Clubs/Sq will contact CWT for approval.

6.2.7. Grass areas of the Terrazzo, except for official functions approved by the Commandant of Cadets. CW/DO, Vice Commandant of Cadets, or Commandant of Cadets may authorize "taking the hill" by a squadron, group, or class during a noon meal formation. Approval for taking hill disseminated through chain of command, requests through and approved by AFCW/CC.

6.3. Pass Eligibility. Passes are a privilege. Sq/CC/AMTs, Gp/CCs, and the Commandant of Cadets 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 Sq/CCs. Cadets on probation or whose pass privileges have been revoked may forward special pass requests through the AFCW Sq/CC to the Sq/CC or appropriate authority for final approval.

6.3.1. Cadets on Academic or Athletic probation are only authorized to utilize Sq/CC discretionary passes. Cadets on Conduct, Aptitude, or Honor Probation are only authorized Sq/CC discretionary passes in a rare case-by-case scenario. Cadets on Academic Probation should refer to the Course of Instruction Handbook (2-4.3) for additional guidance. Any deviations to these sanctions must be submitted through the chain of command. Cadets on Honor Probation/Rehabilitation privileges are outlined in Honor Code Reference Handbook Vol II, and Honor Probation Guidance. In addition to Sq/CC approval, passes for cadets on Honor probation must be coordinated with the Wing Honor Division and CWV.

6.3.2. ***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 Gp/CCs may approve exceptions for exceptional circumstances (e.g., spiritual accommodation).***

6.4. Passes. The pass is a privilege for cadets in good standing. A cadet must be signed out before leaving the USAFA Installation as described in Para 6.1.3. Cadets who will return before TAPS may sign out on a day pass at the cost of one pass. Cadets that are outside of the assigned location listed in Table 6.1 after TAPS will be signed out on an overnight pass at the cost of two passes or from Friday night to Sunday night at the cost of three passes. 3- or 4-day weekend passes also cost three passes. Cadets that are on a day pass and miss TAPS will be counted as positive for Dormitory Inspection and charged an additional pass for the overnight pass. Cadets will sign out when departing the Academy on SCA and a Holiday Break (e.g., Thanksgiving, Winter, or Spring Breaks) for accountability purposes and will not be charged a pass. Cadets may call their unit's Senior Duty Officer (SDO) while signed out to extend a day pass to a night pass on the weekend, permitted that TAPS has not occurred yet. SDOs are not permitted to sign out a cadet that has already left campus. Non-Chargeable passes may not be combined with normal passes.

Table 6.1. Cadet Sign-Out Periods

	C1C	C2C	C3C	C4C
# of Passes/Month	12	8	6	4
Day Pass Period	LMD to TAPS	LMD to TAPS	LMD to ACQ	LMD to ACQ
Non-Chargeable Sunday Day Pass	Unlimited	Unlimited	Unlimited	Unlimited
Weekday Overnight Passes	Sq/CC/AMT Discretion	Sq/CC/AMT Discretion	Not Allowed (See Exception)	Not Allowed
Authorized Location between TAPS and Release from Quarters unless signed out	Assigned dormitory (Sijan or Vandenberg)	Assigned dormitory (Sijan or Vandenberg)	Assigned Squadron Area	Assigned Room, hallway, or nearest latrine
Non-Chargeable Spiritual Accommodations Pass (SAP)	Sq/CC Discretion	Sq/CC Discretion	Sq/CC Discretion	Sq/CC Discretion

EXCEPTION: Cadets utilizing helping agencies or Cadet Ropes may be outside the authorized location between TAPS and Release from Quarters. Cadets doing this will notify their Squadron Permanent Party. C1Cs, C2Cs, or C3Cs may, with Sq/CC approval, sign out on a weekday overnight Sq/CC discretionary pass to Fairchild Hall, Gregory Hall, or Aero Lab, specifically a department laboratory or study room to facilitate academic requirements. General Classrooms remain off-limits after TAPS. Sq/CCs will not “blanket” approve cadets for these Fairchild passes for periods longer than 2 weeks at a time.

Table 6.2 Emergency Passes

	Emergency Pass	Serious Personal Situation	Serious Cadet Illness/Surgery
Reason	Death of immediate family members or a person acting in place of one's parents. (e.g., brother, sister, parent)	Death of close but not immediate family members such as grandparents, aunts, uncles, cousins, and close friends	Illness/Surgery
Approval Authority	Sq/CC/AMT (No SCA Needed)	Sq/CC/AMT (No SCA Needed)	Sq/CC/AMT (No SCA Needed)
Duration	5 days or more with Sq/CC Approval	3 days	For duration of the surgery and the recovery by medical authority

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

6.4.1.1. Subtracting Passes. The Sq/CC/AMT, Gp/CC, or Commandant of Cadets 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.).

6.4.1.2. Performance Pass. The Sq/CC/AMT, Gp/CC, or Commandant of Cadets may award additional passes for exemplary individual or unit performance (e.g., cadets on merit list(s), 500 on the AFT/PFT, top squadron during CULEX, etc.). These 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. Squadron-wide performance passes must be approved by Gp/CCs or higher. Sq/CCs/ Gp/CCs will not authorize "unlimited passes" for cadets or their organization.

6.4.2. Discretionary Pass. For weekday overnight passes, Sq/CC/AMTs may approve these requests after considering the following factors: the importance of the event or reason to be signed out, passes available, plan to accomplish work while away, grades, events to be missed at USAFA, how many times the cadet has been on a weekday overnight pass, cadet performance in the squadron, as well as any other factors the Sq/CC/AMT may deem relevant. Sq/CC/AMTs also have the authority to award non-chargeable discretionary passes for cadets to accomplish military duties that require the cadet to travel off-base, and other reasons as the Sq/CC/AMT deems appropriate. **NOTE:** 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.

6.4.3. Worship Services or Studies. Cadets are provided the opportunity to attend worship and/or other similar meetings that enhance spiritual resilience according to the tenets of their faith or a widely recognized personal belief system (e.g., Cadet Secular Alliance) through a non-chargeable Spiritual Accommodation Pass (SAP) granted by the Sq/CC/AMT. The SAP is distinct from the non-chargeable Sunday passes, which all cadets may use at their own

discretion on Sundays. All reasonable efforts will be made to accommodate the religious requirements (such as weekly worship and other days of religious obligation) of all faith groups represented within the AFCW regardless of cadet standing or probation. Other spirituality-enhancing, but not required religious expressions (such as Bible studies, religious community events, etc. as applicable) may be covered under the SAP at the Sq/CC's discretion. Group Religious Support Teams are available to advise Sq/CCs in this determination. Cadets will utilize the sign-out system referenced in Para 6.4 of this publication.

6.4.4. Officially Sponsored Retreats. Per USAFAI 36-3536, *Allocation of Cadet Time*, 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. C4Cs are allowed to attend the chaplain-sponsored C4C retreat before the fall midterm progress report. The Chaplain-sponsored class retreats will not count against the one-per-semester limit. Religious and other sponsored retreats begin LMD on Fridays, end by ACQ on Sundays, and can only be scheduled on non-training weekends. Cadets must coordinate Retreat Passes with Sq/CCs.

6.5. Sign-out Procedures. Cadets sign in/out on approved electronic system anytime they leave/return to USAFA Installation or outside of authorized locations after TAPS. 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. If FalconNet is not functioning, cadets will utilize an AFCW Form 19 for accountability purposes.

6.5.1. Cadets will only sign out when sign-out logs are open. Sign-out logs may be closed by order of the Commandant of Cadets, Gp/CC, or Sq/CC/AMT within their respective span of control. Sign-out logs will only be opened again by the authority that originally closed them. AFCW Sq/CCs, AFCW Gp/CCs, or the AFCW/CC may close sign-out logs with concurrence from their permanent party counterparts. Cadet leadership will first coordinate approval to reopen the logs with their permanent party counterparts.

6.5.2. Cadets may only sign in and out for themselves. In the event cadets forget to sign out or are unable to, they must contact the SDO through the chain of command.

6.5.3. Sq/CC/AMT, AFCW Sq/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.

6.5.4. Sign-in procedures. A cadet must be within the cadet duty area in order to be signed in and counted as present for duty.

Figure 6.4 Sign Out Examples on AFCW Form 19

[illegible]

6.6. Accountability. DI will be performed in each Squadron each night by the SDO. The SDO will visually account for each assigned cadet in the dormitory. The only exception are cadets that have provided their signature, that day, on the day's Form 1 at the Squadron Charge of Quarters (CQ) desk or are on a valid overnight pass. Once a cadet has signed the Form 1, they must remain in their room for the remainder of the night. Door clip signs with signatures and date, group messages on any digital platform with "Like for DI", and any method besides signing the day's Form 1 or being on an overnight pass are not acceptable and cannot be used for accountability. Multiple Form 1s will not be left out for signature, rather, one will be placed each day on the CQ desk, with the date written or printed at the top by the unit SDO between 1800 and 1900L.

6.7. Cadet Break Period.

6.7.1. Cadet Breaks include Thanksgiving, Winter Break, Spring Break, and Summer Break period. Refer to the OPORD and leadership for arrival time.

6.7.2. 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://usafa0.sharepoint.com/sites/CWD/ATFP?e=1%3A890f77cc931d4570a75b037bc8527900>. 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.

6.8. 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.

6.8.1. SCAs are required whenever a cadet leaves USAFA (unless authorized by pass, break orders, or privilege after 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.

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

6.8.3. Cadets must sign in upon return from SCA.

6.8.4. 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.

6.8.5. If a cadet does not travel on SCA for some reason (e.g., is removed from an IC travel team), they are no longer on SCA and must attend all mandatory functions.

Chapter 7- CADET DORMITORY STANDARDS

7.1. General Dormitory Policies. Cadets must uphold high standards in attention-to-detail, cleanliness, self-discipline, and government property maintenance, reporting discrepancies through their chain of command to Dormitory Management.

7.2. 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 when cadets move in/out of a room, signed by Sq/CC/AMT or may delegate to AFCW Sq/CC. USAFA Form O-266-1s will be collected and turned in to Dorm Management NLT 2 weeks after move in/out dates. All dorm facilities and furniture are government property. Cadets may be held liable for missing/damaged government property if discrepancies are not properly documented on O-226-1 and reported IAW 7.2.1. below. For Group and Wing Staff members, approval authority will be the AFCW Sq/CC equivalent.

7.2.1. Reporting Discrepancies. Cadets will report discrepancies to Dormitory Management (and courtesy copy Sq/CC & AMT) within two duty days. Squadrons will maintain internal procedures for tracking work orders to ensure that they are completed in a timely manner.

7.2.2. 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.

7.2.2.1. 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.

7.2.2.2. Sq/CCs 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 Sq/CC or AMT may give the cadet the combination to access the key, use it, and promptly re-secure it. The Sq/CC or AMT must then change the combination when practicable (e.g., next duty day).

7.2.3. Squadron Area Responsibility. AFCW Sq/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, free of debris, and in good condition. This includes landings, as well as windbreak areas on the ground, terrazzo levels, and the group-assigned trash compactor rooms. Squadrons may be held liable for any damage, negligent use, or improper removal/disposal of government furnished or squadron purchased items within a squadron's AOR (e.g., stairwell window screens, showerheads, improper disposal of refrigerators/freezers, etc.)

7.2.4. Moving/Disassembling Furniture. Cadets may not move furniture in/out of rooms, unless approved by Dorm Management and CWTM, coordinated through their Sq/CC. 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. IAW this instruction, cadets may rearrange the room interior but may not disassemble any furniture.

7.2.5. Holiday Decorations. 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.

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

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

7.2.5.3. 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. Holiday lights will not be routed through fire doors in the center of the hallways. 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 the Group Chaplain for details on traditional ones).

7.2.6. **Requests.** Requests to display decorations in common-use areas for other religious/cultural holidays occurring throughout the year must be requested through Sq/CC/AMT, with optional coordination with the Group Chaplain.

7.2.7. **Room Alcoves.** Two rooms share an alcove. The occupants of both rooms are responsible for the cleanliness of the alcove floor, doors, and walls. Gp/CCs may authorize tasteful posters and/or whiteboards on the walls of alcoves as long as they are AFCW, USAFA, or military related. This includes, but is not limited to, AFSC certificates, IC team posters, etc. Only 2 items per room and will not be permanently affixed.

7.2.8. **Name/Squadron Identification Plates.** No later than 30 days after the start of the semester, cadets must display issued nameplates and formally assigned jobs (for C1Cs and C2Cs only) when occupying assigned rooms. Cadets assigned to rooms must always have their names on nameplates displayed, even during summer programs.

7.2.9. **Dormitory Painting.**

7.2.9.1. The requesting squadron or group will submit a DAF Form 1768 (Staff Summary Sheet) to paint murals and/or quotes in the squadron or group areas. Requests will be submitted through Sq/CCs to Gp/CCs for final approval and include CWTM for situational awareness.

7.2.9.2. When approved, cadets shall email the DAF Form 1768 with appropriate signatures and a color copy of the planned mural to the respective dormitory manager for tracking purposes and to acquire painting supplies.

7.2.9.2.1. 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.

7.2.9.2.2. All supplies will be turned into Dormitory Management by 1 May yearly for proper supply accountability and summer storage.

7.2.9.2.3. No projects will take place during transition weeks or summer programs. All mural requests will be approved/disapproved by Gp/CCs within 2 weeks of receipt.

7.2.9.3. Any painting project will be completed by the suspense established by the date specified in the eSSS.

7.2.9.3.1. 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.

7.2.9.4. Once a mural or quote is approved, there will be no further additions to the project unless it is coordinated through the Sq/CC and approved by Gp/CCs.

7.2.9.4.1. Existing murals and quotes will not be added in any way unless it is approved via the eSSS process.

7.2.9.5. Walls and Ceilings.

7.2.9.5.1. Cadet squadrons and groups must maintain clean walls, hallways, and ceilings, free of marks.

7.2.9.5.2. Responsibility for maintaining respective areas lies with each group or squadron.

7.2.9.5.3. Wall borders are allowed with specific color and width guidelines.

7.2.9.5.4. Changes in squadron boundaries require walls to be returned to their original, Dormitory Management pre-approved color within 5 days from the date of notification. The Sq/CC will approve the change back to the original wall color and a work order will be submitted to Dorm Management for the change.

7.2.9.5.5. 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).

7.2.9.5.6. No ceiling tiles or ceiling border painting is authorized.

7.2.9.5.7. Faded or chipped murals must be updated or removed.

7.2.9.5.8. Walls should be returned to their original color as approved by the Sq/CC and coordinated Dormitory Management through a work order.

7.2.9.5.9. 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.

7.2.9.6. Murals.

7.2.9.6.1. Murals should reflect a professional image consistent with the profession of arms.

7.2.9.6.2. Murals must require prior approval from the respective PP Gp/CC.

7.2.9.6.3. Any visual representations, symbols, or language derogatory to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, genetic information, or disability status is prohibited.

7.2.9.6.4. 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.

7.2.9.6.5. 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.

7.2.9.6.6. 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.

7.2.9.6.6.1. 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.

7.2.9.7. **Quotes.**

7.2.9.7.1. All quotes must credit the original source, and quotes labeled as "Unknown" need approval from the PP Sq/CC.

7.2.9.7.2. Quotes should be consistent with our institutional competencies, core values, and intent of motivating and inspiring leaders of character.

7.2.9.7.3. Quotes must be approved via coordination processes similar to murals.

7.2.10. **Light Fixtures.** Room light discrepancies 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 and bring it to dorm management for a replacement. Hallway lightbulbs may not be twisted or removed to dim the hallways.

7.2.11. **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 (with the exception of the guidance in Para 7.2.7). Flags may be displayed on the wall once written approval is obtained from Sq/CC. Flag MFRs will be posted on the inside of the valet mirror. Flags approved by Sq/CCs will be displayed using removable adhesive hooks (for example, 3M Command Strips).

7.2.11.1 **Flags.** State flags, US flags, international flags, service branch flags, or any flag approved at the discretion of the military chain of command can be displayed without MFR. Approved flags will be displayed using removable adhesive hooks (e.g., 3M Command Strips). 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.

7.2.12. **Food and Beverages.** Cadets may store food in closed/sealed containers in open shelving. No food in military dresser drawers.

7.2.13. **Plants.** 2 per cadet. 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.

7.3. **Room Assignments.** Unit commanders ensure the proper assignment of rooms within the unit at the discretion of respective Squadron Permanent Party (Group and Wing rooms refer to their respective Permanent Party). C4Cs will not share rooms with C1Cs, C2Cs, or C3Cs. C3Cs will not share rooms with C2Cs. CWT may also provide approval for other-than-assigned use of dormitory rooms.

7.3.1. **Legacy Squadron Program.** Allows children, grandchildren, or siblings of graduates or Sq/CC/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 C4C squadron. The approving authority for deviation is the Vice Commandant of Cadets.

7.3.1.1. The program also allows 4-year international cadets to request legacy, based on the following rules of engagement: 4-year international cadets must be represented equally across all 40 squadrons as a priority. USAFA/DFLC/DFLCP will review the distribution for internationals (considering the C1Cs departing) and advertise to the C4C internationals what squadrons are available to legacy into. Priority is to ensure at least one international cadet to a squadron before assigning a squadron to have two 4-year internationals assigned. No two international cadets from the same country can be assigned to the same squadron at the same time. The only exception to the rule of choosing based on the squadrons DFLCP advertises is if an international has a family member who graduated in the past or a mentor from their country who graduated. The Vice Commandant of Cadets is the approval authority for the 4-year international cadet legacy requests. International cadets must submit their legacy requests through the 4-year international cadet program manager in DFLCP.

7.3.2. **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.

7.4. Prohibitions.

7.4.1. The following are prohibited in squadrons and dorm rooms:

7.4.1.1. Use or storage 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. Bikes may be approved to be stored in squadron storage on a case-by-case basis by Sq/CC.

7.4.1.2. Alcoholic beverages and the use of tobacco products.

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

7.4.1.4. Unapproved hazardous materials (e.g., lighter fluid).

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

7.4.1.6. Lock-picking sets and materials.

7.4.1.7. Single-room air conditioning units.

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

7.4.1.9. Pets and/or live animals are prohibited in dorm rooms.

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

7.4.1.11. No items that are immoral, disrespectful, or in bad taste (obscene or pornographic items). Consult Sq/CC or AMT for guidance.

7.4.1.12. Candles and incense materials designed to be lit, even if the wick has been removed

7.5. Safety.

7.5.1. Tampering.

7.5.1.1. IAW USAFAI 32-2001, *Fire Prevention Practices and Fire Protection Engineering Standards*, para. 2.2.3, appropriate administrative or disciplinary action will be taken against any cadet who willfully damages or tampers with installed fire protection system (e.g., sprinklers) and devices (e.g., 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.

7.5.1.2. Cadets will not willfully damage, destroy, or wrongfully dispose of military property (e.g., closed-circuit video equipment, shower curtains, dorm furniture, etc.) Failure by USAFA cadets to obey the mandatory provisions in this paragraph constitutes a violation of Article 108, UCMJ.

7.5.2. Preventative Measures.

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

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

7.5.2.3. 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.

7.5.2.4. 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. Smoke or Fog machines are prohibited from being used within the dorms.

7.5.2.5. 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 Sq/CC/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.

7.5.2.5.1. 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.

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

7.5.2.7. 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.

7.5.2.8. Consumer commodities such as small amounts of model paints, toiletries, and shoeshine supplies may be stored in rooms. 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 into USAFA Recycling Center or Dormitory Management for storage.

7.6. Squadron Authorizations.

7.6.1. **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 Sq/CC 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.

7.6.2. **Items Requiring Sq/CC Approval.** Each cadet squadron is authorized two refrigerators, a freezer, and a television. **No more than two microwaves are allowed.** Individual and squadron cable, satellite, or hardwired commercial internet connections are not authorized. All cable, satellite, and commercial internet services will be coordinated with the AFCW Information Technology Officer, Sq/CC, Gp/CC, Dorm Management, 10th Communications Squadron, 10th Civil Engineer Squadron, and CWTM.

7.7. Class Specific Authorizations.

7.7.1. C3Cs and C4Cs.

7.7.1.1. **Coffee Maker.** One per cadet, up to 12 cup capacity with auto shut-off.

7.7.1.2. **Personal Entertainment.** An additional computer/video monitor connected to a computer, or 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. C4Cs are only authorized gaming systems and personal computers in the Spring Semester.

7.7.1.3. **Non-issued bedding.** C3Cs and C4Cs in Spring Semester are authorized alternate bedding covered with an issued comforter. No non-issue comforters will be displayed during AMI or SAMI periods.

7.7.1.4. **Refrigerator.** C3Cs and C4Cs in on-season IC athlete status may have one refrigerator in their room after receiving approval from the Directorate of Athletics and coordination with CW. Rooms with more than one IC athlete may not have more than one refrigerator. The Physical Education Department (ADP) will provide CW a consolidated memorandum listing the applicable IC athletes authorized to have a refrigerator, the coordination/approval by their head coach and Directorate of Athletics 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 ADP memo on their refrigerator. C3Cs and C4Cs with special dietary needs may have a refrigerator in their room (max one per room) if recommended by the Cadet Wing Dietician or Cadet Clinic provider. Cadets must write their name in permanent marker and post the recommendation to the front of the refrigerator. Refrigerators must be transferred to another owner or properly disposed of IAW federal environmental protection laws. They may not be disposed of in trash compactors, roll-offs, or left in hallways/stairwells/quads. Some recycling centers may accept them for free as donations, but any disposal fees are the responsibility of the refrigerator owner (whether an individual or unit).

7.7.2. **C2Cs.**

7.7.2.1. C2Cs are authorized all C3C and C4C items.

7.7.2.2. **Refrigerators.** 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". Cadets who own refrigerators must visibly and clearly mark their names on top or front with permanent marker and notify their Sq/CC/AMT of ownership. Disposal and transfer procedures are the same as para 7.7.1.4.

7.7.3. **C1Cs.**

7.7.3.1. C1Cs are authorized all C2C, C3C, and C4C items.

7.7.3.2. **Television.** 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.

Chapter 8 – CADET INSPECTIONS AND FORMATIONS

8.1. 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. Additionally Personal Appearance Inspections (PAI) are performed as a Non-dormitory inspection.

8.1.1. Scoring. The minimum passing score for an AMI/SAMI is 80%. All cadets are expected to meet the minimum passing score. AMI/SAMI scores are categorized as followed:

8.1.1.1. Excellent. 96% or above. Recommended reward of a positive AFCW Form 10 and one Closed Door/No AMI (see para. 8.2.1.1.2. for more information), at Sq/CC discretion.

8.1.1.2. Satisfactory. 95%-80%.

8.1.1.3. Unsatisfactory. 79% or below. Recommended remediation for failures and repeated failures is listed in Table 8.1, but is at the discretion of the Sq/CCs.

Table. 8.1

Offense	Recommended Sanctions	Awarding Official
1st unsat	AFCW Form 10 w/ tours	Flt/CC or above
2nd unsat	LOC w/ loss of pass privileges for 1 week and tours.	AFCW Sq/CC or above
3+ unsat	LOA/LOR w/ loss of pass privileges for 2 weeks – 2 months and tours; consider conduct/aptitude probation	Sq/CC

Note: Number of unsatisfactory offenses will reset after the semester.

8.2. 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. **NOTE:** All dormitory furniture will not be altered, refer to para 7.2.4.

8.2.1. AMI Period. For C1Cs, C2Cs and C3Cs and C4Cs in the Spring Semester, AMI Period will be Mon-Fri, 0930 – 1300. During this period, rooms will meet inspection standards. From 0930 to 1300, doors will be kept open (90 degrees). Doors may be closed when changing clothes, on Sq/CC/AMT approved bed rest with signed USAFA Form 311 posted on the door clip, printed out official AFCW Form 2005 posted on the door clip, a Form 10 from Gp/CCs or Sq/CCs, or if all roommates are on an active SCA. AMI period does not apply on federal, USAFA- observed holidays that occur on Mon-Fri. 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.

8.2.1.1. Closed Door/No AMI

8.2.1.1.1 If awarded, cadets will post the signed and dated Form 10 on the door clip with Sq/CC discretion.

8.2.1.1.2. Cadets must be in good standing and may receive this reward from Sq/CCs no more than 16 duty days per semester (20% of days in a semester). Any number above 16 requires approval from the Gp/CC. Sq/CCs/AMTs are responsible for ensuring no cadet exceeds this limit. Additionally, cadets must have their doors open at least once per week, on a Monday, Wednesday, or Friday to allow for AMI grading.

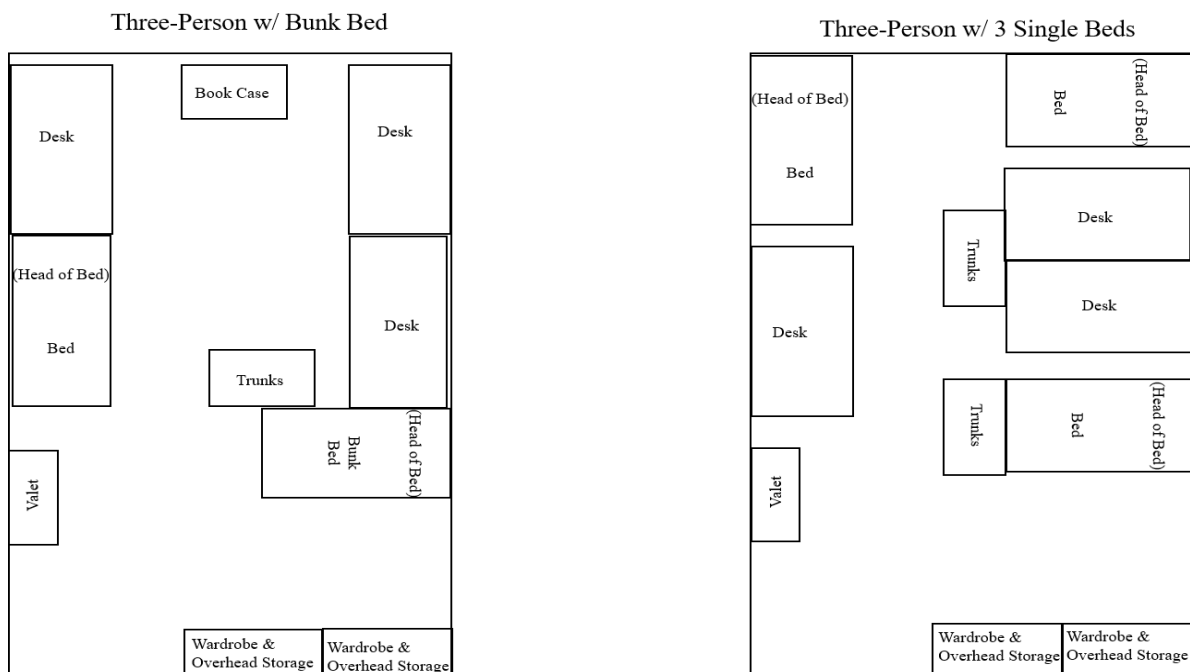
8.2.2. **AMI Scores.** Recorded in FalconNet on AFCW Form 300, AMI Checklist. Final scores will be exported through FalconNet and uploaded to Blackboard by CWOV.

8.2.3. **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 CWOV.

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

Figure 8.1 Standard Room Arrangements





8.2.5. Room Arrangement. Rooms must be set up so that sleeping areas are easily visible from the door. Sq/CC/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). Sq/CC/AMTs may delegate this responsibility to cadet leaders. ***Rooms must be returned to configuration (Fig 8.1.) before vacating the room at end of the semester/year.***

8.2.5.1. C4Cs, C3Cs, and C2Cs must use a standard room arrangement.

8.2.5.2. 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.

8.2.5.2.1. Room arrangements must not interfere with fire safety protocols. The entryway shall not be obstructed, and all items must be IAW Para. 7.5, Safety.

8.2.5.2.2. 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.

8.2.5.2.3. 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.

8.2.5.2.3.1. 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 and fans are not counted against this authorization.

8.2.5.2.3.2. 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.

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

8.2.5.2. **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.

8.2.5.3. **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.

8.2.5.4. **Trash Cans/Recycling Bins.** Each trash can must have a plastic liner or be completely empty and clean. Only issued trash cans are allowed to be used. Trash is not to exceed the rim of a trash can. Displayed within the room doorway to the side of the doorframe, the long side grounded to a wall in Vandenberg, and the short side grounded to the wall in Sijan. Containers and any form of trash are not allowed in alcoves.

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

8.2.5.4.2. AFCW Sq/CCs are responsible for establishing processes for collecting and disposing of recyclables.

8.2.5.5. **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.

8.2.5.6. **Window Areas.** Windows and/or curtains may be open during AMI for ventilation. Ledges and/or runners clean and free of debris/objects, (e.g., science projects, cans, food, fans, etc). Screens must remain closed and secured to the windowsill at all times. If screen is damaged, proof of work order submission must be provided or hung on back of valet mirror.

8.2.5.7. **Fans.** Fans are allowed on desk. The use of standing fans is also authorized and does not count as a large item.

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

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

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

8.2.5.8.3. **Medicine Cabinet Shelves.** Clean, neat, and orderly. Not containing any prescription medicine.

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

8.2.5.8.5. **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 cabinet. Laundry in baskets will not exceed the rim of a basket.

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

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

8.2.6.1. **Training Weapons.** If issued, must be locked and the slings must be tight.

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

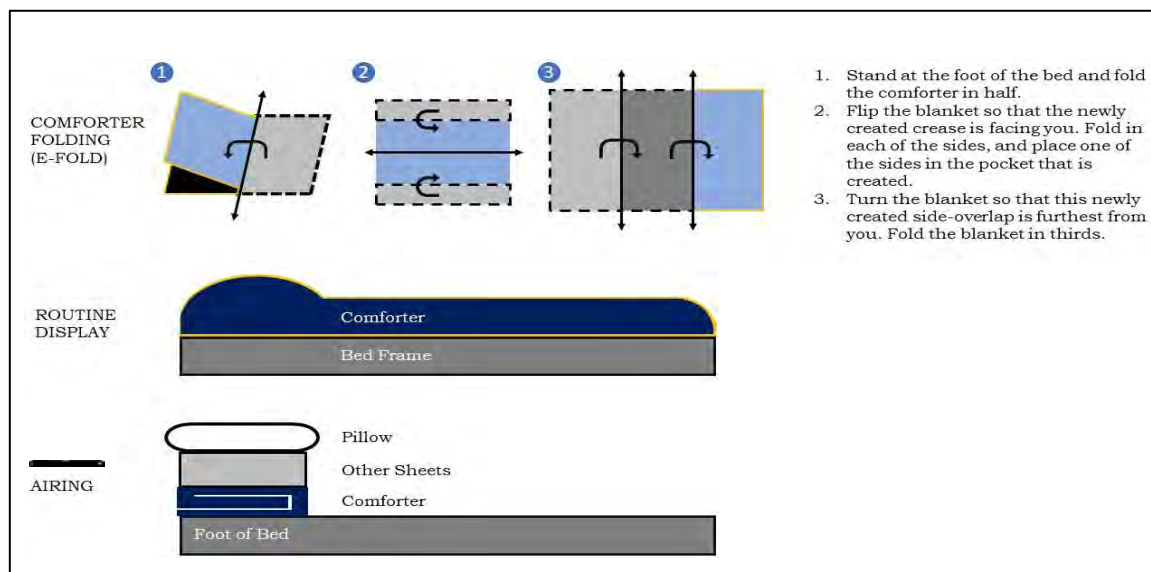
8.2.6.3. **Honor Guard M1s and Bayonets.** If issued, it must be secured to the rifle rack; a ceremonial bayonet may be affixed to the rifle.

8.2.7. **Beds.** Clean, neat, and orderly. Nothing can be displayed on the bed, including extra pillows, blankets, and stuffed animals. Cadets will not use extra or unoccupied beds. Extra or unoccupied beds will remain bare mattresses, in SAMI configuration, or with an issued comforter hanging freely and equally on all sides.

8.2.7.1. Displayed with issued comforter hanging freely and equally on all sides and configured per Figure 8.2., 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.

8.2.7.2. Displayed in airing configuration when comforters are being cleaned or when required by guidance. See Figure 8.2 for proper order.

Figure 8.2 Bed in Airing Configurations



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

8.2.9. Desks and Bookcases. Clean, dusted, and all items organized and neatly displayed. Do not store materials underneath desks or near power cables/cords (Exception: subwoofers for computer speakers). Books are neatly arranged on end. 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. If a bookcase is in a room at move-in, occupants will account for it at move-out. If a bookcase is not desired, occupants must return it to Dorm Management, request a return receipt or documentation of the turn-in, and re-accomplish room inventory with Sq/CC to avoid being held liable for lost/missing item.

8.2.9.1. Desk Chairs. Only dormitory management chairs are authorized. Desk chairs must remain under desks when not used. All chairs may have backpacks placed on them, but no other items may be hanging from or on the chair.

8.2.9.2. Electrical/Computer Cords. Neatly bundled (with twisty ties, wire straps, etc.) and concealed from view. Laptops, valuables, and high-value items are protected IAW 10.12.

8.2.9.3. Bulletin Boards. 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. Items displayed neat and orderly. All photographs and papers secured flush to the board.

8.2.9.4. Desk. The only items allowed on desks are; laptops, monitors, mouse and mouse pad, printers, school supplies, books, desk lamps, and coins (on a coin holder).

8.2.9.5. Desk Drawers. Closed and locked. Drawers, keyboards, and pull-out shelves are clean, dusted, and free of smudges.

8.2.10. Wardrobe.

8.2.10.1. 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 outside of the closet doors except for mirrors. Mirrors cannot exceed the size of the closet door and must remain clean.

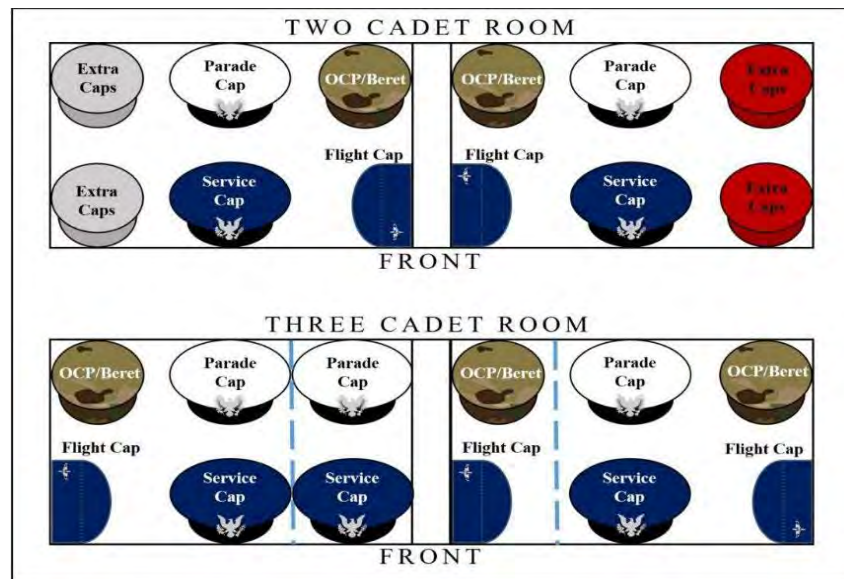
8.2.10.2. Hat Shelf. Clean and organized according to Fig 8.3.

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

8.2.10.2.2. Prop and wings on flight caps face up.

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

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

Figure 8.3 Hat Shelf Display

8.2.10.3. **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).

8.2.10.4. **Shoe Display.** Serviceable, clean, and orderly. Military footwear with laces tucked inside, grouped together, not stacked, with toes facing wardrobe door. Non-military shoes may be neatly stacked and are not required to have laces tucked.

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

8.3. **SAMI.** Upon direction of the Commandant of Cadets, 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.**

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

8.3.2. **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, (e.g., science projects, cans, food, etc.)

8.3.3. **Valet Area.** Clean, neat, and orderly. The carpet underneath and around the valet area is dusted and cleaned.

8.3.3.1. **Light Switch.** Dusted and clean.

8.3.3.2. **Thermostat.** Dusted and clean.

8.3.3.3. **Sink.** Dusted and clean. The faucet is dusted, free of debris, 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.

8.3.3.4. **Mirror.** Will be open. Top, casing, and mirror clean. The AFCW Form 227 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, email Dorm Management.

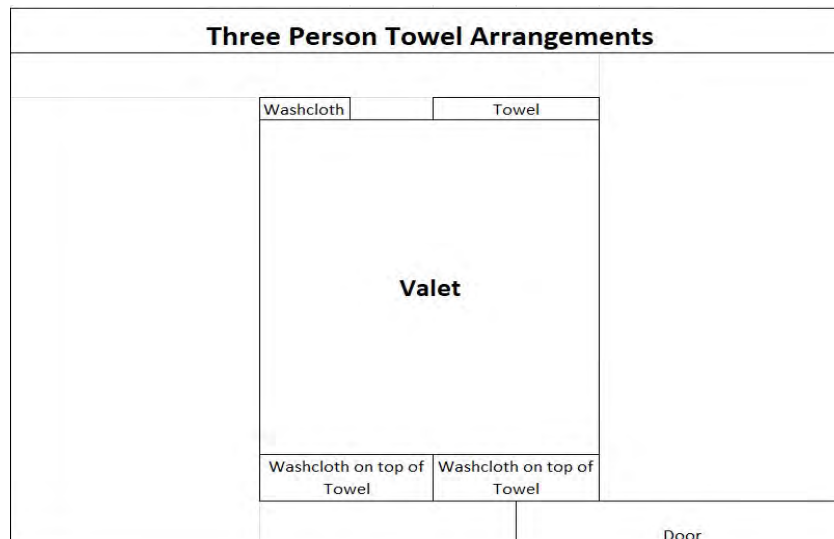
8.3.3.5. **Cabinet.** Will be open, clean, dusted, and free of smudges, with items organized and neat.

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

8.3.3.6.1. Folded in half with the fold facing toward the room and edges facing the ground will be flush and parallel to the ground. Towels grounded to front support, and washcloths grounded to rear support.

8.3.3.6.2. For 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. Third occupant will follow previous guidelines for towel and washcloth appearance on the rung facing away from the door.

Figure 8.4 Three Person Towel Arrangements



8.3.4. Beds.

8.3.4.1. Entire bed casing and frame are dusted and free of smudges and marks. Bed frame will be free of debris.

8.3.4.2. Configured with a minimum of one mattress, one pillow with pillowcase, one white sheet (over mattress), one clean issued comforter, and one class colored blanket or applicable blanket substitute if on exchange.

8.3.4.3. Mattress and Bedding. Bed displayed in SAMI order (Fig 8.6.). Mattresses grounded to the headboard.

8.3.4.4. Comforters will be displayed in E-Fold with the class-colored strip facing the center of the room. Use the folding diagram for a Class Comforter E-Fold as an example for how to fold the comforter.

Figure 8.5 Class Comforter Display

Class Comforter E-Fold:

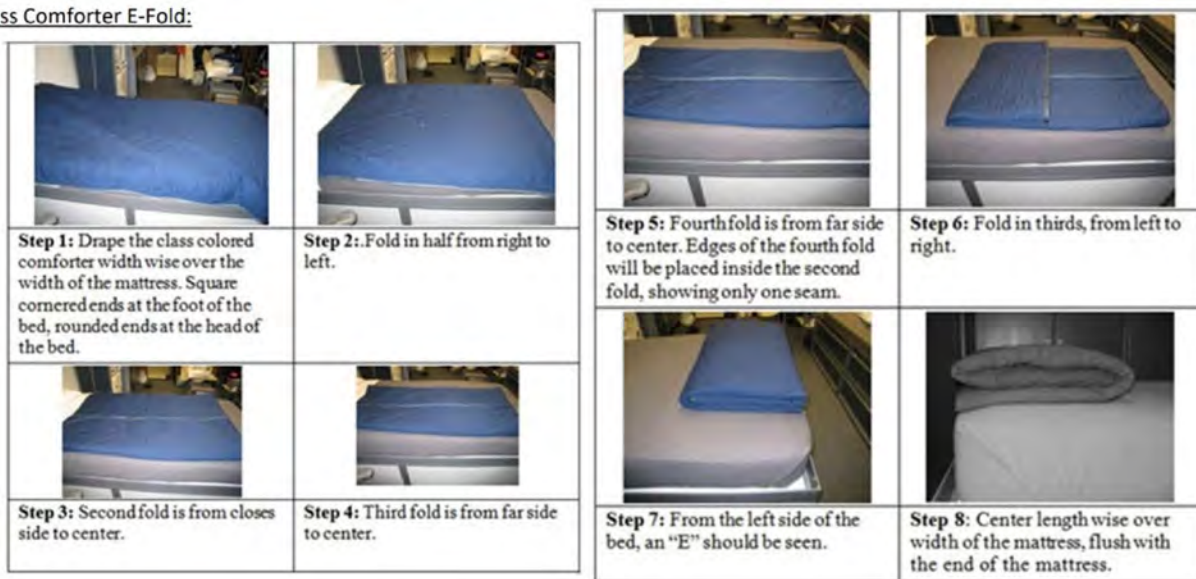


Figure 8.6 SAMI Bed and Comforter Display



8.3.5. Drawers. Neat, clean, and orderly.

8.3.5.1. All drawers will be opened. The top drawer will be open to 8 inches, and the bottom drawer will be open to 12 inches measured from the outer edge.

8.3.5.2. Military clothing drawer (top drawer at the head of the bed for single beds or both top drawers for bunk beds) displayed IAW Figure 8.7. Other drawers are neat and orderly, with clothing folded or rolled.

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

8.3.6. Desk and Bookcase.

8.3.6.1. Books are displayed in a "V" and sized accordingly from the outer edges of shelves.

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

8.3.7. Wardrobe.

8.3.7.1. Items are mandatory unless stated otherwise and displayed IAW Figure 8.9. Clothing faces towards the center divider with hangers evenly spaced.

8.3.7.2. All cabinet doors will be open to 90 degrees.

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

8.3.7.4. All clothing must be serviceable and displayed as worn (zippers zipped, buttons buttoned, etc.).

8.3.8. **Shoe Display.** Serviceable, clean, neatly laced, and orderly. Military footwear is highly polished, with laces tucked inside and aligned in the front row. Non-military shoes of the same pair may be stacked on top of each other but not stacked with another footwear. Non-military shoes are not required to have laces tucked.

8.3.8.1. **Military Footwear.** Aligned in accordance with Fig 8.8. Grounded to walls, with each other, and aligned to front. If shoes/boots are not displayed, shift the remaining shoes/boots so that they remain grounded to each other.

8.3.8.2. **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.

8.3.8.2.1. Due to differences between Sijan and Vandenberg Halls, cadets in Sijan Hall are authorized to place non-military footwear next to military footwear.

Figure 8.7. Military Drawer Arrangement.

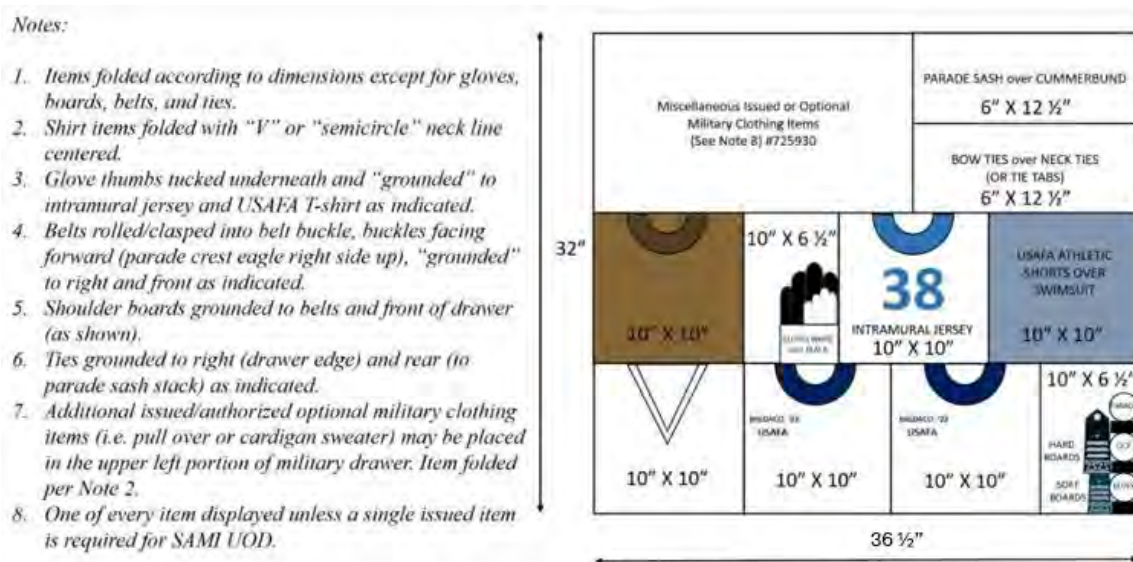
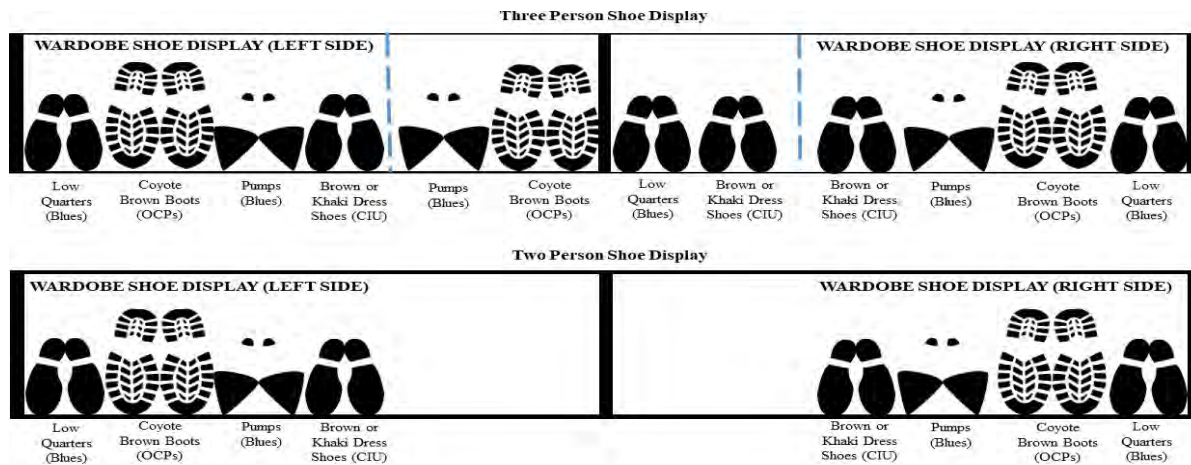


Figure 8.8. Military Footwear.**Figure 8.9. Wardrobe Arrangement.**

<u>TWO CADET ROOMS</u>		<u>THREE CADET ROOMS</u>		
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) 2. Athletic Jacket 3. Light Blue Shirts (trousers over crossbar) 4. Service Dress (trousers over crossbar) 5. Optional Service Uniform clothing items (e.g., blue cardigan or pullover sweater) 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) 7. Parade Uniform (trousers, suspender over crossbar) 8. Flight Duty Uniform (zippers zipped up, legs tucked, patches on Velcro, flight jacket over uniform)		9. OCP APECS Jacket with rank 10. Coyote Brown Fleece (Nametape/USAF tape/rank visible) 11. OCP Blouse (trousers over crossbar) 12. Parka (scarf over crossbar; watch cap in outside pocket) 13. Raincoat 14. Overcoat 15. USAFA Running Top (bottoms over crossbar) 16. Empty Hangers 17. Civilian Clothing		

8.3.9. Trash Cans/Recycle Bins. Each trash can or recycling bin will be empty and clean. Displayed inside room doorway to the side of the doorframe. In Vandenberg Hall, long side will be grounded to the wall next to the valet. In Sijan Hall, short side will be grounded to the wall next to the closet.

8.3.10. 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.

8.3.10.1. SAMI Period Timeline. CWOV will publish special instructions identifying and timelines prior to the event.

8.3.10.1.1. Saturday of SAMI.

8.3.10.1.1.1. 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.

8.3.10.1.1.2. The Inspection Teams will arrive 40 minutes prior to the “Cease Cleaning” announcement. The Inspection Team will be briefed on the location of each common area. Cadet squadron leadership will provide the inspection team with accountability. The lead Inspector will assign each inspector common areas and rooms to grade.

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

8.3.10.1.1.4. Start of SAMI: “Commence Inspection”. The Inspectors will start room inspections furthest from the CQ and then move towards the CQ.

8.3.10.1.1.5. After CWOV verifies that all SAMIs have been completed, the AFCW is released by their discretion. The Inspection Team must provide an out brief upon SAMI completion.

8.3.10.1.1.6. 30 minutes after SAMI a hot wash must be performed. Following it, CW and AFCW staff will debrief.

8.3.10.2. SAMI Specifics.

8.3.10.2.1. **Uniform.** The uniform will be either Service or Parade Dress. Squadron permanent party will wear Service Dress unless specified otherwise.

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

8.3.10.2.2. **Rooms.** Every room in the AFCW must be inspected, unless the room is under a valid excusal. All rooms with valid excusal will be in accordance with para. 5.4. AMI/ SAMI Excusals.

8.3.10.3. Pre-inspection Requirements.

8.3.10.3.1. 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.

8.3.10.3.2. Should FalconNet not be utilized or down, all cadets are required to print out their own SAMI scoresheets 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.

8.3.10.4. Inspection Execution.

8.3.10.4.1. **Cease Cleaning.** “Cease Cleaning” will be directed by CWOC via the Falcon Voice System. AFCW Sq/CC commands “(SQUADRON NAME), Attention. Parade Rest.” Cadets assume the standby position.

8.3.10.4.2. 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. To complete the SAMI. Rooms must be provided with feedback with the room inspectors documenting verbal and written feedback via the FalconNet System.

8.3.10.4.3. Inspectors will open drawers and doors carefully; they will not overturn or rearrange furniture. Clothing found in the closet or drawer will also not be overturned or rearranged. Observed conduct outside this paragraph will result in a deduction of points for “bearing” under the PAI grading rubric. PAI grade corrections will be routed to the Group Stan/Eval Staff.

8.3.10.4.4. One hour after the start of the SAMI or whenever all Squadrons have completed grading, 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. Sq/CCs are not authorized to release their squadrons from the SAMI prior to the CWOC “Inspection complete” command.

8.3.10.4.5. Cadets will follow the latest SAMI Special Instructions (SPINS) for specific guidance and procedures.

8.3.10.5. Grading Specifics.

8.3.10.5.1. Each Squadron will provide up to an 8-person inspection team assigned to inspect another squadron. Inspection teams will consist of the Squadron Top Two Stan/Eval Staff. The following may be added to the team to achieve the required number of inspectors: The Squadron Drill and Ceremonies (D&C) Officers and SNCOs, Major Assessment Events Officers and SNCOs, and Training Officers and SNCOs.

8.3.10.5.2. The margin of error for any measured item is $\frac{1}{4}$ of an inch.

8.3.10.5.3. PAIs will occur following the room grading.

8.3.10.5.4. 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.

8.3.10.5.5. AFCW Sq/CCs, COSs, SELs and inspection team members may walk around during the inspection. No other cadets have authorized movement until the wing-wide “Inspection Complete” announcement.

8.3.10.5.6. AFCW Sq/CCs and COSs will monitor overall progress and timeliness along with the safety and security of the inspection.

8.3.10.5.7. Sq/CCs, AMTs, or assigned Permanent Party Wing or Group Staff may conduct spot checks. Any major discrepancies between the cadet grader score and the Sq/CC score will be brought up with the grading team Stan/Eval 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 Stand Eval Officer.

8.3.10.5.8. At the conclusion of the SAMI period, the Inspection Team will debrief the Permanent Party member and AFCW Sq/CC.

8.3.10.5.9. The only cadets required to attend the debrief are Stan/Eval Officers and SNCOs. They should bring any major discrepancies or points of feedback. The focus for the debrief will be areas of improvement for the AFCW, successes, and failures, and

grading efficiency. The grading team leader should expect to remain available for 1 week to resolve any grading discrepancies.

8.4. 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 CWOV. Each cadet must get at least one SAMI/PAI per semester or will receive a score of zero.

8.4.1. Appeals. Direct disputes or grading questions to inspection team leader 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 CWOV.

8.4.2. 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.

8.4.3. SAMI/PAI Excusals. Cadets must participate in all inspections unless on emergency leave, bed rest via Cadet Injury/Illness Report, crew rests via AFCW Form 310, *Official Crew Rest Notification*, printed SCA, excusals directed by SPINS, or Commandant of Cadets Approval. All approved notes/appropriate forms must be displayed outside the room on door clips. Reference USAFAI 36-3536, *Allocation of Cadet Time*, para. 1.8.3.1.

8.4.4. SAMI/PAI Makeup Procedures. 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 element. The cadet who misses the SAMI is responsible for scheduling the makeup. Cadets who miss the makeup timeframe will receive a SAMI/PAI score of zero. IC teams in primary season are excused from the SAMI and will have guidance from Stan/Eval SPINS.

8.5. NMF PAI. Primary purpose of NMF PAIs is to ensure accountability and proper uniform wear. PAIs will be conducted at the discretion of the Commandant of Cadets, Vice Commandant of Cadets, or CWOV.

8.6. Grading Inspectors. D&C Program will evaluate the NMF PAI.

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

8.8. Formations.

8.8.1. Parades and formations will not be canceled on a forecast. Cancellation calls will be made by the Commandant of Cadets (or designated representative, e.g. CW/DO) coordinating with CWOV. USAFAI 48-151, *Aerospace Medicine*, was used to compile the basis of limits.

8.8.2. All cadets are required to be in all formation (including Reveille and NMF) unless properly excused by SCA or IAW USAFAI 36-3536, *Allocation of Cadet Time*.

8.8.2.1. All cadets in formation will be in UOD as indicated by the daily RO. Certain academic classes require, during certain lessons require exceptions to the UOD. DF will coordinate with CW and ensure that these exceptions are posted in the Daily RO. All Cadets in alternate uniforms will march in the rear ranks of the squadron.

8.8.3. IAW DAFI 36-2903 7.3.2. Sunglasses, to include darkened photosensitive lenses, are not authorized in formation. Exception: Sunglasses are authorized for medical reasons such as

PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.

8.8.4. Cadet Top 3 may determine if / what outer garments are authorized as part of the UOD. If specified, all Cadets in alternate uniforms will dress concordantly. For example, if UOD is Blues with A-Jackets, all cadets in OCPs must wear fleeces or APECs. All alternate uniforms will be posted and updated in FalconNet by TAPS the previous day.

8.8.5. Cadets authorized to be in PTU on an authorized AFCW Form 18 or AF 469 must be in Mitchell Hall before the first call.

8.8.6. NMF PAI Procedures.

8.8.6.1. All squadrons form up at their designated NMF locations.

8.8.6.2. Before 1137, a member of D&C staff notifies AFCW Sq/CCs their squadron is being graded.

8.8.6.3. During the Air Force and Space Force songs, the D&C Staff stands behind the squadron undergoing inspection.

8.8.6.4. AFCW Sq/CCs perform ORI sequence (Left face, dress right dress, ready front, right face).

8.8.6.5. AFCW Sq/CCs instruct the squadron to wear their proxies.

8.8.6.6. Three graders per squadron split up and grade each element using FalconNet.

8.8.6.7. When a grader approaches the element leader, the respective Element Leader calls the element to attention. The element leader commands the command parade rest position when the grader leaves their element.

8.8.6.8. Upon completion of the inspection, AFCW Sq/CCs dismisses the squadron.

8.8.6.9. Immediately following dismissal, D&C graders, Sq/CC/AMTs, AFCW Sq/CCs, and group MTI convene for a debrief session to discuss common discrepancies found during the inspection.

8.8.6.10. Graders input the grades onto FalconNet by TAPS on the same day.

Chapter 9 – PERSONAL AND PROFESSIONAL APPEARANCE

9.1. Uniform of the Day (UOD). Variations approved by the Commandant of Cadets, Vice Commandant of Cadets, or CW/DO.

9.1.1. 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.

9.1.1.1. All changes to UOD must be authorized by either DF, CW, or AD. The exception to UOD will be reflected in the RO or SCA.

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

9.1.1.3. Cadet First Responders Team (CFRT) members are allowed OCPs when performing Emergency Medical Response (EMR) duties.

9.1.1.4. Cadets involved in airmanship-related duties may only wear FDU while conducting airmanship duties.

9.1.1.5. Except when signed out and departing Cadet Area, all cadets will be in authorized UOD from Release From Quarters (RFQ) until 1605 unless specifically authorized an alternate uniform on an AFCW Form 18 or AF469, which can be found at Aeromedical Services Information Management System (ASIMS). All cadets will adhere to uniform guidance in Table 9.1.

9.1.1.6. Civilian clothes are not authorized on the terrazzo from RFQ to 1800 during duty days (0625-1800 Monday – Friday and scheduled training weekends) regardless of SCA/pass status.

9.1.1.6.1. 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. Reference Figure 9.1.

Figure 9.1 Walkway between Sijan Hall and Chapel.



Table 9.1 Cadet Uniform Requirements

Time	Location	C4C Fall Semester¹	C4C Spring Semester²	C1C, C2C, C3C (C4Cs in Upgrade Training)³
RFQ until 1605	Inside Sq	UOD	UOD	UOD
	Outside Sq	UOD	UOD	UOD
	Off Base	Service Dress	Blues	Civilian, PTU, or UOD
1605-1800	Inside Sq	PTU or UOD	PTU or UOD	Civilian, PTU, or UOD
	Outside Sq	UOD	PTU or UOD	PTU or UOD
	Off Base	Service Dress	Blues	Civilian, PTU, or UOD
After 1800	Inside Sq	PTU or UOD	PTU or UOD	Civilian, PTU, or UOD
	Outside Sq	UOD	PTU or UOD	Civilian, PTU, or UOD
	Off Base	Service Dress	Blues	Civilian, PTU, or UOD

Note 1: C4Cs are authorized to be in PTU in their squadron after 1605, on Blue Weekends, after LMD on Training Weekends, and if remaining in the dorms during break periods. If departing the squadron, C4Cs will be in UOD.

Note 2: C4Cs are authorized to be in PTU after 1605, on Blue Weekends, after LMD on Training Weekends, and if remaining in the dorms during break periods.

Note 3: C1C, C2C, and C3Cs and C4Cs in Upgrade Training are authorized to be in civilian attire outside their squadron starting at 1800 on Friday for Blue Weekends, after LMD on Training Weekends, and if remaining in the dorms during break periods

9.1.2. C4C Uniform Requirements

9.1.2.1. **EXCEPTION:** All cadets may wear the authorized uniform while on an active Scheduling Committee Action (SCA).

9.1.2.2. **EXCEPTION:** May change into USAFA Cadet PTU while at any assigned sponsor family's residence or while undertaking an activity deemed to require PTU by their Sq/CC, such as community service. Transit in team gear is prohibited.

9.1.2.3. **EXCEPTION:** C4Cs may wear PTU while carrying a medically-approved AFCW Form 18 or AF 469. C4Cs on AFCW Form 18 or AF 469 will wear a reflective belt on their backpack while traveling on the Terrazzo to distinguish them from other C4Cs.

9.1.2.4. **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 AFCW Flt/CC to wear civilian clothes under these special circumstances on a case-by-case basis.

9.1.2.5. Storage of civilian clothes shall be dictated by AFCW Flt/CC. If civilian clothes are needed frequently for an IC sport or club, AFCW Flt/CC may sign an MFR stating that civilian clothes may be stored in a locked drawer or trunk. MFR must be displayed in the room. Additionally, team gear may be stored in room if being packed for a competition.

9.1.2.6. Cadets shall only wear the bathrobe for showering, or when transiting to and from the restroom after Taps and before FMD. All cadets are prohibited from visiting other rooms while in a bathrobe. They must go directly to the restroom and back to their assigned dorm room.

9.1.2.7. Prior to Spring Semester C4Cs shall always have the following on their person (additional requirements may only be added via approval from the Commandant of Cadets):

9.1.2.7.1. Contrails. C4Cs shall always study directly from Contrails.

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

9.1.2.7.3. Entire squadron staff list and key wing and group permanent party and cadet staff members (Commanders, vices and deputies, SELs, Training Program managers).

9.1.2.7.4. C4Cs may wear pertinent IC or Club Team gear when actively participating in IC or Club sports activities.

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

9.1.2.9. **Summer Programs.** UOD is determined by the specific program Sq/CC/OIC in coordination with the summer AFCW/CC. Summer uniform requirements will not be less restrictive than this attachment's uniform restrictions and guidance.

9.2. 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. If no guidance is given, reference DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

9.2.1. **Exceptions.** These exceptions are intentionally more restrictive than DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

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

9.2.1.2. Grooming Standards (to include hair, tattoos/brands/body markings, body piercing/ornamentation, and body alteration/modification) will be maintained IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

9.2.1.2.1. 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, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

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

9.2.1.2.3. 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.

9.2.1.2.4. **Tattoos/Brands/Body Markings.** (Unauthorized content/locations). Tattoos/brands/body markings will not be on the hands, head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that is obscene, indecent, commonly associated with gangs, extremist, and/or supremacist organizations, or advocating sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content of a nature that tends to bring discredit upon the Air Force are prohibited both in and out of uniform. Airmen may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with the unauthorized content tattoo policy. Failure by USAFA cadets to obey the mandatory provisions in this paragraph constitutes a violation of Article 92, UCMJ. *Exception:* ETPs may be signed by the Commandant of Cadets or Vice Commandant of Cadets during I-Day.

9.2.1.2.5. In addition to the requirements outlined in DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*, 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.

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

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

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

9.2.2.3. Cadets who have served in other military services, refer to DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

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

9.2.3.1. **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.

9.2.4. **Cadet Aiguillette Wear.** The USAFA Cadet Uniform Board maintains a list of all approved aiguillettes and shoulder cords. Refer to a memorandum published by the USAFA Cadet Uniform Board Secretary (CWT/CWTM) for approved items.

9.3. **Prohibited Uniform Wear.**

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

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

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

9.3.4. 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.*

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

9.4. **Miscellaneous Policies.**

9.4.1. **Alternate Uniform.** Must be approved by respective Sq/CC with a recommendation from the Cadet Clinic doctor using the Cadet Injury/Illness Report (AFCW Form 18) or AF469. Written authorization must be carried at all times.

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

9.4.2. **Mess Dress.** Refer to DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

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

9.4.4. **Outdoor Physical Fitness.** Within the black gates of the Cadet Area, cadets must wear shirts during physical activity.

9.4.5. **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 UOD, adhere to grooming/uniform standards, and participate in squadron duty/training activities until out-processed.

9.4.6. **Donating Uniforms.** Do not donate, sell, or loan uniform items to civilians or military personnel. Exceptions are giving to other cadets or approved charity clothing drives. Remove all AF and name tapes prior to donating.

9.4.7. **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).

9.5. **Uniform When Traveling.**

9.5.1. **Official Business (Team Travel and TDY).** When representing USAFA, the travel mode and location determine the uniform. Coaches, OICs and officer representatives are responsible for ensuring travel attire represents USAFA and is worn by the entire group.

9.5.1.1. **Air/Ground Transportation.** During official business, short-sleeved blue shirts and athletic jackets are standard attire for commercial air travel. When traveling by military air, FDU/OCP is authorized. For ground travel, an approved uniform or modest civilian attire is standard if team uniform is not available. 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) with the appropriate OIC, or an unforeseen situation arises.

9.6. Civilian Clothing.

9.6.1. C4Cs may only wear civilian clothes after authorization IAW Table 9.1. When civilian clothing is authorized, cadets must wear appropriate clothing. Appropriate civilian clothing does not include the following:

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

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

9.6.2. When using USAFA athletic facilities, authorized cadets may wear civilian clothing during posted non-duty hours. Civilian attire must be professional, functional, and consistent with DAF and Cadet Standards (AFCWI 36-3501 and DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*). When participating in fitness related activities, clothing must be clean, serviceable and athletic in nature. In addition, closed toe shoes and clothing that covers the entire torso, with bottoms extending to at least quarter thigh, are required. Sport-specific attire may only be worn in designated areas. For specific details, cadets should reference the current USAFA Athletic Facility Uniform Policy memorandum posted within the Cadet Fitness Center.

9.7. Service Dress.

9.7.1. **Nametags.** Only the blue plastic nametag is authorized. Cadets will wear a nametag on their service coat and LS blues shirt underneath.

9.7.2. **Rank.** Hard shoulder board ranks will be worn on the service coat as well as soft shoulder board ranks on the LS blues shirt underneath.

9.7.3. **Lapel Pins.** One standard issued pair of officer US pins will be worn on the lapel of the service coat.

9.7.4. **Tie/Tie Tabs.** The issued tie will be worn with the service dress uniform. The tip of the tie will be touching the belt buckle but not below it. If worn, a tie clip will be worn halfway between the tip of the tie and the bottom of the knot. Tie tabs will be worn with the service dress uniform for female cadets.

9.7.5. **Prop and Wings.** One pair of standard chrome plated prop and wings will be worn, as shown in the table below and Fig 9.2. Gold Prop and Wings are authorized for direct descendants of the Army Air Corps, Women Airforce Service Pilots, or parent USAFA Graduates.

9.7.6. **Ribbons.** All ribbons will be worn on the service coat.

9.7.7. **Wings/Badges.** Wear of Air Force aeronautical, space, cyberspace, multi-domain warfare and missile operations badges are mandatory on the service dress uniform. Prior enlisted cadets may wear their previous AFSC badges.

9.7.7.1. **German Armed Forces Badge for Military Proficiency.** If earned, the German Armed Forces Badge for Military Proficiency will be worn on the service dress uniform. Also, any badges awarded at a sister service academy may be worn if the placement does not interfere with the placement of Air Force Badges.

9.7.8. **Merit Pins.** If earned from the previous semester, the wear of a merit pin is mandatory on the service coat (see FIG 9.20.).

9.7.9. **Aiguillette.** Wearing an aiguillette as designated for PEER, SAPR, White Rope, D&I, Stan/Eval, and summer Director of Training responsibilities is optional on the service dress uniform.

9.7.10. **Arnold Air Society Devices.** The wear of Arnold Air Society Devices is optional on the service dress uniform.

9.7.11. **Headgear.** Will be worn IAW 9.8.10 and other sections of this publication.

9.7.12. **Footwear.** Will be worn IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* regarding service dress footwear with the following modifications.

9.7.12.1. Female C1Cs, C2Cs, and C3Cs, and female C4Cs that are in Spring Semester may wear pumps and flats with the service dress uniform so long as it does not impede on their ability to march during Noon Meal Formation.

9.7.12.2. C4Cs in the Spring Semester may wear the parade issued “Corfram” high gloss finished.

9.7.13. **Additional female uniform guidance.** The items below are optional for wear for female cadets in service dress.

9.7.13.1. **Skirts.** The standard issue cadet skirt may be worn in service dress by female C1Cs, C2Cs or C3Cs, and by female C4Cs that are in the Spring Semester. Skirts may not be worn if they impede the execution of a required event.

9.7.13.2. **Semi form-fitting blouse.** Female C1Cs, C2Cs, and C3Cs and female C4Cs that are in the Spring Semester are authorized to wear the semi-form fitting blouse in service dress, so long as it is tucked in and not visible underneath the service coat.

Table 9.2. Men’s Service Dress Accouterment Placement.

Nametag	Grounded and centered above the wearer’s right pocket. The bottom of the nametag will rest on but not over the top edge of the pocket.
Ranks	The hardboard rank will be worn on each shoulder, with the lapel tucked underneath the tip of the board.
Lapel Pins	The US insignia is placed halfway up the seam of the lapel, resting on but not over it. The “US” letters are parallel with the ground.
Prop and Wings	The Prop and Wings insignia will be centered horizontally on the lapel in line with the point with the wings parallel to the ground.
Ribbons	Grounded and centered on the left pocket. The bottom of the ribbons will rest on but not over the top edge of the pocket.
Badges/Wings	Max of four (including a merit pin), with only two above the ribbons, on the service dress coat. First badge or pair of wings will be centered above the ribbons by ½ inch. Wear in order of precedence as shown in section 6.8.5.1 of this publication. Parachutist wings are optional on the service dress uniform, but when worn, will be placed

	above an AFSC badge and below aeronautical, space, or cyber badges.
Merit Badge	Centered on the wearers left pocket both horizontally and vertically. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
Aiguillette	Attached underneath the wearers left hardboard shoulder rank.
German Armed Forces Badge for Military proficiency (GPB)	Centered on the wearers right pocket. Other foreign awards may be worn so long they do not interfere with the wear of mandatory items.
Arnold Air Society devices	The aiguillette will be worn IAW the section in this table for “Aiguillette” and will have follow the “Gold, Blue, Gold” Pattern. The Arnold Air Society pin will be centered ½ inch above the nametag.

Table 9.3. Women’s Service Dress Accouterment Placement.

Nametag	Centered on right side between arm seam and line of buttons or lapel, even with or 1.5 inches higher/lower than the first exposed button and parallel with the ground.
Ranks	The hardboard rank will be worn on each shoulder, with the lapel tucked underneath the tip of the board.
Lapel Pins	The US insignia is placed halfway up the seam of the lapel, resting on but not over it. The “US” letters are parallel with the ground.
Prop and Wings	The Prop and Wings insignia will be centered horizontally on the lapel in line with the point with the wings parallel to the ground.
Ribbons	Centered on left side between arm seam and line of lapel. Bottom of ribbons even with bottom of nametag.
Badges/Wings	Max of four (including a merit pin), with only two above the ribbons, on the service dress coat. First badge or pair of wings will be centered above the ribbons by ½ inch. Wear in order of precedence as shown in section 6.8.5.1 of this publication. Parachutist wings are optional on the service dress uniform, but when worn, will be placed above an AFSC badge and below aeronautical, space, or cyber badges.
Merit Badge	Centered ½ inch above the nametag. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
Aiguillette	Attached underneath the wearers left hardboard shoulder rank.
German Armed Forces Badge for Military Proficiency (GPB)	Centered ½ inch above the nametag. If a merit badge is worn, GPB will be placed above the merit pin. Other foreign awards may be worn so long they do not interfere with the wear of mandatory items.
Arnold Air Society devices	The aiguillette will be worn IAW the section in this table for “Aiguillette.” The Arnold Air Society pin will be centered ½ inch above the nametag. If worn, the Arnold Air Society pin will be placed below a GPB and above a merit pin.



Figure 9.2. Service Dress with P&W



Figure 9.3. Service Dress.

9.8. Service Uniform (Blues). Worn in long and short sleeve variants determined by the Commandant of Cadets.”

9.8.1. Nametag. Only the blue plastic nametag is authorized and will be worn on the service uniform.

9.8.2. Ranks. A pair of soft shoulder boards will be worn on each shoulder.

9.8.3. Ribbons. All, some, or none will be worn on the service uniform.

9.8.4. Tie/Tie Tabs. The issued tie will be worn with the long sleeve variant of the service uniform and will be optional for the short sleeve variant, unless being worn with the service dress uniform. The tip of the tie will be touching the belt buckle but not below it. If worn, a tie clip will be worn halfway between the tip of the tie and the bottom of the knot. Tie tabs will be worn with the same rules regarding long and short sleeve variants.

9.8.5. Wings/Badges. Wear of Air Force aeronautical, space, cyberspace, multi-domain warfare and missile operations badges are mandatory on the service uniform. Prior enlisted cadets may wear their previous AFSC badges.

9.8.5.1. Wings/ Badges Precedence. From top to bottom, wings and badges will be worn in the following order.

9.8.5.1.1. Any prior service flight badge.

9.8.5.1.2. Soaring Instructor Pilot Wings.

9.8.5.1.3. Cadet Aviation Club Wings.

9.8.5.1.4. Cadet Flight Wings.

9.8.5.1.5. Cadet Space Wings.

9.8.5.1.6. Parachutist Wings.

9.8.5.1.7. Any prior service AFSC Badges.

9.8.5.1.8. USMC Black/Gold Ancho.

9.8.6. Merit Pins. If earned from the previous semester, the wear of a merit pin is mandatory on the service uniform.

9.8.7. **Aiguillette.** Wearing an aiguillette is mandatory if it is for a primary duty (e.g., Standardizations and Evaluations). Wearing an aiguillette is not mandatory if it is for an additional duty (e.g., squad White Rope, squad Teal Rope). Summer BCT Director of Training aiguillette is mandatory on the service uniform.

9.8.8. **German Armed Forces Badge for Military Proficiency.** If earned, the German Armed Forces Badge for Military Proficiency will be optionally worn on the service uniform. Additionally, any badges awarded at a sister service academy may be worn so long the placement does not interfere with the placement of Air Force Badges.

9.8.9. **Arnold Air Society Devices.** The wear of Arnold Air Society Devices is optional on the service uniform as deemed appropriate by the Arnold Air Society Squadron Commander.

9.8.10. **Headgear.** Wear issued unaltered service/flight cap IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* and this publication with the following exceptions. For C1Cs, C2Cs, C3Cs, and C4Cs in Upgrade Training, a standard issue prop and wing insignia will be worn in place of a rank insignia. Reference para. 9.7.5 for regulations about gold prop and wings.

9.8.10.1. Headgear will only be worn indoors during official inspections and when bearing arms.

9.8.10.2. Blue Berets are not authorized to be worn as part of the Cadet Service Uniform during the academic year. Instead, it is expected that all cadets wear their issued cadet flight cap.

9.8.11. **Additional female uniform guidance.** The items below are optional for wear for female cadets in service uniform.

9.8.11.1. **Skirts.** The standard issue cadet skirt may be worn in service dress by female C1C, C2C, and C3Cs and C4Cs in Spring Semester. Skirts may not be worn if they impede the execution of a required event.

9.8.11.2. **Semi form-fitting blouse.** Female C1C, C2C, and C3Cs and C4Cs in Spring Semester are authorized to wear the semi-form fitting blouse.

Table 9.4. Men's Service Uniform Accouterments Placement.

Nametag	Grounded and centered above the wearer's right pocket. The bottom of the nametag will rest on but not over the top edge of the pocket.
Ranks	The soft shoulder board rank will be worn on each shoulder. Metal stiffeners are authorized underneath.
Ribbons	Grounded and centered on the left pocket. The bottom of the ribbons will rest on but not over the top edge of the pocket.
Badges/Wings	Max of four (including a merit pin), with only two above the ribbons. First badge or pair of wings will be centered above the ribbons by ½ inch. Wear in order of precedence as shown in section 6.8.5.1 of this publication. Parachutist wings are optional on the service uniform, but when worn, will be placed above an AFSC badge and below aeronautical, space, or cyber badges.
Merit Badge	Centered on the wearers left pocket both horizontally and vertically. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.

Aiguillette	Attached to the button of the epaulet with the loop on the cord. Will be worn underneath the shoulder board.
German Armed Forces Badge for Military Proficiency (GPB)	Centered on the wearers right pocket. Other foreign awards may be worn so long they do not interfere with the wear of mandatory items.
Arnold Air Society devices	The aiguillette will be worn IAW the section in this table for “Aiguillette.” and will have follow the “Gold, Blue, Gold” Pattern. The Arnold Air Society pin will be centered ½ inch above the nametag.

Table 9.4. Women’s Service Uniform Accouterments Placement.

Nametag	The name tag will be centered, even within 1 ½ inches higher or lower than the first exposed button on the wearers right side.
Ranks	The soft shoulder board rank will be worn on each shoulder. Metal stiffeners are authorized underneath.
Ribbons	Centered on the wearers left, parallel to the ground. Align bottom of the ribbons with the bottom of the name tag.
Badges/Wings	Max of four (including a merit pin), with only two above the ribbons. First badge or pair of wings will be centered above the ribbons by ½ inch. Wear in order of precedence as shown in section 6.8.5.1 of this publication. Parachutist wings are optional on the service uniform, but when worn, will be placed above an AFSC badge and below aeronautical, space, or cyber badges.
Merit Badge	Centered ½ inch above the nametag. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
Aiguillette	Attached to the button of the epaulet with the loop on the cord. Will be worn underneath the shoulder board.
German Armed Forces Badge for Military Proficiency (GPB)	Centered ½ inch above the nametag. If a merit badge is worn, GPB will be placed above the merit pin. Other foreign awards may be worn so long they do not interfere with the wear of mandatory items.
Arnold Air Society devices	The aiguillette will be worn IAW the section in this table for “Aiguillette.” The Arnold Air Society pin will be centered ½ inch above the nametag. If worn, the Arnold Air Society pin will be placed below a GPB and above a merit pin.

9.8.12. Operational Camouflage Pattern (OCP). Worn IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*, with the following provisions for the AFCW:

9.8.12.1. **Rank insignia.** Placed on Velcro patch area centered.

9.8.12.2. Wear of Operational AF Aeronautical badges is mandatory.

9.8.12.3. Wear of the class year patch on the left shoulder is mandatory.

9.8.12.4. **Aiguillette Wear.** The daily aiguillette will be worn over the left shoulder and attached under the outer layer of the collar fold. The aiguillette will be affixed with a button or safety pin which is not visible when the collar is properly worn.

9.8.12.5. Morale patches are not authorized to be worn on the OCP uniform.

9.8.12.6. **Headgear.**

9.8.12.6.1. **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 9.7.

9.8.12.6.2. **Blue Berets.** Blue Berets are not authorized to be worn as part of the OCP uniform during the academic year. Instead, it is expected that all cadets will wear OCP Patrol Caps.

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

9.8.12.6.3. **Class colored baseball hats.** Worn only when directed by summer programs or approved in wing-level training plan or when approved by Commandant of Cadets, Vice Commandant of Cadets, CW/DO, or CWOV.

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

9.8.12.6.5. **Boonie Hat.** Only worn as authorized for summer programs in field training areas. May not be worn at any time on the Terrazzo. Use of “shemagh” or field scarf is authorized for wear by Combat Survival Training (CST) and Special Warfare (SW) cadets



Figure 9.4. Service Uniform.



Figure 9.5. Wear of optional Service Uniform Skirt

during training, but not in the Cadet Area. These items may only to be worn with OCP or other-service field uniform.

9.8.12.7. 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 Sq/CC, or sister service officer from DF/AD, in the sister service uniform before regular wear sister service uniform wear. See Section 9.15 for USSF guidance.

9.8.12.7.1. When required for UOD, cold weather gear will match that worn by the rest of the AFCW.

Figure 9.6. OCP Uniform

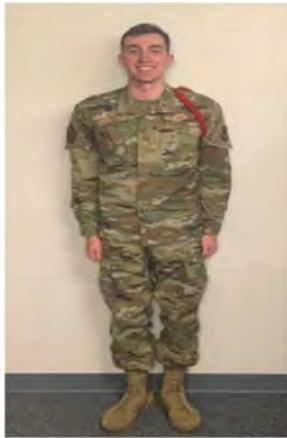


Figure 9.7. Patrol Cap.



Figure 9.8. Right Arm Patches



Figure 9.9. Left Arm Patches



Figure 9.10. Rank Placement



9.9. Flight Duty Uniform (FDU).

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

9.9.2. Nametag is worn above the left pocket. Includes name, “USAFA CADET,” and class year. 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.

9.9.3. For US Cadets, an American flag will be worn on the left shoulder. The assigned squadron patch will be worn on the right shoulder. Spice Brown color criteria patches for the OCP are not authorized for wear with the FDU.

9.9.4. The following are the only authorized organizational patches for wear.

9.9.4.1. Wing Airmanship Staff.

9.9.4.2. Cadet Soaring Instructor Pilots.

9.9.4.3. Advanced Soaring.

9.9.4.4. Wings of Blue.

9.9.4.5. USAFA Flying Team.

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

9.9.4.7. Currently assigned Squadron, Group, or Wing patches.

9.9.4.8. **Morale patches of any kind are not authorized.**

9.9.5. Undergarments, footwear, and socks will be IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

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

9.10. Cadet Physical Training Uniform (PTU).

9.10.1. **Fitness Programs.** The Directorate of Athletics allows wearing colored shirts with the



Figure 9.12. PTU.



PTU 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).

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

9.10.3. PTU Shorts must be issued USAFA PT shorts.

9.10.4. 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.

9.10.5. Squadron-customized intramural jerseys may be worn during intramural competitions; design and color require Sq/CC 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 (0625-1645), except RECONDO and CFC CICs.

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

9.10.7. The running suit jacket will be zipped above the USAFA emblem. Both pant legs will extend below the ankles and be zipped within one inch of the bottom.

9.10.8. USAFA grey hooded sweatshirts and Air Force-related grey, blue, white 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.

9.10.9. **Headwear.** Only issued black watch caps are authorized.

9.10.10. Footwear, socks, watch caps, and undergarments will be worn IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* instructions on Physical Training Gear (PTG).

9.10.11. 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.

9.10.12. The Directorate of Athletics will determine authorized deviations/alternative PE uniforms based on safety and mission requirements for certain PE courses.

9.11. **Mess Dress.** Refer to DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

9.11.1. Merit badges will not be worn in Mess Dress

9.12. **Parade Uniform.**

9.12.1. **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 front 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.).

9.12.2. **Trousers.** Fitted 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.

9.12.3. **Accessories:**

9.12.3.1. Headgear – white parade cap.

9.12.3.2. Gloves – white.

9.12.3.3. Suspenders – white, blue, or black (solid color only).

9.12.4. **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.

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

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

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

Figure 9.13. Parade Uniform.



Figure 9.14. Parade Dress Prop and Wings.



9.13. **Cadet Informal Uniform (CIU).** When authorized by club CICs and OICs, cadets are authorized to wear the CIU. Cadets will obtain the CIU when authorized and will maintain proper care of it.

9.13.1. **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.

9.13.2. **Trousers.** Trousers must be procured by cadets and will be khaki in color (shorts and Capri pants are not authorized).

9.13.3. **Belt.** The belt will be black or brown with a silver or gold clasp.

9.13.4. **Footwear.** Shoes may be black or brown casual low quarters or athletic style. The color of the shoes must match the color of the belt. Socks will be black or khaki with small logos and must match the belt.

9.13.5. **Hair.** Hair will be groomed per DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* and para 9.2, General Appearance Standards.

9.13.6. **Travel.** The CIU will be worn during commercial air travel and at the club CIC/OIC’s direction. 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.

9.13.6.1. **EXCEPTION:** Headphones and earphones are authorized during air travel and/or passenger travel. Use of a hands-free device is authorized while operating a motor vehicle in uniform.

9.13.7. **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.

9.14. **Outer Garments**

9.14.1. **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.

9.14.1.1. **Patches.** 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.

9.14.1.2. CCAB is chaired by the Chief of Training Operations Division (CWT) and is the final approval for patches. CCAB maintains an approved list of patches.

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

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

9.14.4. **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 like the service dress jacket.

9.14.5. **Cold Weather Accessories.** Cold weather accessories such as gloves, scarves, pullovers, cardigans, and earmuffs may be worn IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel*.

Figure 9.15. Overcoat.



Figure 9.16. Parka.



Figure 9.17. Athletic Jacket.



Figure 9.18. Rank on Rain Coat



Figure 9.19. 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.

9.15. 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:

9.15.1. 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 9.22).

9.15.1.2. Service Dress Uniform. The Space Force Distinguished Lapel Insignia is mandatory on Service Dress Uniforms and will be centered ½ inch above the nametag (see Figure 9.27)

9.15.2. 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.

9.15.2.1. 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 9.24).

9.15.2.2. 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, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* and this instruction. Morale patches may be PVC or embroidered. Approved morale patches consist of: Space Delta 13 Det 1, CSOPS, other operational USSF approved unit patches.

9.15.2.3. 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.

9.15.3. 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 the lapel and arm seam, and adjacent to the top row of medals (see Figure 9.26).

9.15.4. Cold weather gear. When required for UOD, will match that worn by the rest of the AFCW with the exception above for OCPs.

Figure 9.20. Cadet Merit Badges.





Figure 9.21 AAS Fourragère



Figure 9.22**Figure 9.23****Figure 9.24****Figure 9.25****Figure 9.26****Figure 9.27**

Table 9.5 Exchange Cadet/Midshipmen Equivalent Uniforms

USAFA	USMA	USNA	USCGA
Mess Dress	Full Dress Grey Dress Mess	Dinner Dress	Dinner Dress
Parade Dress	Full Dress Over White	Full Dress Blue	Service Dress with Combination Cover
Service Dress with Service Caps as specified	Dress Grey (Winter) White Over Grey (Summer)	Service Dress Blue (Winter) Summer White (Summer)	Full Dress Blue
Service Uniform	As For Class	Working Blues and Khakis	Tropical Blue Long (Summer) Winter Dress Blue (Winter)
FDU	FDU	FDU	FDU
OCP	OCP	Navy Work Uniform	ODU
Athletic Uniform (as appropriate for sport)	AFPU Jacket	PT Gear (or team uniform applicable to sport)	Gym (or team uniform 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	Black Athletic Jacket	Ike Jacket	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 10 - SAFETY AND SECURITY

10.1. Safety and Security. All personnel must ensure cadet area safety. In emergencies, call '911' immediately. Leave the area if in danger before calling. If needed "Highest-ranking individual takes charge".

10.2. Emergency Response Measures.

10.2.1. Dial '911' to contact El Paso County which can direct to USAFA services. Provide detailed locations such as "Bldg 2354 Fairchild Hall, 4th Floor Comm's tower south west most office."

10.2.2. Notify Officer of the Day (OD) and pass up the chain of command if needed.

10.2.3. Gather help, execute emergency procedures, and help wounded personnel if needed.

10.3. Risk Management (RM). When participating in training or mission planning the senior ranking cadet must document RM steps, submit for approval, and brief the chain command. In which all personnel are responsible for following:

10.3.1. For all events with potential injury, an DAF Form 4437, *Deliberate Risk Assessment*, worksheet will be filled out and submitted based on residual risk. Forms will be collected, reviewed, and submitted by Cadet Squadron commanders, with a copy provided to USAFA/SE.

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

Residual Risk Level	Approval Authority
Extremely High	Commandant of Cadets
High	Group CC, Division Chief
Medium	Sq/CC, AMT, or Club OIC
Low	Ranking Cadet, Cadet in Charge

10.4. Mishap Reporting Procedures.

10.4.1. A mishap is broadly defined as any instance that may result in bed rest, use of prescribed medication, a level of care greater than first aid, or damage to government property.

10.4.2. Mishaps must be reported to the cadet's chain of command up to the Sq/CC and the squadron safety program (Force Protection - A4/6) within 24 hours. The mishap cadet and the squadron safety program managers complete and forward DAF Form 978, *Supervisors Mishap Report*, within five calendar days to the USAFA/SE organizational mailbox (usafa.seo@afacademy.af.edu).

10.4.3. Cadets in TDY status must report all mishaps immediately to the permanent party program OIC and CIC. Cadets will send a copy of the *DAF Form 978* to the TDY/Deployed USAFA POC within 2 duty days.

10.4.4. Cadets on break will notify their chain of command up to the Sq/CC and the squadron safety program within 48 hours of the incident and complete the *DAF Form 978* within one day upon return from break.

10.5. Cadet Illness/Injury Report (AFCW Form 18/ AF 469). The purpose of the AFCW Form 18 and AF 469 is to ensure cadets adhere to doctor's orders. The Sq/CC is final approval authority for recommended actions without a medical appointment.

10.5.1. Cadets must carry an approved AFCW Form 18 or AF 469 on their person or have an electronic version readily accessible until expired or no longer warranted.

10.5.2. Bed rest should normally be limited to a single duty day until the illness is documented on a Form 18 or AF 469 but can be extended for extenuating circumstances. Commanders (or when delegated, AMTs) may approve bed rest IAW USAFAI 36-3536, *Allocation of Cadet Time*.

10.5.3. Cadets are responsible for executing bed rest requests per Sq/CC requirements.

10.5.4. 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 bed rest period.

10.6. Ground Safety.

10.6.1. **Lightning Warnings.** Upon notification of a lightning warning, seek immediate shelter in the nearest facility until the "all clear" is given. Cadets may transit using the Ho Chi Minh Trail, but MAY NOT transit across the Terrazzo during a lightning warning. **Note:** Cadets will not transit to/from the athletic facilities.

10.6.2. **Outdoor Activities.** While participating in physical activity along USAFA roads and trails, all personnel will adhere to the following guidelines IAW DAFI 91-207, *USAF Traffic Safety Program*, and USAFA Sup 1.

10.6.2.1. Always carry military identification card and proximity badge.

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

10.6.2.3. Reflective gear must be worn during hours of decreased visibility IAW DAFI 91-203, *Air Force Occupational Safety, Fire, And Health Standards*.

10.6.2.4. Walkers and joggers must travel single file, facing oncoming traffic, and will not traverse on roadways or bicycle lanes except to cross intersections.

10.6.2.5. To ensure situational awareness, the use of listening or entertainment devices while walking, running, jogging bicycling, skating, or skateboarding on roadways is prohibited per DODI 6055.04

10.6.2.6. Do not rollerblade, skate, skateboard, hoverboard, or ride bicycles or scooters (or similar devices) anywhere on the Terrazzo or inside any USAFA facilities.

10.6.2.6.1. Approved helmets and PPE will be worn when participating in the activities above.

10.6.2.6.2. Rollerblades, skates, skateboards, hoverboards, powered/non-powered scooters, and other similar equipment not meeting DOT motor vehicle standards for public roadways are prohibited on installation roads unless specifically authorized by location in the installation traffic code.

10.6.2.7. Bicycles in the cadet dormitory areas must be registered in SIS and will be locked in designated areas near the dormitories, gym, and field house.

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

10.6.3. High Risk Activities (HRA). Any activity that involves above average exposure to hazards that could result in injuries is considered an HRA. Some examples include parachuting, rock climbing, skiing/snowboarding, and hunting.

10.6.3.1. 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 an HRA. Cadet clubs that regularly perform high risk activities, despite being supervised by USAFA staff, will have members complete DAF Form 4391. This provides notification to the Sq/CC, an additional layer of mentorship/counseling, and covers the member should they perform these activities outside the club purview.

10.6.3.1.1. The squadron safety program will brief the HRA program requirements each semester and before major breaks.

10.6.3.1.2. Cadets participating in HRAs, including Cadets that perform HRAs with clubs, will complete an DAF Form 4391, *High Risk Activities Worksheet*, have a discussion with and be granted approval from Sq/CC/AMT each year prior to participating in HRAs.

10.6.3.1.3. 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 Sq/CC/AMT for further discussion.

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

10.6.3.1.5. Proper PPE will be worn when participating in HRAs.

10.7. Vehicle Safety.

10.7.1. 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.

10.7.2. 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.

10.7.3. Motorcycles/ATVs/Dirt Bikes.

10.7.3.1. Cadets are allowed to register both a car and a street-registered motorcycle in COMPASS.

10.7.3.2. **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 *DAFI 91-207*. Cadets must be in good standing, have Sq/CC approval and have a current and approved High-Risk Activity worksheet (DAF 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.

10.7.3.2.1. 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 DAFI 91-207 USAFASUP, *U.S. Air Force Traffic Safety Program*. Cadets must be in good standing and have Sq/CC approval. Contact USAFA/SE (333-3205, -1983, -1946) for procedures to request approval.

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

10.7.3.3. **ATV/Dirt Bikes.** Cadets are authorized to legally operate off-road vehicles in authorized locations as defined by local and state law. Cadets who own/maintain ATV/Dirt Bikes are not allowed to park them in cadet parking areas. ATV/Dirt Bikes must be stored at an on- or off-base storage location or at sponsor's house. Note: ATV/Dirt Bike secured in the bed of a registered POV is an allowable storage location.

10.7.3.3.1. Cadets must wear appropriate Personal Protective Equipment (PPE) and adhere to all safety regulations referenced in DAFI 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. Cadets will meet requirements in para 10.7.3.2 if vehicle is also registered as street legal.

10.7.4. Cadets must notify their Sq/CC/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 Sq/CC/AMT, cadets must call CWOC (333-2910 or 1-877-289-5222) to report an incident. Cadets must report accidents or incidents to appropriate authorities as required by base, state, or local laws.

10.7.4.1. 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.

10.8. **BBQ Grills.** Grills must be used at least 10 feet from any facility or the overhang of any facility. Grills may not be positioned under any tree limbs while in use. Grills must be owned by squadrons.

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

10.8.2. BBQ grills, charcoal, and propane tanks will not be stored in the Cadet Area.

10.8.2.1. Follow current guidance from CWT for storage of BBQ grills, large trailer mounted grills, and propane tanks.

10.8.3. BBQ grills and propane tanks must be marked with the correct cadet squadron (CS) number. Propane bottles must be removed from grills before being put into storage. Unmarked and/or inappropriately stored grills and propane tanks will be confiscated and disposed of.

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

10.9.1. Upon receiving an evacuation notice, the CQ-Sitter or the highest-ranking member of each squadron will:

10.9.1.1. Immediately notify Sq/CC/AMT of the evacuation.

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

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

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

10.9.1.5. 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.

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

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

10.9.1.8. Upon return to the dormitory, the CQ-Sitter will:

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

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

10.10. **Hazardous Activities.**

10.10.1. **Firearms.** Cadets are authorized to own personal firearms IAW CoCI 31-104, *Armory Operations*.

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

10.10.1.2. Cadets who own a personal firearm must notify their Sq/CC in writing.

10.10.1.2.1. 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.

10.10.1.2.1.1. Cadets who purchase a weapon will verbally notify the Sq/CC within 24 hours of purchase. Cadet must provide the written notification within 48 hours.

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

10.10.1.2.1.3. 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.

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

10.10.1.4. Privately owned firearms and ammunition are not allowed in the Cadet Area or on base.

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

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

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

10.10.2. **Pyrotechnics and Munitions.** Only qualified and trained permanent party personnel will handle munitions/explosives. Cadets will not handle munitions/explosives at any time.

10.11. Security Measures.

10.11.1. **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 at 3C24 on third floor connecting Vandy tower to Vandy Main.

10.11.2. **Proximity Cards (Proxy Cards).** Will be worn at all times within the Cadet Area. 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.

10.11.2.1. Proxy cards will not be worn during any formal military formations or any other situation when being photographed.

10.11.2.2. 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.

10.11.2.3. Immediately report any lost/stolen proxy card to Sq/CC/AMT. Replace immediately through Help Desk (333-0083) located in Fairchild Hall.

10.11.2.4. Individuals not properly wearing a proxy card will be considered suspicious and should be challenged unless escorted by an authorized official.

10.11.2.5. Ask individual for identification. Proxy cards must be serviceable with a clearly identifiable photo.

10.11.2.5.1. If individual cannot produce proper identification, escort to nearest ECP and/or call 10 SFS at 333-2000. If the individual refuses to cooperate or displays suspicious behavior, record description of person and immediately notify 10 SFS, Officer of the Day (OD), and/or any permanent party.

10.11.3. **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.

10.11.3.1. Individuals who take pictures or videos that contain information on the Critical Information List or that contain operational security (OPSEC) or Controlled Unclassified Information (CUI) may have their equipment confiscated and inspected by USAFA/CW, 10 SFS, and/or Air Force Office of Special Investigations (AFOSI).

10.11.3.2. 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 IAW the DAF Strategic Communications Office Social Media Guidance.

10.11.3.3. 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 (e.g., television networks and newspapers).

10.11.4. **Non-DoD Visitors.**

10.11.4.1. Non-DoD visitors to the Cadet Area require escorts in service dress 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 ACQ. On days with no ACQ, visitors must depart one hour prior to Taps.

10.11.4.2. Approval to Escort. Sq/CCs 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*.

10.11.4.2.1. Approval from the Sq/CC is required for cadets to independently escort DoD visitors within the Cadet Area. Cadets conducting escort duties are permitted to wear UOD.

10.11.4.3. Cadets may host high school aged visitors (e.g., athletic prospects) overnight in the dorms (at no charge) after receiving Sq/CC/AMT approval and must comply with USAFAI 36-3501, *Cadet Screening for Youth Activities*.

10.11.4.4. Cadets may host military service academy and ROTC cadets overnight in the dorms (at no charge) after receiving Sq/CC/AMT approval.

10.11.5. **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.

10.11.5.1. Do not leave bags/backpacks unattended.

10.11.5.2. Cadets who spot unattended bags must immediately notify BDOC at 333-2000 and provide name, description, and location of bag.

10.11.5.3. Land-line telephones must have DAF Form 440, *Bomb Threat Aid* checklists located adjacent to them for quick reference in case of threat.

10.11.6. **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.

10.11.6.1. 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.

10.11.6.2. Copyright conditions for commercial 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.*

10.11.7. 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.

10.11.8. Email.

10.11.8.1. Sending abusive, harassing, anonymous, offensive, discriminatory, pornographic, or altered identity email to any member is strictly prohibited.

10.11.8.2. USAFA email correspondence must be in good taste and adhere to professional standards.

10.11.8.3. Signature blocks must comply with AFH 33-337.

10.11.8.4. Approval for cadet communication requests must be submitted to the following individuals based on the targeted audience:

10.11.8.4.1. Wing-wide: AFCW/CC, AFCW/CV, AFCW Chief of Staff (COS), AFCW Command Chief (CCC), or AFCW Communications Program (A4/6).

10.11.8.4.2. Group-Wide: AFCW Gp/CC, AFCW Gp/CV, AFCW Gp/COS, or AFCW Group Senior Enlisted Leader (SEL).

10.11.8.4.3. Squadron-wide: AFCW Sq/CC, AFCW Sq/COS, or AFCW Sq/SEL.

10.11.8.4.4. Class-wide: Class President, AFCW/CC, AFCW/CV, AFCW/COS, AFCW/CCC or AFCW Communications Program (A4/6).

10.11.8.4.4.1. Communications not directly related to a specific mission element: AFCW Communications Officer for Wing-wide and AFCW Group Communications Program (A4/6) for Group-wide.

10.11.8.4.4.2. Emails pertaining to lost or stolen items, damaged property, or similar instances: AFCW Communications Program (A4/6).

10.11.8.4.5. The approving authority must be listed at the top of the email with the following format: ***Approved by C/Rank First Name & Last Name***

10.11.9. 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.

10.11.10. 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 net/work users. Prohibited activities include but are not limited to hacking, malicious programs, tapping and exploitation. More non-inclusive examples entail:

10.11.10.1. Transmitting, downloading, accessing, displaying, or storing offensive, discriminatory, pornography, or sexually related material.

10.11.10.2. Unauthorized sharing of intellectual property (e.g., copyrighted media).

- 10.11.10.2.1. 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.
- 10.11.10.2.2. Cadets, either individually or through their Sq/CCs, will consult the servicing Staff Judge Advocate for a determination on whether a proposed use, taking, and/or copying of intellectual property is permissible.
- 10.11.10.2.3. 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.
- 10.11.10.3. Hindering supervisory, maintenance, or accounting functions of systems (e.g., Antivirus, SCCM, vulnerability scanning, alerting/deleting system logs/files).
- 10.11.10.4. Tapping phone or network lines.
- 10.11.10.5. Communicating a threat to another person or organization.
- 10.11.10.6. Displaying any prejudicial or disparaging material based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age, genetic information, or disability.
- 10.11.10.7. Broadcasting unnecessary advertisements or personal announcements.
- 10.11.10.8. Broadcasting unsubstantiated virus warnings.
- 10.11.10.9. Directing messages to large audiences and sending repeat reminders without proper coordination. The approving authority must be listed at the top of the email.
- 10.11.10.10. Sending an email on another individual's behalf without explicit approval from said individual.
- 10.11.10.11. Using USAFA computing and networking resources for personal or private commercial purpose or financial gain is strictly prohibited. Does not include online banking.
 - 10.11.10.11.1. 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 Sq/CC/AMT approval can reinstate.
 - 10.11.10.11.2. Configuring wireless laptops in an ad hoc or wireless peer to peer structure.
- 10.11.10.12. Auto forwarding email from official email account to commercial email provider.
- 10.11.11. 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.

10.11.12. 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.

10.11.13. Acquire technical support from only USAFA assigned technicians; to include remote assistance.

10.12. Personal Security and Personal Property Storage.

10.12.1. To prevent opportunities for theft, cadets will also lock doors when the room is left unoccupied for extended periods (over 1 hour), except when required to be open during the AMI period Dorm room doors should be locked while cadets are sleeping.

10.12.2. 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.

10.12.3. Broken locking mechanisms will be repaired or documented in a memorandum signed by the current Squadron Force Protection Program (A4/6) or Stan/Eval Officer.

10.12.4. Issued laptop computers are not to be left unattended or unsecured at any time. Issued laptops must be secured in locked drawer while room is unattended. CAC must be removed.

10.12.5. Immediately report lost, stolen, or damaged property to chain of command and 10 SFS (719-333-2000).

10.12.6. Staff Judge Advocate has determined that monetary claims for lost, damaged, or stolen property will not be paid unless reasonable care and precautions are taken in safeguarding personal property.

10.12.7. Failure to secure cadet rooms, mark large valuables, or complete AFCW Form 49 may be considered negligence and result in denial of a claim of stolen property.

10.12.8. **Squadron Storage Room Requirements/Authorizations.** Use of government storage is a privilege and items must be maintained following below guidance.

10.12.8.1. Cages must be secured with a key or combination padlock which will be locked.

10.12.8.2. All items must fit inside cages. Sq/CC/AMT may approve storage of a large item outside of storage cages. Approved items stored outside of storage cages must be marked with name, squadron, and class year.

10.12.8.3. Cadets are authorized to rent commercial storage at own expense if needed.

10.12.8.4. All items, including Sq/CC/AMT approved large items, may never be stored on top of cages and can never block aisles.

10.12.8.5. Storage room doors may remain unlocked so long as all individual storage cages are locked. If storage cages are unlocked, Sq/CC/AMT may lock the door to the storage room.

10.12.8.6. Storage Rooms will remain clean (free of dust and debris on floors, free from personal items outside of cages and free from garbage) at all times. Squadron Force Protection Program (A4/6) will be responsible for maintaining storage room cleanliness.

10.12.8.7. Bikes will not be stored in squadron storage areas without written Sq/CC approval posted on the wall in the storage area.

10.12.9. Squadron Storage Room Maintenance.

10.12.9.1. Squadron A4/6 ensures implementation of Sq/CC 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.

10.12.9.2. Must be inspected monthly for neat/orderly appearance (clean, free of loose personal items, garbage/excessive dust, floors swept/mopped) and no safety violations.

10.12.10. **Summer Storage.** Summer storage will be executed in accordance with squadron summer storage policies.

10.13. Trash Disposal

10.13.1. All personnel are responsible for properly disposing of trash and maintaining the professional appearance of the Cadet Area - both indoors and outdoors. Place all trash in proper receptacles, pick up trash items, and place them in the nearest available receptacle.

10.13.2. Trash Compactor use.

10.13.2.1. When removing trash from living areas, personnel will place trash bags and small, non-hazardous trash items into the compactor and follow instructions provided in Trash Compactor Safety Training to run the compactor every time trash is added.

10.13.2.2. Do not store or dispose of any items (exception: cleaning materials for use to maintain the trash compactor room) in the trash compactor rooms.

10.13.2.3. Large items and hazardous materials (e.g., refrigerators) will not be placed in trash compactors, and will not be disposed of in the trash compactor room, stairwells, or hallways.

10.13.2.3.1. Large items may be disposed of in roll-off dumpsters placed outside the dormitories during transition periods or other times as needed.

10.13.2.3.2. Hazardous materials or items containing hazardous materials such as refrigerators, must be transported by the owner to an approved disposal site off-base. AFCW Force Support Staff (A4/6) are encouraged to work together to organize collection events to focus disposal time periods.

10.13.2.4. All cardboard/boxes will be taken to the recycling compactor in the loading dock next to the Cadet Mail Room. Cardboard may only be placed in standard trash compactors if the recycling compactor is not operating.

10.13.2.5. Due to the risk of using hydraulic machinery, all cadets and Permanent Party personnel working within Vandenberg and Sijan Halls will be properly trained on the safe use of the trash compactors. Supervisors will document the training on AF Form 55s. Cadets must complete the training once during their initial transition week from BCT, and the AF Form 55 will be saved in their eCPRII. Permanent party will complete the training during in-processing. Unit safety representatives will track completion for all cadets and permanent party.

Chapter 11 – PRIVATELY OWNED VEHICLES (POV)

11.1. Maintaining a POV. 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. Eligible C1Cs and C2Cs may maintain a single POV at USAFA or elsewhere. C1Cs and C2Cs are also allowed to maintain a street-registered motorcycle as a second POV as long as the eligible cadet has completed and is current on all safety requirements (see 10.7.3 Motorcycles/ATVs/Dirt bikes) and has registered the vehicle in COMPASS and the MUSTT program. Cadets not authorized to maintain a vehicle will not have another cadet maintain a vehicle for them. **EXCEPTION:** Sq/CCs (can be delegated to AMT) or higher may approve additional ownership on a case-by-case basis for C1Cs and eligible C2Cs. Cadets must work with Permanent Party to deregister a car if they are no longer using it to maintain accurate records of current registrations. Gp/CCs or higher may approve exceptions for C3C or C4C to maintain a vehicle at USAFA on an extremely rare case-by-case basis.

11.1.1. Motorcycles. Reference para. 10.7.3.2. for motorcycle guidance.

11.1.2. Rental Vehicles. Cadets may operate commercial rental vehicles during authorized passes and/or break periods. For cadets renting vehicles, all provisions within this attachment apply. Last name of the renting cadet will be displayed on the driver side dash while in the cadet area.

11.1.3. 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.

11.2. 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). Sq/CCs 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. Sq/CCs may restrict use of POVs anytime cumulative averages drop below 2.3.

11.3. Vehicle Registration Process. Cadet vehicles must be registered in COMPASS within 5 duty days of being on USAFA.

11.3.1. Submit documentation to his or her Sq/CC/AMT via COMPASS.

11.3.1.1. Cadets with a temporary state registration must enter it on COMPASS and update their form when they receive a permanent or new plate number.

11.3.1.2. Proof of Maintaining (if required). If cadet is "maintaining" a vehicle and is not considered the "owner" or listed on the title, a notarized letter from owner or a power of attorney is required to register.

11.3.1.3. Cadet vehicles awaiting registration approval may only be parked in eligible parking lots IAW para 11.4. below. Cadets will place a clearly visible sheet on their dashboard with their name, squadron (and summer squadron if during summer period), a contact number, and registration submission date to avoid parking ticket/infraction.

11.3.2. Previously Registered Vehicles/Transfer of Ownership. Cadets who transfer ownership of vehicles must remove previous registrations/markings and/or register in COMPASS.

11.3.3. 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.

11.4. Cadet Parking. Cadets will park in lots identified in this chapter and 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, and offenders will be ticketed and towed. Cadets may be asked to vacate authorized parking locations to support mission requirements periodically.

11.4.1. Authorized Cadet Parking Lots. Cadets may park in appropriate locations designated by the table below. Special exceptions (e.g., Summer Programs, Medical Exceptions, etc.) may apply.

Table 11.1: Authorized and Unauthorized Cadet Parking Lots

Eligible Cadets	Locations
C1Cs and C2Cs	Lower Vandy Lot (C2Cs East of Yellow Line) Reservoir Overflow Lot Stillman Field Lot
C1Cs	Lower Sijan Lot (for C1Cs assigned to Sijan Hall) Upper Vandy Lot Lower Vandy Lot
Privileged Access	Upper NW Vandy Lot (C1Cs and C2Cs) NE Arnold Hall Lot (C1Cs and C2Cs) Lower Sijan Lot (for the Group 3 SEL and Group 4 SEL) West Visitor Center Lot
Special Parking Passes	Upper Sijan Lot Upper NW Vandy Lot
None (Unauthorized Areas)	Cadet Field House/Clune Area Parking Lots Athletic Fields Parking Spaces Athletic Facility Parking Lots (Soccer Stadium, NW Lot) Holaday Athletic Center (HAC) Spaces Cadet Fitness Center Parking Lot (West of CFC) Harmon Hall/Arnold Hall Parking Lots Battle Ramp/Mall of Heros All Areas Beneath Dormitory Facilities (see 8.7.2 for exceptions) Parking spots adjacent to the Vandy ECP Parking Garages and Spaces for: Vandenberg Hall, Sijan Hall, Fairchild Hall, Mitchell Hall, Gregory Hall, and the Madera Cyber Center Shoulders outside of Sijan ECP Along curbs Grass areas

11.4.2. Special Parking Passes. Cadets with a profile less than 45 days long may request upper access handicap parking from the AFCW Force Protection Program (A4/6). A placard, to be displayed by hanging on the rear-view mirror of the vehicle, will be issued. Disabled

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 11.1. Upper NW Vandenberg Lot.



NOTE: *Parking spots include ONLY the northern-most 2 rows*

Figure 11.2. Upper Sijan Lot.



NOTE: *Only cadets with Special Disabled Parking placards in unmarked parking spots*

11.4.3. Transition/Impound Parking. Cadets away from USAFA, away for a semester, or leaving early for summer programs will park vehicles in overflow lots (e.g., Reservoir Lot) with name, cadet squadron and time frame it will be parked on the driver side dashboard. Information will be given to Sq/CC/AMT prior to leaving the Air Force Academy. If vehicles are not registered and parked in area, they may be considered abandoned and towed. Cadets are required to move vehicles into overflow lots for Acceptance Day, Parent's Weekend, and Graduation.

11.4.4. Cadet Overflow/Temporary Parking. Overflow parking lot areas are designated by 10 SFS through the Commandant of Cadets' Training Operations Division (CWTM) and are subject to change at any time. 10 SFS and/or CWTM will disseminate info to cadet and Permanent Party chains of command of overflow cadet parking areas when cadet designated lots are closed or full. Cadets move their vehicles from parking lots to temporary areas during special events and when mission needs dictate. An example of the most commonly designated Temporary Event Parking areas is depicted in Figure 8.10.

11.5. 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 report additional infractions via e-mail. Cadets who receive DD Form 1408 and/or Form 10 for traffic or parking infractions will inform Sq/CC/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 Sq/CC 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 of Cadet's intent. Ref USAFAI 31-218 USAFA Motor Vehicle Traffic Supervision for USAFA traffic plan.

11.5.1. **Enforcement.** The AFCW Force Protection Program manages the cadet parking lot vehicle sweeps and ticketing of cadet vehicles.

11.5.2. **Consequences.** Corrective/punitive action will be based on number of violations and is progressive in nature. Offenses are cumulative throughout a cadet's career. The vehicle owner is responsible for ensuring the vehicle is parked in an authorized parking area.

11.5.2.1. Presumptive consequences will be tracked by the AFCW Force Protection Program and validated by a designated permanent party traffic warden. Recommended minimums are included in the table below.

Table 11.2: Recommended Punishment for Infractions

Infraction	Recommended Punishment
Unauthorized/illegal parking (first offense)	Category I, loss of driving privilege for 30 days.
Unauthorized/illegal parking (second and further offenses)	Category II, loss of driving privilege one semester.
Failing to register vehicle (authorized cadets)	Category I, loss of privilege for one semester or until vehicle is registered, whichever is longer.
Unauthorized owning/maintaining a vehicle	Category III, Loss of privilege for one year after cadet gains eligibility

11.5.2.2. A compelling reason is needed to have a parking citation overturned. AFCW Force Protection Program will track Form 10s, and CWTM will track all citations.

11.5.3. **Appeals.** Submit appeals on USAFA Form 28, Traffic Appeal for DD Form 1408 appeals. Within 5 calendar days of infraction notification, cadets must notify CWTM and AFCW Force Protection Program of intent to appeal an email notification and 10 SFS/S5R if appealing a DD Form 1408. Appeals will be forwarded through the Sq/CC to the Gp/CC for final decision. 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.

11.6. **Revoking Vehicle Privileges.** Sq/CCs may revoke motor vehicle driving privileges, including borrowing other cadet's vehicles. They will document this information in the member's eCPRII. 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.

11.7. Additional Driving and Parking Restrictions:

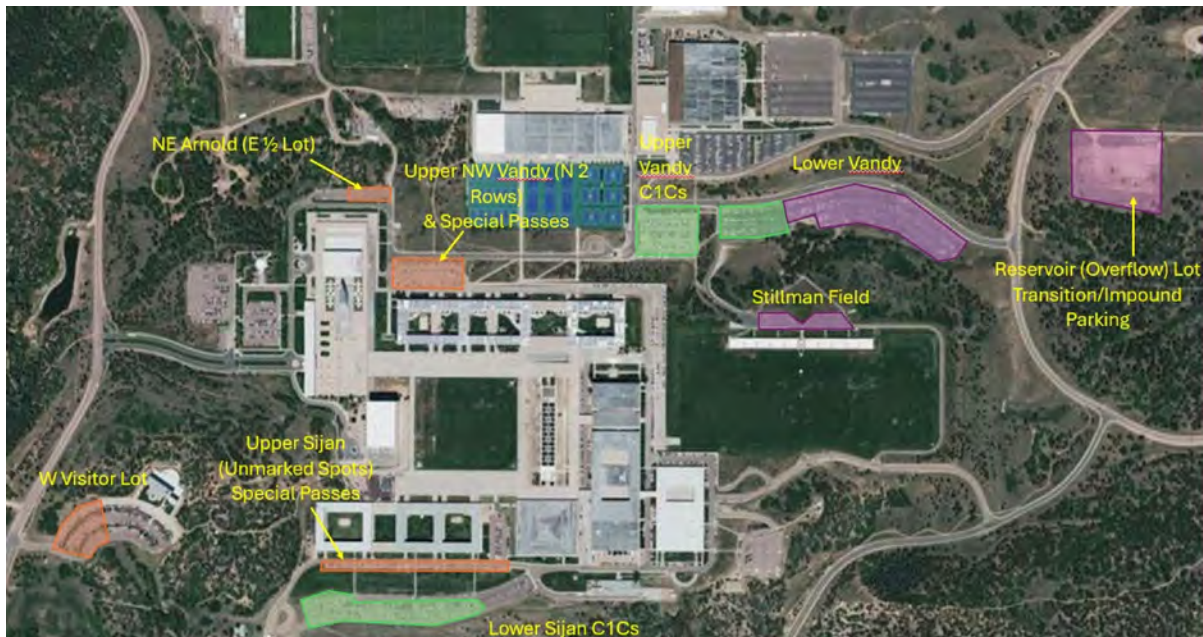
11.7.1. Cadets will not drive POVs to physical education classes, intramurals, on base club events/practice or IC events/practice. Exception: IC games at Falcon Stadium; Lower-body disabled cadets may drive or ride with their team captains to practice.

11.7.2. **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 only. Temporary access is strictly limited to 30 minutes. When doing so, they will only park on driveways with 4-way flashers. Cadets will not drive under Vandenberg or Sijan dormitories. Cadets may not park in front of trash compactors.

11.7.3. **Automobile Parts and Accessories.** Designated parking areas are not to be used as storage areas (e.g., 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.

11.7.4. **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 the towing company's lot. To obtain a towed vehicle, contact SFS. Vehicles will be removed in accordance with the Superintendent's boot/tow policy.

Figure 11.3. Approved Cadet Parking Areas



Purple – C1Cs and C2Cs Green – C1Cs Only Orange – Privileged Access

Figure 11.4. NE Arnold Lot.



NOTE: *Only the East half of the lot for C1Cs and C2Cs*

Figure 11.5. Upper NW Vandenberg Lot



NOTE: *Parking spots include ONLY the northern-most 2 rows with permits*

Figure 11.6. Upper Sijan with Special Parking Passes Only



NOTE: *Only cadets with Special Disabled Parking placards in unmarked parking spots*

Figure 11.7. Lower Sijan Firstie Lot.



Figure 11.8. Lower Vandy Lot



NOTE: *Only C1Cs west of the yellow line, far east is for C1Cs and C2Cs*

Figure 11.9. W Visitor's Center



NOTE: *Only available to privileged access cadets, and only from Mid-September to Mid-May.*

Chapter 12 – COMMAND AND CONTROL

12.1. Introduction.

12.1.1. Mandatory Shift Program Responsibility. The CWOC Director has oversight of the mandatory shift programs. AFCW Commanders (wing, group, and squadron) are responsible to their unit's Permanent Party leadership for operating their accountability programs. The CWOC Staff, AFCW/COS for each unit (wing, group, and squadron), and AFCW Sq/SEL Executive Assistants are responsible staffing and training specific duties.

12.1.1.1. Disciplinary Actions. If a cadet is a no-show to a scheduled mandatory shift, their AFCW Commander (squadron, group, or wing) is responsible for subsequent discipline and will notify their PP Sq/CC.

12.1.2. Shift Assignment Guidance.

12.1.2.1. In the event of conflicts in duties or appointments, Cadets will follow the order of precedence listed in USAFAI 35-3536, *Allocation of Cadet Time*, Attachment 2. Cadets may miss other military duties to perform mandatory duty shifts only when necessary, with the approval of the unit's cadet commander.

12.1.2.1.1. All cadet units will ensure that no one individual demonstrates a consistent pattern of scheduling shifts during other mandatory military training.

12.1.2.2. Cadets may not miss class or the AFT/PFT to work a shift.

12.1.2.3. Cadets will have post-duty rest opportunities.

12.1.2.3.1. Cadets working a Taps shift will not perform military duties (e.g., Morning Formations, military training, etc.) for 8 hours following the completion of their shift.

12.1.2.3.2. Cadets should coordinate with their instructor if post-duty rest will cause them to miss in-class graded work.

12.1.2.3.3. EXCEPTION: Graded Reviews take precedence over post-duty rest.

12.1.2.4. IC 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.

12.1.2.5. Cadets are authorized to wear the following uniform in respect to the assigned mandatory duty:

Assigned Mandatory Duty	Uniform	Approval Authority
SOD	UOD/OCPs	CWOC Director
Squadron CCQ	UOD	Sq/CC
Hap's CCQ	UOD/OCPs	100 FSS/FSLA

Note: Sq/CCs may authorize Squadron CCQ sitters to wear an alternate military uniform (e.g., PTU). This will be documented on an official MFR, signed by the Sq/CC, and filed in the CQ Binder.

12.1.3. Accountability Reporting. Accountability reporting provides commanders with the location and status of their troops. In the AFCW, accountability reporting generally falls into two categories:

12.1.3.1. **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.

12.1.3.2. **Taps.** Accountability reporting accomplished through nightly dormitory inspections (DI) using FalconNet Form 1 (or physical AFCW Form 1 when FalconNet is inoperable). DI paper log records will be maintained for a minimum of two semesters.

12.2. Senior Officer of the Day (SOD).

12.2.1. **General Responsibilities.** The senior officer of the day (SOD) is an on-scene representative for the AFCW/CC that ensures nightly safety, security, and strength reporting for the AFCW. The SOD will:

12.2.1.1. Complete the SOD Checklist physically via paper checklist in SOD binder located in CWOC.

12.2.1.1.1. The SOD Checklist will be maintained by the CWOC Director.

12.2.1.2. Communicate with and assist the Officer of the Day (OD) as needed.

12.2.1.2.1. 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 AFCW. The OD program intends 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. The OD shall be present for any significant incidents with personnel, facility, or event.

12.2.1.2.1.1. For specific duty details and responsibilities reference the current CWV MFR Subject: Officer of the Day Program Policy on the CW Stan/Eval SharePoint site.

12.2.1.3. 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.

12.2.1.4. Perform security checks on all CAC-enabled doors to ensure they are not propped open with objects.

12.2.1.5. 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.

12.2.1.6. Monitor and report wing-wide DI results to OD. See the "Accountability Function" section.

12.2.2. **Staffing.** The CWOC Director is responsible for staffing an SOD on a revolving schedule.

12.2.2.1. Two SODs will be assigned in the wing per day.

12.2.2.2. SODs will be on duty (physically present in the cadet area) from 1900 to TAPS, and then on call from TAPS till 1900 the following day.

12.2.2.3. C1Cs who have successfully completed SOD training are eligible to act as SOD throughout the entire year.

12.2.2.3.1. Wing and Group Honor Chairpersons, as well as CWOC staff, are exempt from SOD duty.

12.2.2.4. C2Cs who have successfully completed SOD training are eligible to act as SOD during 100's Weekend and any other time approved by AFCW/COS.

12.2.3. **Training.** The CWOC Director 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 C2Cs on SOD procedures prior to those individuals staffing SOD during applicable times.

12.2.4. **Accountability Function.** The SOD is responsible for monitoring and reporting DI results. The SOD will:

12.2.4.1. Report to CWOC 30 minutes prior to Taps and contact any no-show group CCQs.

12.2.4.2. Monitor DI reports from all units. If a squadron or group staff has not reported by Taps, that Group's CCQ will contact that unit's SDO. If wing staff has not reported by Taps, the Group 1 CCQ will contact the Wing SDO or the AFCW/COS.

12.2.4.3. Notify the OD once all DI has been reported in the wing.

12.3. Senior Duty Officer (SDO).

12.3.1. **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:

12.3.1.1. Conduct and report nightly dormitory inspections (DI). See "Accountability Function" section.

12.3.1.2. Remain in the Cadet Area between 1915 and the completion of DI and be reachable via phone at all times.

12.3.2. **Staffing.** The AFCW/COS at each level of cadet command (wing, group, squadron) is responsible for staffing an SDO for their unit on a revolving schedule.

12.3.2.1. One SDO will be assigned per unit AOR (wing, groups, and squadrons) per day.

12.3.2.2. The SDO's duties will occur between 1915 and Taps.

12.3.2.3. C1Cs who have successfully completed SDO training are eligible to act as SDO for their unit throughout the entire year.

12.3.2.4. C2Cs who have successfully completed SOD training are eligible to act as SOD during 100's Weekend and any other time approved by CW/DO.

12.3.3. **Training.** The COSs at each level of cadet command (wing, group, squadron) is responsible for training all eligible individuals on SDO procedures. The CWOC Director may conduct additional training for all C1Cs at the beginning of the academic year.

12.3.4. **Accountability Function.** The unit SDO will conduct DI every night as follows:

12.3.4.1. The SDO will ensure completion of the AFCW Form 1 for all cadets in their unit (e.g., squadron, group, or wing) before Taps.

12.3.4.2. The AFCW Form 1 will be completed physically (via a paper roster). 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:

12.3.4.2.1. The SDO after performing eyes-on accountability by visually identifying that individual unless the individual signs the physical AFCW Form 1 at the CQ desk.

12.3.4.2.2. Alternative methods such as “like for DI” in group chats are prohibited.

12.3.4.3. FalconNet will report the status of a cadet in one of four categories:

12.3.4.3.1. **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.

12.3.4.3.2. **Status: Signed Out/Accounted For.** Cadets signed out on valid, current passes as outlined for their class in AFCWI 36-3501, Cadet Standards.

12.3.4.3.3. **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.

12.3.4.3.4. **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.

12.3.4.3.4.1. The names of these cadets will be reported to the Officer of the Day (OD), the Senior Officer of the Day (SOD), and their Sq/CC/AMT. It is the responsibility of the unit’s leadership to obtain accountability of all positive DIs.

12.3.4.4. DI results will be reported by the unit SDO no later than Taps either virtually through FalconNet or physically (via phone call to Group CCQ).

12.4. Squadron Cadet in Charge of Quarters (Squadron CCQ).

12.4.1. **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:

12.4.1.1. Provide a hospitable welcome to visitors to the unit. See the “Conduct and Expectations” section.

12.4.1.2. Monitor the unit space for cadets in distress and unusual activity. These incidents will be reported to the Sq/CC/AMT and, as appropriate, the squadron SDO, the OD, or the DDO.

12.4.1.3. Assists SDO in the reporting of the DI results to CWOC with the name of the SDO and time completed.

12.4.2. **Staffing.** The AFCW Sq/SEL are responsible for staffing a CCQ for their respective units on a revolving schedule.

12.4.2.1. 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:

12.4.2.1.1. Each academic day from 1600 until TAPS or squadron DI results are reported by the Squadron SDO, whichever is later.

12.4.2.1.2. On weekends and holidays except Thanksgiving Break, Winter Break, and Spring Break, from 1900 until TAPS and Squadron DI results are reported by the Squadron SDO, whichever is later.

12.4.2.1.3. The AFCW/COS or CW/CWOV may direct Squadron CCQs to be manned and different times based on mission requirements, (e.g., Class Reunions, etc.)

12.4.2.2. C2Cs and C3Cs who have successfully completed Squadron CCQ training are eligible to act as Squadron CCQ throughout the entire year.

12.4.2.3. C4Cs who have successfully completed Squadron CCQ training are eligible to act as CCQ when approved by CW/DO.

12.4.3. **Training.** Squadron SELs have the responsibility to ensure their sitters are properly trained.

12.4.4. **Conduct and Expectations.** 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:

12.4.4.1. Sit at the CQ desk for the entirety of their shift.

12.4.4.2. Maintain a professional appearance within published, current regulations.

12.4.4.3. Extend all customs and courtesies. Specifically, CCQs will:

12.4.4.3.1. 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”).

12.4.4.3.2. Rise and greet any enlisted and civilian personnel who approach the CQ desk.

12.4.4.3.3. Rise and come to attention for any officer that approaches the CQ desk.

12.4.4.4. Practice all etiquette, answering any questions from visitors clearly and courteously.

12.4.4.4.1. CCQs may work on class work when no visitors are present.

12.4.4.4.2. CCQs will not play video games, watch television, nor listen to music while on shift.

12.4.4.4.3. CCQs will not wear earbuds/headphones.

12.4.5. **Charge of Quarters Desk.**

12.4.5.1. **Purpose and Responsibility.** The CQ desk is the unit’s hub for all necessary equipment and documentation. The CWOC Director is responsible for setting standards for CQ desks and binders. The CQ desks are maintained by the AFCW Gp/SEL and the AFCW Sq/SEL for the group and squadron CQ desks, respectively. The Squadron’s CCQ is the expert on the required equipment and documentation for the CQ desk.

12.4.5.2. **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.

12.4.5.3. **Required Documentation.** Current copies of the documents below must be posted visibly on the CQ desk.

12.4.5.3.1. DAF Form 440, *Bomb Threat Aid*. Laminated and placed next to CQ phone. If missing, new copy can be obtained from unit's permanent party.

12.4.5.3.2. 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.

12.4.5.3.3. SDO schedule for the unit.

12.4.5.4. **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:

12.4.5.4.1. **General Set Up.**

12.4.5.4.1.1. Standardized 8 ½ x 11 printed front cover that includes "AFCW CQ Instruction Binder", the USAF Academy logo, "CUI", and a reference to the Privacy Act of 1974 at the bottom.

12.4.5.4.1.2. Standardized 8 ½ x 11 printed DD Form 2923, Privacy Act Data Cover Sheet in the front.

12.4.5.4.1.3. Standardized 8 ½ x 11 printed AFCW CQ Instruction Binder Table of Contents.

12.4.5.4.1.4. Standardized 20 color dividers tabs ("Tabs").

12.4.5.4.2. **Main Tab A: Instructions.**

12.4.5.4.2.1. Tab 1: Chapter 12 of the AFCWI 36- 3501, *Cadet Standards & Duties Instruction*.

12.4.5.4.3. **Main Tab B: Accountability Logs.**

12.4.5.4.3.1. Tab 2: 10 physical copies of a current, blank AFCW Form 1 for the unit.

12.4.5.4.3.2. 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 CCQ 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.

12.4.5.4.4. **Main Tab C: Rosters.**

12.4.5.4.4.1. Tab 4: 1 physical copy of a current unit recall roster with room number and cell number of each cadet. It will be marked CUI and reference the Privacy Act at the bottom of each page.

12.4.5.4.4.2. Tab 5: Sq/CC/AMT/CQ duty phone roster. Lists all Sq/CCs/AMTs by group and squadron, as well as the group/squadron CQ phone numbers.

12.4.5.4.4.3. Tab 6: Cadet Telephone Reference Guide.

12.4.5.4.5. **Main Tab D: Checklists.**

12.4.5.4.5.1. Tab 7: RAM Checklist.

12.4.5.4.5.2. Tab 8: CCQ Fire Response Checklist.

12.4.5.4.5.3. Tab 9: CCQ Medical Emergency Checklist.

12.4.5.4.5.4. Tab 10: CCQ Suspicious Package Checklist.

12.4.5.4.5.5. Tab 11: CCQ Suspicious Person Checklist.

12.4.5.4.5.6. Tab 12: Active Shooter Checklist.

12.4.5.4.5.7. Tab 13: Shelter in Place (SIP).

12.5. Hap's Cadet in Charge of Quarters (Hap's CCQ).

12.5.1. **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:

12.5.1.1. Check IDs and class year of all people entering Hap's; ensure only C2C and C1Cs over 21 years of age enter and get wristbands for alcohol.

12.5.1.1.1. Exception: during official functions (e.g., cadet squadron parties), C3Cs and C4Cs over 21 may also enter and consume alcohol at Hap's Place.

12.5.1.2. The Hap's CCQ has full discretion to kick unruly personnel out of Hap's Place.

12.5.1.2.1. If assistance is needed, the Hap's CCQ will contact the OD.

12.5.1.3. Assist bartenders with tidying Hap's.

12.5.1.4. Assist bartenders and OD with ushering out all cadets when Hap's closes.

12.5.2. **Staffing.** The CWOC Director is responsible for staffing Hap's CCQ on a revolving schedule.

12.5.2.1. Two 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:

Days	Required times
Monday – Thursday	1800 – 2315
Friday & Saturday	1800 – 0015

12.5.2.2. C1Cs and C2Cs over 21 years of age are eligible to work Hap's CCQ.

12.5.3. **Training.** The CWOC Director is responsible for training C1Cs and C2Cs on Hap's CCQ responsibilities.

12.6. Arnold Hall Cadet in Charge of Quarters (A-Hall CCQ).

12.6.1. **General Responsibilities.** Arnold Hall is a central location for events and visitors at USAFA. The A-Hall CCQ serves as a representative of the AFCW 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:

12.6.1.1. Provide a hospitable welcome to visitors to Arnold Hall. See the “Conduct and Expectations” section.

12.6.1.2. Ensure the security of Arnold Hall.

12.6.1.3. Be familiar with the A-Hall CCQ binder and know how to execute the emergency checklists.

12.6.2. Staffing. The CWOC Program Manager is responsible for staffing an A-Hall CCQ on a revolving schedule.

12.6.2.1. 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:

Days	Required times
Monday – Friday	1800 – 2200
Saturday & Sunday	Opening shift: 0900
Saturday & Sunday	Closing shift: 2200

12.6.2.1.1. Adjustments to this schedule may be made by 100 FSS/FSLA (333-1539) in coordination with the CWOC Program Manager.

12.6.2.2. Each AFCW Sq/CC will identify one C3C 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.

12.6.2.2.1. If removed from the A-Hall CCQ pool, the cadet in question is responsible for finding a replacement.

12.6.2.3. C3Cs 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 year.

12.6.2.4. C4Cs 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.

12.6.3. Training. The CWOC Program Manager is responsible for training the A-Hall CCQ Pool to meet the requirements of the Arnold Hall Facility Manager (100 FSS/FSLA).

12.6.4. Conduct and Expectations. The A-Hall CCQ represents the AFCW at all times while on duty; they will present the first and leave the last impression to all visitors. When on shift, CCQs will:

12.6.4.1. Sit at the Arnold Hall CQ Desk.

12.6.4.2. Maintain a professional appearance within published, current regulations.

12.6.4.3. Complete headcounts, unlock and lock A-Hall doors, and complete all other A-Hall CCQ duties as specified in the A-Hall CCQ Checklist. The A-Hall CCQ Checklist will be maintained by the CWOC Program Manager in conjunction with the Arnold Hall Facility Manager (100 FSS/FSLA).

12.6.4.4. Extend all customs and courtesies. Specifically, CCQs will:

- 12.6.4.4.1. Rise and greet any enlisted and civilian personnel who approach the CQ desk.
- 12.6.4.4.2. Rise and come to attention for any officer that approaches the CQ desk.
- 12.6.4.5. Practice all etiquette by:
- 12.6.4.5.1. Answering any questions from visitors clearly and courteously.
- 12.6.4.5.2. CCQs may work on class work when no visitors require their assistance.
- 12.6.4.5.3. CCQs will not play video games, watch television, nor listen to music while on shift. CCQs will not wear earbuds.
- 12.6.4.6. Complete any other duties expected of them as A-Hall CCQ as outlined by the CWOC Director and the Arnold Hall Facility Manager (100 FSS/FSLA).
- 12.6.5. **Uniform.** Cadets are authorized to wear the following uniform in respect to the assigned mandatory duty:

Assigned Mandatory Duty	Uniform	Approval Authority
A-Hall CCQ	UOD/OCPs	100 FSS/FSLA

- 12.6. Any other area defined by the CWOC Director or Permanent Party leadership.

Chapter 13- CADET WING OPERATIONS CENTER (CWOC)

13.1. Introduction and Responsibilities.

13.1.1. **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/DO as a revision to this instruction. All CWOC staff positions are primary duties and full-year positions. The CWOC Director must have at least one semester's experience on the CWOC staff. All other positions are at the discretion of the CWOC Director.

13.1.2. Purpose of CWOC.

13.1.2.1. 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 AFCW that merit their attention.

13.1.2.2. Due to the essential nature of the CWOC, duty in the Command Center is considered higher priority than formations, intramural contests, and military training. Any and all required military training missed will be made up with prior coordination of adron amt Sq/CC/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.

13.1.3. **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.

13.1.3.1. CWOC Operation times:

13.1.3.1.1. CWOC Operations times: Mon – Sun, 30 minutes prior to Taps until CW accountability is complete and during key events as directed by the CWOC Director (Morning Formations, NMF, SMAIs, etc.).

13.1.3.1.2. The authority to change these operational times rests with the CWOC Director, CWDO, CV, and the Commandant.

13.1.3.2. USAFA/CW Chain of Command.

The CWOC supports Headquarters USAFA.

13.2. **CWOC Staff.** USAFA/CW and staff, AFCW, and all associated supporting units. Responsibility for operation rests with the CWOC Director, CWOC Deputy Director, CWOC SEL, and AFCW/COS. Specific job descriptions and responsibilities can be found in Annex A, Chapter 3 of AFCWI 36-501. The CWOC Director will provide Military Performance Average (MPA) recommendations based on the service of the staff to the AFCW/COS.

13.2.1. **CWOC Director (C/Lt Col).** The primary duty of the CWOC Director is to ensure the proper working order and smooth function of the CWOC. The Director will coordinate mandatory shift duties each day required, to include high visibility events (Football games, parades, transition days). On these high visibility days, the Director is responsible for the

accountability of the AFCW, working alongside Controllers and Group CCQ to receive accountability. The CWOC Director is responsible for the bugle calls throughout the day and proper function of the FalconVoice. The Director 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.).

13.2.2. CWOC Deputy Director (C/Lt. Col). The Deputy Director 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 FalconVoice functionality. The CWOC Deputy Director also formulates a training plan, as well as assigning and conducting retraining, as necessary. The Deputy Director will have one semester of CWOC staff experience and will report to the CWOC Director.

13.2.3. CWOC Senior Enlisted Leader (C/SMSgt). The CWOC SEL 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 SEL works closely with the CWOC Director to coordinate and assist in CWOC duties. The SEL will schedule duty for individual squadrons and will work with Controllers and Group CCQ if accommodations are deemed necessary. The CWOC SEL will report to the Director.

13.2.4. 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 Director.

13.2.5. CWOC Program Manager (C/SSgt). The Program Manager is primarily responsible for the scheduling and management of Arnold Hall CCQ. The CWOC Program Manager will report to the CWOC Director.

13.2.6. CWOC Operations Officer/NCOIC (C/Maj, C/SMSgt). The Operations Officer/NCOIC is primarily responsible for the management of the CWOC “FalconVoice system,” the bugle call program, and other applicable information technology systems. It is recommended that the Operations Officer/NCOIC have a background in coding and electronic systems. The Operations Officer/NCOIC will report to the CWOC Director.

13.3. Training and Certification. Each member of the staff must be fully trained and certified before duties can be performed. CWOC staff will utilize a successive job pipeline system.

13.3.1. The CWOC Director and Deputy Director will be selected, trained, and certified by the previous year’s Director and Deputy Director. The CWOC SEL and First Sergeant will be selected, trained, and certified by the previous year’s CWOC SEL and First Sergeant. Lastly, the Program Manager and Operations Officer will be selected, trained, and certified by the previous year’s Program Manager and Operations Officer. The CWOC Director is responsible for ensuring that the CWOC staff is fully trained and certified.

13.3.2. 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.

13.3.3. CWOC staff is responsible for training and certifying the CWOC Controller, Group CCQ, A-hall CCQ, SOD, SDO, Hap’s CCQ, Squadron CCQ, etc. prior to the start of the assigned semester.

13.4. CWOC On-Call Controller.

13.4.1. General Responsibilities. The CWOC on-call controller is responsible for being ready to assist the OD, SOD, and Group CCQ if issues arise. The CWOC on-call controller will:

13.4.1.1. Be able to be contacted at any time to assist the OD, SOD, and Group CCQ at the phone number listed on the Routine Order.

13.4.1.2. Staff CWOC during high visibility events such as SAMIs, NMFs, morning formations, etc.

13.4.1.3. Conduct announcements and bugle calls over the AFCW Public Address System (Falcon Voice).

13.4.1.3.1. Bugle calls will be accurate and timely.

13.4.1.3.2. Non-regular announcements (e.g., spirit missions) will be approved by the CWOC Director and AFCW/CC in writing.

13.4.1.3.3. Approved sounds will be played over Falcon Voice when requested by the AFCW D&C Program for formations.

13.4.2. Staffing. The CWOC Director is responsible for staffing an on-call controller on a revolving schedule.

13.4.2.1. One CWOC on-call controller will be assigned per day.

13.4.2.2. The CWOC on-call controller is on-call from 0700 that day to 0700 the following day.

13.4.2.3. The on-call controller may sign out as long as they are able to return to the cadet area in 60 minutes.

13.4.3. Training. The CWOC Director is responsible for training on-call controllers on their duties.

13.4.4. Uniform. Cadets are authorized to wear the following uniform in respect to the assigned mandatory duty:

Assigned Mandatory Duty	Uniform	Approval Authority
CWOC On-Call Controller	UOD/OCPs	CWOC Director

13.5. CWOC Controller.

13.5.1. General Responsibilities. The CWOC Controller is an on-scene representative for the CWOC Director and will be the subject matter expert on CWOC and accountability policies. The Controller will:

13.5.1.1. Complete CWOC duties according to CWOC Checklists and procedures.

13.5.2. Staffing. The CWOC Director is responsible for staffing the CWOC Controllers on a revolving schedule.

13.5.2.1. One CWOC Controller will be assigned in the wing per day.

13.5.2.2. The CWOC Controller is on-call from Reveille to Taps and will report to CWOC 30 minutes prior to Taps. Once duties are complete for their shifts and dismissed by the OD, CWOC Controllers are authorized to leave.

13.5.2.3. Each AFCW Sq/CC will identify one C1C and one C2C to make up the CWOC Controller Pool. Placement in the CWOC Controller pool is a secondary duty as these cadets must still be assigned a squadron, group, or wing job as their primary duty.

13.5.2.3.1. Cadets on probation will be responsible for finding a replacement and notifying CWOC Staff of the change.

13.5.2.3.2. Each member of the CWOC Controller Pool will be periodically evaluated by the CWOC Deputy Director to ensure CWOC proficiency and may be removed at the discretion of the CWOC Director.

13.5.2.3.3. If removed from the CWOC Controller pool, the cadet in question is responsible for finding a replacement.

13.5.2.4. Cadets from the CWOC Controller Pool who have successfully completed Controller training are eligible to act as CWOC Controller for the entire year.

13.5.3. **Training.** The CWOC Director is responsible for training the CWOC Controller pool on CWOC Controller procedures.

13.5.4. **Accountability Function.** The CWOC Controller is responsible for CWOC functions. CWOC Controllers will:

13.5.4.1. Notify the Officer of the Day (OD) and relevant Sq/CC/AMTs of any major cadet AOR activities. This includes any information relayed by the base command post (e.g., hospitalizations, traffic tickets, etc.) and any other notable information.

13.5.4.2. Maintain sign-in/out logs for CWOC.

13.5.4.3. Maintain cleanliness of CWOC.

13.5.4.4. Report to CWOC at assigned shift. If they must not attend, they will find a replacement Controller from the Controller Pool.

13.5.5. **Uniform.** Cadets are authorized to wear the following uniform in respect to the assigned mandatory duty:

Assigned Mandatory Duty	Uniform	Approval Authority
CWOC Controller	UOD/OCs	CWOC Director

13.6. Group Cadet in Charge of Quarters (Group CCQ).

13.6.1. **General Responsibilities.** The Group CCQ is responsible for accountability procedures for their group.

13.6.1.1. Monitor their group's DI results each night. See "Accountability Function" section.

13.6.2. The CWOC Director is responsible for staffing the Group CCQ on a revolving schedule.

13.6.2.1. One Group CCQ will be assigned per group per day.

13.6.2.2. Group CCQ will report to CWOC 30 minutes prior to Taps. Once relevant duties are complete for each shift and are dismissed by the CWOC Controller, Group CCQ are authorized to leave.

13.6.2.3. AFCW Gp/CCs will provide a list of their C2Cs to make up the Group CCQ pool for their group. Placement in the Group CCQ pool is a secondary duty as these cadets must still be assigned a squadron, group, or wing job as their primary duty.

13.6.2.3.1. Each member of the Group CCQ Pool will be periodically evaluated by the CWOC Deputy Director to ensure CWOC proficiency and may be removed at the discretion of the CWOC Director.

13.6.2.4. Cadets from the Group CCQ Pool who have successfully completed Group CCQ training are eligible to act as Group CCQ for the entire year.

13.6.3. **Training.** The CWOC Director is responsible for training the Group CCQ pool on Group CCQ procedures.

13.6.4. **Accountability Function.** The Group CCQ is responsible for monitoring nightly DI for their group. Their accountability duties are as follows:

13.6.4.1. Group CCQ will report to CWOC 30 minutes before Taps.

13.6.4.2. Group CCQ is 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.

13.6.4.3. If a squadron or the group staff has not reported by Taps, the Group CCQ will contact that unit's SDO.

13.6.4.4. Group CCQ will notify the CWOC Controller when their group has completed DI.

13.6.4.5. **Uniform.** Cadets are authorized to wear the following uniform in respect to the assigned mandatory duty:

Assigned Mandatory Duty	Uniform	Approval Authority
Group CCQ	PC gear	CWOC Director

13.7. Duties and Programs.

13.7.1. **Announcement and Bugle Call Policy.** The following is the policy for announcements and bugle calls over the AFCW Public Address System.

13.7.1.1. Announcements.

13.7.1.1.1. Announcements must affect at least 25% of the AFCW or large groups of visiting dignitaries with cadet escorts.

13.7.1.1.2. Individual organizations such as clubs or sporting activities will not be announced.

13.7.1.1.3. Individual cadet names will not be announced unless directed by USAFA/CWOV or above.

13.7.1.1.4. Announcements during Academic Call to Quarters must be approved through the CWOC Director or Deputy Director.

13.7.1.1.5. The AFCW/CC, Commandant of Cadets, Vice Commandant of Cadets, or CW/DO may request announcements at any time.

13.7.1.1.6. Announcements must be made on time.

13.7.1.2. Bugle Calls.

13.7.1.2.1. Bugle calls must be accurate and timely and played as listed in the Daily Operations Checklists.

13.7.1.2.2. Drums cadences and military sounds will be played over the FalconVoice System when prescribed by the AFCW D&C Program, AFCW/CCC, or AFCW/COS for formations.

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Brigadier General, USAF
31st Commandant of Cadets

Prescribed Forms

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 2910, *Victim Reporting Preference Statement*

DD Form 2923, *Privacy Act Data Cover Sheet*

DAF Form 440, *Bomb Threat Aid*

DAF Form 469, *Duty Limiting Condition Report*

DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 978, *Supervisor's Mishap Report*

DAF Form 1768, *Staff Summary Sheet*

DAF Form 3902, *Application and Approval for Off-Duty Employment*

DAF Form 4391, *High Risk Activities Worksheet*

DAF Form 4437, *RM Deliberate Risk Assessment Worksheet*

USAFA Form 10, *Report of Conduct*

USAFA Form 18, *Cadet Injury/Illness Report*

USAFA Form 28, *Traffic Appeal*

USAFA 68, *Cadet Academic Deficiency Evaluation and Probation Action Plan*

AFCW Form 1, *Unit Accountability Record*

AFCW Form 19, *Sign In/Out Register*

AFCW Form 311, *Bed Rest or Post Duty Rest Notification*

References

DoD 6495.01, *Sexual Assault Prevention and Response (SAPR) Program*

DAFI 1-1, *Air Force Standards*

DAFI 17-130, *Cybersecurity Program Management*

AFMAN 17-1301, *Computer Security*

DAFPAM 24-1203, *Drill and Ceremonies*

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 36-29, *Military Standards*

AFPD 36-35, *United States Air Force Academy*

DAFI 34-219, *Alcoholic Beverage Program*

DAFI 36-2710, *Equal Opportunity*

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*

DAFI 36-2906, *Personal Financial Responsibility*

DAFI 36-2909, *Professional and Unprofessional Relationships*

DAFI 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*

USAF 36-3536, *Allocation of Cadet Time*

AFMAN 44-197, *Military Drug Demand Reduction Program*

DAFI 48-104, *Tobacco Free Living*

DAFI 48-110, *Immunizations and Chemoprophylaxis*

USAF 48-151, *Aerospace Medicine*

AFCWI 51-201, *Administration of Cadet Discipline*

USAFA 51-902, *Fundraising and on Base Solicitation*

DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*

DAFI 91-207, *USAF Traffic Safety Program*

USAFAMAN 36-3526, *Developing Leaders of Character at USAFA*

Abbreviations and Acronyms

ABW – Air Base Wing

ACQ – Academic Call to Quarters

AFCW – Air Force Cadet Wing

AD – Directorate of Athletics

ADP – Physical Education Department

AED – Automated External Defibrillator

AF – Air Force

AFCWI – Air Force Cadet Wing Instruction

AFOSI – Air Force Office of Special Investigations

AFT – Aerobic Fitness Test

AMI – AM Inspection

AMT – Academy Military Training NCO

AMTI – Academy Military Training Instructor

AOG – Association of Graduates

APECS – All-Purpose Environmental Clothing System

ATFP – Antiterrorism/Force Protection

AY – Academic Year

BCT – Basic Cadet Training

BDOC – Base Defense Operations Center

CAC – Common Access Card

CC – Commander

CCC – Command Chief

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
CIL – Critical Information List
CM – Strategic Communications Office
CMETP – Cadet Military Education Training Plan
CoCI – Commandant of Cadet Instructions
CONUS – Contiguous United States
COS – Chief of Staff
CPRII – Cadet Personnel Record
CQ – Cadet Quarters
CS – Cadet Squadron
CST – Combat Survival Training
CUI – Controlled Unclassified Information
CV – Vice Commander
CW – Cadet Wing
CWOC – Cadet Wing Operations Center
D&C – Drill & Ceremony
DF – Dean of Faculty
DI – Dormitory Inspection
DO – Director of Operations
DoD – Department of Defense
DTA – Designated Tobacco Areas
ECP – Entry Control Point
EMT – Emergency Medical Technician
EMR – Emergency Medical Response
FDU – Flight Duty Uniform
FMD – First Military Duty
FRAGO – Fragmentation Orders
FSS – Force Support Squadron
FTG – Flying Training Group
GPA – Grade Point Average
IAW – In Accordance With

IC – Intercollegiate
IG – Inspector General
LMD – Last Military Duty
LOS – Limited On-Season
MAE – Major Assessment Event
MCQ – Military Call to Quarters
MFR – Memorandum for Record
MFRC – Military Family Readiness Center
MWH – Morale, Wellness and Health inspection
NCAA – National Collegiate Athletic Association
NCLS – National Character and Leadership Symposium
NCO – Noncommissioned Officer
NLT – No Later Than
NMF – Noon Meal Formation
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
OPSEC – Operational Security
ORI – Open Ranks Inspection
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
RFQ – Release From Quarters
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
SCA – 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
SPIN – Special Instructions
SSS – Staff Summary Sheet
TC – Table Commandant
TDY – Temporary Duty
UCMJ – Uniform Code of Military Justice
UOD – Uniform of the Day
USAFA – United States Air Force Academy
USB – Universal Serial Bus
VA – Victim Advocate
VCO – Vehicle Control Officer

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 8084