

***BY ORDER OF THE COMMANDANT OF CADETS***

AIR FORCE CADET WING INSTRUCTION 36-3501

**29 JULY 2025*****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>

**RELEASABILITY:** There are no restrictions on the release of this publication.

OPR: CWO

Certified by: CW/CC (Brig Gen Gavin P. Marks)

Supersedes: Previous versions of AFCWI 36-3501 and related interim CW guidance published in AY24-25.  
Pages: 70

The importance of the Air Force's and Space Force's mission and inherent responsibility to the Nation requires its members to follow higher standards than those expected in civilian life. As Airmen and Guardians, we are proud of our high standards. Through self-discipline, we adhere to them and hold our fellow Airmen and Guardians 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 and Duties 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 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). Reference AFCWI 51-201, *Administration of Cadet Discipline*. 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 in accordance with (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.** This instruction is published for the information and compliance of the Cadet Wing. Air Force Cadet Wing Instructions are supplementary to established Department of the Air Force Instructions that must be adhered to by all Air and Space Force personnel. Additional or supplemental guidance to this instruction may be disseminated through Warning Orders (WARNORDs), Planning Orders (PLANORDS), Operation Orders (OPORDs), Fragmentary Orders (FRAGORDs), Execute Orders (EXORDs) or Commandant of Cadets' directed policies, which hold the exact expectations of compliance as this instruction. Deviations from a standard should be rare, usually reserved for extraordinary circumstances; however, nothing within these instructions should be prioritized over exceptional sound judgment. In situations where good judgment is necessary, Cadet Wing personnel are expected to conduct themselves IAW the Air and Space Force's core values.

**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 (PP) chain of command and PP Stan/Eval (CWOV) is required for all waivers. Once a waiver is approved, CWOV will send an informational copy to all PP, cadet leadership, and CWXX within 5 duty days.

## Chapter 2 – AIR FORCE ACADEMY PROFESSIONAL STANDARDS

### 2.1. General Duty Expectations.

2.1.1. All 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*.

2.1.2. The duty day for all cadets during the academic week is from reveille or first military duty (FMD), whichever is earlier, to retreat or last military duty, whichever is later. On training weekends, the duty day is from the FMD until all training for a cadet's assigned AFCW unit has concluded.

**2.2. Military Customs and Courtesies.** Customs and courtesies can be found in DAFFPAM34- 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.

**2.3. Respect for Human Dignity.** All individuals, regardless of rank, position, or background, must be treated with dignity and respect. Harassment, discrimination, or abuse based on personal characteristics (e.g., race, sex, religion, etc.) will not be tolerated. Service members are entitled to an environment free from barriers that hinder their potential.

**2.3.1. 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 environment. 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.

**2.3.2. Disparaging Terms.** Using terms that degrade or stereotype others based on personal characteristics (e.g., race, religion, sex, etc.) is prohibited. Such behavior undermines discipline and will not be tolerated.

**2.3.3. Hazing.** Hazing involving physical or psychological harm for initiation or affiliation, is prohibited and punishable under Article 92, UCMJ. Acts of hazing, including those via social media, will result in severe consequences.

**2.3.4. Bullying.** Bullying is prohibited and punishable under Article 92, UCMJ. It involves harmful actions that target individuals based on rank or status and can occur in person or via electronic means.

**2.3.5. Maltraining.** Maltraining or any training practice that doesn't meet objectives or is abusive, is prohibited.

**2.3.6. Abuse of Authority.** Improper use of authority to harm or degrade others, including sexual harassment or maltreatment, is prohibited and punishable under UCMJ Article 92 and 134.

**2.3.7. Unlawful Discrimination.** Discrimination based on race, sex, religion, etc., is prohibited and punishable under UCMJ. Discrimination denies equal opportunity and is not tolerated.

**2.3.8. Sexual Harassment.** Sexual harassment is strictly prohibited and punishable under UCMJ Article 134. It should be reported through Equal Opportunity or Sexual Assault Prevention and Response (SAPR) Program, either as a restricted or unrestricted report. Cadets are not mandatory reporters, but they should direct victims to SAPR for assistance.

**2.3.9. Sexual Assault.** Sexual assault includes any non-consensual sexual act and is punishable under the UCMJ. Victims can report it via SAPR, either as restricted (confidential) or unrestricted (investigative). Cadets are **NOT** mandatory reporters, even if they are in the cadet chain of command, but should guide victims to proper channels.

**2.3.9.1. Reporting Types.** Reference DAFI 90-6001.

**2.3.9.2. Safe to Report Policy.** In furtherance of Department of Defense (DoD) and Air Force policy, commanders will consider each instance of minor collateral misconduct by a victim of sexual assault on a case-by-case basis. The gravity of any minor collateral misconduct by a victim and its impact on good order and discipline will be carefully considered in deciding whether it is appropriate to take administrative or disciplinary action against a victim and when such action should occur. In exercising this discretion, commanders will consider if the minor collateral misconduct was known before the sexual assault report and, if not, the likelihood that the minor collateral misconduct would have otherwise been discovered but for the report of the sexual assault. Commanders should also consider how future reports of sexual assault may be impacted by the decision to impose discipline. Suppose a commander believes it would be appropriate to document minor collateral misconduct in the interest of rehabilitation. In that case, commanders should consider actions that minimize or eliminate impacts on the victim's career. Absent aggravating circumstances that increase the gravity of the violation or its impact on good order and discipline, victims of sexual assault will not be disciplined for minor collateral misconduct violations of Cadet Standards.

**2.3.10. Religious or Spiritual Ceremonies.** Religious or spiritual ceremonies and associated items and materials used during the ceremony must be coordinated through Chaplain Office, USAFA/HC and approved by the PP Squadron Commander (PP Sq/CC) before conducting them in dormitory rooms or squadron areas.

**2.3.11. Religious Accommodations:** Religious accommodation requests will be routed to Chaplain Office, USAFA/HC through PP Sq/CC IAW DAFI 52-201.

**2.4 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 Force Support Squadron (FSS). Reference USAFAI 51-902, *Fundraising and on Base Solicitation*, and DAFI 36-3101, *Fundraising*.

**2.5 Public Appearances.** Approval from the PP Sq/CC/AMT and the USAFA/CM is required before cadets may make public appearances, grant interviews, appear on social media sites, radio, or television, and/or prepare articles for publication. 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.

**2.5.1** Public appearance guidelines may be adapted for USAFA teams and organizations (i.e. Intercollegiates (ICs), Airmanship units, etc.) if coordinated within their mission unit (MU), approved by their respective O-6, and coordinated with USAFA/Public Affairs Office.

**2.6 Spirit Missions.** Cadet Sq/CCs are the approval authority for spirit missions. Spirit missions should be aligned with a major event and uplift morale. Cadet Sq/CCs will alert PP Command Teams to spirit missions they have approved. PP Command Teams should raise awareness of spirit missions that may garner increased wing, institution, or installation attention.

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

**2.7.1 Relationships and Conduct Policy.** 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.

**2.7.1.1 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 PP chains of command (e.g., Air Force Cadet Wing Group Commander (Cadet Gp/CC) may not date Cadet Sq/CC within the same group or a member of the same group's staff).

**2.7.1.2 C4C Limitations.** C4Cs will not be in a dormitory room with C1Cs-C3Cs with the door close. **EXCEPTION:** Door's may be closed while seeking assistance from a helping agency liaison or similar kind of professional engagement is required for the C4C's safety and welfare. If unplanned care is administered, PP Sq/CCs and/or AMTs must be immediately notified of the interaction.

**2.7.1.3 C4Cs** will not be in a car with any C1Cs-C3Cs. **EXCEPTION:** C4Cs may be in a car with C1Cs-C3Cs if accompanied by an additional cadet.

**2.7.1.4** At no time will C1Cs, C2Cs, or C3Cs date, have a close friendship with, or otherwise participate in an unprofessional relationship with 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*.

**2.7.1.5 Prep School/Enlisted Relationships.** USAFA cadets will not maintain unprofessional relationships with USAFA Prep School cadets or enlisted members, including a prior existing relationship.

**2.7.1.6 PP Relationships.** Cadets are explicitly prohibited from developing and maintaining unprofessional relationships with any USAFA PP, including, but not limited to, social media relationships.

**2.7.2 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 DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* for further information.

**2.7.3 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.

**2.7.4. Off-duty Employment.** 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 PP Sq/CC for approval.

**2.7.5 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.

2.7.5.1 Graduating C1Cs who are remaining in the local area after graduation 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.

**2.7.6 Use of Illegal Drugs.** The 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.

2.7.6.1 Do not use or consume any hemp, CDB or other THC type products. Reference DAFMAN 44-197, *Military Drug Demand Reduction Program*.

2.7.6.2 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.

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

**2.7.7 Gambling.** The following Prohibited Gambling Activities are strictly banned unless a specific exemption is granted by the Vice Commandant of Cadets. Consult your PP Sq/CC/AMT and USAFA/JA with questions pertaining to gambling.

2.7.7.1 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).

2.7.7.2 Gambling using government resources (e.g., government computer or network).

2.7.7.3 Gambling in uniform off-base.

2.7.7.4 NCAA student-athletes, athletic department staff members, and non-Directorate of Athletics staff members with responsibilities within or over athletics (officer representatives) are prohibited from gambling on NCAA events.

2.7.7.5 Gambling with subordinates or those in one's chain of command.

2.7.7.6 Organizing or operating online gambling applications (websites or apps).

2.7.7.7 Knowingly distributing 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).

**2.7.8 Maintaining Weapons.** Weapons (objects designed to inflict death, injury, or

incapacitation of a person) are prohibited in the Cadet Area.

**2.7.8.1 Knives with blades longer than 3½ inches (excluding the handle) are prohibited in the Cadet Area with the exception of cadet sabers.** PP SQ/CCs may approve ceremonial knives, and CWT may approve storing Honor Guard bayonets and drill rifles and temporary storage of issued survival equipment.

**2.7.9 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 as well as UCMJ and other administrative actions as warranted. Reference AFMAN 17-1301, *Computer Security*, DAFI 34-107, *Cybersecurity Program Management*, USAFAI 33-118, *USAFA Information Technology Enterprise Use and Management*.

## Chapter 3 – CADET EXPECTATIONS

3.1. Each class year has specific roles that build leadership and followership skills, growing in responsibility from C4C followers to C1C unit leaders.

3.1.1. **C4C (Follower).** Four Degrees are learning and adapting to the Profession of Arms via military service and require significant supervision and support. They are expected to demonstrate proficiency at performing basic tasks and understanding and conforming to USAFA standards, Department of the Air Force standards, customs, courtesies, heritage, and core values.

3.1.2. **C3C (Supervisor).** Three Degrees are responsible for their subordinates' development and the effective accomplishment of assigned tasks. They are expected to demonstrate proficiency in responsible training, subordinate supervision, and task execution.

3.1.3. **C2C (Team Leader).** Two Degrees lead teams following orders and Commander' intent established by the Firstie leaders. Two Degrees serve as the primary military trainers, advisors, supervisors, and mentors for the Three Degrees and Four Degrees under their charge to further grow and develop them into their future roles. Two Degrees are expected to demonstrate proficiency and articulate risk while integrating their subordinates' talents, skills, and abilities with other teams to effectively accomplish the mission.

3.1.4. **C1C (Unit Leaders).** Firsties are the main individuals who are responsible for managing risk and developing and maintaining squadron culture. Firsties command their teams by directing them to complete tasks and missions. Firsties are in charge of executing the mission, leading people under their command, managing resources, and improving the squadron. They are to demonstrate proficiency in leading people to accomplish the mission while promoting and safeguarding the morale, physical well-being, and general welfare of persons under their charge.

**3.2. C4C Development and Acclimation Guidelines.** The C4C Development and Acclimation Period is designed to help C4Cs gradually assume greater responsibilities, freedoms, and privileges as they transition into military life at USAFA after Basic Cadet Training. It is divided into three periods:

3.2.1. Fall Semester: From Acceptance Day through Winter Break, this phase emphasizes timeliness, professionalism, and attention to detail, orienting C4Cs within the Cadet Wing and the Profession of Arms.

3.2.2. Spring Semester. From Winter Break to Recognition and Promotion, this phase focuses on building C4Cs' confidence and independence, refining followership skills with reduced oversight, and adopting similar military standards as upper-class cadets.

3.2.3. Upgrade Training. After Recognition and Promotion, C4Cs will prepare for supervisory roles and gain additional responsibilities (CCQ, supervisory skills, etc.).

### 3.3. C4C Development and Acclimation ROEs for Fall Semester

3.3.1. On duty days C4Cs will be in UOD anytime outside of squadron. C4Cs are authorized PTU in their squadron after 1700, on Blue Weekends, after last military duty (LMD) on Silver Weekends, and if remaining in the dorms during break periods. C4Cs departing USAFA will be in Service Dress. C4Cs are restricted to their assigned squadrons and will follow accountability procedures outlined in Chapter 5.

3.3.2. Access to Wing/Group Staff hallways requires specific staff permission after

following proper channels. No escort is needed to visit a staff member or helping agency.

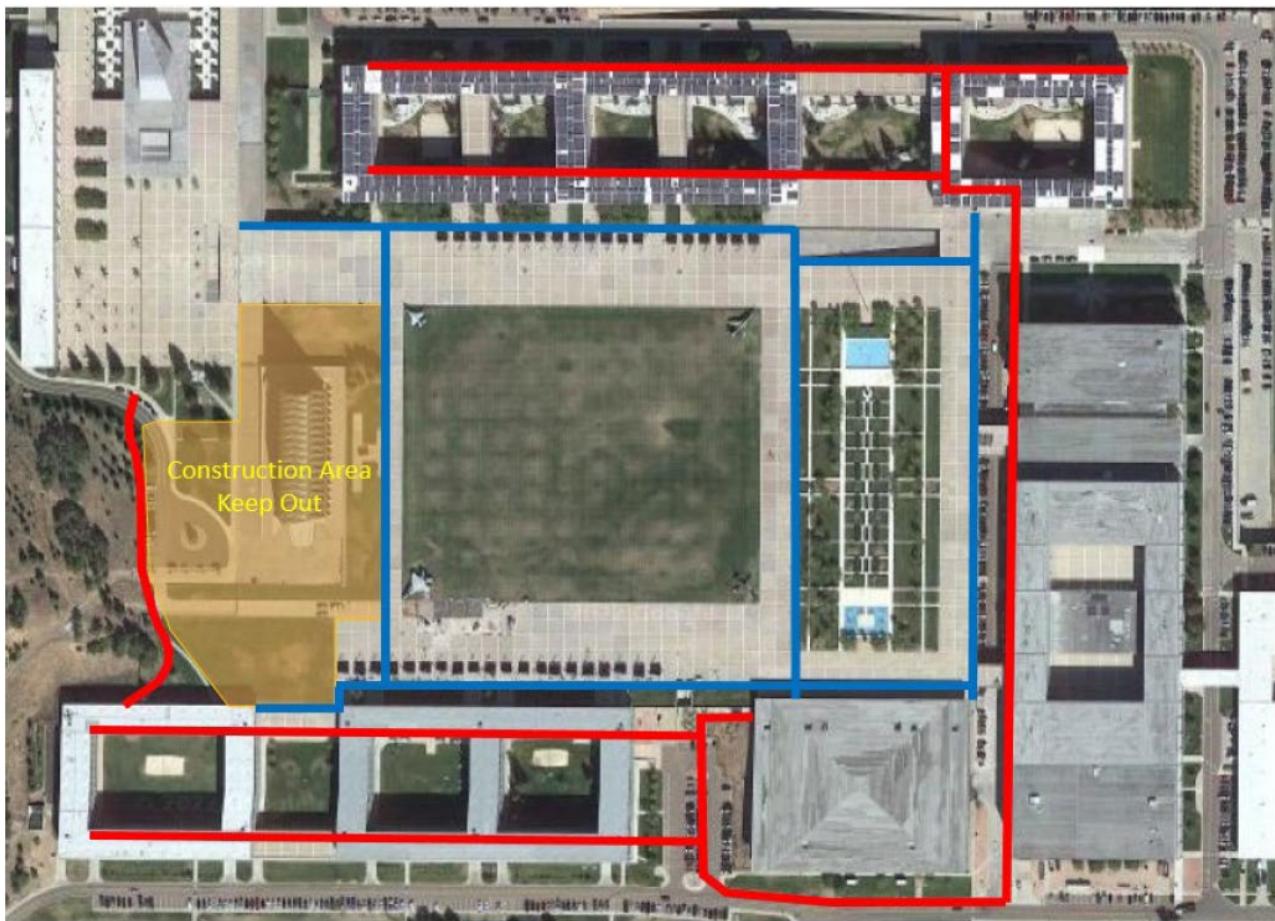
3.3.3. C4C rooms must be kept in SAMI order, with doors open from 0700, or FMD, whichever is earlier, to 1700 on training days. Drawers, valets, and closets may be closed, with trash liners in place on weekends.

3.3.4. C4Cs are at attention and use chain-of-command greetings (“Good morning, Cadet Rank First MI Last, Squadron Name (e.g. ‘Thunderbirds’ or ‘Wolfpack’), Duty Title”) within dorms and dorm stairwells from RFQ to 1700; they revert to “at rest” in the squadron after 1700, on Blue Weekends and after LMD on training weekends.

3.3.5. C4Cs will use the Terrazzo to transit the cadet area to official duties. They will walk on the exterior-most marble strips (Figure 3.1) around the Terrazzo at attention, passing on the right and avoiding unauthorized routes unless under lightning warnings. They will execute chain-of-command greetings from 0625 to 1700 and switch to the modified greeting (“Good afternoon, Cadet Last”) after 1700.

3.3.6. C4Cs will proceed to their tables in Mitchell Hall at attention, studying Contrails or assigned knowledge, until “Wing Take Seats” is announced, at which point they will sit at rest.

**Figure 3.1. C4C Authorized Transit Area During Fall Semester**



*(Blue lines are the proper marble strips to walk (at attention) on Terrazzo. Red lines define the Inclement Weather Transit route at quad/ground level)*

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

### **3.5. C4C Development and Acclimation ROEs for Spring Semester**

3.5.1.C4Cs will be in UOD from RFQ – 1700. C4Cs are authorized to be in PTU after 1700, on Blue Weekends, after LMD on Training Weekends, and if remaining in the dorms during break periods. C4Cs departing USAFA will be in Blues.

3.5.2.C4Cs rooms will be in AMI standards IAW 7.4.1.

3.5.3. Can visit Cadets in other Squadrons.

### **3.6. C4C Development and Acclimation ROEs for Upgrade Training**

3.6.1.C4Cs are authorized civilian clothes IAW paragraph 8.3 following Recognition and Promotion.

### **3.7. Cadet Facility Use.**

3.7.1.All cadets may use cadet facilities in Sijan Hall, Vandenburg Hall, Arnold Hall, Fairchild Hall and Polaris Hall during posted hours of operation. Exception: C4Cs may not use the Food Court in Fairchild Hall and may not enter Exemplar Hall unless to report to a lectinar for official duty. C4Cs are at rest inside facilities unless otherwise directed.

3.7.2.**Laundromat.** C4Cs require Cadet Sq/CC approval to use the laundromat the entire year.

3.7.3.**Hap's Place.** Reserved for C1Cs and C2Cs in good standing. C3Cs and C4Cs are permitted during official events only.

### **3.8. Mitchell Hall**

3.8.1.General Decorum. Cadets must observe proper table etiquette, including waiting to eat until all members at the table are served. No training will take place during meal periods, discussions are encouraged.

3.8.2.Cadets will distribute the following roles to cadets to ensure proper order and discipline at their table.

3.8.3."Table Commandant" This cadet will be a Firstie. If none are available a 2-Degree cadet will be identified. The Table Commandant is responsible for maintaining order and discipline at their table, verifying the accountability of cadets. Ensures all cadets at the table and ensures all roles and responsibilities are completed during all any events.

3.8.4. "Hot Pilot" This can be any cadet at the table. The "Hot Pilot" is responsible for ensuring every dish has the appropriate serving utensil, that all cadets have access to all meal options and that all serving trays and dishes are stacked properly to ensure proper cleaning of the table.

3.8.5."Cold Pilot" This can be any cadet at the table. The "Cold Pilot" is responsible for the proper distribution of all cups, silverware and beverages are properly distributed across the table. They are also responsible for the appropriate cleaning

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

3.8.7.Book Bags should not be left unattended outside or block entrances. They may be placed beside or over seat backs at tables.

3.8.8.Cell phones are prohibited during mandatory meals, except for filling out electronic O-96 via QR code on the table.

3.8.9.Cadets must stand until "Wing Take Seats" is called, Cadets will not distribute food prior to the command of "Wing Take Seats". Following "Wing Take Seats" cadets will have 15 seconds to perform reflection or prayer of their choosing prior to distribution of food. All cadets will be formally released by "Wing Dismissed", cadets are not dismissed until the

command of “Wing Dismissed” is given.

3.8.10.Lunch uniform is UOD unless otherwise authorized. PTU may be worn for optional meals.

3.8.11.Cadets must bus tables by organizing silverware, scraping plates and arranging food bins.

3.8.12.Guests may join cadets for optional buffet meals and must follow payment procedures, except for official guests with prior authorization.

3.8.13.Announcements from the staff tower require approval from AFCW/CC or delegated authority.

3.8.14.**Missed Meals.** Squadrons are responsible for coordinating and delivering meals as required. Meal pick-up is available from 0330 to 1930 hours. Cadets should go to the Mitchell Hall kitchen to pick up meals.

3.9. **Cadet Dining-In.** Arrangements must be made with the Special Events Coordinator in Mitchell Hall. Alcohol is not allowed.

#### 3.10. **General Decorum.**

3.10.1.All cadets are responsible for knowing and enforcing standards and are expected to execute professional spot corrections as required.

3.10.2.All cadets will greet each other and respond professionally when greeted by anyone.

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

## Chapter 4 - CADET LIMITS AND RESTRICTIONS

### 4.1. Cadet Duty Area. See Figure 4.1.

4.1.1. **USAFA Installation.** No pass required within the limits of North and South Gate and the USAFA Pass and Registration Center (South Gate) and Visitor Center (North Gate). Hiking for cadets that takes you off the installation (Eagles Peak, Stanley Canyon, etc.) requires notification via Permanent Party chain of command but does not require a pass. Permanent Party hold authority to determine if hiking plans remain within appropriate proximity to USAFA. Hotel Polaris is **not** included and **does** require a pass. AFCW Commanders, only with PP-equivalent unit/CC approval 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, including, but not limited to the JA, IG, PPC, EO, SAPR, Chaplain, Cadet Liaisons, etc.

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

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

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

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

4.2.2. 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).

4.2.3. Airmen dormitories, quarters, dining facilities, and USAFA Prep School facilities, unless authorized by the Commandant of Cadets or Vice Commandant of Cadets in concert with the Prep School commander.

4.2.4. Restricted locations such as Jacks Valley, Flat Iron Hill, the 10 ABW Health and Wellness Center, ropes course obstacles (unless coordinated through Center for Character and Leadership Development (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.

4.2.5. Grass areas of the Terrazzo, except for official functions approved by the Commandant of Cadets. "Taking the hill" by a squadron, group, or class during a noon meal formation may be authorized by Vice Commandant of Cadets.

### 4.3. Alcohol Policy

4.3.1. **General Prohibition.** Cadets will not store, consume, or distribute alcohol anywhere on the USAFA installation unless explicitly authorized under this policy. Alcohol possession or use is a privilege reserved for cadets of legal drinking age and only under approved conditions.

4.3.2. **Approved Locations and Conditions.** Cadets of legal drinking age may consume alcohol:

4.3.2.1. During DF- or OpsAF-sanctioned international travel, if permitted by host nation law and approved by the installation Commander or USAFA Superintendent.

4.3.2.2. At sanctioned events (e.g., dining-ins) with written permission from the sponsoring organization's O-6.

4.3.2.3. At approved off-base locations or on-base locations listed in the approved venue list (e.g., Hotel Polaris if on pass).

4.3.2.4. IAW USAFASUP\_34-219, Attachment 2.

**4.3.3. Uniform Restrictions.**

4.3.3.1. Cadets may not consume alcohol while in uniform except:

4.3.3.1.1. At formally sanctioned events approved by a commander (O-6 or higher).

4.3.3.1.2. During sit-down meals at approved dining establishments (not bars).

**4.3.4. Events and Permissions.**

4.3.4.1. Prior to any event with planned alcohol service, the PP sponsor must submit a DAF Form 1768 (Staff Summary Sheet) to the PP Gp/CC and receive approval from the 10 ABW/CC if outside pre-approved locations.

4.3.4.2. Sponsors must acknowledge Dram Shop Liability in writing.

4.3.4.3. Cadet-in-Charge (CIC) must meet with the approving commander to receive a safety and accountability briefing.

**4.3.5. C4C-Specific Policy.**

4.3.5.1. C4Cs may not serve as designated drivers for C1Cs, C2Cs and C3Cs under any circumstance. There are no exceptions.

**4.3.6. Violations.** Violations of this policy may result in:

4.3.6.1. Loss of pass or alcohol privileges.

4.3.6.2. Punitive action under Article 92, UCMJ.

4.3.6.3. Disciplinary action under the Cadet Disciplinary System (CDS).

**4.4. Tobacco Use.** Federal Law prohibits the sale or transfer of tobacco to anyone under the age of 21. 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. Tobacco products will only be used in Designated Tobacco Areas (DTA). Reference AFI 48-104, *Tobacco Free Living*, for additional guidance regarding tobacco use.

**4.5. Prescription Medication.** 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*.

4.5.1. Cadets must store all prescription medications in a locked container and are prohibited from storing medications prescribed to others.

4.5.2. 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.

4.5.3. 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.

**Figure 4.1 Cadet Duty Area**



- |  |  |
|--|--|
| 1. Athletic Fields                                 | 10. Fairchild Hall / McDermott Library |
| 2. Holiday Athletic Center                         | 11. Gregory Hall                       |
| 3. Cadet Field House / Clune Arena                 | 12. Madera Center/ Observatory         |
| 4. Cadet Fitness Center                            | 13. Temp Offices                       |
| 5. Center for Educational Multimedia / Planetarium | 14. Aeronautics Lab                    |
| 6. Arnold Hall                                     | 15. Mitchell Hall                      |
| 7. Harmon Hall                                     | 16. Sijan Hall                         |
| 8. Chapel  | 17. Sijan Entry Control Point (ECP)    |
| 9. Vandenberg Hall                                 | 18. Vandenberg ECP                     |

## Chapter 5 – CADET PASSES AND ACCOUNTABILITY

**5.1. Cadet Pass Policy Overview.** Passes are privileges authorized for cadets in good standing based on class year, duty status, and performance. All pass usage must be logged into FalconNet prior to departing the USAFA installation.

**Table 5.1. Pass Allocation**

	C1C	C2C	C3C	C4C
<b>Four-Hour Passes</b>	4/month	3/month	2/month	1/month
<b>Day Passes</b>	6/month	4/month	3/month	2/month
<b>Day Pass Period</b>	LMD to TAPS	LMD to TAPS	LMD to ACQ	LMD to ACQ
<b>Weekday Overnight Passes</b>	PP Sq/CC /AMT Discretion*	Not Allowed	Not Allowed	Not Allowed
<b>Authorized Location between TAPS and Release from Quarters unless signed out</b>	USAFA Grounds	Cadet Area (Inside Black Gates)	Inside Assigned Dormitory (See Exception)	Assigned Squadron Area (See Exception)
<b>Non-Chargeable SAP</b>	1/week	1/week	1/week	1/week
<b>Carry-Over (Day Pass)</b>	6/month	4/month	3/month	2/month
<b>Maximum Day Pass (Month)</b>	12	8	6	4

\*Requires PP Group CC notification.

**EXCEPTION:** Cadets utilizing helping agencies or Cadet Liaisons may be outside the authorized location between TAPS and Release from Quarters. Cadets doing this will notify their Squadron PP. Cadets can never be in another cadet's room between Taps and Release from Quarters

### 5.2. Pass Types.

**Table 5.2 Pass Categories and Conditions**

Type	Description	Eligibility
4-Hour Pass	Up to 4 hours off USAFA, max 1 per day	C1C–C4C; Allocation varies (see Table 5.1)
Day Pass	Based on Class year (see Table 5.1)	Monthly based on class year (see Table 5.1)
Weekend Pass	From LMD Friday to Admin Time Sunday	Combination of 3 Day Passes (Table 5.1)
Weekend Overnight Pass	LMD to first military duty or TAPS/ACQ (based on class year) the next day, whichever occurs first.	Combination of 2 Day Passes (Table 5.1)
Spiritual Accommodation Pass	One per week can be used for any purpose that prioritizes self-care and well-being; from LMD to TAPS/ACQ based on class year (see Table 5.1 Day pass period)	All cadets (see Table 5.1)
Emergency Pass	For family emergency or serious illness	Authorized by PP Sq/CC/AMT

### **5.3. Special Conditions and Authority.**

5.3.1. C4Cs may not sign out until Parents' Weekend unless granted an exception by the Sq/CC for extraordinary circumstances (e.g., religious accommodation).

5.3.2. Cadets on probation are not considered to be in good standing.

5.3.3. Cadets on probation may forward a special pass request to the Commandant for approval, delegable no lower than PP SQ/CC.

5.3.4. Cadets not in good standing will not represent USAFA. This includes intercollegiate athletic competitions, CW club competitions, and airmanship competitions.

5.3.5. Cadets on probation may seek permission use a non-chargeable SAP pass, not to exceed one per week, to attend worship events during the duty week (such as SPIRE or other faith-group specific religious education programs) on a case-by-case basis through their squadron chain of command.

5.3.6. As cadets demonstrate progress in addressing the deficiencies that triggered probation status, the CW/CC has the authority, informed by input from DF and AD, to incrementally restore good standing status and associated privileges.

5.3.7. Discretionary passes may only be approved by PP Sq/CC/AMTs and are not to be issued as blanket allowances. For any individual or group, discretionary passes are meant for 1) the fulfillment of military duties and 2) extenuating circumstances and instances where the current pass allotment has been exhausted and won't be replenished in a reasonable time. Gp/CC are responsible for maintaining accountability of all discretionary passes that are issued across their entire group.

5.3.8. Merit-Based Passes may be awarded by PP Sq/CC/AMTs to cadets and squadrons based on extraordinary performance in Air Force and Academy programs, events, and competitions. These should be awarded judiciously.

5.3.9. Cadets may carry-over passes each month in accordance with Table 5.1.

5.3.10 The Top Outstanding Squadron System (OSS) winner for the previous semester will earn four extra passes awarded to every cadet in good standing each month. The second-place OSS winner will be awarded three extra passes, the third place winner will get two passes, and the fourth-place winner will receive one pass per cadet in good standing.

5.3.11 Any cadet placed on the Commandant's List, Dean's List, and/or Athletic Directors List will earn one extra pass per list per month.

5.3.12 The Top Outstanding Squadron System (OSS) winner for the previous year will march first every Monday for the fall semester. The Squadron will be awarded 4 additional day passes to each cadet in good standing the following semester. **The maximum day passes in any month will not exceed maximum indicated by class in Table 5.1.**

### **5.4. Logging and Compliance.** Cadets must sign out on FalconNet prior to departure and comply with the terms of the pass. Misuse or failure to follow sign-out procedures may result in loss of pass privileges or disciplinary action.

### **5.5. Cadet Accountability.**

5.5.1. **Purpose.** Accountability is a foundational aspect of command and military leadership and operational effectiveness, as it ensures commanders have real-time knowledge of their personnel's location and welfare. These procedures are critical in maintaining unit readiness and enforcing daily oversight of cadet presence. At a minimum, eyes-on accountability will be taken at Morning Formations (of any kind), Noon Meal Formations (NMF), Dormitory Inspections (DI), and as directed by the Superintendent, Commandant, CW/DO, PP Gp/CC

or Sq/CC.

- 5.5.2. **Daily Sign-Out Requirements.** Cadets will utilize FalconNet to log all departures from the installation. If FalconNet is unavailable, use AFCW Form 1 (hard copy) and submit to appropriate CCQ or SDO.
- 5.5.3. **Air Force Personnel Accountability and Assessment System (AFPAAS).** All real-world AFPAAS accountability will be executed IAW USAFA HQ guidance.
- 5.5.4. **DI.** DI will be accomplished IAW Standard Operating Procedures published by the CW/DO.

## Chapter 6- CADET DORMITORY STANDARDS

**6.1. Cadet Dormitory Defined.** The cadet dormitory includes all assigned cadet rooms, alcoves, and common-use areas. Squadron areas and their contents must always remain neat, clean, dust-free, odor-free, and in good condition. Cadets must complete USAFA Form 0-226-1, *Cadet Dormitory Room Inventory*, when moving into or out of a room. The form, signed by the PP Sq/CC or AMT (or delegated to the Cadet Sq/CC), must be submitted to Dorm Management no later than two weeks after move-in or move-out. All dorm facilities and furniture are government property, and cadets may be held liable for missing or damaged items unless properly documented on Form 0-226-1 and reported IAW 6.2.1. For Group and Wing Staff members, the Cadet Sq/CC equivalent serves as the approval authority.

**6.1.1. Reporting Discrepancies.** Cadets will report discrepancies to Dormitory Management (and courtesy copy squadron Cadet Sq/CC, A4, PP Sq/CC & AMT) within two duty days. Squadron A4s will maintain internal procedures for tracking work orders to ensure that they are completed in a timely manner.

**6.1.2. 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.

6.1.2.1. 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.

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

**6.2. Squadron Area Responsibility.** Cadet 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)

**6.2.1. Squadron Storage Rooms.** Use of government storage is a privilege and items must be maintained following below guidance.

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

6.2.1.2. All items must fit inside cages. PP 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.

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

6.2.1.4. Items cannot be stored on top of cages and cannot block aisles.

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

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

6.2.1.7. Squadron A4/6 ensures implementation of PP Sq/CC approved storage plan, using available squadron assigned rooms, NLT the second day of onboarding week. Overall appearance falls under responsibility of Squadron A4/6.

6.2.1.8. Must be inspected monthly and will remain clean and free of safety and security violations (free of dust and debris on floors, personal items outside of cages and garbage) at all times.

6.2.1.9. **Summer Storage.** Summer storage will be executed IAW squadron summer storage policies.

6.2.2. **Trash Disposal.** All personnel are responsible for properly disposing of trash and maintaining the professional appearance of the Cadet Area.

6.2.2.1. Trash will be emptied from dorm rooms and common spaces daily.

6.2.2.2. 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*. Do not store any items or hazardous materials (exception: cleaning materials for use in maintaining the trash compactor room) in the trash compactor rooms.

6.2.2.3. Large items may be disposed of in roll-off dumpsters placed outside the dormitories during transition periods or other times as needed. Hazardous materials or items containing hazardous materials such as refrigerators must be transported by the owner to an approved disposal site off-base. AFCW FSS (A4/6) are encouraged to work together to organize collection events to focus disposal time periods.

6.2.2.4. 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.

6.2.3. **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.

6.2.4. **Walls and Ceilings.** Cadets shall not tape, hang, tack, screw, or otherwise affix posters, papers, or any other item in the cadet dormitories.

6.2.4.1. CS and groups must maintain clean walls, hallways, and ceilings, free of marks.

6.2.4.2. 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).

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

6.2.4.4. Paintings on any outward-facing windows in the dormitories will be limited to images of CS 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.

6.2.4.5 **Flags.** State flags, US flags, Military Service flags, Presidentially-appointed, Senate confirmed civilian flags, Senior Executive Service (SES) and Military Department-specific SES flag, POW/MIA flags, Flags of other countries for which the United States is an ally or partner, Flags of organizations in which the United States is a member (e.g., NATO) and Ceremonial, command, unit, or branch flags or guidons. All flags will be in good taste.

6.2.5. **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.

6.2.6. **Food and Beverages.** Cadets must store food in closed/sealed containers and may have them on open shelving. No food may be stored in military dresser drawers. Unsealed food increases the risk of vermin in the dormitories.

6.2.7. **Plants.** Two plants per cadet are authorized. 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. The use of more than two plants is delegated to Cadet Sq/CCs. Once an individual(s) is authorized by Cadet Sq/CC, then an MFR needs to be signed by the Cadet Sq/CC and placed either behind the valet mirror or on their door. Cut flowers in a vase do not count as a plant but as a personal item.

**6.2.8. Moving/Disassembling Furniture.** Cadets may not move furniture in/out of rooms, unless approved by Dorm Management and CWTM, coordinated through their PP Sq/CC. All dormitory furniture and issued trunks will not be altered from their original color or appearance. IAW this instruction, cadets may rearrange the room interior but may not disassemble any furniture. If furniture is disassembled, a work-order will be submitted to dorm management to have it reassembled within 5 duty days of occupying the room.

**6.2.9. 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.

6.2.9.1. Common-use area displays of holiday decorations must be approved by Cadet Sq/CC, with coordination through the PP Sq/CC and Group Chaplain. One artificial holiday tree per squadron is permitted in the common area without prior approval.

6.2.9.2. Displayed holiday decorations outside of rooms in alcoves must be approved through Cadet Sq/CC. Small artificial holiday trees (3' or less) may be displayed in individual rooms.

6.2.9.3. 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).

6.2.9.4. PP Sq/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. Items will not be permanently affixed.

#### **6.2.10. Dormitory Painting.**

6.2.10.1. 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 PP Sq/CCs to PP Gp/CCs for final approval and include CWTM for situational awareness.

6.2.10.2. 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.

6.2.10.3. 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.

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

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

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

6.2.10.7. 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.

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

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

6.2.10.10. Existing murals and quotes will not be added in any way unless they are approved via the eSSS process.

#### **6.2.11. Murals and Quotes.**

- 6.2.11.1. Murals should reflect a professional image consistent with the profession of arms.
- 6.2.11.2. Murals require approval of the PP GP/CC
- 6.2.11.3. Quotes require prior approval from the PP Sq/CC
- 6.2.11.4. Any visual representations, symbols, or language derogatory to race, color, religion, sex, pregnancy, national origin, disability, age, genetic information, or disability status is prohibited.
- 6.2.11.5. 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, Space Force and institutional content consistent with our core values.
- 6.2.11.6. 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.
- 6.2.11.7. 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. All quotes must credit the original source, and quotes labeled as "Unknown" need approval from the PP Sq/CC.
- 6.2.11.7.1. 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.

### **6.3. Prohibitions.**

- 6.3.1. The following are prohibited in squadrons and dorm rooms:
  - 6.3.1.1. Use or storage of bicycles, roller blades, scooters, skateboards, hover boards, scooters 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. Reference para 6.2.1.6 for bike storage.
  - 6.3.1.2. Alcoholic beverages and the use of tobacco products.
  - 6.3.1.3. Firearms, munitions, and other weapons. Reference CoCI 31-104, *Armory Operations*.
  - 6.3.1.4. Unapproved hazardous materials (e.g., camp stove propane).
  - 6.3.1.5. Motor Vehicle parts and/or fluids/lubricants.
  - 6.3.1.6. Lock-picking sets and materials.
  - 6.3.1.7. Single-room air conditioning units.
  - 6.3.1.8. Excessive and/or unbundled wires, and exposed wires.
  - 6.3.1.9. Pets and/or live animals are prohibited in dorm rooms.
  - 6.3.1.10. Storage or possession of explosives or fireworks.
  - 6.3.1.11. Items that are immoral, disrespectful, or in bad taste (obscene or pornographic items) or otherwise contrary to good order and discipline. Consult PP Sq/CC or AMT for guidance.
  - 6.3.1.12. Candles and incense materials designed to be lit

### **6.4. Safety.**

#### **6.4.1. Tampering.**

- 6.4.1.1. 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.
- 6.4.1.2. Cadets will not willfully damage, destroy, or wrongfully dispose of military property (e.g.,

closed-circuit video equipment, shower curtains, dorm furniture). Failure by USAFA cadets to obey the mandatory provisions in this paragraph constitutes a violation of Article 108, UCMJ.

#### **6.4.2. Preventative Measures.**

6.4.2.1. All electrical equipment in dormitories, including circuit-protected power strips, must be Underwriters Laboratory (UL) approved or equivalent. Only three-wire extension cords are permitted, and a maximum of two power strips may be used per wall outlet. Appliances must be plugged directly into a wall outlet, with only one approved appliance with one heating element plugged in at a time. Extension cords cannot replace permanent wiring, and power strips or extension cords cannot be connected to each other. Cords must not pass through or be concealed in walls, ceilings, floors, doorways, or windows.

6.4.2.2. 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.

6.4.2.3. Do not install black, infrared, or projector floodlights in standard light fixtures. 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.

6.4.2.4. 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 PP 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 CCQ desks, 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.

6.4.2.4.1. 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 area approved by PP Sq/CC that is away from ceiling smoke detectors and fire sprinkler heads and must be regularly inspected for oil build-up, cleanliness, and operation.

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

6.4.2.6. Flammable liquids, including gasoline, charcoal lighter fluid, propane tanks, paints, or varnishes, are prohibited in squadron areas. Exception: Cadets may store small amounts of latex paint if used as intended.

6.4.2.7. During summer break and extended absences, all paints are required to be turned into USAFA Recycling Center or Dormitory Management for storage.

#### **6.4.3 Personal Security and Personal Property Storage.**

6.4.3.1. 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.

6.4.3.2 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 also be removed.

#### **6.5 Squadron Authorizations.**

6.5.1. **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 PP 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.

**6.5.2. Common Use Area Appliances/Amenities.** Each CS 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, PP Sq/CC, PP Gp/CC, Dorm Management, 10th Communications Squadron, 10th Civil Engineer Squadron, CWTM and Boingo Internet Services.

## 6.6. Class Specific Authorizations.

### 6.6.1. C4Cs in Spring Semester.

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

6.6.1.2. **Personal Entertainment.** Computer monitor size is delegated to the PP Sq/CCs. Once an individual(s) is authorized by PP Sq/CC, then an MFR needs to be signed by the PP Sq/CC and placed either behind the valet mirror or on their door.

6.6.1.3. **Non-issued bedding.** Alternate bedding is authorized and must be covered with an issued comforter. No non-issue comforters will be displayed during AMI or SAMI periods.

6.6.1.4. **Refrigerator.** Each room is permitted to have only one refrigerator, which must be kept clean and free from spoilage. The size must not be taller than 34", not wider than 21", and not deeper than 23" unless approved by the PP Sq/CC. Oversized refrigerators must have an MFR must be signed by the PP Sq/CC that is placed on the refrigerator door. Refrigerators do not count as a large item.

6.6.1.4.1. Refrigerators must be transferred or disposed of IAW federal environmental laws and should not be placed in trash compactors, roll-offs, or common areas. Some recycling centers may accept them for free, but disposal fees are the owner's responsibility.

### 6.6.2. C2Cs and C3Cs.

6.6.2.1. C2Cs and C3Cs are authorized all C4C items.

### 6.6.3. C1Cs.

6.6.3.1. C1Cs are authorized all C2C, C3C, and C4C items in addition to the following.

6.6.3.2. **Television.** One TV per room. TVs must be stand-mounted and will not be hung/mounted from any furniture, ceiling, or wall surface. Approval for TV's greater than 50 inches is delegated to the PP Sq/CCs. Once an individual(s) is authorized by PP Sq/CC, then an MFR needs to be signed by the PP Sq/CC and placed either behind the valet mirror or on their door.

**6.7. Legacy Squadron Program.** Allows children, grandchildren, or siblings of graduates or PP 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.

6.7.1. 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 cadet 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.

6.7.2. 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.

## Chapter 7 – CADET INSPECTIONS AND FORMATIONS

**7.1. Inspections.** There are three dormitory inspection types: Ante Meridiem Inspections (AMI), Saturday Ante Meridiem 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.

**Table 7.1. Inspection Types**

Type	Frequency	Description
AMI	Weekly	Spot inspections during duty hours (Mon-Fri).
SAMI	Periodic	Comprehensive Saturday inspections.
Morale/Health	As Directed	Conducted to ensure cadet well-being.
PAI	Ad hoc	Personal appearance checks outside dormitory settings.

**7.1.1. Scoring.** Rooms are scored based on an official checklist recorded in FalconNet.

**7.1.1.1. Scoring Outcomes:**

Excellent: 96% or higher

Satisfactory: 80-95%

Unsatisfactory: 79% and below

**7.1.1.2. 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 two SAMI/PAI per semester or will receive a score of zero.

**7.1.1.2.1. No regrades allowed for SAMIs.**

deductions after the initial PAI. PAI grade adjustments will be routed to Group Stan/Eval Staff for correction.

**7.1.1.2.2. SAMI Appeals.** SAMI appeal guidance will be published in SPINS for each individual SAMI.

**7.1.1.2.3. AMI Appeals.** Route through the inspection team leader up to one week after the conclusion of the AMI grading timeframe. While complete regrades are not allowed, appeals will be routed through the inspection team leader, Group Stan/Eval, AFCW Stan/Eval, CWOV (as necessary to resolve).

**7.1.3. 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..*

**7.1.4. 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.

### 7.2. AMI.

**7.2.1. AMI Period. Mon-Fri, 0900 – 1300, doors will be kept open.** Doors may be closed when on approved bed rest with signed USAFA Form 311 posted on the door clip, or if all roommates are on an active SCA.

### **7.2.2. Closed Door/No AMI**

7.2.2.1. Cadets must be in good standing and may receive this reward from PP Sq/CCs/AMTs no more than 10 duty days per semester. A Positive Form 10 must be placed on the door indicating the date and approval authority for any closed door/no AMI. Cadets must have their doors open at least once weekly, Monday, Wednesday, or Friday, for AMI grading.

7.2.3. **Room Arrangements.** Room arrangements and assignments have been delegated to PP Gp/CCs. To minimize the number of three-person rooms across Vandenberg and Sijan dormitories and mitigate the potential for cadet injury due to a fall off the top bunk, the following actions will be taken:

7.2.3.1. Single-person rooms will not be assigned unless a unit has the minimal number of three-person rooms based on an odd number of 4-degrees of the same sex. **EXCEPTIONS:** Cadet Sq/CC, Cadet Gp/CC, AFCW/CV and AFCW/CC. PP Gp/CCs may grant exceptions on a case-by-case basis to ensure good order and discipline.

7.2.3.2. 4-degree cadets will only share rooms with 4-degree cadets.

7.2.3.3. 1-degree, 2-degree, and 3-degree cadets will be grouped by class year to the greatest extent possible.

7.2.3.3.1. If there are an uneven number of cadets within a year group, PP Sq/CCs may assign cadet roommates no more than one year difference, up or down not to include 4-degrees. PP Gp/CCs may grant exceptions on a case-by-case basis. **EXCEPTION:** 4-Degrees will never room with any other cadet who is not a 4-Degree.

7.2.3.4. Males and females will not share rooms.

7.2.3.5. Three-person room arrangements will be configured in priority order as outlined in Attachment 1.

7.2.3.6. If a room is authorized to have a different arrangement than what is authorized, then an MFR needs to be signed by the PP Gp/CC and placed either behind the valet mirror or on their door.

7.2.4. **Large Items.** Up to three large or heavy items per room may be stored in a cadet's room. Large items will not be stored in areas that impede inspections. Items are not considered "large items" when stored in the desk or overhead storage containers.

7.2.4.1. The following are not authorized in rooms: bicycles, exercise equipment, clothing or shoe racks, large self-standing items of memorabilia, non-issue mattresses, non-issue furniture (incl. chairs), no furniture designed to seat more than one person, wagons being used as a storage container, tv stands or mounts, and any item not in line with the appearance of a military service academy cadet room. You are required to maintain a clean and orderly room and AOR. Any major issues will be documented on AFCW 226.

7.2.5. **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.

7.2.6. **Carpets.** Vacuumed and free of stains and debris (stains must be annotated on AFCW 226 and reported to Dormitory Management). Visible baseboards are clean. No personal carpets, rugs, or mats are authorized in the room or outside the door unless authorized for religious purposes.

7.2.7. **Trash Cans/Recycling Program.** 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. Cadet A4 will manage their Squadron/Group/Wing Recycling program.

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

7.2.7.2. Cadet Sq/CCs are responsible for establishing processes for collecting and disposing of recyclables.

7.2.8. **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.

7.2.9. **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., school projects, cans, food, fans). 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.

7.2.10. **Fans.** Fans are allowed on desk. The use of standing fans is also authorized and does not count as a large item. Fans will be unplugged or turned off while not in use or while room is vacant.

7.2.11. **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).

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

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

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

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

7.2.11.5. **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.

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

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

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

7.2.12.2. **Sabre.** May be kept in the Cadet Dormitory displayed neatly on the rifle rack if the cadet's duty requires them to maintain a saber. Sabers are not required to be secured to the rifle rack.

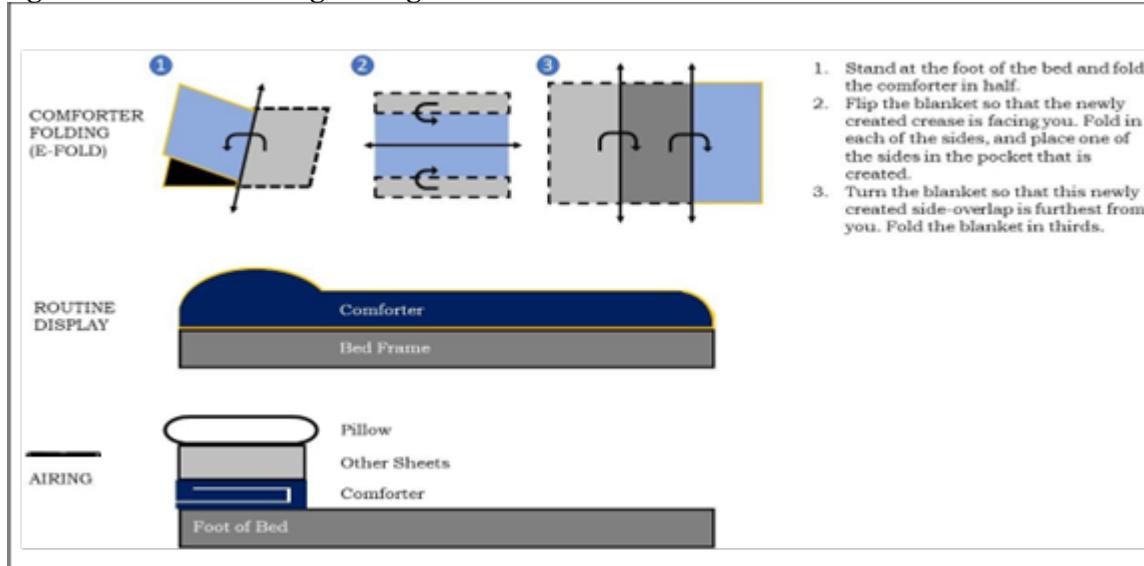
7.2.12.3. **Honor Guard M1s and Bayonets.** If issued, it must be secured to the rifle rack; a ceremonial bayonet may be affixed to the rifle.

7.2.13. **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.

7.2.13.1. Displayed with issued comforter hanging freely and equally on all sides and configured per Figure 7.3, not distorted by anything underneath it (flat, neat appearance). A bed must only have one issue-sized pillow. Personal bedding will not be exposed outside the issue comforter.

7.2.13.2. Displayed in airing configuration when comforters are being cleaned or when required by guidance. See Figure 7.3 for proper order.

**Figure 7.3. Bed in Airing Configurations**



7.2.14. **Drawers.** No military drawer requirement for AMI. It must be clean, neat, and orderly.

7.2.15. **Desks and Bookcases.** Clean, dusted, and all items organized and neatly displayed. No materials stored 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 PP Sq/CC to avoid being held liable for lost/missing item.

7.2.15.1. **Desk Chairs.** Alternate desk chair approval is delegated to PP Sq/CCs. Once an individual(s) is authorized by PP Sq/CC, then an MFR needs to be signed by the PP Sq/CC and placed either behind the valet mirror or on their door. Desk chairs must remain under desks when not used. Backpacks may be placed on chairs, but no other items should hang from them.

7.2.15.2. **Electrical/Computer Cords.** Neatly bundled (with twisty ties, wire straps, etc.) and concealed from view.

7.2.15.3. **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.

7.2.15.4. **Desk.** The only items allowed on desks are: laptops (while room is attended by owner otherwise reference section 6.4.3.2.), monitors, mouse and mouse pad, printers, school supplies, books, desk lamps, water bottle, and coins (on a coin holder).

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

#### 7.2.16. **Wardrobe.**

7.2.16.1. **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.

7.2.16.2. **Hat Shelf.** Clean and organized according to Fig 7.4.

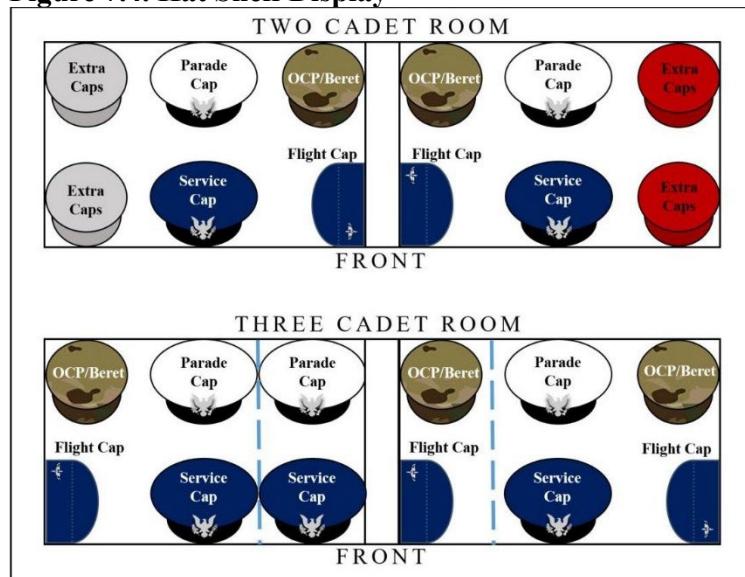
7.2.16.2.1. Display Eagle device on service caps (parade and blue).

7.2.16.2.2. Prop and wings on flight caps face up.

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

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

**Figure 7.4. Hat Shelf Display**



7.2.16.3. **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).

7.2.16.4. **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.

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

7.2.17. **Personal Items.** Personal Items will only be stored in the desk shelves, within the overhead storage compartments of the wardrobe, the top of a refrigerator, or the issued end table.

7.2.18. **Trunks.** Trunks will not be stored more than two trunks high. One non-issued storage container with a closed lid may be stored on top of a single trunk. No other items will be stored on top of the trunk.

7.3. **SAMI.** Upon direction of the Commandant of Cadets, cadets configure and maintain rooms IAW 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.**

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

7.3.1.1. **SAMI Period Timeline.** CWOV will publish special instructions (SPINS) and timelines the week prior to the event.

7.3.1.2. **SAMI Specifics.**

7.3.1.2.1. **Uniform.** The uniform will be either Service or Parade Dress. Squadron PP will wear Service Dress unless specified otherwise.

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

7.3.1.2.2. **Rooms.** Every room in the AFCW must be inspected, unless the room is under a valid excusal. All rooms with valid excusal will be IAW para 7.1.3.

7.3.1.3. **Grading Specifics.**

7.3.1.3.1. 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: Squadron A3 officers and NCOs.

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

7.3.1.3.3. PAIs will occur following the room grading.

7.3.1.3.4. 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.

7.3.1.3.5. Cadet Sq/CCs, Chief of Staffs (COSs), Senior Enlisted Leaders (SELs) and inspection team members may walk around during the inspection. No other cadets have authorized movement until the wing-wide "Inspection Complete" announcement.

7.3.1.3.6. PP Sq/CCs, AMTs, or assigned PP Wing or Group Staff may conduct spot checks. Any major discrepancies between the cadet grader score and the PP 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.

7.3.1.3.7. At the conclusion of the SAMI period, the Inspection Team will debrief the PP member and Cadet Sq/CC.

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

7.3.3. **Window Area.** Curtains are fully open with windows closed. Holders and runners are clean and dusted with no visible debris.

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

7.3.4.1. **Light Switch and Thermostat.** Dusted and clean.

7.3.4.2. **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.

7.3.4.3. **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.

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

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

7.3.4.5.1. 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.

7.3.4.5.2. 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 7.5. Three Person Towel Arrangements**

<b>Three Person Towel Arrangements</b>	
Washcloth	Towel
<b>Valet</b>	
Washcloth on top of Towel	Washcloth on top of Towel
	Door

#### 7.3.5. Beds.

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

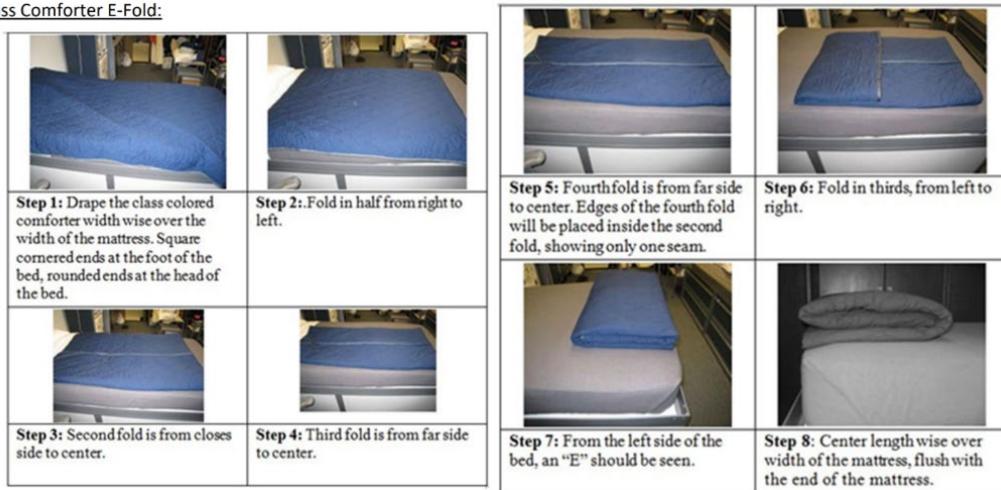
7.3.5.2. Configured with a minimum of one mattress, one pillow with pillowcase, one white sheet (over mattress), one clean issued comforter, and one class colored blanket or applicable blanket substitute if on exchange.

7.3.5.3. Mattress and Bedding. Bed displayed in SAMI order (Fig 7.7). Mattresses grounded to the headboard.

7.3.5.4. 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 7.6. Class Comforter Display**

Class Comforter E-Fold:



**Figure 7.7. SAMI Bed and Comforter Display**



### 7.3.6. Drawers. Neat, clean, and orderly.

7.3.6.1. 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.

7.3.6.2. Military clothing drawer (top drawer at the head of the bed for single beds or both top drawers for bunk beds) displayed IAW Figure 7.8. Other drawers are neat and orderly, with clothing folded or rolled.

7.3.6.3. 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.

### 7.3.7. Desk and Bookcase.

7.3.7.1. Books are displayed sized accordingly from the outer edges of shelves in descending height order.

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

### 7.3.8. Wardrobe.

7.3.8.1. Items are mandatory unless stated otherwise and displayed IAW Figure 7.10. Clothing faces towards the center divider with hangers evenly spaced.

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

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

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

7.3.9. **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.

7.3.9.1. **Military Footwear.** Aligned IAW Fig 7.9. 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.

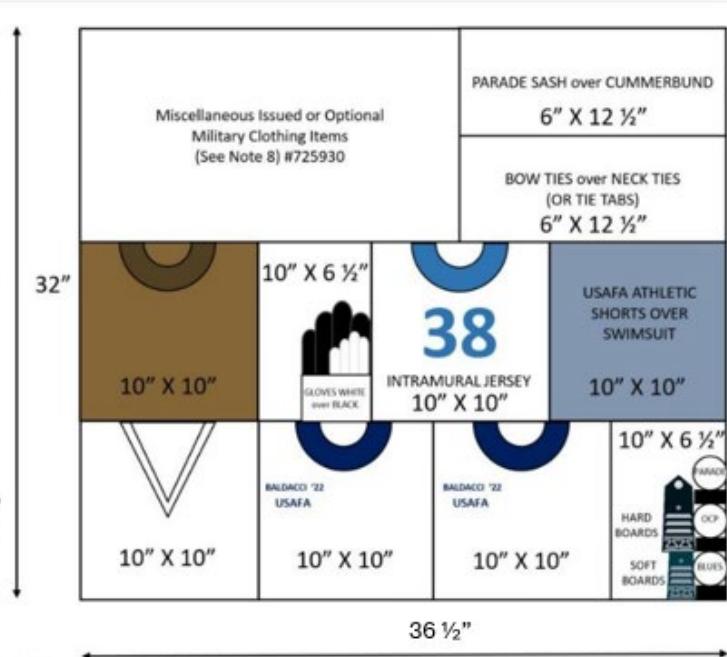
7.3.9.2. **Non-military Footwear.** Orderly and grouped behind the front row of military footwear. For wardrobes with pedestals: The toe of the shoe may rest on the floor of the wardrobe if they naturally slip from a position on the pedestal.

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

**Figure 7.8. Military Drawer Arrangement**

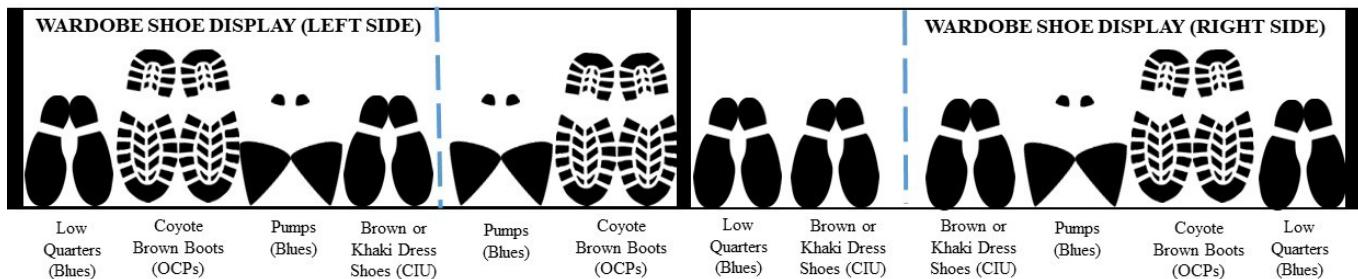
**Notes:**

1. Items folded according to dimensions except for gloves, boards, belts, and ties.
2. Shirt items folded with "V" or "semicircle" neck line centered.
3. Glove thumbs tucked underneath and "grounded" to intramural jersey and USAFA T-shirt as indicated.
4. Belts rolled/clasped into belt buckle, buckles facing forward (parade crest eagle right side up), "grounded" to right and front as indicated.
5. Shoulder boards grounded to belts and front of drawer (as shown).
6. Ties grounded to right (drawer edge) and rear (to parade sash stack) as indicated.
7. Additional issued/authorized optional military clothing items (i.e. pull over or cardigan sweater) may be placed in the upper left portion of military drawer. Item folded per Note 2.
8. One of every item displayed unless a single issued item is required for SAMI UOD.

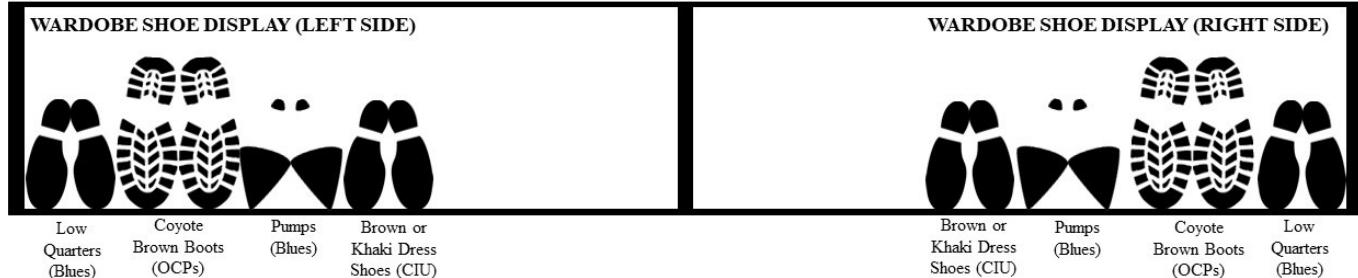


**Figure 7.9. Military Footwear**

**Three Person Shoe Display**



**Two Person Shoe Display**



**Figure 7.10. Wardrobe Arrangement**

<u>TWO CADET ROOMS</u>		<u>THREE CADET ROOMS</u>		
17.....1 CADET #1	1_17 CADET #2	17____1/17____9 CADET #1	8.....1/1.....17 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 (FDU) (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		

**7.3.10. 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.

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

**7.5. 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.

**7.5.1. Grading Inspectors.** A3 or Stan/Eval will evaluate the NMF PAI.

**7.5.2. NMF PAI Procedures.**

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

7.5.2.2. Before 1137, a member of Drill and Ceremony (D&C) staff notifies Cadet Sq/CCs their squadron is being graded.

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

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

7.5.2.5. Cadet Sq/CCs instruct the squadron to wear their proxies.

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

7.5.2.7. When a grader approaches, the Element Leader calls the element to attention and commands "parade rest" when the grader leaves.

7.5.2.8. Upon completion of the inspection, Cadet Sq/CCs dismisses the squadron.

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

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

## 7.6. Formations.

7.6.1. 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).

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

7.6.2.1. All cadets in formation will wear the UOD as indicated in the daily Routine Order (RO). Certain academic classes may require exceptions, which will be posted in the daily RO. Cadets in alternate uniforms will check in with squadron for accountability then form one alternate uniform element per group. Oversight of the alternate uniform element will be provided by a member of group staff.

7.6.3. 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 on the advice of a medical official.

7.6.4. AFCW/CC, AFCW/CV, and AFCW/COS 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.

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

7.6.6. MAF, NMF, and the Noon Meal period in Mitchell Hall are all mandatory events for cadets. Aside from scheduled basic airmanship program students and instructors for those programs, AD, DF, Clubs, and other Advanced Airmanship programs do not take priority over these formations without SCA approval.

## Chapter 8 – PERSONAL AND PROFESSIONAL APPEARANCE

**8.1. General Appearance Standards.** Cadets will comply with DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* except for cadet specific items addressed in this chapter.

8.1.1. Cadets granted a shaving waiver or religious exemption will have the waiver/exemption, either physical or digital copy, on their person (in their possession) at all times.

8.1.2. Cell phones and other large or bulky items will not be kept in service dress, blues pants, or parade pants during any formation or protruding from pocket.

8.1.3. Cadet Rank is assigned based on leadership position. Wearing another rank is prohibited.

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

8.2.1. **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 or as prescribed in the publication.

8.2.2. All changes to UOD will be coordinated with the CW/DO and will be reflected in the RO.

8.2.3. Except when signed out and departing Cadet Area, all cadets will be in authorized UOD from Release From Quarters (RFQ) until 1700 unless specifically authorized an alternate uniform on an AF469, which can be found at Aeromedical Services Information Management System (ASIMS).

8.2.4. Cadets participating in soaring and jump activities are permitted to wear OCPs as their UOD on days that they are scheduled to participate in those courses. **Flight suits will not be worn on the Terrazo.**

8.2.4.1. Cadets wearing OCPs during airmanship activities will wear assigned USAFA CS patches.

8.2.4.2. Cadets enrolled in Powered Flight Programs with the 557 FTS will bring and change into FDU at the airfield before participating in live flight events.

**8.3 Civilian Clothes.** Cadets may wear civilian clothes when signed out on a pass and immediately departing the cadet area. IC “team gear” is civilian clothing. Cadets will transit to/from workouts/practice in the uniform of the day (UOD) or cadet physical training uniform (PTUs). Cadets may change into “team gear” or team uniforms for the purposes of practice only when in the gym locker room but must transit back to the cadet area in UOD or PTUs. 4-degrees are not allowed to wear civilian attire until after completion of Recognition and Promotion. Appropriate civilian attire is authorized for 1-degree, 2-degree, and 3-degree cadets from 2000 to RFQ during weekdays and 1700 on Fridays to TAPS on Sundays (or Monday if a holiday).

8.3.1. Appropriate civilian attire will be professional, functional and consistent with DAF and Cadet Standards and Duties Instruction (Reference DAFI 36-2903 paragraph 1.3.1.3.). Appropriate civilian clothing does NOT include the following: symbols or statements that are profane, lewd, offensive, or obscene; bare chest, tank tops, halter tops, crop tops, sleeveless shirts, cut-off pants/shorts, or clothing that exposes private areas of the body or undergarments.

**8.4 Bathrobes.** Cadets are authorized to procure and wear their own bathrobes for showering or when transiting to and from the restroom after Taps and before FMD. The bathrobe must be in the Cadet's class color, solid in color, and free from prints or logos. It must extend below the

knee and have long sleeves, and be made from cotton, terry cloth, fleece, or wool. Cadets may still wear the standard issued bathrobe if they prefer.

8.4.1. All cadets are prohibited from visiting other rooms or loitering in squadron areas while in a bathrobe. They must go directly to the restroom and back to their assigned dorm room.

8.5 **Pajamas.** Cadets may wear pajamas in their assigned room or when transiting to and from the restroom after Taps and before release from Quarters. Reference para 8.3.1 for appropriate pajamas.

8.6 **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.

8.7 **Summer Programs.** UOD for specific programs will be directed in the Summer Program OPORD and respective FRAGORDs, if any.

### 8.8 Miscellaneous Policies.

8.8.1. **Pockets.** Cadets will NOT have hands in their uniform pockets unless they are briefly placing an item in or taking an item out.

8.8.2. **Cell Phones.** Cadets will not utilize cell phones while walking in uniform. Cadets will ensure that they are not protruding from any pocket while in uniform.

8.8.3. **Alternate Uniform.** Must be approved by respective PP Sq/CC with a recommendation from the Cadet Clinic doctor using the Cadet Injury/Illness Report AF469. Written authorization must be available at all times.

8.8.4. **Donating Uniforms.** Do not donate, sell, or loan uniform items to civilians.

8.8.5. **Organizational Equipment Clothing.** Cadet Clubs requiring special clothing will coordinate requests through the Cadet Co-Curricular Activities Board (CCAB).

### 8.9 Uniform When Traveling.

8.9.1. **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.

8.10 **Service Dress (Class A).** Cadet uniforms will comply with IAW DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force Personnel* with the exception of the following cadet-uniform specific items.

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

8.10.2. **Prop and Wings.** One pair of standard chrome plated prop and wings will be worn, as shown in the table below and Fig 8.2. Gold Prop and Wings are authorized for direct descendants of the Army Air Corps, Women Airforce Service Pilots, or parent USAFA Graduates.

8.10.3. **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.

8.10.4. **Merit Pins.** If earned from the previous semester, the wear of a merit pin is mandatory on the service coat (see FIG 8.20.).

8.10.5. **Arnold Air Society Devices.** The wearing of Arnold Air Society Devices is required on the service dress uniform for members of the Arnold Air Society.

8.10.6. **Headgear.** Blue berets are authorized to be worn with Class B uniform and OCPs after specific Commandant approval is provided at the beginning of each AY. Cadet Sq/CC will inspect and ensure all Firsties have properly formed and are wearing their blue berets correctly.

**8.10.7. Headphones and Earphones.** Only authorized during air travel and/or passenger travel. Use of a hands-free device is authorized while operating a motor vehicle in uniform.

**Table 8.1. Men's Service Dress Accouterment Placement.**

<b>Nametag</b>	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.
<b>Ranks</b>	The hardboard rank will be worn on each shoulder, with the lapel tucked underneath the tip of the board.
<b>Prop and Wings</b>	The Prop and Wings insignia will be centered horizontally on the lapel in line with the point with the wings parallel to the ground.
<b>Badges/Wings</b>	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 $\frac{1}{2}$ inch. Wear in order of precedence as shown in section 8.11.5.1 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.
<b>Merit Badge</b>	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.
<b>German Armed Forces Badge for Military proficiency (GPB)</b>	Centered on the wearers right pocket. Other foreign awards may be worn so long they do not interfere with the wear of mandatory items.
<b>Arnold Air Society devices</b>	The Arnold Air Society pin will be centered $\frac{1}{2}$ inch above the nametag.

**Table 8.2. Women's Service Dress Accouterment Placement.**

<b>Nametag</b>	Centered on right side between arm seam and line of buttons or lapel, even with or 1.5 inches higher/lower than the first exposed button and parallel with the ground.
<b>Ranks</b>	The hardboard rank will be worn on each shoulder, with the lapel tucked underneath the tip of the board.
<b>Prop and Wings</b>	The Prop and Wings insignia will be centered horizontally on the lapel in line with the point with the wings parallel to the ground.
<b>Badges/Wings</b>	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 $\frac{1}{2}$ inch. Wear in order of precedence as shown in section 8.11.5.1 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.
<b>Merit Badge</b>	Centered $\frac{1}{2}$ inch above the nametag. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
<b>Arnold Air Society devices</b>	The Arnold Air Society pin will be centered $\frac{1}{2}$ inch above the nametag. If worn, the Arnold Air Society pin will be placed above a merit pin.



**Figure 8.1. Service Dress with P&W**



**Figure 8.2. Service Dress**

**8.11 Service Uniform (Class B).** Worn in long and short sleeve variants determined by the Commandant of Cadets.

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

8.11.2. **Ranks.** A pair of epaulets will be worn on each shoulder.

8.11.3. **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.

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

8.11.3.1.1 Any prior service flight badge.

8.11.3.1.2 Soaring Instructor Pilot Wings.

8.11.3.1.3 Cadet Aviation Club Wings.

8.11.3.1.4 Cadet Flight Wings.

8.11.3.1.5 Cadet Space Wings.

8.11.3.1.6 Parachutist Wings.

8.11.3.1.7 Any prior service AFSC Badges.

8.11.3.1.8 USMC Black/Gold Ancho.

8.11.4. **Merit Pins.** If earned from the previous semester, the wear of a merit pin is optional on the service uniform.

8.11.5. **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 Sq/CC.

8.11.6. **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. 8.10.3. for regulations regarding gold prop and wings.

8.11.6.1 C1Cs may wear Blue Berets for all applicable uniform configurations upon Commandant approval.

8.11.7. **Footwear.** Black low quarters, polished to a high shine are preferable, with plain black socks. Corframes are authorized and optional.

**8.11.8. Additional female uniform guidance.** The items below are optional for wear for female cadets in service uniform (Class B).

**8.11.8.1 Skirts.** Skirts may not be worn if they impede the execution of a required event.

**8.11.8.2 Semi form-fitting blouse.** C4C (post Recognition & Promotion) and C1C-C3C female cadets are authorized to wear the semi-form fitting blouse in service uniform, so long as it is not visible underneath the A-Jacket.

**Table 8.4. Men's Service Uniform Accouterments Placement.**

<b>Nametag</b>	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.
<b>Ranks</b>	The epaulets will be worn on each shoulder. Metal stiffeners are authorized underneath.
<b>Ribbons</b>	Grounded and centered on the left pocket. The bottom of the ribbons will rest on but not over the top edge of the pocket.
<b>Badges/Wings</b>	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 $\frac{1}{2}$ inch. Wear in order of precedence as shown in section 8.11.5.1 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.
<b>Merit Badge</b>	Centered on the wearer's left pocket both horizontally and vertically. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
<b>Arnold Air Society devices</b>	The Arnold Air Society pin will be centered $\frac{1}{2}$ inch above the nametag.

**Table 8.5. Women's Service Uniform Accouterments Placement.**

<b>Nametag</b>	The name tag will be centered, even within $1 \frac{1}{2}$ inches higher or lower than the first exposed button on the wearer's right side.
<b>Ranks</b>	The epaulets will be worn on each shoulder. Metal stiffeners are authorized underneath.
<b>Ribbons</b>	Centered on the wearer's left, parallel to the ground. Align bottom of the ribbons with the bottom of the name tag.
<b>Badges/Wings</b>	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 $\frac{1}{2}$ inch. Wear in order of precedence as shown in section 8.11.5.1 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.
<b>Merit Badge</b>	Centered $\frac{1}{2}$ inch above the nametag. If a prior enlisted badge belongs in the same place, the prior enlisted badge takes precedence.
<b>Arnold Air Society devices</b>	The Arnold Air Society pin will be centered $\frac{1}{2}$ inch above the nametag. If worn, the Arnold Air Society pin will be placed below a GPB and above a merit pin.



**Figure 8.3. Service Uniform**



**Figure 8.4. Wear of optional Service Uniform Skirt**

**8.11.9. 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:

- 8.11.9.1 **Rank insignia.** Placed on Velcro patch area centered.
- 8.11.9.2 Wear of Operational AF Aeronautical badges is mandatory.
- 8.11.9.3 Wear of the class year patch on the left shoulder is mandatory.
- 8.11.9.4 Morale patches are not authorized to be worn on the OCP uniform.
- 8.11.9.5 **Headgear.**
  - 8.11.9.5.1 **Patrol caps.** Worn by lower three classes. Will rest squarely on the head with band horizontal to the ground and no hair protruding in front. Female hair must not interfere with proper wear. Reference Figure 8.6.
  - 8.11.9.5.2 **Blue Berets.** Blue Berets may be worn in OCPs upon Commandant approval.
  - 8.11.9.5.3 **Class colored baseball hats.** Worn only by basic cadets or when authorized by Commandant of Cadets.
  - 8.11.9.5.4 Organizational caps, except for CFRT and course cadre, are not authorized.
- 8.11.9.6 **Sister Service Uniforms.** Upon selection for commissioning into a sister service (e.g., 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 PP Sq/CC, or sister service officer from DF/AD/USAFA Space Detachment, in the sister service uniform before regular wear sister service uniform wear.
  - 8.11.9.6.1 When required for UOD, cold weather gear will be equivalent to that worn by the rest of the AFCW.

**Figure 8.5. OCP Uniform****Figure 8.6. Parol Cap****Figure 8.7. Right Arm Patches****Figure 8.8. Left Arm Patches****Figure 8.9. Rank Placement**

## 8.12 Flight Duty Uniform (FDU)

8.12.1. FDU sleeves will be down.

8.12.2. Will not be worn in the cadet area by PP or cadet at any time.

8.12.3. 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.

8.12.4. 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.

8.12.5. Currently assigned Squadron, Group, or Wing patches are the only authorized organizational patches for wear.

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

**Figure 8.10. FDU****Figure 8.11. Cadet Physical Training Uniform**

### 8.13 Cadet Physical Training Uniform (PTU).

**8.13.1. Fitness Programs.** The AD allows wearing colored shirts with the PTU to distinguish and identify cadets-in-charge while performing relevant duties. Fitness programs include Athletic Reconditioning (RECONDO) and Cadet Fitness Center (CFC) Cadet in Charge (CIC).

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

8.13.3. PTU Shorts must be issued USAFA PT shorts.

8.13.4. PTU will only be worn when proceeding directly to and from the Cadet Area and in the athletic areas. Cadets may wear the PTU after 1700 on duty days and during the weekends, excluding military duties with UOD requirements.

8.13.5. Squadron-customized intramural jerseys may be worn during intramural competitions; design and color require PP Sq/CC and AD approval. IC cadets will not wear AD-issued gear on the terrazzo or transiting to and from practice. IC cadets will wear PTU while in the CFC during the duty day (0625-1700), except RECONDO and CFC CICs.

8.13.6. Shirts will be tucked in at all times unless actively working out.

8.13.7. 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.

8.13.8. 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. If worn, hood will be down. Logos will not be visible. Short, mid, and full-length solid black, white, or dark blue form fitting sportswear (i.e., spandex, Lycra, or elastic) may be worn and visible under both the PTU pants and shorts. Any other civilian attire is NOT authorized for wear with PTU.

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

8.13.10. 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).

8.13.11. AD will coordinate with CW to determine authorized deviations/alternative PE uniforms based on safety and mission requirements for certain PE courses.

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

8.14.1. Merit badges will be worn in Mess Dress.

8.14.2. **Footwear.** Black low quarters, polished to a high shine are preferable, with plain black socks. Corframes are authorized and optional.

## 8.15 Parade Uniform.

8.15.1. **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 (reference Figure 8.14.).

8.15.2. **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.

### 8.15.3. Accessories:

8.15.3.1 Headgear – white parade cap.

8.15.3.2 Gloves – white.

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

8.15.4. **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 Sabre Drill Team may wear the parade sash as required.

8.15.5. **Footwear.** Black low quarters, polished to a high shine are preferable, with plain black socks. Corframes are authorized and optional.

8.15.6. **Sabre.** Firstie Cadets are authorized to wear the saber in uniform. The Sabre strap is located under the sash. Sabre and scabbard rest on the left hip in front of the tassel.

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

**Figure 8.12. Parade Uniform**



**Figure 8.13. Parade Dress Prop and Wings**



8.16 **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.

8.16.1. **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.

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

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

8.16.4. **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.

8.16.5. **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 8.2, General Appearance Standards.

8.16.6. **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.

## 8.17 Outer Garments

8.17.1. **A-Jacket.** The A-Jacket may be worn indoors or outdoors over the service uniform with a flight cap. The A-Jacket may also be worn with black gloves, earmuffs, and watch caps.

8.17.2. **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.

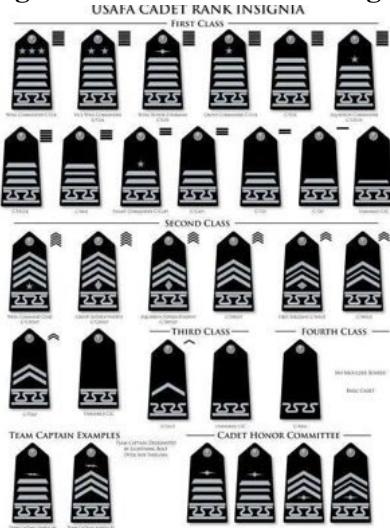
8.17.2.1 CCAB is chaired by the Chief, Training and Support Division (CWT) and is the final approval for patches. CCAB maintains an approved list of patches.

8.17.3. **Parka.** The Parka may be worn over service uniform and PTUs 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.

8.17.4. **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.

8.17.5. **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 and watch caps are optional. Collar flaps are folded down and buttoned. Service dress shoulder boards are worn on the Overcoat like the service dress jacket.

8.17.6. **Cold Weather Accessories.** Cold weather accessories such as gloves, scarves, pullovers, cardigans, watch caps 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 8.14. Overcoat****Figure 8.15. Parka****Figure 8.16. Athletic Jacket****Figure 8.17. Rank on Rain Coat****Figure 8.18. Cadet Rank Insignia**

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

**8.18 Guardian Uniforms.** Firstie Cadets selected for commission into the United States Space Force are not authorized modifications to the cadet uniform besides the following.

**8.18.1. Operational Camouflage Pattern (OCP).** C1Cs selected for the USSF are authorized the wear of "Space Blue" name/service tapes (see Figure 8.20) on both the OCP, Patrol Cap and cold weather gear.

**8.18.2. Rank.** USSF-selected cadets will wear "Space Blue" rank patches.

**8.18.3. Subdued Patches** USSF selected cadets will continue to wear subdued patches. At

no point will cadets wear colored patches.

8.18.4. Cadets will adhere to SPFGM2024-36-01 for the previous modifications.

**Figure 8.19. Cadet Merit Badges**



Figure 8.20. Guardian Uniforms



**Table 8.5 Exchange Cadet/Midshipmen Equivalent Uniforms**

<b>USAFA</b>	<b>USMA</b>	<b>USNA</b>	<b>USCGA</b>
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 9 - SAFETY AND SECURITY

- 9.1. Personnel must follow safety procedures outlined IAW their squadron safety bulletin WRT emergency procedures, risk management and mishap reporting.
- 9.2. **Cadet Illness/Injury Report (AF 469).** The Medical Provider is final approval authority for recommended actions listed in the AF 469. Cadets must have an approved AF 469 readily accessible until expired or no longer warranted.
- 9.2.1. **Bed Rest.** Bed rest can be authorized IAW USAFAI 36-3536, Allocation of Cadet Time. 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.
- 9.3. **Ground Safety.**
  - 9.3.1. **Lightning Warnings.** Upon notification of a lightning warning, seek immediate shelter in the nearest facility until the “all clear” is given. Cadets MAY NOT transit across the Terrazzo during a lightning warning.
  - 9.3.2. **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.
  - 9.3.3. **Cadet Reflective Belt Wear.** Issued reflective belts must be worn during nighttime hours (sunset to sunrise), during periods of decreased visibility, and during inclement weather while walking, running, or biking along USAFA roadways.
  - 9.3.4. Do not rollerblade, skate, skateboard, hoverboard, or ride bicycles or scooters (or similar devices) anywhere on the Terrazzo or inside any USAFA facilities.
  - 9.3.5. Do not use equipment that does not meet Department of Transportation motor vehicle standards for public roadways.
  - 9.3.6. Bicycles in the cadet dormitory areas must be registered in SIS/COMPASS, display a current registration code sticker, and will be locked in designated areas near the dormitories, gym, and field house.
- 9.4. **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. 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.
  - 9.4.1. The squadron safety program will brief the HRA program requirements each semester and before major breaks.
  - 9.4.2. 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 PP Sq/CC/AMT each year prior to participating in HRAs.
  - 9.4.3. 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 PP Sq/CC/AMT for further discussion.
- 9.5. **Vehicle Safety.**
  - 9.5.1. Due to limited parking spaces, cadets are allowed to register either a car or a street-registered motorcycle in COMPASS.
  - 9.5.2. **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 USAFASUP, *U.S. Air Force Traffic Safety Program*. Cadets must be in good

standing, have all appropriate certifications, have PP 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.

9.5.3. First Class Cadets who will start riding during 60 days post-graduation are required to enroll in motorcycle safety courses in their final semester, provided it is IAW DAFI 91-207 USAFASUP, *U.S. Air Force Traffic Safety Program*. Cadets must be in good standing and have PP Sq/CC approval. Contact USAFA/SE (333-3205, -1983, -1946) for procedures to request approval.

9.5.4. Cadets are not allowed to ride as passengers on a motorcycle.

9.5.5. **ATV/Dirt Bikes.** ATV/Dirt Bikes must be stored at an authorized on- or off-base storage location, such as Outdoor Recreation Center or at sponsor's house. Cadets must have a current and approved High-Risk Activity briefing before operating any off-road motorcycle or ATV.

9.6. Accidents and Arrests. Cadets must notify their PP 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 PP Sq/CC/AMT, cadets must call CWOC (333-2910 or 1-877-289-5222) to report an incident. 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.

9.7. **BBQ Grills.** Grills must be used at least 10 feet from any facility or the overhang of any facility. Grills must be owned by squadrons.

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

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

9.7.2.1. BBQ grills within 24 hours from last use or by 0600 the following day, whichever is earlier, will be returned to Jacks Valley storage areas, including large trailer mounted grills, and propane tanks.

9.7.3. BBQ grills and propane tanks must be marked with the correct 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.

9.8. Fire Evacuation Procedures. Take the following actions:

9.8.1. Upon receiving an evacuation notice, the CQ-Sitter or the highest-ranking member of each squadron will follow the Fire Evacuation Procedure checklist posted on the Squadron Safety Bulletin and CQ binder.

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

9.9.1. Privately owned firearms and ammunition are not allowed to be stored or brought in the Cadet Area at any time.

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

9.9.2.1. 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.

9.9.2.2. Cadets who plan to purchase a weapon will verbally notify the PP Sq/CC within 48 hours prior to the purchase. Cadet must provide written notification within that same time frame.

- 9.9.2.2.1. PP Sq/CC/AMT will file written notification in the Cadet Personnel Record; Section I, under general authorizations.
- 9.9.2.3. Cadets who maintain weapons must store at an authorized on- or off-base storage location (i.e. sponsor's house).
- 9.9.2.4. Cadets involved in activities involving firearms must ensure they are properly trained on safe operation of the weapon.
- 9.9.2.5. Privately owned firearms and ammunition are not allowed in the Cadet Area or on base unless kept in a sponsor's private residence.
- 9.9.2.6. 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.
- 9.9.2.7. Pyrotechnics and Munitions. Cadets will not handle munitions/explosives without trained PP oversight.

#### **9.10. Security Measures.**

- 9.10.1. 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.
- 9.10.2. Proximity Cards (Proxy Cards). Will be worn at all times within the black gates of Cadet Area. Proxy Cards will not be worn outside the Cadet Area. Proxy cards are required to be displayed above the waist. CACs do NOT take the place of your proxy cards.
- 9.10.3. Proxy cards will not be worn during any formal military formations or any other situation when being photographed.
- 9.10.4. Cadets may NOT use another cadet's proxy card for any reason.
- 9.10.5. Immediately report any lost/stolen proxy card to PP Sq/CC/AMT. Replace immediately through Help Desk (333-0083) located in Fairchild Hall.
- 9.10.6. Individuals not properly wearing a proxy card will be challenged unless escorted by an authorized official and may face administrative actions and cadet discipline systems actions.
- 9.10.7. Proxy cards must be serviceable with a clearly identifiable photo.
  - 9.10.7.1. If an 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 PP.

#### **9.11. Photography Restrictions.**

- 9.11.1. Photography at USAFA airfield must be approved by 306 Flying Training Group (FTG).
- 9.11.2. 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).
- 9.11.3. 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.
- 9.11.4. 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).

#### 9.12. Non-DoD Visitors.

9.12.1. All Non-DoD visitors to the Cadet Area will be always escorted by cadets in service dress with approval by PP Sq/CC. Escorts will follow guidelines within USAFAI 36-2016, *Cadet Escort Program*.

9.12.2. Cadets may host high school-aged visitors (e.g., athletic prospects) overnight IAW USAFAI 36-3501, Cadet Screening for Youth Activities.

9.13. **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 BDOC immediately. All bomb threats must be treated seriously and steps must be taken to minimize injury to personnel and damage to property.

#### 9.14. Email.

9.14.1. Reference AFH 33-337, Tongue and Quill for email etiquette.

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

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

9.14.4. Group-Wide: AFCW Gp/CC, AFCW Gp/CV, AFCW Gp/COS, or AFCW Gp/SEL.

9.14.5. Squadron-wide: Cadet Sq/CC, Cadet Sq/COS, or Cadet Sq/SEL.

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

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

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

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

9.15. **Inappropriate Use of Government Network.** Cadets will not use the government 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 on government networks include but are not limited to hacking, gambling, malicious programs, tapping, exploitation and accessing the “Dark Web”. More non-inclusive examples entail:

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

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

9.15.3. 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.

9.15.4. Hindering system functions (e.g., Antivirus, SCCM, vulnerability scanning, alerting/deleting system logs/files).

9.15.5. Tapping phone or network lines.

9.15.6. Sending an email on another individual’s behalf without explicit permission.

9.15.7. Using USAFA resources for personal or financial gain (excluding online banking).

- 9.15.8. Configuring wireless laptops in an ad hoc or wireless peer to peer structure.
- 9.15.9. Auto forwarding email from official email account to commercial email provider.
- 9.15.10. Acquire technical support from only USAFA assigned technicians; to include remote assistance.

#### **9.16. Personal Security and Personal Property Storage.**

- 9.16.1. 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.
- 9.16.2. 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.
- 9.16.3. Issued laptop computers are not to be left unattended or unsecured at any time.
- 9.16.4. Immediately report lost, stolen, or damaged property to chain of command and 10 SFS (719-333-2000).
- 9.16.5. 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.

## **Chapter 10 – PRIVATELY OWNED VEHICLES (POV)**

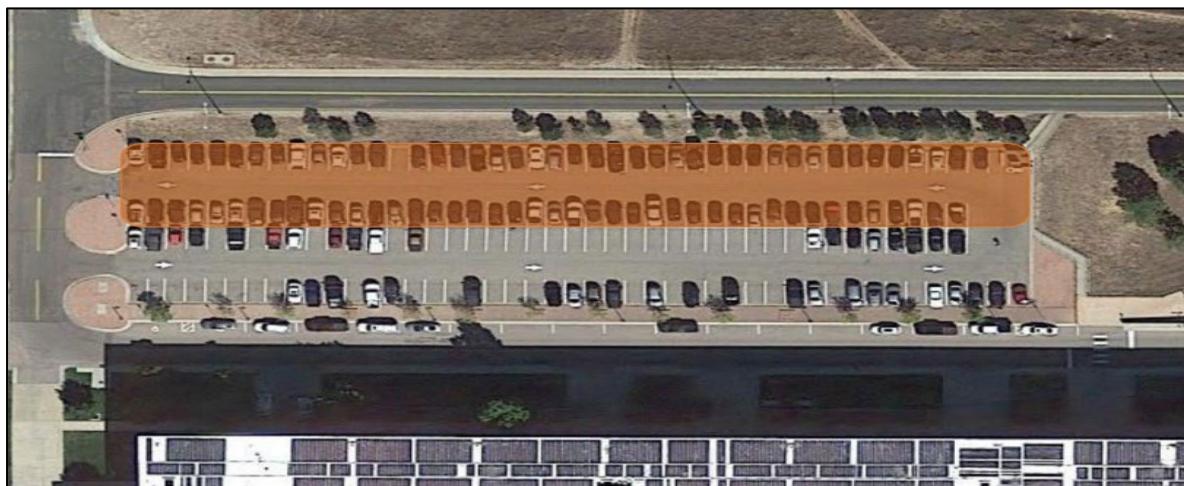
- 10.1. Maintaining a POV.** A cadet is maintaining a vehicle if he or she is the primary user of the vehicle, has possession, is making payments on or insuring the vehicle, even if the vehicle is registered to a parent, guardian, or sponsor. Eligible C1Cs and C2Cs may maintain a single POV (a motorcycle counts as 1) at USAFA. Alternatively, C1Cs and C2Cs are allowed to maintain a street-registered motorcycle 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 must work with PP to deregister a car if they are no longer using it to maintain accurate records of current registrations. C3Cs and C4Cs are prohibited from maintaining a vehicle.
- 10.2. Motorcycles.** Reference para 9.5.2 for motorcycle guidance.
- 10.3. 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 and Squadron of the renting Cadet will be displayed on the driver side dash while in the cadet area.
- 10.4. Borrowed Vehicles.** Cadets will not rent or loan vehicles to other cadets with the intent of making a profit. The owner of the vehicle is responsible for ensuring that upon return, the vehicle is parked in an authorized location.
- 10.5. Eligibility Criteria.** To be eligible to maintain and operate a POV, C1Cs and C2Cs must be in good standing and approved by PP Sq/CC. PP Sq/CCs may restrict use of POVs.
- 10.6. Vehicle Registration and Parking rules are posted at “CWX SHAREPOINT SITE”**
- 10.6.1. Vehicle Registration Process.** Cadet vehicles must be registered in COMPASS within 5 duty days of being on USAFA.
  - 10.6.2.** Submit documentation to their PP Sq/CC/AMT via COMPASS.
  - 10.6.3.** Cadets with a temporary state registration must enter it on COMPASS and update their form when they receive a permanent or new plate number.
  - 10.6.4.** Cadet vehicles awaiting registration approval may only be parked in eligible parking lots IAW para 10.4. below. Cadets will place a clearly visible sheet on their dashboard with their name, squadron (and summer squadron if during summer period) to avoid parking ticket/infraction.
  - 10.6.5. Previously Registered Vehicles/Transfer of Ownership.** Cadets who transfer ownership of vehicles must remove previous registrations/markings and/or register in COMPASS.
- 10.7. 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.
- 10.8. 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.
- 10.8.1. Authorized Cadet Parking Lots.** Cadets may park in appropriate locations designated by the table below. Special exceptions (e.g., Summer Programs, Medical Exceptions) may apply.

**Table 10.1. Authorized and Unauthorized Cadet Parking Lots**

<b>Eligible Cadets</b>	<b>Locations</b>
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
<b>None (Unauthorized Areas)</b>	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, alongside curbs and grass areas

**10.8.2 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 unless the cadet possesses a DMV-issued handicap placard, authorizing reserved handicap parking spots. The Cadet Special Parking Pass does not authorize use of reserved parking spots. Cadets must park in C1C or C2C lots if those spaces are full.

**Figure 10.1. Upper NW Vandenberg Lot.**



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

**Figure 10.2. Upper Sijan Lot.**



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

**10.8.3 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, CS and time frame it will be parked on the driver side dashboard. Information will be given to PP Sq/CC/AMT prior to leaving the Air Force Academy. If vehicles are not registered and parked in this 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.

**10.8.4 Cadet Overflow/Temporary Parking.** Overflow parking lot areas are designated by 10 SFS through the Commandant of Cadets' Training Support Branch (CWTM) and are subject to change at any time. 10 SFS and/or CWTM will disseminate info to cadet and PP 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 10.10.

**10.8.5 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 PP Sq/CC/AMT within 24 hours or the next duty day. For DD Form 1408/Form 10 for parking violations, cadets will contact the ticket issuer within 48 hours to provide the required information. The PP 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.

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

**10.8.7 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.

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

**Table 10.2. Recommended Punishment for Infractions**

Infraction	Recommended Punishment
Unauthorized/illegal parking (first offense)	Category I, loss of driving privilege for 30 days (5 Tours).
Unauthorized/illegal parking (second and further offenses)	Category II, loss of driving privilege one semester (15 Tours).
Failing to register vehicle (authorized cadets)	Category II, loss of privilege for one semester or until vehicle is registered, whichever is longer (15 Tours).
Unauthorized owning/maintaining a vehicle	Category III, Loss of privilege for one year after cadet gains eligibility (35 Tours)

10.8.7.2 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.

**10.8.8 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 PP Sq/CC to the PP 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.

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

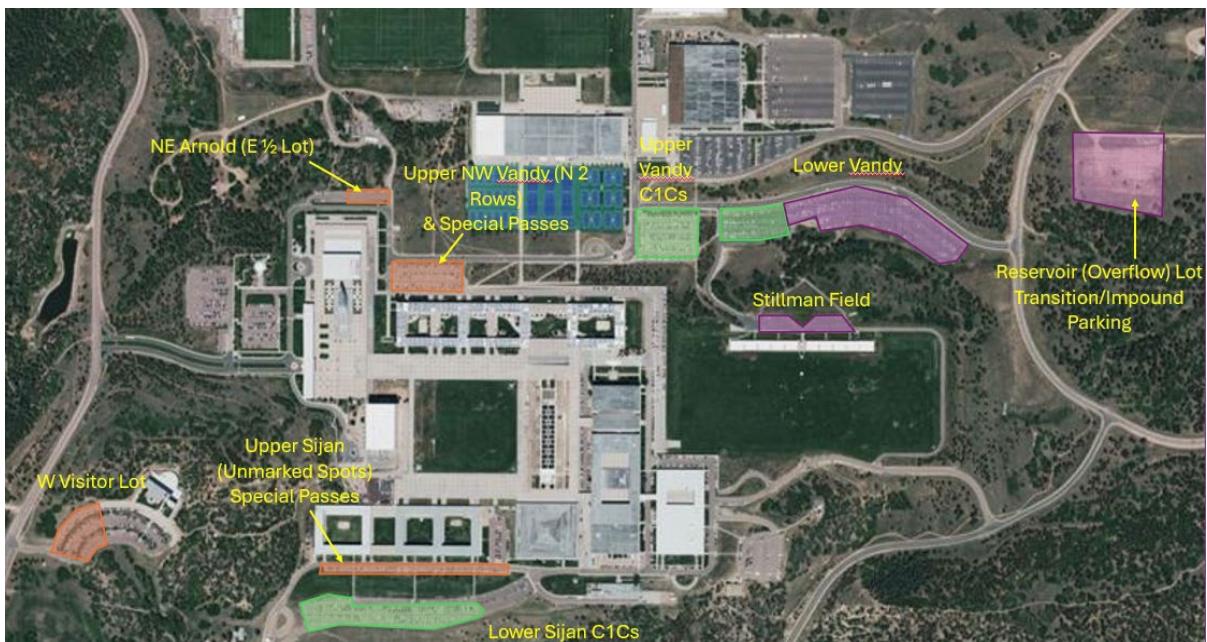
## 10.10 Additional Driving and Parking Restrictions:

**10.10.1 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. Temporary access is strictly limited to 30 minutes. When doing so, they will only park on driveways and keep their hazard lights on. Cadets will not drive under Vandenberg or Sijan dormitories. Cadets will not park in front of trash compactors.

**10.10.2 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). Boats, boat trailers, horse trailers, camper trailers, and utility trailers will not be kept in cadet parking lots. These vehicles must be stored in an RV storage lot through Outdoor Recreation (333-4356) or at an off-base storage facility at the owner's expense.

**10.10.3 Abandoned Vehicles.** Trailers, cars, etc., not licensed and/or registered that remain in the 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.

**Figure 10.3. Approved Cadet Parking Areas**



Purple – C1Cs and C2Cs

Green – C1Cs Only      Orange – Privileged Access

**Figure 10.4. NE Arnold Lot.**

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

**Figure 10.5. Upper NW Vandenberg Lot**

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

**Figure 10.6. Upper Sijan with Special Parking Passes Only**

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

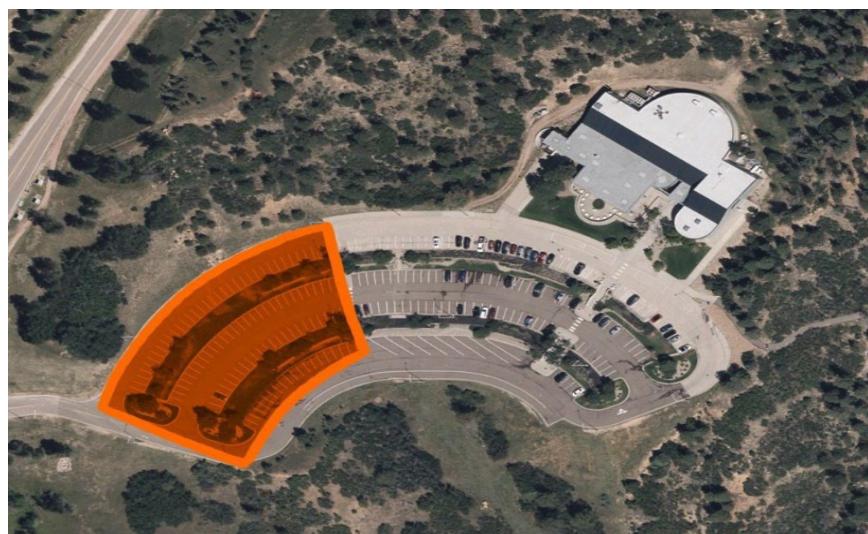
**Figure 10.7. Lower Sijan Firstie Lot.**

**Figure 10.8. Lower Vandy Lot**



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

**Figure 10.9. W Visitor's Center**



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

**Figure 10.10. Example Temporary Parking for Major Events**



**Red – Unauthorized Parking    Green – Authorized Parking**

## Chapter 11 – MANDATORY SHIFT PROGRAMS

11.1. The CWOC Director has oversight of the mandatory shift programs. AFCW Commanders (wing, group, and squadron) are responsible to their unit's PP leadership for operating their accountability programs. The CWOC Staff, AFCW/COS for each unit (wing, group, and squadron), and Cadet Sq/SEL are responsible for staffing and training specific duties.

11.2. **Shift Assignment Guidance.** 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. **EXCEPTION:** *Cadets may not miss class or the AFT/PFT to work a shift.*

11.3. **Senior Cadet Officer of the Day (SCOD).** The SCOD is an on-scene representative for the AFCW/CC that ensures nightly safety, security, and strength reporting for the AFCW.

11.4. **Senior Cadet Duty Officer (SCDO).** The SCDO 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 accountability and are responsible for monitoring and reporting DI results. One SDO will be assigned per unit AOR (wing, group, squadrons) per day and will perform duties between 1915 and Taps.

11.5. **Squadron Cadet in Charge of Quarters (Squadron CCQ).** The CCQ is responsible for being the “face of the unit” to visitors. The CCQ monitors the unit space for cadets in distress and unusual activity and assists the SDO with reporting their squadron’s DI results to CWOC.

11.6. **Hap’s Cadet in Charge of Quarters (Hap’s CCQ).** The Hap’s CCQ is responsible for ensuring a legal, safe, and orderly Hap’s operation.

11.7. **Arnold Hall Cadet in Charge of Quarters (A-Hall CCQ).** The A- Hall CCQ is responsible for being the “face of the wing” to the public and for ensuring security of Arnold Hall.

GAVIN P. MARKS  
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*  
AFCW Form 304, *PAI Checklist*

**Adopted Forms**

DD Form 1408, *Armed Forces Traffic Ticket*  
DAF Form 469, *Duty Limiting Condition Report*  
DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*  
DAF Form 1768, *Staff Summary Sheet*  
DAF Form 3902, *Application and Approval for Off-Duty Employment*  
DAF Form 4391, *High Risk Activities Worksheet*  
USAFA Form 10, *Report of Conduct*  
USAFA Form 18, *Cadet Injury/Illness Report*  
USAFA Form 28, *Traffic Appeal*  
AFCW Form 1, *Unit Accountability Record*  
AFCW Form 311, *Bed Rest or Post Duty Rest Notification*  
AFCW Form 2005, *Official Crew Rest Notification*

## References

- DAFI 1-1, *Air Force Standards*
- DAFI 17-130, *Cybersecurity Program Management*
- AFMAN 17-1301, *Computer Security SPFGM2024-36-01, Space Force Guidance Memorandum Establishing Dress and Personal Appearance*
- 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*
- DAFI 33-322, *Records Management and Information Government Program*
- USAFAI 33-118, *USAFA Information Technology Enterprise Use and Management*
- AFPD 36-29, *Military Standards*
- AFPD 36-35, *United States Air Force Academy*
- DAFI 34-219, *Alcoholic Beverage Program*
- DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*
- DAFI 36-2909, *Professional and Unprofessional Relationships*
- DAFI 36-3101, *Fundraising*
- USAFA 36-2016, *Cadet Escort Program.*
- AFCWI 36-3501, *Cadet Standards and Duties*
- USAFA 36-3504, *Disenrollment of United States Air Force Academy Cadets*
- USAFA 36-3510, *Recognizing Cadet Achievement*
- USAFA 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*
- USAFA 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 90-160, *Publications and Forms Management*
- DAFI 91-207, *USAF Traffic Safety Program*
- USAFAFAMAN 36-3526, *Developing Leaders of Character at USAFA*

**Abbreviations and Acronyms**

ABW – Air Base Wing

AFCW – Air Force Cadet Wing AD – Directorate of Athletics

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

APECS – All-Purpose Environmental Clothing System

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 and Leadership

Development

CCQ – Cadet in Charge of Quarters

CDS – Cadet Discipline System

CIC – Cadet in Charge

CFC – Cadet Fitness Center

CIL – Critical Information List

CM – Strategic Communications Office

CoCI – Commandant of Cadet Instructions

COS – Chief of Staff

CS – Cadet Squadron

CUI – Controlled Unclassified Information CV – Vice Commandant

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

EXORD – Execute Order

FDU – Flight Duty Uniform

FMD – First Military Duty FRAGO – Fragmentation Orders FSS – Force Support Squadron FTG – Flying Training Group

IAW – In Accordance With

IC – Intercollegiate

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

MU – Mission Unit

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

PLANORD-Planning Order

POC – Point of Contact

POV – Privately Owned Vehicle

POW – Prisoner of War

PP – Permanent Party

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

WARNORD – Warning Order

**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 80840