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Logistics

**FOOTBALL POST SEASON CONTEST
PARTICIPATION**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 24-1, *Personnel Movement*, and establishes United States Air Force Academy (USAFA) procedures for the participation of the USAFA varsity football team in a National Collegiate Athletic Association (NCAA) sanctioned football bowl game. It applies to all USAFA personnel including, but not limited to, Air Force Academy Athletic Association (AFAAA) personnel, coaches, and football players who are involved with the preparation for, and participation in, a football bowl game. Since a football bowl game presents the USAFA with the opportunity to represent both itself and the Air Force in a highly visible fashion, it is the purpose of this instruction to ensure that the conduct of all individuals involved demonstrates the best qualities of the USAFA and the United States Air Force.

1. Acceptance of Bowl Invitation:

1.1. USAFA is a member of the Mountain West Conference (MWC) and, as such, the Academy is required to participate in scheduled conference athletic events. To participate in these events USAFA is obligated to send athletic teams to away contest locations and to pay associated costs. The requirements and rules for participation in these events are established by the MWC and are binding on all conference members. The conference negotiates and executes bowl contracts, both with individual bowls and through the Bowl Alliance, and teams selected to participate are bound by those contracts. When a team is selected or invited to a bowl game, that acceptance is merely an acknowledgement of the obligation to participate. This acknowledgement is the same as the acknowledgement of obligations to play MWC regular season schedules issued by the conference. The acknowledgement (acceptance) of the Academy's obligation to participate in a bowl game is not a procurement action requiring the approval of a contracting officer.

1.2. The Director of Athletics (HQ USAFA/AH) will brief the AFAAA Advisory Council on bowl invitations (including the applicable bowl operations manuals). HQ USAFA/AH will also prepare a

bowl plan (including travel party, advance party, departure dates, transportation, lodging, etc.) for review by the AFAAA Advisory Council and approval by the Superintendent (USAFA/CC).

2. Mode of Travel . It is the policy of the USAFA to travel by chartered aircraft because of the size of the Academy contingent and the difficulty of making scheduled airline reservations during the holiday season.

2.1. Contracting for Airlift. If airlift capability is available through Air Mobility Command, Contracting (10 ABW/LGC) will contract to secure the required aircraft. The Athletic Department (AH) will make every effort to provide advance notice of potential bowl sites and dates to 10 ABW/LGC to assist them in their planning process. Only authorized personnel will travel military air when transportation is provided by Air Mobility Command.

2.1.1. If the Mountain West Conference or the bowl provides charter airlift, the traveling contingent will use this chartered airlift and no procurement action by 10 ABW/LGC is required.

2.1.2. 10ABW/LGC in coordination with the Athletic Department will procure the necessary airlift support if more than one charter is required. The Vice Superintendent (HQ USAFA/CV) must approve the use of more than one charter or reliance on scheduled air carriers.

2.2. When the team, coaching staff, and government personnel are required to be on location at the bowl site by a specific date prior to the bowl game, their travel requirements have priority in scheduling the charter. If a substantial number of official travel party members do not have to arrive when the team does, a cost comparison will determine whether it is more economical to take more than one charter or to rely on scheduled air carriers.

3. Travels by the Official Travel Party and Reimbursement of Expenses:

3.1. The official travel party includes football players and coaches, football support personnel (i.e., equipment managers, trainers, team physician, video technicians), cheerleaders, and USAF Academy and Athletic Department personnel required to participate in official bowl functions and activities.

3.1.1. Football coaches, football support personnel, players, and cheerleaders will travel in accordance with AFI 65-106/Supplement 1. These members of the official travel party will travel at AFAAA expense unless the HQ USAFA/CV authorizes their travel by commercial air, and they are authorized to do so at appropriated fund expense. All travel arrangements will comply with applicable NCAA rules.

3.1.2. All other members of the official travel party will travel under appropriated fund orders or at AFAAA expense. Funding to cover these travel expenses will be in accordance with AFI 65-106/Sup 1, Attachment 5 (Added), and [Attachment 2](#), this instruction.

3.2. All members of the official travel party are expected to travel to and from the bowl game using the chartered aircraft. Requests to travel by commercial air will be reviewed by the Director, HQ USAFA/AH, and approved by HQ USAFA/CV.

3.2.1. All members of the official travel party traveling in an appropriated fund status will be billed directly by the Athletic Department for their airfare, and must seek reimbursement through their travel voucher.

3.3. Members of the official travel party will be entitled to per diem to cover their meals; however, any meals provided as part of official bowl events will be identified as government-provided meals on

their travel voucher. Members of the official travel party who are under contract with AFAAA will be reimbursed according to the terms of their contract.

3.4. Military and civilian members of the official travel party below the grade of colonel (or civilian equivalent) are expected to share a room unless they are traveling with their spouse or gender considerations do not permit the sharing of a room.

3.4.1. All requests for additional rooms must be submitted 7 days prior to departure to ensure an accurate room count. These will be reviewed and approved by the Director, HQ USAFA/AH, or the Vice Director, HQ USAFA/AH, after coordination with the Director of Football Operations. Individuals requesting additional rooms must pay for these rooms at the time of the reservation, and they are responsible for all expenses incurred.

3.4.2. All members traveling in an appropriated fund status will be individually responsible for checking out of the hotel and settling their hotel bill prior to departure.

3.4.3. All members traveling in a nonappropriated fund status will be individually responsible for settling any charges to their room, other than the basic room charge, prior to departure.

3.5. All members of the official travel party who are required to submit travel vouchers will do so within 5 duty days of their return to the USAFA.

4. Travels by the Advance Party:

4.1. Bowl arrangements normally require travel to the bowl game location by an advance party to prepare for the arrival of the official travel party. The advance party is expected to make arrangements for hotel rooms, ground transportation, airport arrival requirements, meals, special events, practice location, ticket marketing, advance media events, and promotional events.

4.2. The advance party will arrive at the bowl game location no sooner than is necessary to prepare for the arrival of the official travel party and ensure that necessary arrangements have been made.

4.3. Advance personnel from the 34th Training Wing (34 TRW) will travel in accordance with 34 TRW procedures.

5. Drum and Bugle Corps, Falcon Handlers:

5.1. These cadet attendees and related staff members are performing official USAFA missions and are authorized appropriated funding. However, in the event appropriated funds are not available to fund this travel, nonappropriated AFAAA funds may be used. Transportation will be provided from Colorado Springs or leave destination to the bowl game location and return to Colorado Springs or leave destination. Itineraries will be developed in accordance with the Joint Federal Travel Regulation (JFTR) and considering cadet morale, holiday vacation time lost, and economic factors.

5.2. Lodging will be arranged by the Intercollegiate Team Logistics Office (AHSL). All rooms will be double occupancy or greater except when gender considerations prevent double occupancy. Charges to rooms beyond the cost of the room itself (e.g., movies, phone calls) are not reimbursable and will be the responsibility of the room occupants. Any such charges must be settled with the hotel prior to departure.

5.3. Cadets and related staff members will be reimbursed in accordance with applicable Joint Travel Regulations. Travel vouchers must be submitted within 5 days following return to USAFA.

6. Ground Transportation in Support of the Bowl Contingent and Guests:

6.1. Ground transportation will be provided in accordance with USAFA Plan 35.

6.2. USAFA Motor Coach support will be provided if available and cost effective. All personnel in the following categories are authorized transportation on government-owned, operated, and leased motor coaches. Transportation will be provided for necessary and official bowl functions:

Administrative Staff

Officer Representatives

Athletic Media Relations Staff

Medical/Trainer Staff

Equipment Managers

Ticket Office Staff

Audio Visual Staff

Tutors

Coaching Staff

Football Players

Media

Marketing Staff

Cheerleaders

Academy Staff (Superintendent, HQ USAFA/DF, 34 TRW, etc.)

Spouses and dependents as referenced in paragraph 7.

Blue/Silver members and others referred to in paragraph 7., including those who have purchased a travel package.

6.3. All nongovernment personnel will complete a waiver of liability as a condition for receiving this transportation support.

6.4. HQ USAFA/AHSL will establish a motor pool consisting of rental cars and vans including complimentary vehicles provided by the bowl. HQ USAFA/AHSL will issue vehicles to coaches and administrative staff as required. Spouses, guests, and paying travelers are not authorized use of these vehicles. Rental vehicles will be limited to the number needed to support the official travel party. Government contracted rental vehicles are for official use only.

7. Travel of Others:

7.1. Travel by Spouses:

7.1.1. Official Representation by Spouses. Pursuant to guidance contained in DoDD 4515.13-R, DoDD 4500.56, and AFI 24-101, spouses may travel with their sponsor at government expense only when there is an unquestionable official requirement in which the spouse will actually participate in the function requiring the travel, or it is deemed by proper authority in the National interest because of a diplomatic or public relations benefit to the country. A request for a spouse to

travel at government expense must be submitted through USAFA/CC for approval by the CSAF or AF/CV. If approved, each spouse is issued an invitational travel order which authorizes funded travel only; no per diem or other reimbursements are authorized.

7.1.2. Contracted Travel. Contractually obligated travel for spouses and guests of contract coaches will be in accordance with terms of the contract.

7.1.3. Unofficial Spouse Travel. Members of the official travel party may request approval to have their spouse accompany them on the trip. The primary travel member will pay the cost of travel by a spouse in an unofficial status. Seating for a spouse in an unofficial travel status will be on a space available basis. Travel and lodging arrangements are coordinated with HQ USAFA/AHSL by the member of the official party. These requests will be submitted for review to the Director or the Vice Director of HQ USAFA/AH and approved by HQ USAFA/CC. The spouses of key USAF Academy personnel (Commandant, Dean, Director of Athletics, Faculty Athletic Representative) who can perform representational or development functions for the Academy will be given preference.

7.2. Family Members Other Than Spouses. Family members of an official travel party member may be approved to travel on a fully reimbursable basis if space is available on the charter aircraft. The Director of HQ USAFA/AH will determine priority for seating, if necessary.

7.3. The Association of Graduates (AOG). The AOG Chief Executive Officer and Board of Directors President may be invited by HQ USAFA/CC to travel to the bowl as guests of the Academy. If this invitation is approved and extended, the Athletic Department will provide space on the charter aircraft and lodging for these individuals. Spouses of the AOG officials may travel on a space available, reimbursable basis.

7.4. Allocation of Excess Seats. Any seats on the charter aircraft that are not filled by members of the official travel party can, at the discretion of HQ USAFA/CC, be allocated among the individuals mentioned above or be made available to members of the following groups: USAFA personnel, Air Force Academy Athletic Association, The Blue and Silver Club, Denver and Colorado Springs Quarterback Clubs, AOG, parents and family members of players and coaches, fans, etc. These seats will be made available only on a space available, reimbursable basis.

7.5. Cost. The cost for any reimbursable seat on the charter aircraft will be established on a per capita basis (total cost of charter divided by number of seats). However, if the prevailing industry rate is lower than the per capita cost, HQ USAFA/CC may set a rate determined to be economically advantageous to AFAAA. All travel costs for individuals not traveling pursuant to government orders must be fully paid in advance of the travel.

8. Game Tickets:

8.1. All bowl game contracts require participating institutions to purchase large blocks of game tickets. AFAAA will purchase these tickets and all tickets required for official travel party members. Official travel party members traveling on appropriated fund orders will reimburse AFAAA for the ticket provided to them. AFAAA will provide the following bowl game tickets:

8.1.1. Six tickets to each football player and cheerleader (per NCAA rules).

8.1.2. One ticket to each member of the official travel party who requires a ticket in order to attend the game (NOTE: coaches, managers, trainers, etc., who do not require a ticket in order to enter the stadium will not be provided a ticket).

8.1.3. One ticket each to the AOG CEO and President if traveling as guests of the HQ USAFA/CC.

8.1.4. Any contractually obligated tickets pursuant to terms of a commercial sponsorship or partnership agreement.

8.1.5. Any contractually obligated tickets pursuant to football coaches' contracts.

8.1.6. One ticket to any USAFA cadet (not in the official travel party) attending the game.

8.2. A comprehensive marketing program will be developed and pursued to encourage good representation and attendance by USAFA fans and sell as many bowl game tickets as possible. Marketing will include distributions for promotional advertisement purposes. When further ticket sales are no longer practicable, HQ USAFA/CV may authorize distribution of remaining tickets at no cost. This distribution will be carried out in a manner to maximize attendance at the game. (NOTE: members of the official travel party may purchase adjacent seats for spouses and family members. Otherwise, these seats will be sold to the general public. Under no circumstances will adjacent seating tickets be "reserved" for free distribution to official travel party members; they may only obtain free tickets under the same conditions and from the same distribution outlets as the general public; they will not be given any preferential treatment in the distribution of free tickets).

9. Bowl Memorabilia :

9.1. Bowl Committee Memorabilia. Any bowl memorabilia provided to the Athletic Department pursuant to USAFA participation in the bowl may, after review by Staff Judge Advocate (HQ USAFA/JA), be distributed to eligible personnel identified in [Attachment 2](#). If necessary and fiscally appropriate, the Athletic Department may purchase sufficient additional sets of the bowl memorabilia to ensure that all football players, coaches, and football support personnel identified in [Attachment 3](#) receive a set. The Athletic Department may also purchase a reasonable number of bowl memorabilia sets, or portions thereof, suitable for display in appropriate athletic facilities or the Athletic Director and Superintendent's offices.

9.2. AFAAA Team Bowl Awards. The Athletic Department may purchase award with AFAAA funds and provide a bowl award in accordance with NCAA rules and AFI 34-201/Sup 1 to the football players, coaches, and football support personnel identified in [Attachment 4](#).

9.3. Conference Championship Awards. The Athletic Department may purchase award with AFAAA funds and provide a Conference championship award, in accordance with NCAA rules and AFI 34-201/Sup 1, to the football players, coaches, and football support personnel identified at [Attachment 5](#).

9.4. Bowl Memorabilia. The Athletic Department may also purchase bowl memorabilia and promotional items (e.g., ball caps, T-shirts) for distribution in accordance with marketing plans to encourage attendance and demonstrate AF/USAFA representation at the bowl game. Cost of these items should not exceed \$25 per item and the distribution plan will be approved in accordance with paragraph [9.5](#).

9.5. Procurement and Distribution. A detailed plan concerning the procurement and distribution of bowl memorabilia and promotional items and the awards discussed above will be prepared by the Ath-

letic Director for review by the AFAAA Advisory Council and submission to the Superintendent for approval.

10. Special Events:

10.1. Representational Bowl Events. The bowl game committee sponsors a series of events that may include breakfasts, luncheons, dinners, receptions, and entertainment events that require USAFA participation. For each event, the bowl committee provides a number of tickets. The Athletic Department must provide these bowl-furnished tickets to official travel party members who are required (by bowl agreement) to attend such functions or to other official travel party members selected by HQ USAFA/CV to perform a representational role at the event. The Athletic Department may purchase additional tickets if necessary in order to provide a ticket to all official travel party members specified in the preceding sentence. With regard to spouses or other guests, only those traveling at government expense may be provided a government-furnished or paid-for ticket to these events. If the event includes a meal, government personnel who attend these events will claim government meals provided on their travel voucher. Spouses, dependents, and other individuals who accompany the official travel party at their own expense must pay for their own tickets for these events. The Athletic Department may also purchase tickets to include in travel packages sold to parents, fans, and other supporters.

11. Aircraft/Charter Manifest:

11.1. HQ USAFA/AHSL is responsible for the aircraft manifest, lodging arrangements, bowl week scheduling, and publishing a bowl information pamphlet for all travelers.

11.2. A charter manifest listing all personnel will be prepared in advance of travel and submitted to HQ USAFA/CV for approval within 2 days of departure. A sample charter manifest or bowl travel list is at [Attachment 6](#).

12. Resolution of NCAA Conflicts:

12.1. The Athletic Department will execute the bowl participation in accordance with all NCAA rules and regulations as well as the applicable bowl operations manual. To the extent there is a conflict between NCAA rules and regulations and DOD and Air Force regulations, directives, and instructions regarding the conduct of USAFA personnel in association with the bowl game, the more stringent guideline will be followed.

RANDALL W. SPETMAN
Director of Athletics

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFAAA—Air Force Academy Athletic Association

AOG—Association of Graduates

MWC—Mountain West Conference

NCAA—National Collegiate Athletic Association

ATTACHMENT 2

FUNDING MATRIX

	UNIT				APF/AFAAA
	APF		AFAAA		DEPENDENT ON AVAILABILITY
ACADEMY UNITS					
CC	X				
CV	X				
CCP	X				
34 TRW	X				
DRUM AND BUGLE & FALCONERS	X				
DF	X				
DP	X				
HC	X				
PA	X				
RR	X				
XP	X				
FM	X				
JA	X				
10 ABW	X				
LG	X				
PL	X				
CS	X				
AH					
ADMINISTRATION	X				
ATHLETIC MEDIA RELATIONS	X				
EQUIPMENT MGRS	X				
EVENT MGT					X
SPORTS MEDICINE	X				
TICKET OFFICE			X		
AUDIO VISUAL/COM					X

	UNIT				APF/AFAAA
	APF		AFAAA		DEPENDENT ON AVAILABILITY
DF TUTORS					X
COACHES					X
TEAM					X
MEDIA (RADIO)			X		
BLUE/SILVER			X		
MARKETING			X		
CHEERLEADERS					X

NOTE: Audio Visual/Comm includes three groups of people with differing funding sources: Football video-AFAAA; Sports Media Relations (AHSI) Video--APF; and Communication Support—APF.

ATTACHMENT 3

BOWL MEMORABILIA ELIGIBILITY LIST

<u>Football</u>	
Head Coach	1
Assistant Coaches (Including Grad Assts.)	15
Supt Intercollegiate Team Logistics	1
Head Equipment Manager	1
Equipment Managers	2
Student Managers and coaches (Only C1C cadets)	4 or 5
Head Football Trainer	1
Football Trainers	2
Strength Coaches	2
Chief Sports Medicine	1
Team Physicians	2
Communications (Headset support)	2
Team Video (Including LT)	2
Student Video Technicians (Only C1C cadets)	2 or 3
Chief Recruiting Support	1
Football Players	85 to 95

ATTACHMENT 4

AFAAA TEAM BOWL AWARD ELIGIBILITY LIST

<u>Football</u>	
Head Coach	1
Assistant Coaches (Including Grad Assts.)	15
Student Managers and coaches (Only C1C cadets)	4 or 5
Team Video (Including LT)	2
Student Video Technicians (Only C1C cadets)	2 or 3
Football Players	85 to 95

ATTACHMENT 5

CONFERENCE CHAMPIONSHIP AWARD ELIGIBILITY LIST

<u>Football</u>	
Head Coach	1
Assistant Coaches (Including Grad Assts.)	15
Student Managers and coaches (Only C1C cadets)	4 or 5
Team Video (Including LT)	2
Student Video Technicians (Only C1C cadets)	2 or 3
Football Players	85 to 95

ATTACHMENT 6

SAMPLE TRAVEL MANIFEST

<u>STAFF</u>	#	FUNDING
Superintendent	1	APF
Spouse	1	APF (if approved)
Commandant	1	APF
Spouse	1	REIMB
Dean of the Faculty	1	APF
Spouse	1	REIMB
Director of Athletics	1	APF
Spouse	1	REIMB
///		
Cheerleading Coach	1	APF
Spouse	1	REIMB
Cadet Cheerleaders	13	NAF
///		

<u>FOOTBALL</u>		
Head Coach	1	NAF
Spouse (AFAAA Expense)	1	REIMB OR BY CONTRACT
Contract Coaches	9	NAF
Spouses (AFAAA Expense)	9	REIMB
Military Coaches	6	APF
Spouses	6	REIMB
Supt of Intercollegiate Team Logistics	1	APF
Spouse	1	REIMB
Head Equipment Manager	1	APF
Spouse	1	REIMB
Equipment Managers	2	APF
Spouses	2	REIMB
Head Athletic Trainer	1	APF
Spouse	1	REIMB
Head Football Trainer	1	APF

Spouse	1	REIMB
Athletic Trainers	2	APF
Spouses	2	REIMB
Team Physicians	2	APF
Spouses	2	REIMB
///		
Strength Coaches	2	APF
Spouses	2	REIMB
Football Secretaries	2	REIMB
Spouses	2	REIMB
Communication Technicians	2	APF
Spouses	2	REIMB
Video Manager	1	NAF
Spouse	1	REIMB
Student Video Technician	1	NAF
Student Managers	6	NAF
///		

<u>GUESTS</u>		
Preparatory School Commander	1	APF
Spouse	1	REIMB
10 Medical Group Commander	1	APF
Spouse	1	REIMB
Director of Admissions	1	APF
Spouse	1	REIMB
AOG - Chairman of the Board	1	NAF
Spouse	1	REIMB
AOG – CEO	1	NAF
Spouse	1	REIMB
///		
Blue/Silver Members	10	NAF
Department of Athletics Family Members (Approximate)	40	REIMB
Fans/Boosters (Approximate)	50	REIMB
Command Chief Master Sergeant	1	APF
Spouse	1	REIMB
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<i>Total</i>		
<i>Grand Total for sample travel party</i>		

<i>Legend</i>		
Funding categories are general illustrations and are not intended to be binding in all cases		
APF - Unit Appropriated Funds		
NAF – AFAAA		
REIMB - Paid/reimbursed by traveler		
A/N - APF or NAF Authorized; actual funding depends on availability		