

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 24-103**

25 MARCH 2002

Logistics

**FOOTBALL TEAM CHARTER AIRCRAFT
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 5

Distribution: F.

This instruction implements AFD 24-1, *Personnel Movement*, and references AFI 24-101, *Passenger Movement*, by establishing procedures for management of the charter aircraft that is used to transport the United States Air Force Academy (USAFA) Football Team. It applies to all USAFA personnel and other personnel not employed at USAFA who may fly on a charter aircraft with the football team.

The Secretary of the Air Force General Counsel (SAF/GC) memorandum, dated 28 Sep 00, states "...the Academy Athletic Department could transport its intercollegiate football team and associated staff to away games on scheduled airlines. However, charter travel is also authorized for this purpose, is competitive from the cost perspective, provides greater flexibility for moving the 155-person official party as a group, and significantly reduces the disruption to the athlete's academic studies. Having concluded that charter travel is authorized and effective for this purpose..." AF/CV letter, dated 29 Sep 99, has granted approval authority to the Superintendent to determine passenger eligibility on Air Force Academy Athletic Association (AFAAA) procured charter aircraft.

1. Required Travel Party. The required travel party consists of personnel who must be in attendance to support the successful execution of a Division 1A football game. The USAFA Football Team deploys with a required travel party that consists of the following:

Superintendent of the United States Air Force Academy

Athletic Director

Associate Athletic Director – Sports Medicine

Associate Athletic Director - Recruiting Support

Associate Athletic Director - Finance

Assistant Athletic Director - Team Logistics
 Assistant Athletic Director – Media Relations
 Chief, Football Operations
 Medical/Trainer Staff
 Equipment Managers
 Ticket Office Staff
 Audio Visual Staff
 Communications Staff
 Football Coaching Staff
 Football Players
 Media (Radio Broadcasting Crew)
 Tutors (When Required)
 Officer Representative
 Faculty Athletic Representative
 Team Chaplain

1.1. Guest of the Required Travel Party. Members of the required travel party may request approval to have a guest accompany them on a trip. The cost of the guests travel expense is paid by the required travel party member. Guest travel is considered on a space available basis. It's the primary traveler's responsibility to ensure that the guest travel and lodging arrangements are coordinated with the Chief, Football Operations. The final approval authority for all guest travel is through the Athletic Director (HQ USAFA/AH) to the Superintendent (HQ USAFA/CC).

2. Authorized Travel Party. The authorized travel party consists of USAFA personnel and guests whose official capacity enables them to directly support the intercollegiate program and contribute to the successful execution of Division 1A football program. Members of this party are eligible to travel with the team when approved by the Director, HQ USAFA/AH. They are:

Vice Athletic Director
 Associate Athletic Director - Intercollegiate Programs
 Associate Athletic Director - Operations Support
 Associate Athletic Director - Athletic Programs
 Associate Athletic Director - Marketing and Development
 Assistant Athletic Director - Marketing
 Assistant Athletic Director – Blue and Silver
 Blue /Silver Club Members
 Academy Staff (Dean of Faculty, 34 TRW/CC, Director of Admissions, etc)
 Contract Coaches Spouses

Assigned member of the Academy

Individuals identified by AH as potential AFAAA donors

Superintendent's Guests

2.1. Guests of the Authorized Travel Party. Members of the authorized travel party may request approval to have a guest accompany them on a trip. The cost of the guest travel expense is paid by the authorized travel party member. Guest travel is considered on a space available basis. It's the primary traveler's responsibility to ensure that the guest travel and lodging arrangements are coordinated with the Chief, Football Operations. The final approval authority for all guest travel is through the Director, HQ USAFA/AH, to HQ USAFA/CC.

2.2. Blue/Silver Travel. Blue/Silver members travel on "no per diem" invitational travel orders; the AFAAA pays the transportation and lodging costs. Blue/Silver members are selected to attend one away game per year based upon size of their contribution, participation, and support to the USAFA intercollegiate programs in accordance with existing partnership agreements (AFMAN 64-302/USAFA Supplement 1), *Nonappropriated Fund (NAF) Contracting Procedures*). Specific trip dates are coordinated with members by the Associate Athletic Director of Marketing and Development (HQ USAFA/AHX). HQ USAFA/AHX occasionally invites prospective supporters to attend an away game as part of the AFAAA developmental effort. SAF/GC has stated in the memorandum dated 28 Sep 00, "AFAAA's proposal to offer charter seats on a nonreimbursable basis to Academy Booster Club members, civic leaders, and corporate sponsors may be authorized under the Academy's public relations program. Booster club members and corporate sponsors very likely have contributed to the AFAAA in amounts exceeding the value of the offered transportation, and it is the official business of the AFAAA to encourage and nurture continued financial support." Approval of Blue/Silver travel is through the Director, HQ USAFA/AH, to HQ USAFA/CC.

2.3. Contract Coaches Spouses. Contract coaches' spouses are entitled to travel to one away contest each season in accordance with the coaches contract.

2.4. Guests of the Superintendent. The Superintendent has four designated guests per game who are authorized to travel with the football team. Guests are USAFA military and civilian personnel who are selected by USAFA mission element commanders, DRU directors, and tenant unit commanders from units assigned or attached to USAFA. Travel, lodging, and incidental expenses are at the expense of the Superintendent.

3. Orders. The Athletic Department will accomplish all orders for the following designated travel party members:

Athletic Director

Vice Athletic Director

Associate Athletic Director for Recruiting Support

Associate Athletic Director for Finance

Associate Athletic Director for Intercollegiate Programs

Associate Athletic Director for Operations Support

Associate Athletic Director for Sports Medicine

Associate Athletic Director for Athletic Programs
Associate Athletic Director for Marketing and Development
Assistant Athletic Director for Marketing
Assistant Athletic Director for Intercollegiate Team Logistics
Assistant Athletic Director for Athletic Media Relations
Chief, Football Operations
Medical/Trainer Staff
Equipment Managers
Ticket Office Staff
Audio Visual Staff
Communications Staff
Football Coaching Staff
Football Players
Media (Radio Broadcasting Crew)
Blue/Silver Club Coordinator
Blue /Silver Club Members
Officer Representatives
Tutors
Contract Coaches Spouses

All other travel orders will be accomplished by the applicable member's organization.

4. Logistic Requirements. The Athletic Department is responsible for all logistics (to include hotel, bus rental and rental vehicles) for the required and authorized travel party. Intercollegiate Team Logistics (HQ USAFA/AHSL) works in conjunction with USTRANSCOM and HQ Air Mobility Command (AMC) guidelines to procure the charter aircraft.

4.1. Charter Aircraft Requirements . Charter aircraft are scheduled to meet the specific needs of the football team.

4.1.1. Meal and beverage requirements are coordinated with the charter company to ensure that the Athletic Department purchases only the amount that is used to feed all personnel on the plane. Cost of the aircraft meal for unofficial travelers will be included in their travel cost.

4.1.2. Departure and arrival times are coordinated between HQ AMC, the Athletic Department, and the charter company.

4.1.3. Landing locations and transportation of the official party are specifically tailored to meet the team requirements.

5. Space Available Travelers. Empty seats on the charter aircraft may be made available to be purchased based on space availability.

5.1. Seat Availability. Any seats on the charter aircraft that are not filled by members of the official travel party can, at the discretion of the USAFA/CC, may be 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, Association of Graduates (AOG), parents and family members of players and coaches, fans, etc. These seats will be made available only on a space available and reimbursable basis.

5.2. Reimbursable Costs. 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, the Superintendent 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.

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Director of Athletics