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Personnel

THE CADET ESCORT PROGRAM



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OPR: 34 TRW/SDCP (Ms. Veronica Vela)
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Certified by: 34 TRW/SD (Ms. Sharon Gann)
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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and prescribes procedures for the use of cadets as escorts. It establishes the source of authority for determining the specific use of cadets as escorts and establishes eligibility requirements and limitations on requests for cadet escorts. Agencies requesting cadet escorts will comply with the authorizations, precedence, eligibility requirements, and procedures contained in this instruction. This instruction was established by consolidating previous guidance in USAFAI 36-180, *Allocation of Cadet Time*, Commandant's Policy letter, dated 2 Jan 02, and USAFA Scheduling Committee policies (published annually).

SUMMARY OF REVISIONS

Deleted references to XOs; added new reference is Exec; deleted paragraphs referring to Prospective Candidates escorts; deleted requirement for first-class cadets to escort since escorts are volunteers and deleted the exemption from escort duties for cadets on LOS (Limited on Season).

1. Use of Cadets as Escorts for Visiting Groups and Individuals:

1.1. Who May Approve Cadet Escorts. The USAFA Scheduling Committee screens all requests and may grant approval for those deemed appropriate. The standard ratio will be one cadet escort for every three visitors (1:3). Requesters are encouraged to use a higher ratio whenever possible. The Committee may make exceptions to this policy if extenuating circumstances occur. Direct taskings to cadets, air officers commanding (AOC), or Group secretaries will not be honored. The Scheduling Committee will not approve escorts for holidays, final exam or summer periods.

1.2. Who Fills Requests for Cadet Escorts. Cadet Scheduling (34 TRW/SDCP) administers the Cadet Escort Program during the academic year.

1.3. Approval for Escorts Outside of Academic Semesters. Requests for escorts during the summer and transition periods will go to the 34th Training Squadron (34 TRS/DOS) for review and action.

If the request is approved, 34 TRS/DOS will contact the Cadet Wing Commander or the Summer Program Commander, as appropriate, to match escort requests with volunteers.

1.4. Who May Request Cadet Escorts. Any USAF Academy agency or any outside agency may request cadets to act as escorts for visiting groups and dignitaries if these visitors and groups provide a direct benefit to the cadet wing. For example, requests for Board of Visitors, Congressional visits, Educators, and Liaison Officers would be approved.

1.5. Requesting Escorts. As soon as a requirement is known, a USAFA Form 17, **Request For Scheduling Committee Action**, requesting cadet escorts and cadet panel members should be submitted through 34 TRW/SDCP. In order to ensure the requested numbers of volunteers are contacted, the request should arrive at the Scheduling Office a minimum of 3 weeks prior to the date the escorts are needed.

1.5.1. All requests are for volunteers; if enough volunteers are not available, the requester must accept the number of escorts received. A second request will not be honored.

1.6. Requesting Agencies Responsibilities:

1.6.1. USAFA agencies requesting by-name cadet escorts and panel members for Educator visits, Congressional Staffer visits, and Admissions Liaison Officer training, etc. must provide cadet names (electronically if more than 20 names), squadron and class to 34 TRW/SDCP at least 14 days before the event. This lead-time is necessary in order to notify cadets of escort requirements and ensure availability.

1.6.2. When asking for escorts by name, requesting agencies will screen their list and ensure cadets are eligible (paragraph 1.9.) before submitting requests to 34 TRW/SDCP.

1.7. Cadet Scheduling Office Responsibilities:

1.7.1. Brief the escort program and procedures to the Cadet Executive Officers at the beginning of each semester.

1.7.2. Once a request is approved by the Scheduling Committee, 34 TRW/SDCP contacts the four Cadet Group Executive Officers and provides written instructions for each requested escort duty. These instructions contain the number of cadets needed, times and dates, locations, special instructions, uniforms, etc.

1.7.3. 34 TRW/SDCP will furnish a list of names to requesting agencies not later than 2 days before the duty provided the requester met the minimum 10 duty day approval requirement in paragraph 1.5. This listing will be furnished upon request only and will not be automatically forwarded for all requests.

1.8. Cadet Group Executive (Exec) Officer Responsibilities:

1.8.1. The Group Execs are responsible for administering the escort program through the cadet wing. If circumstances warrant, they may designate an alternate to act as the Escort Cadet in Charge (CIC).

1.8.2. Group Exec or CICs are responsible for meeting suspenses set by Cadet Scheduling.

1.8.3. Group Exec or CICs ensure the escort duty notification and instructions are passed on to the designated squadron personnel. Working through the cadet chain of command, squadron personnel request volunteers for the duty.

1.8.4. Squadron personnel will notify Group Execs of those who have agreed to perform the duty (if a by-name request, report names of those who cannot perform the duty). Group CICs will forward this information to 34 TRW/SDCP by the suspense date.

1.9. Ineligible/Excused Escorts ;

1.9.1. Fourth-class cadets are not permitted to escort until after Recognition Training unless requested by name; and then, only with AOC approval.

1.9.2. Cadets on probation (any type) cannot escort unless the Scheduling Committee approves a waiver.

1.9.3. On season intercollegiate athletes are not permitted to escort.

1.9.4. The Scheduling Committee may impose other constraints or provide exceptions to the escort policies depending on the nature of the request.

1.10. Cadet Escort Attendance Procedures:

1.10.1. Standard uniform for escort duty is service dress, service cap and white gloves.

1.10.2. Cadets will not miss scheduled classes or training to perform escort duty.

1.10.3. Cadets will follow all special instructions and report at the time and location indicated in the written notification distributed by 34 TRW/SDCP.

1.10.4. Cadets will request permission from their instructors before bringing visitors to class.

1.10.5. Once a cadet volunteers to escort, the duty becomes mandatory. If a cadet agrees to perform escort duty, but later requests excusal, they must notify the Group Exec/CIC at least 48 hours before the date of duty. The Group Exec Officer is responsible for ensuring validity of excusals and will forward the name, duty, and reason for excusal to 34 TRW/SDCP.

2. Form Adopted. USAFA Form 17, Request for Scheduling Committee Action.

S. TACO GILBERT III, Brig Gen, USAF
Commandant of Cadets