

01 JUNE 2004

Personnel

**USAF ACADEMY SPEAKERS COORDINATION
POLICY**



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Supersedes USAFAI 36-189, 25 January 2001

Pages: 8
Distribution: F

This instruction implements AFD36-20, *Accessions of Air Force Military Personnel*, and describes the United States Air Force (USAF) Academy's (USAFA) process for coordinating distinguished and evening cadet speakers. It establishes responsibilities and procedures for its operation and applies to all USAFA agencies involved.

This publication requires us to collect and maintain information protected by the Privacy Act of 1974, 10 United States Code (USC) 8013, and chapter 903.

SUMMARY OF REVISIONS

This document categorizes the Academy guest speaker programs in **Attachment 1** and incorporates the procedures of the Chief of Staff of the Air Force Speakers Program in **Attachment 2**. A bar (|) indicates revisions from the previous edition.

1. General:

1.1. The purpose of this instruction is to establish guidelines for coordinating distinguished and evening speakers brought to the Air Force Academy to address cadet audiences. This policy will keep the senior leadership informed of high-level speakers and better manage the impact of speakers on cadet and staff time.

2. What the USAF Academy Speakers Program (ASP) Coordination Policy Does:

- 2.1. Coordinates speakers brought to the Academy to address cadet audiences on a variety of subjects.
- 2.2. Exposes cadets to the knowledge, opinions, and viewpoints of these acknowledged authorities.
- 2.3. Provides distinguished speakers with an opportunity to meet cadets and to observe the academic and professional atmosphere at the USAF Academy.

2.4. In addition to serving the Cadet Wing, the ASP offers members of the faculty and staff (and usually the general public) an opportunity to discuss topics of interest with leaders in various governmental and civilian spheres.

3. Responsibilities:

3.1. Executive Agent. The Head of the USAFA Dean of the Faculty Political Science Department (HQ USAFA/DFPS) serves as the Executive Agent of the ASP.

3.2. Director. The Executive Agent selects an officer assigned to HQ USAFA/DFPS to serve as the Director of the ASP. The Director works with the following Academy agencies to coordinate the number of speakers and the overall speaker schedule and to avoid cadet and staff audience conflicts: Headquarters USAFA Superintendent's Office (HQ USAFA/CC), Headquarters USAFA Dean of the Faculty's Office (HQ USAFA/DF), 34th Training Wing Commandant's Office (34 TRW/CC), Headquarters USAFA Protocol (HQ USAFA/CCP), Headquarters USAFA Public Affairs (HQ USAFA/PA), and Headquarters USAFA Plans and Programs (HQ USAFA/XP). The Director will consolidate information regarding upcoming speakers provided by these agencies to track incoming speakers and to ensure the directions of this instruction are met.

3.3. Other Speakers Program Directors. The 34th Training Wing will appoint a point of contact (POC) (usually the Commandant's Director of Staff) who will coordinate the Training Wing's speakers program and then coordinate with the Director of ASP. The Coordinator of the Dean of Faculty Speakers Program (FSP) and the coordinators of other speakers programs within HQ USAFA/DF will also coordinate with the Director of ASP.

3.4. Applicability. Guidelines in this instruction apply to all presentations to cadet audiences over 250 (whether daytime or evening lecture), as well as presentations by speakers of the rank of brigadier general equivalent or above. However, coordination of lower-ranking speakers to smaller audiences will help advance the goals of this policy.

4. Managing the Program:

4.1. Goals. To better coordinate cadet and staff time and to ensure cadet time and education opportunities are efficiently considered, the following goals are established.

4.1.1. A maximum of two evening lectures at the Academy in any given week.

4.1.2. A maximum of four evening lectures at the Academy in any given month.

4.1.3. A maximum of 30 evening lectures for the entire academic year.

4.2. Qualifications for Distinguished Speakers. Distinguished speakers should be persons of great achievement, recognized experts in their field, and acknowledged by their peers for the strength and originality of their accomplishments. Generally, distinguished speakers hold the rank of brigadier general equivalent or above. Agencies should be prepared to provide a credible audience for the distinguished speaker. In most cases this involves committing core courses or entire cadet classes to the lecture. The cost, subject matter, and achievement of the speaker are factors that may affect the size of the cadet audience attending.

4.3. Topics for ASP Addresses. Speakers should address topics which are current and which have broad appeal within the Cadet Wing.

4.4. Approval. The Superintendent approves proposed distinguished speakers. Approval should be obtained not later than six weeks prior to the event to facilitate the coordination of visit requirements. The Dean of the Faculty or the 34th Training Wing Commander approves other speakers. Route all "requests for visit approval" through HQ USAFA/CCP and HQ USAFA/XP.

4.5. Coordination of Speakers. Organizations will coordinate tentative and scheduled speaker proposals with the appropriate speakers program POCs (for 34 Training Wing and HQ USAFA/DF) who, in turn, will coordinate with the ASP Director in order to inform the other organizations of the speaker's presence at USAFA. The Headquarters USAFA Dean of the Faculty Office of International Programs (HQ USAFA/DFIP) must be notified 45 days prior to the arrival of a foreign national speaker. The ASP Director will compile a list of all speakers and forward it to all pertinent agencies. This list will be updated at least monthly.

4.6. Duties of Agencies Bringing Speakers. Each organization will fully staff the visits of the speakers they request. HQ USAFA/CCP will provide supplemental staffing for distinguished visitors. The organization POC will notify HQ USAFA/CCP, HQ USAFA/PA, and, for distinguished speakers, the Superintendent's office of speaker acceptance as soon as possible. For any foreign national speaker, notify HQ USAFA/DFIP to secure with proper clearance and foreign disclosure procedures. Each organization will also obtain calendar clearance through the Commander's Action Group (HQ USAFA/CCX) and the Headquarters USAFA Dean of the Faculty Directorate of Academic Scheduling (HQ USAFA/DFRS). Organization POCs should refer to the USAFA Project Officer's Checklist, which can be obtained from the Directorate of Protocol.

4.7. Outside Audiences. The ASP provides the USAF Academy with an excellent opportunity to promote positive community relations by inviting students and faculties from local colleges and universities, members of interested civic organizations, and the general public to attend addresses by prominent speakers. Take care, however, to determine in advance whether the speaker prefers to limit his or her audience, and to ensure that adequate seating is available.

4.8. Publicity and Media Coverage. Each organization will contact HQ USAFA/PA regarding the details of ASP presentations such as speaker's preferences regarding outside audiences and media coverage. Make every effort to accommodate media representatives within the parameters of each speaker's desires.

4.9. Compensation. Funds to cover distinguished speakers' travel, expenses, and honoraria are typically provided by gift funds or specific endowments and are controlled by the Dean of the Faculty and the 34th Training Wing Commander. If appropriated funds are used, AFI65-601 Volume 1, *Budget Guidance and Procedures*, specifies that the Direct Reporting Unit Commander may approve up to \$2000 for honoraria or fees (airline tickets, hotel costs, etc). The USAFA Superintendent hereby delegates that authority to the Dean of the Faculty and the 34th Training Wing Commander. Do not commit any funds, either implicitly or explicitly, without prior approval.

4.10. Records. The organizations sponsoring major speaker series or programs (see Attachment 1) will maintain files regarding persons invited as speakers. These files, containing names, dates, topics, fees paid, and other pertinent comments will help avoid redundancy in the speakers programs and provide ready reference materials for nominating, selecting, and inviting future speakers. Dispose of records in accordance with AFMAN37-139, *Records Disposition Schedule*.

5. Specific Distinguished Lecture Programs. Other lecture series and programs with more specific guidance on their administration are attached. See [Attachment 2](#), Chief of Staff of the Air Force Speakers Program (CSAF Speakers Program).

6. Information Collections, Records, and Forms.

6.1. Information Collections. This publication requires us to collect and maintain information protected by the Privacy Act of 1974, 10 USC 8013, and chapter 903.

6.2. Records. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

6.3. Forms Prescribed.

6.3.1. Forms or IMTs Adopted. No forms were adopted by this publication.

6.3.2. Forms or IMTs Prescribed. No forms were prescribed by this publication.

DAVID A. WAGIE, Brig Gen, USAF
Dean of the Faculty

Attachment 1

GUEST SPEAKER PROGRAMS

Category I: Formally Endowed Lectures

Sponsor	Name	Frequency
34 TRW and HQ USAFA/DF (All AF 4 stars are to lecture at the Academy annually on leadership)	CSAF Speakers Program	Approx 10 per year
HQ USAFA/DFPS (Focuses on visions of future defense policy)	Eaker Lecture	1 per year
Department of History (HQ USAFA/DFH) (Given to the military history core course)	Harmon Lecture	1 per year
Department of Philosophy (HQ USAFA/DFPY) (Ethics lecture for the fall ethics core course)	Reich Lecture	1 per year
HQ USAFA/DFPY (Ethics lecture for the spring ethics core course)	McDermott Lecture	1 per year
Center For Character Development (34 TRW/CWC) (Lecture focuses on honor, integrity and service to the nation. Speaker is President, Medal of Honor Society.)	Honor Education	1 per year

Category II: Lectures Associated with a USAFA Sponsored Conference

Sponsor	Name	Frequency
HQ USAFA/DFPS (Nation-wide student conference on political science issues)	Academy Assembly	1 per year
34 TRW/CWC (American veterans mingle and talk with squadrons to share wartime experiences)	Falcon Heritage Forum	2 per year
34 TRW/CWC (Nation-wide cadet and visiting student conference. Includes 3 character/ leadership lectures for the entire wing.)	National Character and Leadership Symposium	1 per year
HQ USAFA/DFH (Research in military affairs is presented to interested members of the Cadet Wing)	History Symposium	1 every 3 years

Category III: Departmental and Unit Lectures

Numerous departments and units have individual guest lecture series. The Faculty Speakers Program (FSP) funds most DF department speakers. The FSP is administered by the Political Science Department. The Cadet Athletics has a program for alcohol awareness, and individual cadet classes select a lecturer of their choice to speak to their respective class.

Attachment 2**CHIEF OF STAFF OF THE AIR FORCE SPEAKERS PROGRAM****A2.1. General.**

A2.1.1. Purpose. The purpose of this attachment is to establish guidelines for coordinating the Chief of Staff of the Air Force (CSAF) Speakers Program. The CSAF Speakers Program is intended to bring the senior leadership of the Air Force (4 stars) to the Academy annually to share with cadets their perspectives and insights on our service. The theme focuses on the warrior ethos spelled out in the commandant's learning outcomes. This program is designed to be an integral part of the Academy's overall cadet development curriculum.

A2.2. Responsibilities.

A2.2.1. Executive Agent. The USAFA Director of Staff (HQ USAFA/DS) serves as the Executive Agent of the CSAF Speakers Program.

A2.2.2. Director. The Executive Agent selects an officer assigned to HQ USAFA/CCX to serve as the Director of the CSAF Speakers Program. Each spring the Director, in coordination with Headquarters Air Force Commander's Action Group (HAF/CX), will draft, for the Chief of Staff of the Air Force's signature, an invitation letter to be sent to each of the 4 star officers soliciting participation. The letter will request information such as exact topic and format of the presentation, and best available time for the presentation.

A2.2.2.1. The Director will use the responses of each of the 4 stars to develop a year-long calendar of visits and coordinates that calendar with appropriate USAFA agencies. The purpose of the calendar is to ensure the 4 star visits are spread out across the academic year with no more than one visit per month. The purpose for doing so is threefold.

—The impact on the cadets is greater if the interactions occur throughout the academic year.

—Cadet workloads and scheduling considerations are more manageable.

—Academy agencies, can provide better support.

A2.2.2.2. The Director will ensure all visits are approved and de-conflicted on the USAFA Master Calendar. The Director will coordinate with the USAFA Dean of the Faculty Department of Behavioral Sciences and Leadership (HQ USAFA/DFBL) and 34th Training Wing to assign sponsorship responsibilities for each visit. The principal point of contact in the 34th Training Wing will be the Commandant's Director of Staff (34 TRW/DS), and in HQ USAFA/DFBL will be the Speaker Representative, who will designate an Officer of Primary Responsibility (OPR) in their organization for that visit. If the 4-star will be speaking to an entire class (i.e. all the 4 degrees) then an individual within the 34TRW will serve as the OPR. In this case 34 TRW/CCP will provide all protocol support. If the 4-star will be speaking to a specific course (i.e. BS 310), then an individual within USAFA/DF will serve as the OPR. In these cases USAFA/CCP will provide all protocol support.

A2.2.3. OPR. The OPR will be responsible for accomplishing all details associated with the visit to include a reception and appropriate office calls. A thank you letter for the Superintendent's signature will be prepared and signed prior to the speaker's arrival. The OPR will also seek guidance from the

appropriate Protocol office and the Director on the execution of the visit. The OPR will coordinate all final schedule adjustments with the 4 star, to include:

A2.2.3.1. In the event that the 4 star wishes to speak during the evening, the OPR must coordinate with the Dean of Faculty Office of the Registrar (HQ USAFA/DFR) Scheduling and 34th Training Squadron Scheduling Flight to ensure all facility, broadcasting, and communications support is provided.

A2.2.3.2. In the event that the 4 star wishes to speak during Commandant's Time, the OPR must coordinate with HQ USAFA/DFR to adjust the schedule of calls and with 34th Training Squadron Scheduling Flight to ensure all facility, broadcasting, and communications support is provided.

A2.3. Funding. The OPR will coordinate funding. In the event of an evening lecture, a reception may also be provided. The OPR will submit all funding requests to the Executive Agent for approval.

A2.4. Post-Visit Followup. Following the visit, the OPR will provide an After Action Report to the Director detailing issues and costs of the visit for continuity purposes. The OPR will ensure the thank you letter from the Superintendent is sent immediately upon completion of the lecture.