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Plans and Programs

THE USAFA MASTER SCHEDULE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD36-20, *Accession of Air Force Military Personnel*, and details procedures for the development, maintenance, and publishing of the United States Air Force Academy (USAFA) Master Schedule. It applies to all organizations on the USAFA.

SUMMARY OF REVISIONS

Paragraph **5**. was added to this instruction to clarify the typical USAFA family days and goal days, and publish the rules of engagement for such events. An (|) indicates revisions from the previous edition.

1. Procedures . This instruction prescribes the process of developing, inputting, deconflicting, and viewing the USAFA Master Schedule.

2. Responsibilities:

2.1. Plans and Programs (HQ USAFA/XP) is designated the office of primary responsibility (OPR) for developing, maintaining, and publishing the USAFA Master Schedule.

2.2. USAFA major mission elements Superintendent (HQ USAFA), 34th Training Wing (34 TRW), the Dean of the Faculty (HQ USAFA/DF), 10th Air Base Wing (10 ABW), and Preparatory School (HQ USAFA/PL) will appoint a scheduler as the single point of contact (POC) for submitting and reviewing events to the USAFA Master Schedule. 34 TRW will appoint six representatives (34th Training Group [34 TRG], 34th Education Group [34 EDG], 34th Operations Group [34 OG], 34th Training Wing Support Division [34TRW/ SD], 34th Training Wing Athletics [34 TRW/AH], and Center for Character Development [34 TRW/CWC]) to act as POCs.

2.3. The mission element POC will ensure that all events submitted to the USAFA Master Schedule are approved by their respective commander or the dean.

3. Process Inputs:

3.1. Any event which affects more than one major mission element should be included on the USAFA Master Schedule.

3.2. The first step in planning any activity at USAFA is to reference the USAFA Master Schedule. This schedule is accessible in Microsoft (MS) Outlook under "Public Folders/All Public Folders/USAFA/USAFA Master Calendar." Event planners should deconflict new events prior to detailed planning.

3.3. After referencing the USAFA Master Schedule for potential conflicts, the event planner should submit USAFA Form 15, **USAFA Master Calendar**, to their major mission element POC. This form can be accessed in MS Outlook by menu option "File/New/Choose Form/Organizational Forms Library/USAFA Form 15/Open." This form should be filled out in its entirety (using the bottom section to attach other pertinent data to include AF Form 1768, **Staff Summary Sheet**, planned itinerary, or possible parking or security implications), saved to the event planner's personal calendar, and then forwarded to the major mission element POC. Forwarding can be accomplished by menu option "Actions/Forward."

3.4. Each mission element POC will review all forwarded USAFA Forms 15. Upon deconfliction within the mission element, the POC will forward the form to the HQ USAFA/XP POC.

3.5. The HQ USAFA/XP POC will review all forwarded USAFA Forms 15. The POC will subsequently input these events in the USAFA Master Schedule as a tentative date, pending USAFA Master Schedule Committee approval.

3.5.1. After an event has been posted and approved, the project officer will submit a printed listing of the event along with AF Form 1768, **Staff Summary Sheet**, for final coordination.

3.6. All events must be submitted to the USAFA Master Schedule Committee at least 45 days prior to the event.

4. USAFA Master Schedule Committee:

4.1. HQ USAFA/XP will convene regularly scheduled meetings of the USAFA Master Schedule Committee to deconflict events and to approve tentative events posted to the Master Schedule.

4.2. USAFA major mission element POCs will comprise the USAFA Master Schedule Committee.

4.3. All scheduling conflicts will be relayed back to the appropriate major mission element and event planner.

4.4. Several major recurring events at USAFA will constitute a blackout period during which no other event may be scheduled. These recurring events include: Graduation, CORONA, Parents' Weekend, and Board of Visitors. Other blackout periods may be imposed by the USAFA Scheduling Committee for deconfliction purposes.

5. USAFA Master Calendar and family days or goal days

5.1. Traditionally USAFA has 3 family days per year (usually approved by the Chief of Staff), and 3 goal days per year that are compensation for major event planning. These family days typically are in conjunction with the 4th of July, Thanksgiving and Christmas. The goal days occur in conjunction

with or immediately after: Snofest (typically January or February), graduation or in-processing (June or July), and after CORONA or Falcon Foundation and graduate reunions (October or November).

5.2. To allow everyone the opportunity to take advantage of these family or goal days, the following policy will be in effect unless specifically altered: As operational requirements permit, the day will be designated a goal day for military members and as a liberal leave day for civilian employees. Civilian employees may be permitted to take accrued leave, earned comp time or credit hours to participate in the goal day. Although participation in the goal day is encouraged, supervisors must decide when or if employees can be released based on mission considerations. Administrative leave for civilians is not authorized for this purpose. Civilian employees will be allowed to work their normal duty hours if they do not choose to participate in the goal day.

6. Process Outputs:

6.1. The USAFA Master Schedule will be published for use by all Academy personnel. This calendar is accessible in MS Outlook under "Public Folders/All Public Folders/USAFA/USAFA Master Calendar."

6.2. The USAFA Master Schedule may be used for senior staff briefings.

7. Forms:

7.1. Prescribed. USAFA Form 15, **USAFA Master Calendar**.

7.2. Adopted. AF Form 1768, **Staff Summary Sheet**.

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