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Personnel

**SUPERINTENDENT'S PREPARATORY
SCHOOL ADVISORY COMMITTEE OF THE
USAF ACADEMY PREPARATORY SCHOOL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession Of Air Force Military Personnel*. It establishes and prescribes the responsibilities and functions of the Superintendent's Preparatory School Advisory Committee (PSAC) of the USAFA Preparatory School, United States Air Force Academy. It applies to members of the committee and persons augmenting the committee.

SUMMARY OF REVISIONS

Deleted the Staff Judge Advocate (HQ USAFA/JA) as a committee member. Added the Director of Student Academic Services (HQ USAFA/DFRL) and the 10th Services Commander (10 SVS/CC) as committee members. Updated Office symbols throughout. An (|) indicates revisions from the previous edition.

1. COMPOSITION . The Superintendent's Preparatory School Advisory Committee (PSAC) of the USAF Academy Preparatory School is composed of:

- 1.1. The Vice Dean of the Faculty (HQ USAFA/DFV), who will serve as chairperson.
- 1.2. The Director of Admissions (HQ USAFA/RR).
- 1.3. The Director of Personnel (HQ USAFA/DP).
- 1.4. The Head of the Department of Chemistry (HQ USAFA/DFC).
- 1.5. The Head of the Department of Computer Science (HQ USAFA/DFCS).
- 1.6. The Head of the Department of English (HQ USAFA/DFENG).
- 1.7. The Head of the Department of Mathematical Sciences (HQ USAFA/DFMS).
- 1.8. The Director of Student Academic Services (HQ USAFA/DFRL).
- 1.9. The Director of Athletic Programs Division (HQ USAFA/AHP).

- 1.10. The Deputy Training Group Commander for the Cadet Wing (34 TRG/CD).
- 1.11. The Director, Center for Character Development (34 TRW/CWC).
- 1.12. The Commander of the 10th Civil Engineer Squadron (10 CES/CC).
- 1.13. The 10th Services Commander (10 SVS/CC).

2. PROCEDURES. The PSAC will formally visit the Preparatory School annually, normally during the month of April. The Committee or its members may make other informal visits to the Preparatory School in connection with duties of the committee or to consult with the commander. A working level program of interaction between the Academy mission elements and their Preparatory School counterparts is strongly encouraged. These activities would include instructor exchanges, attendance at each other's faculty development programs, frequent cross talks, and establishment of joint Process Action Teams to deal with specific issues that are not easily resolved. The PSAC should be briefed on these activities during the formal visits.

3. FUNCTIONS. The PSAC will inquire into the morale and discipline, curriculum, instruction, physical equipment, academic methods, and other matters relating to the Preparatory School that the committee decides to consider.

4. RESPONSIBILITY. After its annual visit, the committee members will submit their report to the Chairman of the PSAC. The Chairman will then submit a final written report of its actions, reviews, and recommendations pertaining to the Preparatory School to the Superintendent within 45 days after the visit. The Inspector General will coordinate on this report. Units are responsible to comply in accordance with AFI 37-138, *Records Disposition-Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*, for maintaining and disposing of electronic or paper records kept on file.

5. AUGMENTATION. As areas of special interest or as problem areas are identified, at the request of the chair, the Superintendent's Preparatory School Advisory Committee may be augmented by adding other Academy officials when performing visits.

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Vice Superintendent