

**BY THE ORDER OF THE
SUPERINTENDENT**



AIR FORCE INSTRUCTION 65-103

**HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1**

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Financial Management

TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI65-103, 23 Feb 2001, is supplemented as follows:

This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code 8013 Joint Travel Regulations and Joint Federal Travel Regulations. System of records F010 AF A applies.

SUMMARY OF REVISIONS

The following changes were made. In paragraph **1.2.5**, HQ USAFA/CV was replaced with the new title and office symbol of Director of Staff (HQ USAFA/DS). All references to Athletics were removed throughout the publication as that office now falls under the 34th Training Wing (34 TRW). In paragraph **2.3.1**, the Executive Officer to Superintendent (HQ USAFA/CCE) was removed from individuals authorized to approve blanket orders. A bar (|) indicates revision from the previous edition.

| 1.2.5. Ensure compliance with Air Force Cadet Wing instructions and other policies and procedures when approving orders for cadets. The individuals in Table 1 are designated orders approving officials:

Table 1.2. (Added) USAFA Approving OfficialsHeadquarters United States Air Force Academy (HQ USAFA)

- The Superintendent (HQ USAFA/CC), designees, and executive officer
- Director of Staff (HQ USAFA/DS), designees, and executive officer

The 34th Training Wing (34 TRW)

- The Wing Commander (34 TRW/CC)
- Vice Commander (34 TRW/CV)
- Group and squadron commanders, their designee, directors, and chiefs of divisions

The Dean of Faculty (DF)

- The Dean (HQ USAFA/DF)
- Vice Dean (HQ USAFA/DFV)
- DF Headquarters Sq Section Commander (HQ USAFA/DFSS)
- Director of Operations (HQ USAFA/DFS) and all department heads; and their designee, directors, and Chiefs of Divisions.

Personnel (HQ USAFA/DP)

- The Chiefs and Noncommissioned Officers in Charge for Cadet Personnel (HQ USAFA/DPY)
- Career Counseling and Assignments (HQ USAFA/DPYC)
- Quality Force (HQ USAFA/DPYQ)

10th Air Base Wing (10 ABW)

- The Wing Commander (10 ABW/CC)
- Vice Commander (10 ABW/CV)
- All groups and squadron commanders, their designee, directors and chiefs of divisions
- Relocations and Employment (10 MSS/DPMA)
- Employment/Retraining/Classification (10 MSS/DPMAE)
- Separations/Retirement (10 MSS/DPMAR)
- All squadron commanders, their respective operations officers and executive officers, and all organizations at the two-digit functional address symbol not otherwise indicated are also designated as orders approving officials.

-Y-series orders will be issued and approved by the Chief, Civilian Personnel (10 MSS/DPC).

1.2.9. Orders-preparing agencies authorized to authenticate their own orders will maintain a log of their orders to include, as a minimum, order series and number, action or name, and date of order.

1.2.24. Use USAFA Form 53, **Authorization for Invitational Travel**, or a composed order for invitational travel of non-DoD personnel.

Figure 2.1. Instructions for Preparation of DD Form 1610:

Item 16. Remarks:

ac. (Added) Designation of Servicing Terminal. When the local terminal will not be used, include the statement "Use of (name of terminal to be used) as servicing terminal authorized."

2.3.1. Individuals authorized to approve blanket orders on the Academy are in Table 2:

Table 2.2. (Added) Individuals authorized to approve blanket orders

- HQ USAFA/CC
- HQ USAFA/DS
- Commander, 10th Air Base Wing (10 ABW/CC)
- Vice Commander, 10th Air Base Wing (10 ABW/CV)
- Dean of Faculty (HQ USAFA/DF)
- Vice Dean of Faculty (HQ USAFA/DFV)
- Commander/Commandant of Cadets (34 TRW/CC)
- Vice Commander/Commandant (34 TRW/CV)
- Director of Admissions (HQ USAFA/RR)
- Admissions Executive Officer (HQ USAFA/RRD)
- No further delegations are authorized.

2.9. (Added) **Form Prescribed.** USAFA Form 53, **Authorization for Invitational Travel.**

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