



HQ UNITED STATES AIR FORCE ACADEMY

Supplement 1

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Financial Management

**APPROPRIATED FUND SUPPORT OF
MORALE, WELFARE, AND RECREATION AND
NONAPPROPRIATED FUND
INSTRUMENTALITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 65-106, 28 October 1994, is supplemented, with the approval of the Air Staff Offices of Primary Responsibility, and assigns responsibilities and procedures governing the operation of the Air Force Academy Athletic Association (AFAAA), a supplemental mission support Nonappropriated Fund Instrumentality. An “[” identifies revisions from the previous edition.

2.2.1. (Added) Athletic Program. There are three categories of athletic program activities and expenses, and the applicable category determines the source or sources of funding for the activity or expense involved. The three categories are Mission-Sustaining Activities or Expenses, Mission-Related Activities or Expenses, and AFAAA Revenue-Generating Activities or Expenses. Expenses for each of these categories are outlined in **Attachment 5 (Added)**, Funds Authorization Matrix.

2.2.1.1. (Added) Gifts. The USAFA receives gifts pursuant to AFI 51-601, *Gifts to the Department of the Air Force*, and the USAFA supplement. Gifts designated for the Athletic Department will be processed in accordance with the basic AFI and the supplement thereto. Contributions and donations designated for the AFAAA will be processed in accordance with AFI 34-201, *Use of Nonappropriated Funds*, and the supplement thereto.

2.2.2. (Added) Mission-Sustaining Activities or Expenses. Mission-sustaining activities or expenses are activities or expenses that are classified as the primary mission of the USAFA. These include physical education, intramural sports, and the intercollegiate sports program. These are core responsibilities of the USAFA Athletic Department, and they are authorized 100 percent appropriated fund (APF) support. Physical education and intramural sports will be funded with APFs, except as authorized in the matrix at **Attachment 5 (Added)**. While intercollegiate sports are a core responsibility of the USAFA Athletic Department, they will also be funded in accordance with paragraph **2.2.4. (Added)**, this supplement,

because of their ability to generate some revenue. A list of the 27 intercollegiate sports is at [Attachment 7 \(Added\)](#).

2.2.2.1. (Added) Falcon Stadium. Falcon Stadium supports the overall USAFA mission. Appropriated funds are authorized for Stadium maintenance, repair, and construction except in those areas that are strictly revenue generating; i.e., the press box dining area, concessions, ticket sales and collections areas, and the Blue and Silver Club accommodations (private boxes). Appropriated funds are used to support infrastructure maintenance in the revenue-generating areas. NAFs must be used to fund construction of new facilities to support revenue-generating activities and their maintenance and repair, to include, but not limited to, rearrangement or removal of nonload bearing walls; installation of floor and wall coverings; repair of lounges, snack and beverage bars and kitchens; and repair of associated real property installed equipment.

2.2.3. (Added) Mission-Related Activities or Expenses. Mission-related activities or expenses are activities and expenses that directly support mission-sustaining activities but have the capacity to generate some NAF revenue. These activities are entitled to direct and indirect APF support. The goal for direct APF support is at least 50 percent of mission-related activities operating costs. The balance of their operating costs will be supplemented by NAFs in accordance with the matrix at [Attachment 5 \(Added\)](#). Upon a USAFA Comptroller certification that APFs are not available, AFAAA NAFs may be used to satisfy part of the APF support requirement when approved by the Superintendent. Shortfalls in APF support required above will be included in the annual briefing to the Air Force MWR Advisory Board Finance and Audit Committee as required by AFI 34-201, USAFA Supplement 1.

2.2.4. (Added) AFAAA Revenue-Generating Activities or Expenses. AFAAA Revenue-Generating Activities or Expenses are those that have the highest capacity to generate revenue and are essentially self-sustaining and capable of funding most expenses. These are considered desirable contributions to mission accomplishment, personnel recruitment, and retention. They are entitled to indirect APF support, but are not authorized direct APF support. They also support other AFAAA activities (e.g., AFAAA-assigned housing maintenance and repair). APF support provided must conform to the types authorized for revenue-generating activities in the basic AFI.

2.2.5. (Added) Waivers. Waivers to the procedures contained in the basic or this supplement must be submitted through the Superintendent to SAF/FMC for review and approval.

10.14. (Added) Incorporation of USAFA Athletic Department Operating Instructions (OI). The Director of Athletics (HQ USAFA/AH) shall develop and implement various OIs with clear guidance on budgeting and internal controls. These OIs will be written in accordance with the guidance of this supplement and Air Force instructions. These OIs are binding on all personnel.

Attachment 5 (Added)

FUNDS AUTHORIZATION MATRIX

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
<u>Mission- Sustaining Activities</u> (see note 1)						
Athletic Administration (see note 2)	X	X	X	X		
Athletic Dues/ Conference Assessments/ Memberships/ Associations (see note 3)	X					
Recruiting Support (see note 4)	X	X	X	X		
Equipment Managers (see note 5)	X	X		X		
Fieldhouse Operations (see note 6)	X	X	X	X		
*Fund Administration (see note 7)	X	X	X	X	X	X
Intramural Sports (see note 8)	X	X	X	X		

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
Physical Education (see note 9)	X	X	X	X		
Sports Information (see note 10)	X	X	X	X		

NOTES:

(1) **Mission-Sustaining Activities:** 100% Appropriated Fund (APF) Support.

(2) **Athletic Administration:** Responsible for the overall management and oversight of the Department of Athletics at the United States Air Force Academy (USAFA).

(3) **Athletic Dues/Conference Assessments/Memberships/Associations:** Payment required for the USAFA's participation in intercollegiate athletic programs. Examples include NCAA dues, conference dues, and membership in other associations representing the Department of Athletics in the sports organization for each intercollegiate sport or activity.

(4) **Recruiting Support:** This program provides a search and counseling service for outstanding high school student athletes with the potential to become USAFA cadets and to participate in intercollegiate athletics. Responsibilities include but are not limited to searching, identifying, screening, evaluating, and endorsing high school student athletes for admission to the USAFA.

(5) **Equipment Managers:** Appropriated personnel who purchase, maintain, issue, and repair athletic equipment for intercollegiate teams.

(6) **Fieldhouse Operations:** Management and maintenance of the cadet fieldhouse operation excluding revenue-generating activities.

(7) **Fund Administration:** Comptroller and staff who administer the appropriated and nonappropriated fund program for the Department of Athletics and the AFAAA. The Nonappropriated Fund Financial Management Branch Assessment for the AFAAA is covered in Revenue-Generating Activities portion of the matrix.

(8) **Intramural Sports:** The Intramural Sports Program promotes physical fitness and provides a leadership experience by giving cadets the opportunity to supervise, coach, manage, and officiate in squadron intramural competition.

(9) **Physical Education:** The Physical Education Program is designed to expose cadets to a wide variety of physical skills to promote a positive self-confident attitude and instill lifetime fitness habits. The curriculum is composed of six major areas: aquatics, combatives, development, individual lifetime sports, team sports, and academics.

(10) **Sports Information:** The primary function of the Sports Information Office is to generate publicity on the intercollegiate programs within the Department of Athletics. It also serves as the Department's historian, pressbox/event media manager, and coordinator for all the post-season athletic and academic honors. In addition, this office maintains the Department's Web Site, handles Game Day Press Management, and prepares media guides and game programs for intercollegiate sports. AFAAA NAFs must reimburse

appropriated funds for those direct APF costs of the sports information program that support revenue e.g. Coaches show and sporting event programs.

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
<u>Mission- Related Activities</u> (see note 11)						
Athletic Recruiting (see note 12)	X	X	X	X	X	X
Cadet Athletic Awards and Ceremonies (see note 13)	X	X				X
Cadet Competitive Sports Clubs (see note 14)	X					X
Campus Visits (see note 15)	X					X
Event Management (see note 16)	X	X	X	X	X	X
Game Officials (see note 17)	X					X
Intercollegiate Salaries (see note 18)			X	X	X	
Intercollegiate Team Supplies (see note 19)	X					X

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
Intercollegiate Team Equipment (see note 20)	X					X
Intercollegiate Team Travel (see note 21)	X					X
NCAA Allocation/ Awareness Program (see note 22)	X					X
NCAA Game Guarantees (see note 23)	X					X
Post Season Travel/ Competition (see note 24)	X					X
Recreational Skating (see note 25)	X	X		X	X	X
Stadium-Maintenanc e and Repair (see note 26)	X	X		X	X	X

NOTES:

(11) Mission Related Activities: Mixed Appropriated and Nonappropriated Fund Support.

(12) Athletic Recruiting: The pursuit of qualified student intercollegiate athletes for enrollment at USAFA.

(13) Cadet Athletic Awards and Ceremonies: Annual recognition ceremony for intercollegiate athletes sponsored by the Department of Athletics. There are two categories of awards presented to cadet athletes. They are Major Athletic Awards and Department of Athletics Awards. Major Athletic Awards are presented to cadet athletes for special accomplishment at a USAFA-wide ceremony. Department of Athletic Awards include but are not limited to letters, plaques, blankets, and jackets. Award value cannot exceed

NCAA limits nor can they exceed limits in the Joint Ethics Regulation (JER) unless justified and approved in accordance with JER provisions.

(14) Cadet Competitive Sports Clubs: Cadet competitive sports clubs provide cadets additional sport opportunities not provided for in the intercollegiate program. The club program is administered by the 34th Training Wing (34 TRW) and is governed by USAFA Instruction 36-155, *Cadet Extracurricular Activities Program*. Cadet competitive sports clubs incorporated under the 34 TRW for the mission of the 34 TRW may be funded with APFs. Cadet competitive sports clubs incorporated for participation in non intercollegiate sports competitions may receive AFAAA NAFs consistent with AFAAA mission-related programs. Cadet clubs that are private organizations will receive no government funds. The cadet competitive sports clubs listed at **Attachment 6 (Added)** are authorized NAF support from the AFAAA.

(15) Campus Visits: The Department of Athletics supports visits of prospective student intercollegiate athletes for the purpose of recruiting. The NCAA allows each institution to finance one campus visit per prospect. Use partnership agreement resources to the maximum extent possible.

(16) Event Management: Provides administrative, logistical, and game management support for the USAFA intercollegiate athletic program. In addition, provides support for the Falcon Sports Camps and all other events utilizing USAFA athletic facilities.

(17) Game Officials: Payment for all game officials and referees for the intercollegiate program. Normally these are APF expenses consistent with athletic administration and NCAA dues, but the AFAAA Fund Custodian in conjunction with the AFAAA annual business plan may choose to fund the game officials for the revenue-generating sports with NAF.

(18) Intercollegiate Salaries: Includes a mixture of military pay, appropriated fund civilian pay, nonappropriated funds for support personnel, and NAF individual services contracts for contract coaches.

(19) Intercollegiate Team Supplies: All supplies associated with maintaining competitive intercollegiate programs. Includes uniforms, shoes, and sport-related supplies.

(20) Intercollegiate Team Equipment: All equipment associated with maintaining competitive intercollegiate programs. Includes capital expenditure items such as computers, video, and graphic equipment, etc. Use APFs if available. If APFs are not available, supplement with NAFs.

(21) Intercollegiate Team Travel: Includes travel and per diem (away competition) for student athletes, coaches, sports/information personnel, officer representatives, trainers, equipment managers, tutors, and other Academy personnel fulfilling an official Air Force or Academy function. APF purchased transportation will be provided in accordance with the passenger eligibility rules for MWR charter transportation.

(22) NCAA Allocation/Academic Enhancement Awareness Programs: The NCAA contributes funds each year for cadet athletes. The allocation (deposited in the AFAAA) is used for special tutoring during game travel and for educational awareness programs, such as those for drug, alcohol, and gambling. This allocation is supplemented by appropriated funds. If requirements exceed NCAA allocation, additional requirements must be funded with APFs.

(23) NCAA Game Guarantee: Payment to colleges and universities to participate in intercollegiate contests at the USAFA. For example, the Department of Athletics pays a fee for football nonconference opponents to play at the USAFA or makes payments to visiting institution to defray costs of lodging, travel, etc. NAFs will be used to fund revenue-generating sports. All game guarantees received from schools for USAFA participation at their campus are collected as NAF. Post-season game guarantees are NAF.

(24) Post Season Travel/Competition: Travel and per diem for the football team to and from bowl games and other teams to post season tournaments and competitions. Use APFs to the maximum extent possible consistent with funding for regular season travel. NAFs are authorized if APFs are not available. Football post-season travel and competition must be funded with NAFs. APF purchased transportation will be provided in accordance with passenger eligibility rules for government transportation. NAF purchased transportation will be provided in accordance with the passenger eligibility rules for MWR charter transportation.

(25) Recreational Skating: A program available in the Cadet Field House open to active duty personnel, family members, and other Morale, Welfare, and Recreation patrons. Nominal fees are charged to participate in this program. Incremental labor and material used for recreational skating must be funded with NAFs.

(26) Stadium-Maintenance and Repair: Maintenance and repair of all the stadium facilities, with the exception of the revenue generating areas, are funded with appropriated fund dollars. Infrastructure maintenance and repair and utilities are paid for by Base Civil Engineering.

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
<u>Revenue- Generating Activities</u> (see note 27)						
AFAAA Trademark and Licensing (see note 28)					X	X
Commercial Sponsorship (see note 29)					X	X
Concessions (see note 30)					X	X
Development/ Marketing/ Promotions (see note 31)					X	X

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
Falcon Stadium/ Field House- Revenue Generating Activities (see note 32)					X	X
Falcon Stadium Sky Boxes (see note 33)					X	X
Games Program Sales/Advertising (see note 34)					X	X
Gift Shops (see note 35)					X	X
Housing Management/ Maintenance of AFAAA Facilities (see note 36)					X	X
Mail/Internet Sales (see note 37)					X	X
NAFFMB Assesment (see note 38)					X	X
Paciolan Ticketing System (see note 39)					X	X
Partnership Agreements (see note 40)					X	X
Seat Back Rentals					X	X

Expense Elements	O&M (Travel and Supplies)	Other Base Support (Utilities)	Mil Pay	Civ Pay	NAF Pay	NAF Travel and Supplies
Sport Camps (see note 41)					X	X
Ticket Sales (see note 42)					X	X

NOTES:

(27) Revenue-Generating Activities: Nonappropriated Fund Support with Indirect Appropriated Fund Support only.

(28) AFAAA Trademark and Licensing: A program to manage, monitor, and assure protection of the Air Force, the USAFA, and the AFAAA trademarks. APF personnel are authorized to provide assistance in obtaining trademarks as indirect support.

(29) Commercial Sponsorship: Commercial Sponsorship is defined as the outside partial underwriting of AFAAA programs and events by a non-governmental individual or entity using money, goods and/or services to obtain limited recognition and advertising benefits. Commercial Sponsorships help finance enhancements for the AFAAA programs, events, and activities to support the USAFA intercollegiate athletic program.

(30) Concessions: Food sales in the USAFA Visitor Center, Cadet Field House, Falcon Stadium, and game venues.

(31) Development/Marketing/Promotions: Provides the USAFA intercollegiate program with marketing and promotions support. Examples are Falcon Business Partners, Blue/Silver Club, Touchdown Club, Game Day promotions, etc. Utilizes radio, television, and print advertising mediums. This program also conducts advertising of athletic contests, tournaments, special events, ticket sales, and apparel and concession items for the purpose of generating revenue. Pursues external and internal support for athletic programs through various development and promotional initiatives consistent with Air Force policies.

(32) Falcon Stadium/Field House-Revenue Generating Activities: Third-party activities conducted through sponsorship/partnership and/or concession agreements and/or use of licenses to generate additional income for the AFAAA. Examples are chili cook-offs, concerts, and use of the Press Box and the Falcon Stadium parking lot for corporate functions.

(33) Falcon Stadium Skyboxes: Individual boxes with a set number of premium seats sold for use by the sky box holder during home games.

(34) Game Program Sales/Advertising: The game programs are produced by the AFAAA and include advertising from local vendors and merchants.

(35) Gift Shops: The profits, if any, are used to supplement NAF authorized in this instruction.

(36) Housing Management/Maintenance of AFAAA Facilities: The AFAAA operates and maintains 9 homes as part of the compensation package for the coaching staff. Utilities are paid by the AFAAA. Infra-

structure repair outside the 5' line of the home's exterior is completed by Civil Engineering using APFs. Maintenance is completed on the AFAAA revenue-producing components such as parts of Falcon Stadium/Field House, and all the concession areas by using NAFs. All other infrastructure maintenance and repair and utilities are paid for by Civil Engineering by using APFs.

(37) Mail/Internet Sales: Gift Shop income is derived from sales that originate from mail order or Air Force Store.Com on-line store.

(38) Nonappropriated Fund Financial Management Branch Assessment: Payment for accounting services provided by NAF Accounting to AFAAA.

(39) Paciolan Ticketing System: Paciolan is a specialized system used for processing ticket sales. It is widely used by NCAA institutions and other athletic venues.

(40) Partnership Agreement: A partnership agreement is defined as a negotiated arrangement between the AFAAA and another entity for an exchange of funds, goods and/or services as part of the AFAAA's nonappropriated fund support activities.

(41) Sports Camps: The AFAAA conducts the Falcon Sports Camps and clinics as a means to expose potential cadet-candidates to the Air Force Academy and to raise revenue for the athletic program and to provide campers with skill development from the USAFA's staff. Officers and cadets participate in sports camp for leadership training and recruiting opportunities and do not receive compensation nor does the AFAAA reimburse for their participation. Sports Camps will reimburse APFs for direct support.

(42) Ticket Sales: Sale of tickets for the intercollegiate athletic and special events at the USAFA.

Attachment 6 (Added)**UNITED STATES AIR FORCE ACADEMY CADET COMPETITIVE SPORTS CLUBS**

Bowling

Cycling

Equestrian

Fastpitch, Women's

Fitness (Powerlifting, Body Building)

Handball

Handball, Men's Team

Judo

Karate

Karate, Traditional

Lacrosse, Women

Mountain Biking

Pistol (Collegiate and Combat)

Racquetball

Rodeo

Rugby, Men and Women

Ski Racing (Alpine and Nordic)

Softball, Men

Squash

Trap and Skeet

Triathlon

Ultimate Frisbee

Volleyball, Men

This list is subject to change. Athletic competitive clubs may be added to this list as clubs may petition to change their status from recreational to competitive clubs.

Attachment 7 (Added)

**UNITED STATES AIR FORCE ACADEMY INTERCOLLEGIATE ATHLETICS
PROGRAMS**

Basketball (Men and Women)
Baseball (Men)
Boxing (Men) (Non NCAA program)
Cheerleading (Coed) (Non NCAA program)
Cross Country (Men and Women)
Fencing (Men and Women)
Football (Men)
Gymnastics (Men and Women)
Golf (Men)
Ice Hockey (Men)
Indoor Track (Men and Women)
Lacrosse (Men)
Outdoor Track (Men and Women)
Rifle (Coed)
Soccer (Men and Women)
Swimming and Diving (Men and Women)
Tennis (Men and Women)
Volleyball (Women)
Water Polo (Men)
Wrestling (Men)

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