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Financial Management

MANAGING CADET FUNDS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms Katherine Guidotti)
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This instruction implements AFD 65-1, *Management of Financial Services*, by establishing procedures for United States Air Force Academy cadet payroll and trust accounts. It guides the Cadet Pay Group (CPG). It applies to all cadets and United States Air Force Academy organizations that affect cadet pay.

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SUMMARY OF REVISIONS

Changes name of committee to the Cadet Pay Group, deletes Cadet Contingency Fund; adds HQ USAFA/RR and the fourth-class council representative as voting members; deletes 10 ABW/SV, 10 ABW/LGC, and Cadet Wing Logistics officer as voting members; changes the budget approval authority to the Superintendent. An (*) identifies revisions from the previous edition.

1. Holding Cadet Funds. The Financial Services Officer (FSO), for Financial Services (10 ABW/FMF), holds the personal funds of cadets in trust under Cadet Trust Revolving Fund Account 57x8418.

2. Budgeting Cadet Expenses. Annually, the FSO requests budget inputs from organizations that process charges by payroll deduction against cadet pay records, consolidates those inputs into a proposed Annual Cadet Budget, and presents it to the Cadet Pay Group (CPG). After the CPG approves, the FSO furnishes minutes of the meeting to the Vice Superintendent for review and forwarding to the Superintendent for approval. The Financial Services Office (10 ABW/FMF) makes available the approved Annual Cadet Budget to the cadets prior to transition week.

3. Accounting for Cadet Expenses:

3.1. Before accepting an appointment, cadets must execute an authorization designating the Superintendent (HQ USAFA/CC) of the USAF Academy, or an appropriate designee, as their attorney and agent with full power to receive and disburse their cadet pay and allowances.

3.2. FSO must designate the Chief of Pay Services, and other selected people, in writing, to certify documents originating in the Finance Office.

3.3. Individual organizations that submit cadet charges must appoint, in writing, their own certifying officials who prepare proper and timely cadet charges and maintain supporting documentation.

3.3.1. The Annual Cadet Budget controls charges to cadet pay records. Any charge not included in the cadet budget requires review from the Cadet Pay Group and approval from the Superintendent.

3.3.2. Organizations processing cadet charges for variable deductions, such as uniforms and textbooks, must submit them in the required format to 10 ABW/FMF for processing through the Defense Joint Military Pay System Software. Organizations such as Allied Arts or the Athletic Association may request batch fixed charges that affect an entire class. Fixed monthly recurring charges for personal deductions are computer-generated and will process against cadet records until graduation, separation, or until canceled by the organization.

3.3.3. Cadets must have a personal checking or share draft account with a bank or credit union of their choice and will receive their pay via Electronic Funds Transfer. New fourth-class cadets normally establish their checking or share draft account during the initial pay briefings.

4. Cadet Pay Group (CPG). The CPG approves and controls cadet expenditures by considering such issues as cash allowances, cadet indebtedness, deductions and charges, adequacy of held pay, and entrance deposit. The Group will convene a minimum of two times per year.

4.1. Voting Members:

- 4.1.1. Vice Commandant--34 TRW/CV
- 4.1.2. Vice Dean--HQ USAFA/DFV
- 4.1.3. Vice Director of Athletics--HQ USAFA/AHV
- 4.1.4. Director of Admissions--HQ USAFA/RR
- 4.1.5. Comptroller--HQ USAFA/FM
- 4.1.6. Representative, First Class Council
- 4.1.7. Representative, Second Class Council
- 4.1.8. Representative, Third Class Council
- 4.1.9. Representative, Fourth Class Council
- 4.1.10. Cadet Wing Commander (or designee)

4.2. Nonvoting Members:

- 4.2.1. 34 TRG/CC

- 4.2.2. 34 SPTG/CC
- 4.2.3. HQ USAFA/DP
- 4.2.4. 10 ABW/FM
- 4.2.5. 10 SVS
- 4.2.6. 10 ABW/LGLC

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

CPG—Cadet Pay Group

FSO—Financial Services Officer