

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
MISSION DIRECTIVE 32**

23 FEBRUARY 1999



**OPERATING LOCATION - C AT THE
PENTAGON USAFA WASHINGTON LIAISON
OFFICE (CCL)**

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(Ms Gomes)

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(Lt Col Burlingame)

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This mission directive prescribes the mission, organization, and responsibilities of the United States Air Force Academy (USAFA) Washington Liaison Office (CCL). This publication incorporates previous versions that prescribed missions for the "Admissions liaison office" under the previous office symbol "RRA."

This publication requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. 9331, 10 U.S.C. 9346 and E.O. 9397. System of Records notice F053 AFA C, Privacy Act Request File, applies.

1. Authority. AFI 38-101. This publication requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., Chapter 903, and EO 9379. System of records notice F053 AFA C.

2. Mission. To serve as a focal point for USAFA matters in the Washington DC area.

3. Organization. The USAF Academy Washington Liaison Office is an activity assigned to the USAFA with duty at the Pentagon. Personnel assigned to the Washington Liaison Office report to the Vice Superintendent.

4. Responsibilities. The Director, Washington Liaison Office:

4.1. Maintains liaison and communicates directly with members of Congress and their staffs and Air Staff offices on all matters relative to the Air Force Academy. These include but are not limited to providing information on pending legislation regarding the Air Force Academy; planning, coordinating, and implementing legislative action plans for USAFA issues and concerns; answering congressional inquiries; and, providing Air Staff support and any other coordination as directed by the

Superintendent. Supervises the Director, USAFA Admissions Liaison, and provides oversight of the admissions liaison function.

4.2. Regarding the admissions liaison function, the Washington Liaison Office communicates directly with members of Congress and their staffs regarding notification of vacancies, admissions and nominating procedures, candidate status, appointments, and cadet separations.

4.2.1. Administers the USAFA nomination program, to include validation and processing of all congressional nominations.

4.2.2. Effects state reapportionment of cadet vacancies and nominations.

4.2.3. Conducts periodic congressional staff visits to Air Force bases, joint military units, and the USAFA.

4.2.4. Acts as executive agent for DD Form 1870, **Nomination for Appointment to the U.S. Military Academy, Naval Academy, Air Force Academy**; AF Form 1786, **Application for Appointment to the USAF Academy Under Quota Allotted to Enlisted Members of the Regular and Reserve Components of the Air Force**; and AF Form 631, **Report of Separation from United States Air Force Academy (FOUO)**.

4.2.5. Maintains master control records relating to all congressional nominees, cadets in training, cadets discharged, cadet quotas, and status of persons under consideration for appointment to each class of the Academy.

4.2.6. Coordinates international cadet nominations/appointments.

4.2.7. Provides nomination assists to congressional offices.

4.2.8. Administers congressional staff briefings and plans Tri-Service Academy briefings to congressional staffs.

4.2.9. Plans congressional staff luncheon.

5. Relations Between Other Units/Agencies. Direct communication about matters concerning the Air Force Academy is authorized between the Washington Liaison Office and other government organizations in the Washington DC area.

6. Special Instructions:

6.1. The Director, Washington Liaison Office, will coordinate with HQ USAF/DPE to obtain personnel support for assigned personnel.

6.2. The Director, Washington Liaison Office, will maintain records of civilian grade levels, overtime, etc., and submit budget requirements to the Vice Superintendent.

THOMAS G. RACKLEY, Col, USAF
Director, Plans and Programs