

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-3513**

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***Personnel***

**USAF ACADEMY SPEAKERS PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and provides guidance for coordinating and scheduling speakers for United States Air Force Academy (USAFA) audiences. This instruction applies to all USAFA personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located on the Air Force Portal. See Attachment 1 for a glossary of references and supporting information.

This publication requires collecting and maintaining information protected by the *Privacy Act of 1974*, 10 United States Code 8013, and Chapter 903.

**SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. It deletes all references to Tier One and Tier Two speakers, and delegates approval for most speakers to the respective Dean of Faculty (DF) department heads or other mission partner O-6 functional directors. Incorporates 10 ABW-sponsored speakers and retains 10 ABW/CC approval authorities. Allows appropriate mission partner leads to approve speakers for named lectures. Clarifies methods and approval levels required to fund speaker visits.

**1. General.** This instruction establishes guidelines for coordinating and scheduling speakers sponsored by the Air Force Academy to address any USAFA audiences (cadets, cadet candidates, and permanent party faculty and staff) during on- and off-base events. This includes all speakers sponsored by 10 ABW (i.e. Equal Opportunity observances, National Day of Prayer, etc.). The intent of the Academy Speakers Program (ASP) is to expose USAFA personnel to meaningful engagement with acknowledged experts whose ideas represent a multitude of perspectives, even those of controversy. As with any college or university, open academic discourse is critical to engaged learning, and advancing knowledge beyond old paradigms often involves the expression of views that are controversial. In addition, ASP informs USAFA senior leadership of speaker presence, manages the impact on cadet time, supports academic freedom, and strengthens USAFA's communication and reputation.

## **2. ASP Policy.**

2.1. Defines the approval and scheduling process for speakers brought to the Academy to address all USAFA audiences (regardless of size) and provides visibility of all speakers to the appropriate USAFA leadership level.

2.2. ASP calendar site provides USAFA-wide access and prevents overscheduling of speaking events. The site is hosted on the Academy SharePoint Enterprise Information System (EIS).

2.3. ASP provides USAFA with an excellent opportunity to promote positive community outreach by inviting students and faculties from local colleges and universities, members of interested civic organizations, and the general public to attend addresses by prominent speakers. Care must be taken, however, to determine in advance if the speaker prefers to limit the audience and to ensure adequate seating is available. All invitations to the general public and civic leaders and organizations must be coordinated in advance with USAFA Public Affairs (USAFA/PA).

## **3. Responsibilities.**

3.1. Director of Plans and Programs (USAFA/A5/8/9) serves as the ASP Executive Agent.

3.2. Executive Agent selects the ASP Manager, who monitors the speaker approval and scheduling process, manages ASP calendar access, and ensures compliance with this instruction.

3.3. All USAFA mission partners (MPs) and staff agencies that sponsor guest speakers will identify ASP Administrators to the ASP Manager. Administrators oversee the respective MP/staff agency speaker approval and scheduling process and ensure compliance with this instruction.

3.4. All speakers require prior approval by a DF department head, MP/staff agency O6 functional director or commander. For distinguished visitors (DVs) (e.g., general officer or equivalent, senior-elected officials, foreign dignitaries or above), or when, in the opinion of the approval authority, the presence of a speaker could result in publicity for USAFA, the approval authority will notify their MP/staff agency lead and the USAFA Director of Communications (USAFA/CM), who advises USAFA senior leaders as appropriate. In the case of speakers for named lectures (e.g., Harmon Lecture, Reich Lecture), the appropriate MP/staff agency lead provides the final approval. Following this approval, the respective

department head/functional director will notify USAFA/CM. (See Attachment 2 for a flow chart of the process to follow, depending on the speaker.)

3.5. USAFA Directorate of Protocol (USAFA/DSP) provides DV support as appropriate.

3.6. Scheduling Committee approves the scheduling of evening lectures and ensures there are no more than 2 in any week, 4 in any month, and 30 for the entire academic year. The committee also ensures there are no evening lectures scheduled at the same time as named lectures.

#### **4. Administrative Process.**

4.1. No formal invitation to the speaker will be offered until final approval.

4.2. After approval, the speaker point of contact (POC) enters the required information into the ASP calendar and ensures there are no conflicts with events, such as named lectures or other high-priority USAFA events. Any cross-MP conflicting events should be resolved at the lowest possible level. Evening lectures are typically scheduled between 1950-2043 hours (Tuesday-Thursday) after Scheduling Committee approval.

4.2.1. Administrators ensure speaking events of wide interest (e.g., named lectures) are included in the USAFA master calendar as soon as possible. Until final approval, these events are denoted as "TBD."

4.3. POCs must notify the DF Director of International Programs (USAFA/DFIP, 333-3425) no later than 45 days prior to the arrival of any foreign national speaker, to comply with proper clearance and foreign disclosure procedures.

4.4. If media attention or publicity is expected for any USAFA speaker, POCs coordinate with USAFA/PA and USAFA/CM regarding details, such as speaker talking points, outside audience expected, and media coverage. The USAFA/PA and USAFA/CM will make every effort to accommodate media representatives within the parameters of each speaker's desires.

4.5. See *Action Officer & Staffing Guide* (maintained on the HQ USAFA Command Section site) if Superintendent-signed invitations or welcome letters are required for speakers.

4.6. POCs must contact USAFA/DSP (333-3540) to complete the USAFA Project Officer's Checklist as soon as possible after approval of DV speakers.

4.7. POCs must contact the Pass & Registration Center (PRC) located northeast of the South gate, Bldg 8486 (333-3327), to coordinate base entry for unescorted non-DoD speakers or attendees (to include entry after normal duty hours).

4.8. In accordance with USAFAI 36-3525, *USAFA Event Management and Approval*, if large numbers of nonAcademy attendees are anticipated, POCs must also coordinate through the USAFA Event Request process via the public USAFA website homepage at least 90 days in advance (email [usafa.events@usafa.edu](mailto:usafa.events@usafa.edu)).

4.9. POCs must coordinate with applicable Academy staff agencies based on the speaker's title, position, or topic. Examples include but are not limited to: HC for religious topics or speakers, CDO if topic includes inclusion or diversity, CWP for topics dealing with sexual assault prevention.

#### **5. Program Management.**

5.1. POCs will comply with AFI 35-101, *Public Affairs Responsibilities and Management*; AFI 35-102, *Security and Policy Review Process*; DODI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information*; and AFPD 31-4, *Information Security*, to mitigate the inadvertent release of the following during speaker engagements: Operations Security, Scientific and Technical Information, Military Critical Technology, Foreign Disclosure, Freedom of Information Act, and sensitive Public Affairs information.

5.2. Speaker travel, expenses, and honoraria are typically funded through gift or appropriated funds. Procedures vary according to the funding source; however, do not commit funds, either implicitly or explicitly, until final approval of speakers, and ensure compliance with AFI 65-601 V1, *Budget Guidance and Procedures* (paragraph 4.9.), and USAFAI 51-601, *USAF Academy Management and Use of Gift Funds* (paragraph 6.3.1.7.).

5.2.1. Gift funds. Any proposed use of these funds must first be coordinated via electronic staff summary sheet (eSSS) with the USAFA Development and Alumni Programs Office (USAFA/CMA), the USAFA Staff Judge Advocate (USAFA/JA), and then approved by the appropriate authority specified in paragraph 6.3.1.7, USAFAI 51-601, before funds may be committed. The Dean of the Faculty, Commandant of Cadets, Director of Athletics, and Preparatory School Commander may approve honoraria paid with gift funds up to \$2,000 per individual. All other honoraria paid with gift funds must be approved by the Vice Superintendent or Superintendent. In either case, multiple requests may be submitted on a single SSS.

5.2.1.1. Speakers paid by outside organizations. The Air Force General Counsel (SAF/GC) must approve all “gifts of services.” For example, if a non-Federal government organization (e.g., USAFA Endowment, Association of Graduates) wants to pay a speaker directly (rather than offering the funds to USAFA, which would then pay the speaker) and offers the speaker’s services to USAFA, that is considered a gift of services. The offer must be staffed via eSSS through appropriate USAFA channels, including USAFA/CMA, USAFA/JA, USAFA/CV, and USAFA/CC, to SAF/GC for approval. Requests must be submitted as soon as possible, but with a minimum of 60 days lead time. If approved, the speaker must execute a Gratuitous-Volunteer Service Agreement (see Attachment 3).

5.2.2. Appropriated funds. For Air Base Wing events, the 10 ABW Commander may approve honoraria of \$500 or less. For all other events, honoraria of \$2,000 or less using these funds must be approved by the Superintendent through an eSSS (at least six weeks lead time.) Honoraria over \$2,000 require Assistant Vice Chief of Staff of the Air Force (HQ USAF/CVA) approval with a minimum of 60 days lead time. The eSSS for all appropriated fund honoraria should include coordination with USAFA/FM and USAFA/JA.

KIM D. HAWTHORNE, Col, USAF  
Director, Plans and Programs

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-4, *Information Security*, 1 September 1998

AFI 33-332, *Air Force Privacy Act Program*, 16 May 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI 35-102, *Security and Policy Review Process*, 20 October 2009

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

USAFAI 51-601, *USAF Academy Management and Use of Gift Funds*, 5 January 2011

AFI 65-601 V1, *Budget Guidance and Procedures*, 3 March 2005

DODI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information*, 9 October 2008 (Change 1, 13 June 2011)

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AF**—Air Force

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**AOC**—Air Officer Commanding

**ASP**—Academy Speakers Program

**CDO**—Chief Diversity Officer

**CWP**—Vice Commandant, Culture and Climate

**DoD**—Department of Defense

**eSSS**—Electronic Staff Summary Sheet

**HC**—Senior Staff Chaplain

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**PRC**—Pass & Registration Center

**RDS**—Records Disposition Schedule

**SSS**—Staff Summary Sheet

**TBD**—To Be Determined

**USAFA**—United States Air Force Academy

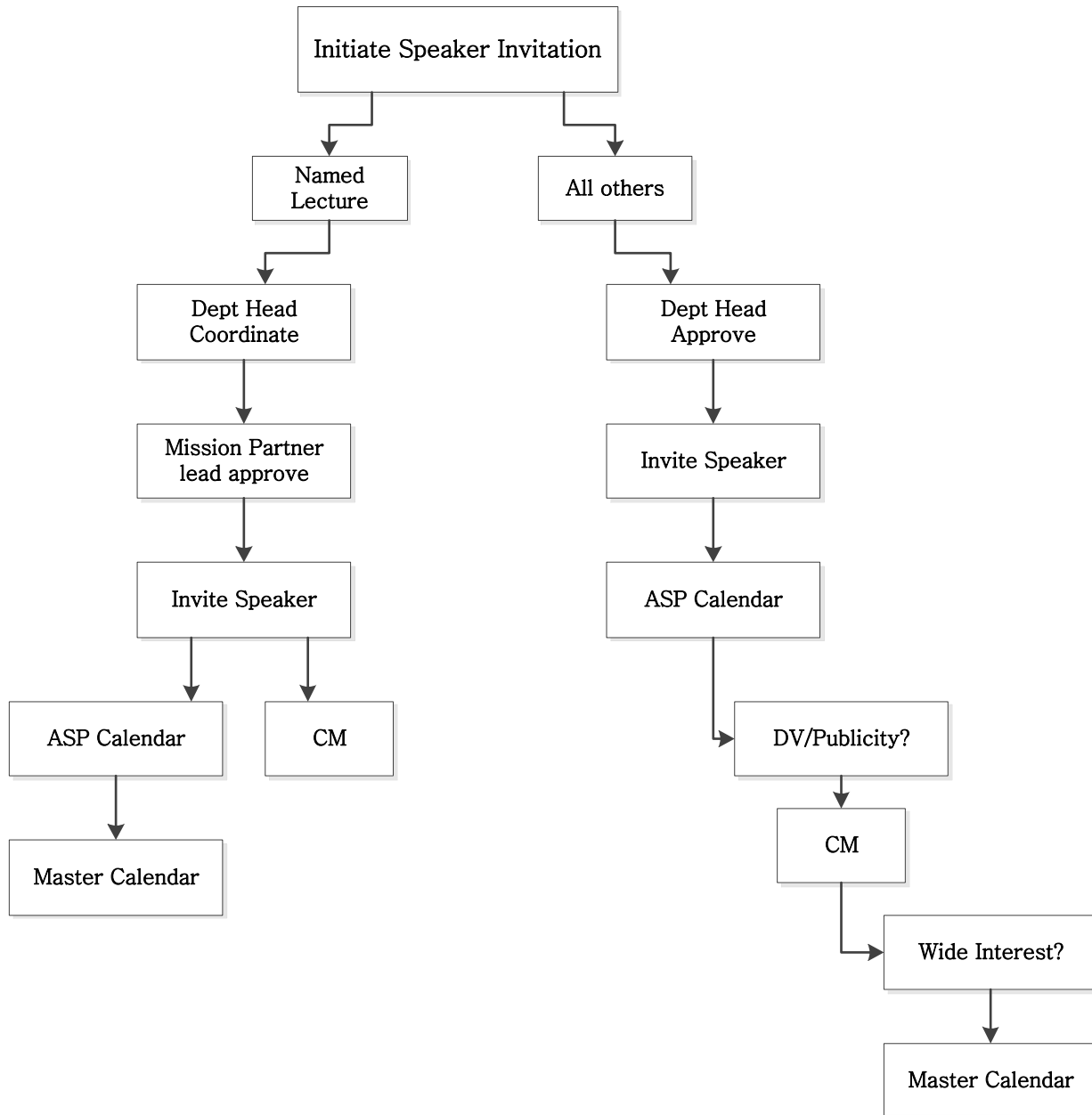
***Terms***

**Mission Partner Lead**—Commandant of Cadets; Dean of the Faculty; Director of Athletics; Commander, 10th Air Base Wing; and Commander, USAFA Preparatory School. For the purposes of this instruction, the Chief Diversity Officer and Commander, 306th Flying Training Group, serve as MP leads.

## Attachment 2

## SPEAKER APPROVAL AND ADMINISTRATION PROCESS

("Dept Head" used in place of O-6 speaker approver)



**Attachment 3****GRATUITOUS-VOLUNTEER SERVICE AGREEMENT**

I, (name), by signing this Agreement, agree to provide gratuitous-volunteer services as a lecturer/speaker to the United States Air Force Academy in compliance with 10 U.S.C., section 1588. Such services are provided without expectation of compensation and I hereby agree that no claim for services rendered or incidental expenses will be made against the United States government. I further understand that such gratuitous service does not constitute government service for purposes of Federal retirement benefits or preference in hiring for paid Federal employment positions.

In compliance with 10 U.S.C., section 1588(a)(3)(C), the nature of my services will be in the area of education. I understand that as a volunteer, I will not be considered a Federal employee for any purpose other than the Federal Tort Claims Act, 28 U.S.C., sections 1346(b), 2671, 2672, and 2674-2680 (1982), or the Military Claims Act 10 U.S.C., sections 2731-2738. I may also be entitled to compensation under the Federal Employees' Compensation Act, 5 U.S.C., sections 8101-8193, should I suffer personal injury in the performance of such duties. Except as provided by the above statutes, I understand and agree that I am assuming all risk of any personal injury, loss or expense that may result from my participation as a volunteer and hereby waive any claims that I or that my heirs, administrators, executors, and/or assignees may have against the United States government, the United States Air Force, the United States Air Force Academy and any of their officers, employees, representatives or agents, as a result of my participation in these volunteer activities.

I understand and agree that, as a volunteer, any Privacy Act information concerning government employees and their family members provided to me while performing volunteer services is, and will be, protected by the provisions of the Privacy Act of 1974.

This document encompasses all understanding between (name) and the United States Air Force Academy as pertains to services as a volunteer guest lecturer/speaker.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name