

DEPARTMENT OF THE AIR FORCE  
THE AIR FORCE CADET WING  
USAF ACADEMY, COLORADO 80840



REPLY TO  
ATTN OF: CW00- (SMSgt Wood, 2877)

13 March 1973

SUBJECT: Letter of Instruction - Spring Break 1973

TO: See Distribution

1. Spring Break for all classes begins officially at 1525, Friday, 23 March 1973, and will terminate at 1915, Sunday, 1 April 1973.

2. GENERAL INSTRUCTIONS.

a. The normal academic schedule of calls will be followed on Friday, 23 March 1973 except that cadet airmanship courses normally scheduled after 1525 will not meet. NO ALTERATIONS OF CLASS TIMES OR INDIVIDUAL CADET SCHEDULES ARE AUTHORIZED. Cadets will be permitted to depart on leave after last military duty on Friday, 23 March 1973, but in no case will cadets depart prior to 0705 hours that day. The noon meal formation is mandatory for cadets having classes and/or military duty in the afternoon.

b. Cadets will not serve restrictions, confinements, or tours during Spring Break.

c. Cadets who desire to remain at USAFA for all or any portion of the period from 1200, 24 March until 1200, 1 April 1973 must request approval in writing from their AOC's NLT 19 March 1973. CWD will compile a roster from the above information to be provided to the OIC. The roster will include cadet's name, class, squadron, room number, nearest telephone and the period during Spring Break, which the cadet will be in the dormitory. Also see paragraph 9, these instructions, concerning cadets remaining at USAFA.

d. Cadets arranging airlift (military hops) will contact Cadet Operations (2874/2877) for arrival/departure times and Senic Identification Number. Failure to comply with this requirement will result in aircraft not being allowed to land at Peterson Field.

e. Cadets manifested on scheduled hops coordinated with CW00 are encouraged to utilize bus transportation to Peterson Field. Cadets traveling to Peterson Field in POV's will be manifested through Passenger Service on a first come, first served, space available basis.

f. Travel outside the CONUS is not authorized without prior approval of the Squadron AOC, Group AOC and Deputy Commandant of the Cadet Wing (CWD). Cadets must submit, in duplicate, AFCW Form 13, Request and Authorization to Visit Outside the Continental United States. Authorization forms should be available through Squadron Administrative Officers or from Forms Distribution, Room 6A24, Fairchild Hall. Forms must be submitted to CWPP not later than 1630, 20 March 1973.

### 3. DEPARTURE INSTRUCTIONS.

a. Leave Requests and Orders. While on leave, each cadet must have in his possession a copy of the order authorizing him to take leave. CWP will publish and distribute leave orders to the appropriate AOC the week before Spring Break. These orders will be issued by the Squadron AOC's when the cadets sign out.

#### b. Departure Clearance.

(1) A cadet may depart on leave 23 March 1973 provided he has performed his last military duty, has secured all high-value items IAW para 5, has completed departure clearance form, has received a leave order from his AOC, and has signed out. (NOTE: All Third Class cadets must have selected an academic major and completed an eight-semester planning program prior to departure).

(2) Driving Limitations. Cadets driving private vehicles will comply with AFCR 522-6. Additionally, cadets must comply with the following:

(a) Cadets departing the Academy in private automobiles (Drivers or Riders) must discuss their itinerary with their AOC prior to departure.

(b) Cadets driving for more than 8 hours or more than 400 miles must submit a written itinerary to the Squadron AOC.

(c) Single and double drivers will not drive after 2200 hours the day of departure.

(3) Cadets utilizing privately owned vehicles are encouraged to winterize their vehicles to include proper tires for areas in which they anticipate traveling.

(4) Cadets desiring to leave their cars at USAFA during Spring Break will park them in the parking lot south of the New Dormitory. This assures better security since the Security Police will closely monitor this lot at all hours. Cadets living in Vandenberg Hall will remove their cars from the New Dormitory Parking Lot by 0700, 2 April 1973.

(5) Cadets will complete Attachment 1, these instructions, and turn it in to their AOC's prior to departing on leave.

### 4. RETURN INSTRUCTIONS.

a. All Cadets will return not later than 1915, 1 April 1973. Late returns to USAFA will not be excused unless the late arrival was caused by a delay in a commercial flight (confirmed reservation) or a duly authorized military flight that is scheduled and coordinated with Cadet Operations. If a cadet is unable to return on time due to an emergency situation, or aircraft delay, he will notify the Officer-In-Charge or Staff Duty NCO telephone,

Commercial 303, 472-2910 and/or AUTOVON 259-2910. Aircraft delays in excess of 24 hours will not normally be approved. The OIC or Staff Duty NCO will notify CW00 (TSgt Reid 2874/2877 or 472-0641) of all known aircraft delays.

b. Cadets taking leave are reminded that they will return to USAFA in a duty status. Duty status means proper personal appearance.

c. Cadets desiring to return from leave prior to 1200 hours, 1 April 1973 will comply with paragraph 2c above.

## 5. SECURITY PROCEDURES.

a. All doors of unoccupied cadet rooms will be locked with the windows closed and secured. Entrances to the dormitories will be through specific identified stairwells (see paragraph 9).

b. All cadets, except those who will be present for the entire period, will store all high-value items in CWD approved high-value designated storage rooms. High-value items are defined as, but not limited to, items such as electronic gear, skis, ski boots, golf clubs, bicycles, scuba gear, photo equipment and musical instruments. Other items which are of such value as to require replacement, or payment of, by either making claims against the U.S. Government or private insurance companies, will be considered high-value items. Ski equipment may be kept in designated squadron Ski Rooms, but all stored property must be recorded on an USAFA Form 0-750/AFCW Form 49 and the rooms will not be opened, except for CWD-approved emergencies, during the Leave Period. To ensure positive security in all high-value designated storage areas, special locking devices will be used on each room. These rooms will remain secured throughout the Leave Period.

c. Each Squadron Logistics Officer will brief his squadron on the need for security. He must insure that every cadet in the squadron has been briefed. Logistics Officers are responsible for implementing procedures for storage and inventory of the "high-value" property.

(1) The Squadron Logistics Officer/Logistics Sergeant, or First Sergeant will be responsible for the security of the high-value storage room whenever articles are being placed into storage or removed and will inventory each item of "high-value" placed into storage. One copy of the inventory forms (USAFA 0-750) will be given to the Squadron AOC, one copy to the cadet, and one copy remains with the items stored. Entry to designated storage rooms will be prohibited from 2245 hours, 22 March 1973 to 1915 hours, 1 April 1973, except for Squadron AOC approved entry.

(2) All property must be stored in the designated storage room NLT 2245 hours, 22 March 1973.

(3) The Squadron AOC will be responsible for the security of all squadron keys. Three combination locks have been issued to each squadron for use on the "high-value" storage room, ski room, and one civilian clothes room.

(4) Squadron Trunk Rooms will be periodically inspected by CWD/CWL

personnel throughout the Spring Break leave period.

d. Cadets authorized to remain in their rooms during the Leave Period may keep only their own personal high-value items in their room. However, extra precaution must be taken by each cadet to ensure their rooms are secured while absent from the room.

e. Procedure for removing property from storage rooms is as follows:

(1) Entry to designated storage rooms will be prohibited from 2245 hours, 22 March 1973 to 1915 hours, 1 April 1973, except for squadron AOC approved entry.

(2) The Squadron Logistics Officer will unlock the storage room from 1915 hours to 2015 hours, 1 April 1973 and issue property to cadets. He must also complete the inventory form (USAFA 0-750). Inventory forms will then be returned to the Squadron AOC.

(3) The Squadron AOC will be notified immediately of any missing personnel property and will insure compliance with AFCR 67-7, Lost, Stolen, or Found Personal Property.

#### 6. SIGN-OUT AND SIGN-IN PROCEDURES.

a. A Locator Listing will be furnished by each AOC to the Squadron Administration Sergeant on 16 March 1973. This listing will serve as the Cadet Wing Locator Listing for the entire Spring Break leave. If more than one activity is planned for the Spring Break period, i.e. leave and official TDY, indicate location points for all periods. Location point will include an address, zip code, and full telephone number. The locator listing is of prime importance, since it is the only firm information available on each cadets' whereabouts during the Spring Break leave period. The Squadron Administrative Sergeant will insure the correctness of the Locator Listing and turn it in to his AOC not later than 1915 hours, 20 March 1973. The AOC will be responsible for furnishing the Locator Listing to Cadet Personnel, Room 6A36, Fairchild Hall, NLT 1200 hours, 22 March 1973. CWPP will file the Locator Listing in squadron order along with an Alpha Roster and have it handcarried to CWD. CWD will have the listing handcarried to the Headquarters Squadron Orderly Room not later than 1300 hours, 24 March 1973. The listing will remain in the Staff Duty NCO office until 1130, 1 April 1973, at which time the Cadet Wing SOD will pick it up for use in the Cadet Wing Command Post. The listing will remain in the Command Post until 0730, 2 April 1973 when it will be delivered to Cadet Personnel, Room 6A36, Fairchild Hall, for final disposition.

b. Sign-Out/Sign-In will be accomplished on AFCW Form 19 in Squadron Orderly Rooms. Each AOC will insure that all cadets assigned to his squadron have signed out and that AFCW Form 19 is handcarried to CWPP after the last cadet departs so that an accurate Strength Report can be prepared. Mitchell Hall will be closed from 0800, 24 March 1973 to 1545, 1 April 1973. In order for subsistence allowance to be credited to cadet accounts, all cadets, including those who remain in the area, will be required to sign out

when they depart on leave and sign in upon their return. (Failure to properly sign out or in will cause forfeiture of subsistence allowance.)

7. EMERGENCY MEDICAL/DENTAL CARE WHILE AWAY FROM USAFA.

a. When a cadet requires emergency medical/dental care (medical care, outpatient, or inpatient, required to prevent loss of life, limb, or undue suffering) when on leave, travel, TDY, etc, status, the required care must be obtained from uniformed services medical facilities (Air Force, Army, Navy, and U. S. Public Health Service) or from other government medical facilities, such as the Veterans Administration Hospital, when available.

b. If the required medical/dental care cannot be obtained from government sources, then it may be obtained from civilian sources at U. S. Government expense. When reporting for civilian medical/dental emergency care, cadets should identify themselves by name, rank, serial number, Air Force organization and duty or leave status. Cadets should request the providers of emergency care to bill the Commander of the USAF Academy Hospital (ATTN: SGM), USAF Academy, Colorado 80840. The Academy hospital will insure that the providers of emergency care receive full payment for the services rendered. Individuals receiving such care should inform the USAF Academy Hospital Resource Management Office (472-2944) upon their return to the Academy.

8. CADET WING COMMAND POST/CCQ MANNING.

a. Command Post will be manned by the OIC and designated cadets from 1730, 23 March 1973 until 1200 hours, 24 March 1973. Wing Staff will:

(1) Insure that squadron security is maintained by cadets until all cadets in that squadron have signed out.

(2) Insure that a detail reports at 1200 hours, 1 April 1973 to man the Command Post in VH and Arnold Hall.

(3) Insure that each squadron has an upperclass Squadron Duty Officer (First or Second Classmen) designated to report at 1200 hours, 1 April 1973.

b. The Staff Duty NCO and/or Base Locator Personnel will man the Cadet Command Post telephone (472-2910) from 1100, 24 March 1973 until 1200, 1 April 1973. CWD will make necessary arrangements with 1876 Communications Squadron to effect change of telephone requirements. CWD will designate OIC's for each day during the leave period and provide the Staff Duty NCO with a consolidated OIC list and duty schedule. Special instructions needed by the Staff Duty NCO concerning cadet emergencies, notifications, etc., will be provided by CWD.

c. The designated Squadron Duty Officer will assume the applicable responsibilities outlined for SDO in Commandant's Manual 55-1 and supervise

early returns commencing at 1200 hours on 1 April 1973. The duty officer will have keys for the squadron area. He will pick up distribution in Command Post.

d. The designated Command Post details will assume the applicable command and control responsibilities outlined in Commandant's Manual 55-1. They will supervise the return sign-in and monitor compliance with the required personal appearance standards. Information received pertaining to military hops will be relayed to CW00, TSgt Reid, 2877/2874, or home phone 472-0641.

e. The regular Command Post/CCQ detail will assume their duties at 1730, 1 April 1973.

f. AOC's will be designated as OIC's for the holiday period. They will serve a 24-hour tour and will be on call through the Staff Duty NCO during their tour of duty.

9. CADETS REMAINING AT USAFA.

a. Dormitories: Cadets remaining at USAFA over Spring Break will occupy their own rooms. Approval to remain must be received IAW paragraph 2c above.

(1) All Vandenberg Hall doors will be locked with 3 exceptions. Two doors (B-3 and EF-9) opening onto the Terrazzo will be open 24 hours. The Mail Room door at the Base of the Ramp will be open 0630-1700 daily. CWL will lock and unlock this door.

(2) All New Dorm doors will be locked with 3 exceptions. Two doors (B-3 and D-7) opening onto the Terrazzo will be open 24 hours. Door A-2, ground floor, will be open 0630-1700 daily. CWL will lock and unlock this door.

(3) Fire exit diagrams are posted in each cadet squadron area. Cadets staying in the dormitory will follow their normal squadron fire exit procedures or utilize the above-referenced exits. Exit can be gained at all stairwells by breaking the glass in the door.

b. Messing: Mitchell Hall will serve a continental breakfast 0600-0800, 24 March 1973. The next meal (buffet) will be served 1545-1900, 1 April 1973 with normal schedule thereafter. Cadets are authorized to eat in the Airmen's Dining Hall beginning with the noon meal 24 March 1973. The uniform will be Service Alpha or Bravo (flight suits will be allowed for cadets in soaring program) when dining in the Airmen's Mess. All meals eaten in the Airmen's Dining Hall will be paid for by each cadet at the time he enters the Dining Hall. Hours of operation are:

	<u>WEEKDAYS</u>	<u>WEEKENDS</u>
Breakfast	0630-0730	0700-0830
Lunch	1115-1245	1130-1230
Dinner	1630-1730	1630-1730