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*Personnel*

**CADET NON-ACADEMIC  
APPOINTMENT SYSTEM (NAS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, by explaining how cadets are scheduled for and notified of nonacademic appointments. It applies to each USAF Academy agency having requirements for scheduling cadets. 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 AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>

**SUMMARY OF CHANGES**

This instruction has been renumbered from USAFAI36-182 to USAFAI36-2017 to align with the AFPD being implemented. Changed office symbol from 34 TRW/SDCP to USAFA/CWTSA. Changed last day of class reference from T-42 to T-40. Changed squadron adjutant reference to squadron executive officer. A bar ( | ) indicates revisions from the previous edition.

**1. Why a Scheduling System.** Members of the cadet wing must report to various USAF Academy agencies to complete uniform, administrative, training, supply, personnel, and financial requirements. Cadet Scheduling (USAFA/CWTSA) schedules nonacademic appointments using the Cadet Administrative Management Information System (CAMIS) database. This instruction is not intended to restrict, in any way, appointments with health-care providers or access to care for acute illnesses or injuries. This instruction is also not intended to restrict, in any way, interviews of witnesses or suspects during a law enforcement investigation, by either military or civilian law enforcement officials, where the nature of the questioning or need to obtain information is considered time critical.

**2. Scheduling Limits:**

2.1. USAFA/CWTSA will schedule cadets for nonacademic appointments during the following times: Free academic periods, before classes (0700-0730), and after classes (1530-1700). Appointments will be scheduled beginning with lesson T5 for the fall and spring semesters up to the last academic day (T-40) of each semester.

2.1.1. USAFA/CWTSA will schedule cadets one time only for requested appointments and cannot reschedule cadets who miss appointments. Cadets must reschedule missed appointments through the appropriate agency.

2.2. USAFA/CWTSA cannot schedule cadets for nonacademic appointments during the following times:

2.2.1. Holidays approved by the Academy Board.

**NOTE:** These dates are annotated on the semester calendars distributed by USAFA/CWTSA.

2.2.2. Final examinations.

2.2.3. During cadets' scheduled classes, unless approved by USAFA Scheduling Committee, action generated by a USAFA Form 17, *Request for USAFA Scheduling Committee Action*.

2.2.4. Weekends, Fridays before Parents' Weekend, Fridays before and during official leave periods, break periods, days with a compressed schedule and recognition training.

### 3. How the System Works:

#### 3.1. Agencies that Require Nonacademic Appointment Scheduling.

3.1.1. Make all necessary reservations for rooms, special equipment, personnel, etc., to ensure efficient use of appointment times for cadets.

3.1.2. Twenty-five workdays before the start date of required appointments, submit USAFA Form 17, *Request for USAFA Scheduling Committee Action*, to the USAFA Scheduling Committee, or notify USAFA/CWTSA, in writing. Include the following:

3.1.2.1. Title and type of appointment.

3.1.2.2. Class year of cadets.

3.1.2.3. Room and building to which cadets are to report.

3.1.2.4. Inclusive dates.

3.1.2.5. Time blocks/hours to which cadets are scheduled.

3.1.2.6. Number of cadets to be scheduled per period.

3.1.2.7. Selection requirements (e.g. males only, cadets from certain groups or squadron, etc.).

3.1.2.8. Point of contact/phone number for cadets who have questions concerning the appointment.

3.1.3. Report any cadet who fails to attend a scheduled appointment to the cadet's Air Officer Commanding (AOC) and submit an Air Force Cadet Wing Form 10, *Report of Conduct*.

3.1.4. Reschedule cadets for missed appointments as needed.

3.1.5. Schedule cadets who did not receive an appointment through the USAFA/CWTS system due to cadet availability and/or the requesting agency's requested appointment constraints.

**3.2. USAFA/CWTSA:**

3.2.1. Schedules all appointments at least 16 workdays before the start date of the event once the CAMIS information is available.

**NOTE:** USAFA/CWTSA's ability to meet the suspense above is contingent on receipt of timely notification of the appointment as outlined in paragraph **3.1.2.** above.

3.2.2. Provides requesting agency with a computer-generated master roster listing names and times of appointments before the start date of the event.

3.3. **Squadron AOCs.** AOCs ensure their units notify cadets of all scheduled appointments and take appropriate disciplinary action for any missed appointments.

**4. Forms Adopted.** USAFA Form 17, *Request for USAFA Scheduling Committee Action*; Air Force Cadet Wing Form 10, *Report of Conduct*; and AF Form 847, *Recommendation for Change of Publication*.

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Commandant of Cadets