

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3505**



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**SCHEDULING CADET INSTRUCTIONAL
FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Dr. Dean H. Wilson)

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. It details the priority system for assigning cadet instructional facilities for all events at the United States Air Force (USAF) Academy and establishes procedures for scheduling such facilities. It applies to all USAF Academy personnel and tenant unit personnel who use cadet instructional facilities. 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 Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure 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 disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change updates the opening paragraph. It also updates the office title from Customer Services to Academic Scheduling and Customer Services Division. A margin bar (|) indicates revisions from the previous edition.

1. Priority. Cadet instructional facilities will be allocated following this priority system:

1.1. Regularly Scheduled Cadet Instruction. Academic Scheduling and Customer Service (HQ USAFA/DFRR) schedules rooms for these programs. Department scheduling

coordinators should consolidate departmental requests and tell HQ USAFA/DFRR when they review the Preliminary Course Offering Information (PCOI) in mid-March for the following fall semester and mid-October for the following spring semester. HQ USAFA/DFRR will honor all requests for normal size (20-seat) classrooms for cadet instruction. Allocating a limited number of special classrooms (76-seat lectinars, 46-seat mini-lectinars, and seminar rooms) depends on the demand each semester. Final allocation of these classrooms may have to be delayed until actual enrollments by hour are known (1 to 2 weeks prior to the beginning of each semester). If the demand for special classrooms exceeds supply, the following priorities will be followed:

1.1.1. Bona fide requirement. (Send HQ USAFA/DFRR a memorandum of justification with this request.)

1.1.2. Largest number of cadets affected.

1.1.3. Date of request.

1.2. Other Cadet Instruction. (**NOTE:** HQ USAFA/DFRR will try to equitably distribute all available classroom resources among departments.)

1.3. USAF Academy Sponsored Events.

1.4. USAF and Other Department of Defense (DOD) Sponsored Events. (These events are occasionally directed by higher authority and will be assigned priority accordingly.)

1.5. Cadet Activities.

1.6. Non-DOD Sponsored Events.

2. Responsibilities:

2.1. HQ USAFA/DFRR schedules all classrooms, lectinars, mini-lectinars, and seminar rooms in Fairchild Hall and classrooms and labs in Fairchild Hall East Annex.

2.2. Headquarters, United States Air Force Academy, Center for Education and Technology (HQ USAFA/DFET) schedules all lecture halls in Fairchild Hall.

2.3. The Head of the Department of Physical Education (HQ USAFA/ADP) controls cadet instructional facilities in the field house and cadet gymnasium.

2.4. The Military Training Branch (HQ USAFA/CWT) coordinates with HQ USAFA/DFRR to schedule classrooms during the Commandant's time.

3. Information Collections, Records, and Forms or Information Management Tools (IMT).

3.1. Information Collections. No information collections are created by this publication.

3.2. Records. Ensure 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 disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

3.3. Forms or IMTs (Adopted and Prescribed).

3.3.1. Adopted Forms or IMTs: AF IMT 847, **Recommendation for Change of Publication.**

3.3.2. Prescribed Forms or IMTs: No forms or IMTs were adopted by this publication.

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Dean of the Faculty

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

Cadet Activities—All intercollegiate and club athletic events, club meetings, and recognized cadet activities.

Cadet Instructional Facilities—All classrooms, lectinars, mini-lectinars, and seminar rooms in Fairchild Hall and classrooms and labs in CETF.

DOD and Non-DOD Sponsored Events—Events sponsors request USAF Academy facilities on a space available basis.

Other Cadet Instruction—All short-term programs, evening lectures, cadet squadron training, and special briefings.

Regularly Scheduled Cadet Instruction—All semester, long-term, or summer courses (to include graded reviews and final examinations) taught by the Directorate of Athletics (HQ USAFA/AH), the 34th Education Group (34 EDG), and the Dean of the Faculty (HQ USAFA/DF).

USAF and USAF Academy Sponsored Events—Such events as symposia or conferences designed primarily to enhance the professional knowledge of the USAF Academy faculty and staff and to provide a special educational experience for cadets.