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SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3508**



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Personnel*

CADET ACCOUNTABILITY SYSTEM (CAS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and establishes the Cadet Accountability System (CAS). It outlines cadet, instructor, and air officer commanding (AOC) responsibilities when a cadet is absent from or late to class. It applies to all USAFA personnel who support the CAS. 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/afirms/afirms/afirms/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 Academic Scheduling to Academic Scheduling and Customer Services. The final update rescinds USAFA Form 163 and includes a new report in Q2i with the same title. A margin bar (|) indicates revisions from the previous edition.

1. General. The CAS is used to record cadet absences from or lateness to class. It is a management tool upon which to base disciplinary action for unauthorized or excessive absences or lateness. The CAS is the joint responsibility of the cadet, the instructor, and the AOC. Cadets are not authorized to miss a class unless they have special permission according to USAFAI 36-

180, *Allocation of Cadet Time*. Cadets must attend the appointment or duty of highest precedence and notify all other agencies or officials (as soon as they know a conflict does exist) that they will be absent from the lower priority appointment or duty.

2. Responsibilities:

2.1. The Cadet:

2.1.1. Must be present for duty (class) unless excused by a proper authority. Obtains permission (or coordinates, e.g., emergency leave) to miss any class before the class meets.

2.1.2. Notifies the affected Dean of Faculty (HQ USAFA/DF), Athletic Department (HQ USAFA/AD), instructor, the academic advisor, and the AOC or Academy Military Trainer (AMT) stating the reason for the absence prior to missing class. This is to be accomplished both verbally and via email. In extenuating circumstances only will the verbal notification be waived.

2.1.3. Must account for absence as soon as possible in rare cases when pre-coordination is not possible. Provides specific reasons (not CAS codes) for the absence before readmission to class in accordance with USAFAI 36-180.

2.2. The Instructor:

2.2.1. Is the “on-site commander” and is responsible for cadets during scheduled classes. Will determine if an absence or lateness is “excused” or “unexcused” based upon the cadet’s stated reason. Under **no** circumstances will instructors accept an excusal reason category code ([Attachment 2](#)) as the stated reason.

2.2.2. If an absence or lateness is determined to be “unexcused,” notify AOCs/MTLs via email or phone to discuss the unexcused absences and (or) lateness and communicate with AOCs/MTLs any other cadet performance issues. May also assign an “academic penalty” for unexcused absences in accordance with academic department’s policies.

2.2.3. Records all absences and lateness on the Instructor Worksheet with the appropriate reason code ([Attachment 2](#)). This report can be found on the web computer program known as Q2. The instructor ensures that all CAS codes are transferred to the CAS database maintained by the Registrar’s Information Services Division (HQ USAFA/DFRI). Every five lessons, the instructors are reminded of this tasking via email.

2.2.4. Must report the use of “**other**” excusals to their department head or a designated representative.

2.2.5. After a cadet misses three consecutive classes, checks with the Registrar’s Academic Scheduling and Customer Service (HQ USAFA/DFRR) to determine the cadet’s status. If the cadet is enrolled, then the instructor tells the AOC/AMT of the prolonged absences.

2.2.6. Requires the cadet to explain his or her absence or lateness before readmission to class if acceptable email was not received.

2.2.7. Disposes of all Instructor Worksheets in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.cfm>.

2.3. Each Department Head and Athletic Programs (HQ USAFA/ADP):

2.3.1. Ensures course attendance records are disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

2.3.2. Designates a department CAS monitor as a point of contact with the Registrar (HQ USAFA/DFRI).

2.3.3. Ensures CAS data is submitted in accordance with schedules and procedures published by HQ USAFA/DFRI.

2.3.4. Designates a representative to serve as the approving authority for the use of CAS codes "O" and "OL," and ensure their use is not abused.

2.4. Information Services (HQ USAFA/DFRI):

2.4.1. Maintains the database of cadet attendance from department inputs.

2.4.2. Upon request, provides attendance information to the Commandant of Cadets, (CW/CC), Commander, Training Group (CWT/CC); the Dean of the Faculty (HQ USAFA/DF); the Director of Athletics (HQ USAFA/AD); Department Heads; AOCs; or designated representatives.

2.4.3. Distributes the computer software and required data files on course enrollment to all departments for their use in maintaining cadet attendance information.

2.4.4. Distributes CAS report to AOCs/AMTs showing squadron totals by cadet (for the academic year), semester totals, totals report for each five lessons, and all unexcused absences and lateness by class and date for each occurrence. Resolves any discrepancies with instructors and AOCs/AMTs

2.4.5. Provides the Instructor Worksheet to instructors at the start of each semester and when requested.

2.4.6. Provides an annual audit due in June of each year reflecting number of CAS absences and the number of CAS-related honor cases displayed in a 5-year trend analysis. 34th Training Wing Center for Character Development Honor Division (34 TRW/CWCH) will provide to HQ USAFA/DFRI an audit of all CAS-related honor cases for the past academic year NLT end of May each year.

2.5. Commander, 10th Communications Squadron (10 CS/CC). The 10 CS/CC provides systems analysis and programming support to revise and maintain the programs necessary for an automated CAS involving the Cadet Administrative Management Information System (CAMIS).

2.6. AOCs/AMTs:

2.6.1. Review all emails for absences and (or) lateness and ensure punishments are awarded and served where applicable. Ensure processing and (or) closure is accomplished within **5 duty days** (Class A/B hits), as prescribed by 34TRGOI 51-201,

Cadet Counseling, Discipline, and Rehabilitation. File copies of all non-routine email messages until the beginning of the next academic year.

2.6.2. Resolve discrepancies with the instructor before deviating from the standard disciplinary actions outlined in 34TRGOI 51-201. Request individual CAS audits from HQ USAFA/DFR when necessary.

2.6.3. Determine if punishments are necessary for repeated CAS violations in accordance with 34TRGOI 51-201

2.6.4. Document all corrective action even if the disciplinary action differs from 34TRGOI 51-201, through mutual agreement of instructor and AOC.

2.6.5. Review all HQ USAFA/DFRI reports summarizing unexcused absences and (or) lateness. Annotate the punishment awarded, initial the report, and return to the Group AOC by the suspense date. Group AOCs will maintain the completed reports for one semester.

2.6.6. Do **not** have the authority to excuse cadets from classes. However, an AOC/AMT may allow a sick cadet to remain in bed until scheduled appointment time (reference AFCWMAN 36-3501, *The Cadet Sight Picture*).

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 are prescribed.

DANA H. BORN, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AOC—Air Officer Commanding

CAS— Cadet Accountability System

AMT—Academy Military Trainer

Terms

Absent—Cadets are absent when they arrive more than 15 minutes after a class or lab is scheduled to begin or when they depart a class or lab before being dismissed by the instructor.

Excused— Cadets are excused from class when a higher priority appointment conflicts with a scheduled class (according to the order of precedence established in USAFA 36-180), or when Scheduling Committee action pre-approves the absence.

Late—Cadets are considered late when they arrive after, but within 15 minutes of, the class beginning.

Attachment 2**CAS REASON CODES**

- O** Other - For exceptional situations only such as sudden illness, personal problems that preclude class attendance, and circumstances beyond a cadet's control.
- OL** Other Late.
- TD** Temporary Duty - Any trip. Must have Scheduling Committee Action (SCA).
- TDL** Temporary Duty Late.
- MD** Medical or Dental Appointment - Medical or dental appointments made for the cadet. Sick call. For AH excusals, cadet must present an AFCW Form 18, **Cadet Injury/Illness Report**.
- MDL** Medical or Dental Appointment Late.
- HP** Higher Priority Duty - Includes the order of precedence outlined in USAFAI 36-180 and SCA-approved absences.
- HPL** Higher Priority Duty Late.
- UA** Unexcused Absence.
- UL** Unexcused Late.