

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3509**

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Personnel

EXTRA INSTRUCTION FOR CADETS

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 procedures concerning extra instruction (EI) for cadets. It applies to personnel who help cadets receive EI, as appropriate, and to the cadets. The Dean of Faculty is the authority to waive requirements in this publication. All requests to waive requirements should come through Student Academic Affairs and Registrar's Office, forward to the Vice Dean, and Dean of Faculty for final decision. This publication does not apply to Air Force Reserve Command (AFRC) units or 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 that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has had major revisions and should be carefully reviewed. This revision removes all reference to Hospital Instruction (HI) since the 10th Medical Group is no longer a hospital, but a clinic and no longer has overnight beds available. New title of instruction will be: Extra Instruction for Cadets.

1. Scheduling EI:

1.1. Cadet participation in EI is normally voluntary. However, EI may be directed by the instructor, academic advisor, Associate Air Officer Commanding for Academics (AAOCA), or the Academic Review Committees (ARC) as part of the academic “get well” program.

1.2. Cadets who request EI must attend at the time and place designated unless canceled or rescheduled. Cadets must prepare for their EI sessions by completing all reading or homework assignments beforehand.

1.3. Scheduled intramural practice, competition, and both off-season and on-season intercollegiate practice take precedence over EI. Cadets must have approval to miss intramural or intercollegiate activities.

1.4. Academic departments will schedule EI according to the official schedule of calls. Cadets may make arrangements with the instructor to attend EI during any period that does not conflict with their military training, academic, intramural, reconditioning (RECONDO) or intercollegiate schedule. No extra instruction will be scheduled during evening academic call to quarters (ACQ), after 1900. Work not introduced in class or in the textbooks will normally not be discussed during EI.

1.5. EI will not normally be conducted on the second floor (A-block) and the sixth floor of Fairchild Hall on weekends, and before 0700 or after 1700 on weekdays. If EI is conducted during these non-duty times, the instructor providing EI will escort the cadet at all times on the sixth floor or second floor (A-block) of Fairchild Hall. EI may be scheduled at cadet request and with instructor agreement in any other location, except the cadet dormitories. However, anytime EI is scheduled outside Fairchild Hall all potentially interested cadets will be invited to attend.

1.6. If a cadet’s schedule conflicts with his or her instructor’s free periods, the course director for the affected course will assist by finding another instructor to handle the EI request.

1.7. Academic departments will not schedule EI on the day prior to a graded review or during final examination week. However, a cadet may seek individual help from an instructor at any time prior to a graded review or final examination.

1.8. Instructors are encouraged to work with cadets hospitalized in local military or civilian medical facilities.

1.9. If bed rest exceeds 24 hours, cadets may receive EI and take exams in their dorm rooms.

1.10. Instructors administering exams to cadets on bed rest will secure all academic materials.

2. Procedures for EI:

2.1. Academic department heads will establish procedures to conduct and record EI within their respective departments.

2.2. Verbal permission is required from the following individuals before a cadet may request EI:

2.2.1. AOC, to miss military training.

2.2.2. Chief, Intramural Division, to miss intramural practice/competition and intramural contests the cadet is officiating.

2.2.3. Coach, to miss intercollegiate practice.

2.2.4. Flight Surgeon or attending physician, squadron Air Officer Commanding (AOC) and the department's academic course director if the cadet is on bed rest and is receiving EI in the dorm room.

2.2.5. RECONDO Officer in Charge (OIC), to miss RECONDO.

2.3. Cadets unable to attend a scheduled EI session may cancel the session without penalty by providing sufficient advance notice to the instructor or the department secretary. Instructors will discipline cadets who fail to show for EI without sufficient advance notice.

2.4. Any instructor who provides EI to a cadet whose name appears on the mid-semester or end-of-semester ARC Records Review Roster or who is currently deficient in that course must document the EI sessions on the Comment Card.

ANDREW ARMACOST, Brig Gen, USAF
Dean of the Faculty

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

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

AFPD36-35, *United States Air Force Academy*, 25 May 2011

Title X, United States Code, Section 9331 (*Establishment, Superintendent, Faculty*) and Executive Order 9337, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAOCA—Associate Air Officer Commanding for Academics

ACQ—Academic Call to Quarters

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOC—Air Officer Commanding

ARC—Academic Review Committees

EI—Extra Instruction

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

Terms

Bed rest—The examining physician may place cadets, who are ill or injured, but not hospitalized, on bed rest status. Bed rest is normally for a 24-hour period, but the attending physician may extend it if necessary.

Extra Instruction (EI)—In addition to regularly scheduled classes, EI is available to cadets. EI assists cadets who want to improve their performance by supplementing regular academic instruction. EI scheduled by the instructor for his or her convenience often involves more than one cadet. The cadet usually requests individual cadet EI and is generally between an instructor and one cadet.

Medical Clearance—Cadets are medically cleared to resume academics by the attending physician's approval. Once medically cleared to study, cadets assume responsibility for maintaining academic proficiency. Cadets must then attend all scheduled classes. Cadets will immediately notify the attending physician if they are unable to study or attend all classes.