

**BY ORDER OF THE
SUPERINTENDENT**



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

26 OCTOBER 2017

Certified Current on 14 May 2018

Personnel

***SCHEDULING CADET
INSTRUCTIONAL FACILITIES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFA/DFR

Certified by: HQ USAFA/DFR
(Dr. Thomas R. Mabry)

Supersedes: USAFAI36-3505, 29 March 2005

Pages: 3

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*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the (USAFA/DF). 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 change updates the timeline for scheduling instructional facilities and the capacity of specific classrooms.

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-April for the following fall semester and mid-November for the following spring semester. HQ USAFA/DFRR will honor all requests for normal size (24-seat) classrooms for cadet instruction. Allocating a limited number of special classrooms (73-seat lectinars, 50-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. AFI 32-9003, *Granting Temporary Use of AF Real Property*, requires execution of real property lease and/or license document when granting non-federal entities (NFE) access to AF facilities for events. Contact USAFA/A4 for details on real property lease/license process.

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, Technical Assistance Center (HQ USAFA/DFS) 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 Training Support Directorate (HQ USAFA/CWT) coordinates with HQ USAFA/DFRR to schedule classrooms during the Commandant's time.

ANDREW P. ARMACOST, Brig Gen, USAF
Dean of the Faculty

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

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

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

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

AFI 32-9003, *Granting Temporary Use of AF Real Property*, 19 Aug 1997

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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/AD), the Commandant of Cadets (HQ USAFA/CW), 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.