

**BY ORDER OF THE  
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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(Dr. Hal A. Taylor, Jr.)

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. This publication prescribes and explains 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. This publication applies to all United States Air Force Academy (USAFA) personnel who support the CAS system. 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*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. 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 USAFAI references. It also adds a new CAS code, EA, elective absence, and highlights the availability of CAS reports in the Cadet Administrative Management Information System (CAMIS).

**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 36-3536, *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) or 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.

### 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/AMTs via email or phone to discuss the unexcused absences and (or) lateness and communicate with AOCs/AMTs any other cadet performance issues. May also assign an “academic penalty” for unexcused absences in accordance with department policies.

2.2.3. Records all absences and lates with the appropriate reason code (Attachment 2). The instructor ensures that all CAS codes are transferred to the CAS database maintained by the Registrar’s Information Services Division (HQ USAFA/DFRI). The Q2 system is the current CAS database. Appropriate guidance will be provided by HQ USAFA/DFRI if CAS data collection transitions to a Learning Management System (LMS).

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.

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/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). Ensures department monitor sends bi-weekly e-mail reminder to instructors to enter cadet accountability into CAS.

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

2.3.4. Ensures department personnel are trained annually on the requirement to document cadet accountability (absences and lates), CAS system use, and the timely reporting of CAS.

2.3.5. Serves as approval authority for the use of CAS codes Other "O," Other Late "OL," and Elective Absence "EA" to ensure their use is consistent with USAFA policy.

2.4. Information Services (HQ USAFA/DFRI):

2.4.1. Collects cadet attendance from department inputs.

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

2.4.3. Maintains automated information system available to all departments for use in managing cadet attendance information which may be used to record CAS.

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

2.4.5. Ensures CAS collected by DFR Q2 system updates CAMIS daily.

2.5. Directorate of Communications and Information/Cadet Lifecycle Program Management Office (A6/Cadet Lifecycle PMO):

2.5.1. Provides system analysis and programming support to maintain the programs necessary for an automated Cadet Accountability System (CAS) involving the Cadet Administrative Management Information System (CAMIS). CAMIS provides CAS reports at the individual cadet, squadron, group, and wing levels.

2.5.2. Provides capability for AOCs/AMTs to generate reports to check squadron CAS numbers by cadet (for the academic year), semester totals, total CAS reported for each five lesson block, and all unexcused absences and lates by class and date for each occurrence.

## 2.6. AOCs/AMTs:

2.6.1. Review all CAS reports for absences and lates and ensure punishments are awarded and served, as applicable. Ensure processing and closure is accomplished within 5 duty days (Category 1 & 2 offenses), as referenced by *Administration of Cadet Discipline*. File copies of all non-routine email messages related to CAS absences and lates 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 *Administration of Cadet Discipline*.

2.6.3. Determine if punishments are necessary for repeated CAS violations in accordance with *Administration of Cadet Discipline*.

2.6.4. Document all corrective action even if the disciplinary action differs from *Administration of Cadet Discipline*; discuss and provide feedback to the initiating instructor on the corrective action taken.

2.6.5. Review CAMIS reports on CAS absences and lates. Annotate the punishment awarded, initial the report, and return to the Group AOC. Group AOCs will maintain completed CAS reports for one semester.

2.6.6. Do not have the authority to excuse cadets from classes. However, an AOC or AMT may allow a sick cadet to remain in bed until scheduled medical appointment time but no longer than 24 hours; excusals from duty requirements (e.g., academic, military training, intramurals, etc.) after the cadet's initial medical appointment must be medically directed. (reference USAFAI 36-3536, *Allocation of Cadet Time*).

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

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

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

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

USAFAI 36-3536, *Allocation of Cadet Time*, 15 Mar 2017

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***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 USAFAI 36-3536), or when Scheduling Committee action pre-approves the absence.

**Late**— Cadets are considered late, or tardy, 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/Tardy.
- TD** Temporary Duty - any trip. Must have Scheduling Committee Action (SCA).
- TDL** Temporary Duty Late/Tardy.
- MD** Medical or Dental Appointment - medical or dental appointments made for the cadet. Sick call. For AD excusals, cadet must present an, **Cadet Injury/Illness Report**.
- MDL** Medical or Dental Appointment Late/Tardy.
- HP** Higher Priority Duty - includes the order of precedence outlined in USAFAI 36-3536 and SCA-approved absences.
- HPL** Higher Priority Duty Late/Tardy.
- EA** Elective Absence – cadet precoordinated absence with instructor. The objective of the Elective Absence option is to provide cadets flexibility and discretion in utilizing their time towards professional development goals.
- UA** Unexcused Absence.
- UL** Unexcused Late/Tardy.