

**BY ORDER OF THE
SUPERINTENDENT**

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

6 DECEMBER 2018

Personnel

EXTRA INSTRUCTION FOR CADETS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFA/DFR

Certified by: USAFA/DFR
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Supersedes: USAFAI 36-3509,
5 September 2014

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and provides guidance regarding extra instruction (EI) for cadets. It applies to all personnel who offer EI and cadets who receive it. 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 number following the compliance statement. See Air Force Instruction (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 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 publication clarified permission requirements for missing noon meal formation and M5 activities for EI in [paragraph 2.2](#).

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. 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. These restrictions do not apply to the evening services offered by the Academic Success Center, such as the Quantitative Reasoning Center and Writing Center evening hours. 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 formal review sessions 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, noon meal formation, or M5 activities.

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***

AFPD 36-35, *United States Air Force Academy*, 14 May 2018

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

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

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.