

**BY ORDER OF THE
SUPERINTENDENT (USAFA)**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION**



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Personnel

ALLOCATION OF CADET TIME

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, and prescribes procedures for the allocation of cadet time. It establishes the sources of authority for determining the specific uses of cadet time and for granting excusals from approved duties, activities, or events. It establishes eligibility requirements for excusals and the limitations on the amount of academic classes from which cadets may be excused. It includes a list of priorities that determine precedence when conflicts occur. Any United States Air Force Academy (USAFA) agency requesting cadet time will comply with the authorizations, precedence, eligibility requirements, and procedures contained in this instruction. In case of conflicts with other USAFAI or guidance, this instruction takes precedence. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, 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, or alternately, to the Publication OPR for non-tiered compliance items. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). In collaboration with the Athletic Department, (USAFA/AD), Dean of Faculty, (USAFA/DF), and the Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1) develops personnel policy for the allocation of cadet time. Refer recommended changes and conflicts between this and other publications to USAFA Cadet Wing Training, Scheduling Division (USAFA/CWTS), 2354 Fairchild Drive, Suite 4A4, USAFA, CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of*

Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that 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 Information Management Systems (AFRIMS) Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction provides new guidance on individual excusal requests. An individual excusal request that is disapproved may be appealed through the Air Officer Commanding (AOC) directly to the respective Group AOC. The Group AOC can then either approve or disapprove the appeal. This instruction also includes a guide that the Scheduling Committee utilizes to set a precedence for the basis of their decisions.

Chapter 1—CADET EXCUSAL AUTHORITIES	4
1.1. Command, Time Allocation, and Excusals.....	4
1.2. Attendance and Excusal from Scheduled Duty.....	6
1.3. Procedures for Obtaining USAFA Scheduling Committee Coordination.	8
1.4. General Guidance and Policies for Excusing Cadets from Duty.	10
1.5. Individual SCAs:	11
1.6. Group SCAs.....	14
1.7. Course Absences.....	15
1.8. Intercollegiate Athletic Authorizations.....	16
1.9. Airmanship Authorizations.....	17
Chapter 2—NONACADEMIC APPOINTMENTS AND SICK CALL	19
2.1. Nonacademic Appointments.	19
2.2. Sick Call.....	19
Chapter 3—CADET PHYSIOLOGICAL TRAINING PROGRAM	20
3.1. Physiological training provides cadets with the necessary skills to function safely at altitude and correctly handle emergencies by familiarizing them with the physiological and psychological stresses of flight.	20
3.2. Responsibilities:.....	20
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	21
Attachment 2—ORDER OF PRECEDENCE	24

**Attachment 3—AUTHORIZED ACADEMIC EXCUSAL TIME FOR
INTERCOLLEGIATE ATHLETICS**

Attachment 4—SCHEDULING GUIDANCE

Chapter 1

CADET EXCUSAL AUTHORITIES

1.1. Command, Time Allocation, and Excusals.

1.1.1. The Superintendent (USAFA/CC) exercises overall command authority and Operational Control (OPCON) of permanent party personnel and cadets. USAFA/CC through the Academy Board exercises overall authority for the allocation of cadet time and establishes the Schedule of Calls (SOC). The Commandant of Cadets (USAFA/CW) through the Group and Squadron AOCs exercises command authority, OPCON and Administrative Control (ADCON) as well as Tactical Control (TACON) during times in the SOC not directed to other Mission Elements (ME). USAFA/CW, the Dean of the Faculty (USAFA/DF), the Director of Athletics (USAFA/AD), and the 306th Flying Training Group Commander (306 FTG/CC) have the authority to excuse cadets from scheduled activities within their respective ME. To facilitate the diverse requirements and challenging schedules of cadets across all MEs, the USAFA Scheduling Committee was established as a standing committee of the Academy Board per USAFAI 36-3540, *The US Air Force Academy Board*, to serve as a central coordinating activity. This instruction provides guidance to be applied by all members of the USAFA team to assist cadets in properly prioritizing their attendance at scheduled formations and accomplish all duties unless excused by the proper authority, and should not be viewed as a method to avoid mandatory events/requirements.

1.1.2. The USAFA Scheduling Committee acts on behalf of the Superintendent and the Academy Board when reviewing requests that involve the loss of scheduled academic, military, athletic, airmanship, or personal time.

1.1.2.1. The chairman of the Scheduling Committee is the Director of Training Support (USAFA/CWT) or his/her (grade equivalent) designated representative. The Chair acts on behalf of the Superintendent and enforces institutional perspectives. Decisions of the Scheduling Committee Chair are final. The voting members of the committee are representatives from USAFA/AD, USAFA/CW, and USAFA/DF. The 306 FTG/CC, while not a voting member, serves as an advisory member to the board. Designated representatives of each ME Commander/Director and the 306 FTG/CC act on their behalf for the daily conduct of the Scheduling Committee. Since these individuals represent their commanders, coordination can be accomplished and decisions made immediately, minimizing coordination with each ME Commander/Director on issues where established guidelines can be followed.

1.1.2.2. The USAFA Scheduling Committee reviews requests for cadet excusals and activity schedules. The committee convenes every week during the academic year. Special meetings are convened as required at the request of a ME Commander/Director or Vice Commander/Director or as described in Paragraph 1.3.10. for electronic or telephone votes. During summer periods, cadet excusals are coordinated through their summer program AOCs and program managers as described in Paragraph 1.1.3.

1.1.2.3. The USAFA Scheduling Committee votes on cadet excusal requests. For cadet excusals, the Scheduling Committee possesses authority, and members vote based on conflicts and concerns over issues within their respective ME (e.g., the USAFA/DF

representative votes based on conflicts within Dean of the Faculty activities); a unanimous vote (3 out of 3 approving) is required for approval. The Scheduling Committee Chair has final authority on any Scheduling Committee Action (SCA) brought forward on appeal as well as any SCA decisions that do not reach a unanimous vote.

1.1.2.4. The Scheduling Committee must be notified as soon as possible when planning a major event that requires group participation. To avoid conflicts, a review of the Cadet Military Training Schedule (CMTS) must be part of the planning process. USAFA/CWTS, on behalf of the Scheduling Committee maintains the CMTS. The CMTS lists all major ME events for the academic year. Organized group activity SCAs will be posted in Cadet Administrative/Management Information System (CAMIS) with the committee's decision.

1.1.2.5. Individual excusal requests that are disapproved may be appealed through the AOC directly to the respective Group AOC. The Group AOC may approve the appeal by notifying the Scheduling Committee Chair via email of the appeal decision (CAMIS requires manual reversal of disapproved decisions, which this e-mail will initiate). For all appeal requests, cadets and AOCs must follow the process guidance in, Paragraph 1.3., to generate the required Form 17, *Request for USAFA Scheduling Committee Action*, for excusal documentation. Appeals for group excusals (teams, clubs, unit, etc.) will follow the process currently outlined in Paragraph 1.3.1.3.

1.1.2.6. AOCs may schedule individual or group development programs for deficient cadets during personal time (1535-1730 only) without SCA approval provided there is no conflict with other Mission Element activities.

1.1.3. Excusals during summer periods. For the administrative purpose of cadet excusals, the beginning of the summer period is defined in the summer OPORD and ends on the first day of the following AY Fall Transition. The Scheduling Committee will not process personal requests occurring during the summer period. Cadets submit excusal requests through their respective summer program Group AOCs; summer program managers will provide Group AOCs a training impact statement if the cadet's excusal is approved. Group AOCs approve or disapprove excusal requests from summer programs with the following exceptions: See Paragraph 1.1.3.5.

1.1.3.1. The approval of day/night passes during summer programs resides with the specific program Group AOC, ensuring all mission requirements are met. The actual granting of day/night passes to cadets in good standing may be delegated no lower than the summer program AOC (squadron level for BCT squadrons). Passes for cadets will conform to the passes, taps, and accountability policy letter or OPORD provided for summer. In the absence of a policy letter or OPORD, cadets will adhere to procedures in the Cadet Standards. Passes may be granted by commanders only and shall be IAW CW Policy Memo, and may be supplemented with additional program specific guidance. The Cadet Wing Commander (AFCW/CC) is responsible for tracking summer pass privileges.

1.1.3.2. The Dean of the Faculty Office of the Registrar (USAFA/DFR) is delegated authority from USAFA/DF to approve or disapprove requests for excusal from summer academic sessions.

1.1.3.3. The Vice Director of Athletics (USAFA/ADV) is delegated authority from USAFA/AD to approve or disapprove requests for excusals from summer athletic conditioning sessions or physical education classes.

1.1.3.4. The designated summer Group AOC, after consultation with the affected Flying Training Squadron, will approve or disapprove requests for excusals from scheduled summer airmanship programs; this authority may be delegated to the respective flying training squadron commanders.

1.1.3.5. Cadets are granted ordinary break periods including Thanksgiving, Winter, Spring Break, and one summer period. The Commandant of Cadets through USAFA/CWTS and the Summer Cadet Wing Commander will monitor all cadet time to ensure appropriate use of resources. If a cadet finishes a summer program early, additional passes are not normally granted. For additional summer passes, the cadet must gain approval from the program's Group AOC prior to coordinating with cadet Summer Scheduling Office (USAFA/CWTS). Refer to the Cadet Standards for emergency excused absences.

1.2. Attendance and Excusal from Scheduled Duty.

1.2.1. Overall, cadets and staff will minimize absences from duty. When determining whether or not a request should be approved, AOCs and the Scheduling Committee will consider cadet Grade Point Average (GPA), Military Performance Average (MPA), Physical Education Average (PEA), and probations as well as the purpose for excusal from scheduled duty.

1.2.2. Extracurricular activities will not meet during scheduled academic, military, athletic, or airmanship classes, training, or during Academic Call to Quarters (ACQ).

1.2.3. The following documents are directive upon cadets and staff:

1.2.3.1. The Cadet Wing Schedule of Calls (SOC).

1.2.3.2. The Cadet Military Training Schedule (CMTS).

1.2.3.3. The Cadet Academic Schedule. (Unique to each cadet)

1.2.3.4. Supplementary and special schedules (e.g., letters of instruction, appointment memorandums, USAFA plans).

1.2.4. In the event of conflicts in duties or appointments, cadets will follow the order of precedence listed in **Attachment 2**. When conflicts exist, cadets attend the appointment or duty of highest precedence and notify all other agencies or officials that the lower precedence appointment or duty will be missed. If the conflict concerns duties or events not listed in the order of precedence, cadets will contact their AOC for guidance. Cadets will schedule appointments and other activities to avoid conflicts if possible.

1.2.5. A cadet will accomplish the activity with the higher precedence before performing another scheduled duty unless suitable arrangements have been made with the instructor or program director of the activity of higher precedence. Cadets will not request (nor can instructors approve) to attend a different course section to facilitate departing early for a non-duty event, unless as part of an approved SCA.

1.2.6. Cadets will attend all formations and be present for duty unless excused by proper authority, normally the Scheduling Committee. Reference the applicable USAFAI and/or Air Force Cadet Wing Instruction (AFCWI).

1.2.7. Cadets traveling on a group/intercollegiate trip may have team officer representatives coordinate with academic instructors to administer a Graded Review (GR) while on a trip. If the trip is canceled, curtailed, or delayed, cadets affected will attend all scheduled duties.

1.2.8. Cadets who participate in authorized alternate activities or duty (on SCA) away from USAFA or in the cadet area, will resume normal schedule of calls when they complete that activity or duty. Cadets who return prior to taps will sign in and resume attending mandatory activities upon release from night call to quarters, unless crew rest for flying programs is required. Cadets who return after taps will sign in and resume attending mandatory activities not later than eight hours after their return. They are not excused from class attendance, graded reviews, formations, intramurals, etc., after the eight hour period. Coaches/Officers in Charge (OICs) will make every effort to return to USAFA in time for cadets to be present for their first duty the next day.

1.2.9. The following restrictions apply to all requests for excusal from all academic, military, airmanship, and athletic classes and training:

1.2.9.1. If cadets are excused from class or training by SCA, cadets will ensure proper coordination with, or approval is granted by AOCs, coaches, and/or instructors, as appropriate prior to missing any duty. Academic instructors, AOCs and individuals not representing the Scheduling Committee are not authorized to excuse cadets from their respective functions without an approved SCA. Cadets with approved SCAs who are excused from class or training will be responsible for all material covered during their absence. Instructors or AOCs may require cadets to make up all graded reviews, graded recitations, laboratory periods, graded Commissioning Education (CE) and mandatory ancillary training. If cadets have prior knowledge of the forthcoming absence, they will turn in all homework and accomplish all possible military requirements before departure or make suitable arrangements with their instructors. If absent from a graded review, the graded review will be scheduled with their instructor and be taken prior to their departure, if possible, within 24 hours of return, based on department guidelines.

1.2.9.2. Cadets with SCA excusals beginning during a normally scheduled academic, military, athletic class, or training period will attend as much of the normally scheduled activity as possible. They may depart class at the appointed excusal time after coordination with the instructor. At the instructor's discretion, these cadets will be considered to have been present for purposes of the Cadet Accountability System (CAS).

1.2.9.3. Cadets having appointments or SCA excusals that end with 30 minutes or more remaining in the period will report to scheduled class for the remainder of the period. At the instructor's discretion, these cadets will be considered to have been present for purposes of CAS.

1.2.10. Elective Absence Policy.

1.2.10.1. Elective absence is defined as a duty for duty substitution of a class for another official activity that the class instructor deems acceptable. The purpose of an elective absence is to allow cadets in good standing the opportunity to allocate their time more effectively in pursuit of professional development, thus building an increased sense of responsibility and greater maturity. Refer to the USAFAI 36-3508, *CAS Instruction*, for specific information related to elective absence program execution.

1.2.10.2. The Dean of the Faculty may issue a policy letter detailing specific direction and information.

1.2.10.2.1. Department Heads, Commanders or equivalent position will have final approval authority and discretion of the Elective Absence Policy implementation. This includes minimum standards to participate, number of absences per course, and other topics. Elective Absence cannot be used to miss Graded Reviews, Fitness Testing, Intramurals or Physical Education Graded Reviews.

1.2.10.3. Intercollegiate athletes who use an Elective Absence must ensure they do not violate National Collegiate Athletic Association (NCAA) eligibility requirements or use an absence to attend practice or competition.

1.2.10.4. Should other MEs choose to adopt a similar Elective Absence Policy to allow duty for duty substitution, consult the SCA committee to assist in drafting a policy letter outlining implementation rules to include approval authority, minimum standards to participate, number of absences per course, and other topics.

1.3. Procedures for Obtaining USAFA Scheduling Committee Coordination.

1.3.1. Cadets will electronically staff a non-emergency personal excusal request using CAMIS no less than 14 calendar days prior to the event. SCA submission outside this time period may be automatically disapproved. Cadets may appeal through their chain of command. The CAMIS request will also populate the USAFA Form 17, *Request for USAFA Scheduling Committee Action*, as a part of the request. It will route through their respective AOC to Cadet Scheduling (USAFA/CWTS). Prior to submission to the AOC, each cadet must have the respective Cadet Squadron Commander's coordination.

1.3.1.1. Cadet's CAMIS input flows first to AOCs. For cadets on probation, AOCs should coordinate with the applicable ME program manager (Intercollegiate Coaches as applicable, Athletic Recondition (RECONDO) OIC for cadets on Athletic Probation, and the Academic Advisor for cadets on Academic Probation) for comments and recommendations. If the AOC still supports the cadet's excusal after reviewing all relevant ME input, the AOC will forward the SCA request to the Scheduling Committee. The Scheduling Committee will then review the SCA and render their votes. If an SCA is approved, the Scheduling Committee will post the SCA and forward it to the AOC, along with an SCA number.

1.3.1.2. The Scheduling Committee's decision is posted in CAMIS for viewing.

1.3.1.3. Cadets may appeal disapproved individual excusals by submitting an appeal through their Squadron AOC to the respective Group AOC. If the appeal is approved, the Group AOC will notify the Scheduling Committee Chair. Group AOCs may not override conditions/restrictions in appealed requests that were set by the Scheduling Committee voting members. Group requests have no direct appeal to the Chair; however, the requestor may speak with committee members, the ME Vice/Deputy represented by a disapproving vote, and/or choose to amend the SCA, and then resubmit.

1.3.1.4. If CAMIS is unavailable, AOCs will coordinate their appeal via e-mail or telephone. When this occurs, the AOC is ultimately responsible for ensuring a properly

completed USAFA Form 17 is entered into CAMIS when CAMIS is available. Contact CWTS if assistance is required.

1.3.2. Individual cadets or OICs of group events will electronically submit USAFA Form 17 to Cadet Scheduling (USAFA/CWTS) through CAMIS at least 14 calendar days before the desired date of excusal. SCA requests not meeting submission deadlines will be reviewed by the SCA committee to determine if the SCA request should utilize the appeal process for approval. A justification for the late submission must be provided. Note: All USAFA Form 17s will be submitted to the Scheduling Committee for tracking purposes.

1.3.3. Requests must be forwarded through appropriate chain of command and cannot be reviewed by the Scheduling Committee unless all required information is provided. If the request is for an organized recreational or extracurricular club, team, association, committee, etc., it must be routed through appropriate staff coordination.

1.3.3.1. Chapel activities (retreats, choirs, trips, etc.) must be coordinated with the Cadet Chaplain's Office (USAFA/HCX) before being sent to USAFA/CWTS.

1.3.3.2. Course-related trips must be coordinated through the HQ USAFA/DF Department Head and HQ USAFA/DFR.

1.3.3.3. Airmanship program trips and requests must be coordinated with the 306th Flying Training Group Scheduling Committee Representative (306 OSS/OSTR).

1.3.4. The excusal request must indicate names of each cadet if the group SCA consists of less than 50 cadets (Exception: Intercollegiate (IC) team excusals), departure time from USAFA, the final destination, and the time of return to USAFA. Cadets not in good standing will obtain AOC approval if probations are allowed. This information will be highlighted in the SCA request. A detailed itinerary and mode of transportation must be included.

1.3.5. The start and end of SoC-approved academic, military and athletic training time, ACQ, airmanship time, and taps must be considered when requesting excusal. Review requests for possible realignment to these times.

1.3.6. A full explanation of the purpose of the request will include the time and date of the planned events, whether any cadets participating are on any type of probation, what classes or training will be missed, the number of duty days missed previously, and semester and cumulative GPA, MPA, and PEA for all participants.

1.3.7. The requester or OIC for group events will, on the USAFA Form 17, verify that cadets have been properly screened for eligibility according to Paragraph 1.4. of this instruction.

1.3.8. It is the responsibility of the requester or OIC for group events to prepare and process temporary duty orders, if required.

1.3.9. Cadets must plan well in advance to obtain SCA approval when attempting to use reduced airfares and will obtain an approved SCA before purchasing airline tickets or paying any kind of deposit. Excusals are based on mission requirements and money spent on tickets does not factor in positively for SCA approval.

1.3.10. In the event of an urgent request that must be considered between Scheduling Committee meetings, the requesting agency will electronically submit USAFA Form 17 and then contact USAFA/CWTS to request a vote or a committee input if the request warrants

consideration of the committee considering the late request. In this situation, USAFA/CWTS will function as a central coordinator and poll all the members of the committee electronically or by telephone to reach a decision and provide input. USAFA/CWTS will notify the requester of the decision or input. This process will not be conducted for routine requests.

1.3.11. A semester schedule of events for cadet clubs, chapel events, etc., must be submitted on USAFA Form 17. OICs and Cadets In Charge (CIC) are responsible for considering all academic, military, airmanship, and athletic obligations when constructing their schedules and work to minimize conflicts. Refer to the CMTS for a listing of USAFA events.

1.3.12. The member submitting (“requester”) an SCA (individual or group) is responsible for communicating SCA personnel changes with the impacted AOC/Instructor/OIC/Coach (e.g. a group SCA contains a list that includes an entire IC team, but not all IC athletes make the trip). Cadets are responsible for attending scheduled duties as outlined in this instruction if they do not participate in the event described in the SCA.

1.4. General Guidance and Policies for Excusing Cadets from Duty.

1.4.1. Any activity to be held outside of SOC-defined ME time blocks (e.g., CE testing) during an academic class period or intercollegiate practice during Military Call to Quarters (MCQ) requires an SCA.

1.4.2. The Scheduling Committee must be notified of any major events where maximum cadet participation is desired as soon as the requirement is identified in order to check for conflicting activities and minimize cadet absences.

1.4.3. An AOC may deny excused status to any cadet in his or her squadron when, in the AOC's judgment, circumstances warrant (Exception: cannot deny participation in intercollegiate athletics or field trips. If there is an issue with a cadet in one of these two categories, then it should be routed up the chain.) When an AOC denies excused status to a cadet, the AOC will coordinate with the event ME representative, instructor, or OIC.

1.4.4. Once a request has been coordinated through the Scheduling Committee and other MEs have placed stipulations, (e.g., no probations, no cadets with punishments, no fourth class), the conditions and restrictions are binding. The Scheduling Committee and AOCs must adhere to orders of precedence in this document.

1.4.4.1. Cadets will not submit personal requests for events or trips that should have been submitted as a group request or to work around disapproved group requests.

1.4.5. Personal requests to attend weddings, graduations, retirements, family reunions, court appearances, etc., will be reviewed and inputs to the AOC will be made based on duty missed along with the cadet's standing. Additional events not listed above will be evaluated on a case-by-case basis.

1.4.6. Any request over 3 days will normally not be approved.

1.4.7. Cadets on any type of probation or deficient in MPA, GPA, or PEA will normally not be excused from duty activities.

1.4.8. Retreats are voluntary, on a personal basis, and are for rest and renewal. All cadets, regardless of standing, are normally authorized one retreat pass per semester. Fourth class cadets are allowed to attend the chaplain-sponsored Doolie retreat before the fall midterm

progress report. The Chapel-run retreats will not count against the one per semester limit. Religious retreats begin Last Military Duty (LMD) on Fridays, or as appropriate for religious requirements, and end by ACQ on Sundays and can only be scheduled on non-training weekends. Cadets must coordinate with AOCs.

1.4.9. Fourth class cadets granted Mission Activity status will have limited participation in these activities, in accordance with USAFAI 36-3521, *Cadet Extracurricular Activities Program*, before publication of the fall semester midterm progress report.

1.4.10. Cadets are authorized one squadron-sponsor visit per academic year. AOCs should refer to the Cadet Squadron Sponsor Wing Program, and will ensure cadets participating with squadron-sponsor trips meet minimum GPA/MPA/PEA requirements. Initial approval for absence from classes for a squadron-sponsor visit will be for a maximum of one and one-half academic days. This may be extended due to airlift requirements. Short notice changes to the SCA may need to be coordinated through USAFA/CWTS due to the dynamic nature of airlift (ref Paragraph 1.3.10.).

1.4.11. Cadets are not authorized to miss more than six M-5 periods and six noon meal formations per semester. Exceptions can be made for airmanship and intercollegiate programs. AOC approval is required for all other exceptions.

1.4.12. The USAFA Grassroots program will only be conducted once per year and participation by a cadet will not exceed 2 days. Grassroots trips and/or similar events must be coordinated and approved by United States Air Force Academy Director of Admissions (USAFA/RR). The Grassroots program is intended to occur outside the normal academic calendar, i.e. during Spring Break. As such, SCA requests are not required and should not be submitted. A cadet who volunteers to talk at their high school and/or other local schools is an example of a Grassroots event. Cadets who volunteer and are approved to participate in the Grassroots program must accomplish the following requirements:

1.4.12.1. Cadets must possess a cumulative or last fall semester GPA of 2.75 or higher, a cumulative or last fall semester MPA of 2.75 or higher, and a cumulative or last fall semester PEA of 2.50 or higher, and not be on any type of probation.

1.4.12.2. Grassroots visits cannot be made in conjunction with any other trip (squadron-sponsor, club trip, etc.).

1.4.12.3. Fourth class cadets are not allowed to participate in the Grassroots program.

1.5. Individual SCAs: the following conditions should be met for each type of individual request and documentation of such should accompany the request to the AOC and Scheduling Committee.

1.5.1. WEDDING: IMMEDIATE FAMILY (Siblings, Parents) with the following conditions:

1.5.1.1. Cadets may typically only miss 1 day of school.

1.5.1.2. Instructor approval.

1.5.1.3. Responsible for graded work prior to departure and upon return.

1.5.1.4. Intercollegiate practice coordination.

1.5.1.5. Intramurals/(RECONDO) coordination.

1.5.1.6. Airmanship/Aviation coordination.

- 1.5.1.7. Make-up Commandant's Time/Military/Squadron training.
- 1.5.2. WEDDING: NON-IMMEDIATE FAMILY (Cadet is in Wedding Party as Best Man, Maid of Honor, Groomsman, or Bridesmaid) with the following conditions:
 - 1.5.2.1. Cadets may typically only miss 1 day of school.
 - 1.5.2.2. Instructor approval.
 - 1.5.2.3. Responsible for graded work prior to departure and upon return.
 - 1.5.2.4. Intercollegiate practice coordination.
 - 1.5.2.5. RECONDO coordination.
 - 1.5.2.6. Airmanship/Aviation coordination.
 - 1.5.2.7. Make-up Commandant's Time/Military/Squadron training.
- 1.5.3. WEDDING: NON-IMMEDIATE FAMILY (Cadet is only attending) with the following conditions:
 - 1.5.3.1. Excusal is LMD Friday, return ACQ Sunday, first-class cadets return no later than taps.
 - 1.5.3.2. Responsible for graded work prior to departure and upon return.
 - 1.5.3.3. Intercollegiate practice coordination.
 - 1.5.3.4. Airmanship/Aviation coordination.
 - 1.5.3.5. Make-up Commandant's Time/Military/Squadron training.
- 1.5.4. ACADEMY DAYS (Admissions recruiting initiatives) with the following conditions:
 - 1.5.4.1. Minimum GPA 2.75, MPA 2.75, and PEA 2.50
 - 1.5.4.2. Weekend trips: Depart after LMD Friday and return by taps Sunday, and no more than one per year, per cadet. Or LMD Saturday until ACQ Monday (first-class cadets only).
 - 1.5.4.3. Obtain instructor approval.
 - 1.5.4.4. Airmanship, intercollegiate contests and practices take precedence.
 - 1.5.4.5. Intramurals/RECONDO takes precedence.
 - 1.5.4.6. No probations of any kind.
 - 1.5.4.7. Responsible for graded work prior to departure and upon return.
 - 1.5.4.8. Make-up Commandant's Time/Military/Squadron training.
- 1.5.5. LOCAL COURT APPEARANCE with the following conditions:
 - 1.5.5.1. Excusal begins 90 minutes prior to time of scheduled court appearance.
 - 1.5.5.2. Return from court appearance as soon as possible.
 - 1.5.5.3. Coordinate with instructors for all academics, military training, airmanship, aviation, and athletics to be missed.
 - 1.5.5.4. Make-up Commandant's Time/Military/Squadron training.

1.5.6. GRE (Graduate Record Examination) with the following conditions:

- 1.5.6.1. Cadets will be authorized a maximum time block of 6 hours for this activity.
- 1.5.6.2. Instructor approval.
- 1.5.6.3. Responsible for all graded work prior to departure and upon return.
- 1.5.6.4. GRs take precedence.
- 1.5.6.5. Physical Fitness Test (PFT) & Aerobic Fitness Test (AFT) precedence.
- 1.5.6.6. Intercollegiate contests and practice (in which the cadet is participating) take precedence.
- 1.5.6.7. Intramurals/RECONDO coordination.
- 1.5.6.8. Airmanship/Aviation precedence.
- 1.5.6.9. Squadron and wing military training precedence.

1.5.7. INDIVIDUAL REQUEST, NON-USAFA SPONSORED:

- 1.5.7.1. Prior to SCA submission, AOCs are responsible for determining if the request is significant enough to warrant missing duty. AOCs and cadets must strive to ensure the least possible amount of duty is missed.
- 1.5.7.2. Instructor approval.
- 1.5.7.3. Finals precedence.
- 1.5.7.4. GRs and graded work take precedence.
- 1.5.7.5. Major military training events precedence.
- 1.5.7.6. Airmanship precedence.
- 1.5.7.7. Intramurals coordination.
- 1.5.7.8. RECONDO precedence.
- 1.5.7.9. AOCs are responsible for tracking number of days missed for personal SCA requests.

1.5.8. INDIVIDUAL REQUEST: DEATH OF NON-IMMEDIATE FAMILY MEMBER (GRANDPARENTS, AUNTS, UNCLES, COUSINS AND CLOSE FRIENDS) with the following conditions:

- 1.5.8.1. Emergency excused absences for death or serious illness of immediate family members can be referenced in the Cadet Standards. No SCA is required in this case.
- 1.5.8.2. AOCs are responsible for entering the electronic USAFA Form 17 in CAMIS as soon as practical, but no later than 24 hours after their cadet's departure from USAFA. Funerals for individuals listed above must go through the Scheduling Committee for votes.
- 1.5.8.3. Excusal not to exceed 3 duty days for most circumstances. If a blue weekend follows the service, AOCs may approve excusal until Sunday.
- 1.5.8.4. Coordinate, in person, with AOC, instructors, coaches, intramurals/RECONDO, and airmanship.

1.5.8.5. Responsible for all graded work prior to departure and upon return.

1.5.8.6. Make-up Commandant's Time/Military/Squadron training.

1.5.9. Routine medical appointments will be scheduled during free periods and do not require an SCA (ref Chapter 2).

1.6. Group SCAs.

1.6.1. The following guidelines will be used by the Scheduling Committee in determining SCA approval for organized group activities:

1.6.1.1. Departures for all group events and intercollegiate contests will be coordinated to minimize missed duty or class.

1.6.1.2. Mission Element requirements generally take precedence.

1.6.1.3. Cadets will typically not miss Mission Element requirements to participate in science fairs, readings, sporting events, non-USAFA sponsored Grassroots, etc.

1.6.1.4. Mandatory Scholars Meetings special guest lectures can only be held during evening lecture period.

1.6.1.5. Home Football games will typically take precedence over group events.

1.6.1.6. Other than those authorized in the published Schedule of Calls, no meetings or events.

1.6.1.7. Minimize performances for dinners, luncheons, etc., by individuals/groups/clubs.

1.6.1.8. No dining outs, recognition dinners/ceremonies.

1.6.1.9. No coaching/playing in off base leagues. This also applies to individual cadet requests.

1.6.1.10. One Academy concert per semester during the week.

1.6.2. Dining-Ins / Dining-Outs with the following conditions:

1.6.2.1. Cadet In Charge will schedule with concurrence of AOC, OIC, and coach or department head.

1.6.2.2. Excusal Times: Monday through Thursday will be from LMD until scheduled MCQ or ACQ (whichever is earlier). Friday and Saturday will be from LMD until taps.

1.6.2.3. AOC approval.

1.6.2.4. Must meet crew rest requirements. Airmanship/Aviation precedence.

1.6.2.5. Evening lectures take precedence.

1.6.2.6. Intramurals/RECONDO and intercollegiate practices and contests take precedence.

1.6.2.7. Must reserve Mitchell Hall 30 days prior to event (if applicable).

1.6.2.8. Probations must have AOC approval.

1.6.3. WING/BASE SPONSOR TRIPS with the following conditions:

- 1.6.3.1. No probations.
 - 1.6.3.2. Depart 1200 Thursday, return 1900 Sunday.
 - 1.6.3.3. Reasonable slips in time due to airlift limitations are authorized (ref Paragraph 1.3.9.).
 - 1.6.3.4. Instructor approval.
 - 1.6.3.5. Responsible for all graded work prior to departure and upon return.
 - 1.6.3.6. Intercollegiate contests and practice take precedence.
 - 1.6.3.7. Intramurals coordination.
 - 1.6.3.8. RECONDO coordination.
 - 1.6.3.9. Airmanship/Aviation precedence.
 - 1.6.3.10. Make-up Commandant's Time/Military/Squadron training.
- 1.6.4. FIELD TRIPS (COURSE REQUIREMENT) with the following conditions:
- 1.6.4.1. Must give one lesson of comp time for one-half day trip and two lessons for an all day trip. One trip per class per semester.
 - 1.6.4.2. AOC coordination.
 - 1.6.4.3. Instructor coordination.
 - 1.6.4.4. Responsible for all graded work prior to departure and upon return.
 - 1.6.4.5. Airmanship/Aviation coordination.
 - 1.6.4.6. Intercollegiate contests or practice, intramurals, and RECONDO take precedence.
 - 1.6.4.7. Make-up Commandant's Time/Military/Squadron training.
 - 1.6.4.8. Earliest departure time for field trips is 0700.
 - 1.6.4.9. Return time is generally NLT 1600.
- 1.6.5. GROUP EVENTS: USAFA SPONSORED AND/OR MISSION ESSENTIAL (DOES NOT INCLUDE INTERCOLLEGIATES) with the following conditions:
- 1.6.5.1. Major military training events take precedence.
 - 1.6.5.2. Final exams take precedence.
 - 1.6.5.3. Conferences and an active participant: No more than three academic days per trip.
 - 1.6.5.4. Airmanship approval.
 - 1.6.5.5. Intramurals coordination.
 - 1.6.5.6. Return Sunday by taps.
 - 1.6.5.7. Make-up Commandant's Time/Military/Squadron training.

1.7. Course Absences.

- 1.7.1. Cadets participating in the following activities are authorized excusals as indicated:

1.7.1.1. Football Contingent. During the fall semester, members of the following support organizations, as indicated by primary season status or by the appropriate football game operations plan as applicable are, with Scheduling Committee approval, authorized absences to participate in away football games:

- 1.7.1.1.1. Drum and Bugle Corps.
- 1.7.1.1.2. Cheerleaders.
- 1.7.1.1.3. Statisticians.
- 1.7.1.1.4. Falconers.
- 1.7.1.1.5. Photographers.
- 1.7.1.1.6. Official and/or at-large cadet contingent.
- 1.7.1.1.7. Cadet Honor Guard.

1.8. Intercollegiate Athletic Authorizations.

1.8.1. Primary and Secondary Season: USAFA/AD will provide a list of each sport's primary and secondary season start and stop dates to the Commandant's Director of Training (USAFA/CWT) and Cadet Wing Commander (AFCW/CC) NLT the beginning of each academic year. The remaining weeks in the academic year for a particular sport are considered non-primary (e.g., practice and conditioning/weight training).

1.8.2. Team Practice. Scheduled practice is conducted in accordance with the AFCW Schedule of Calls, Monday through Friday, to include Saturdays (primary or non-primary season). During this time, any scheduled NCAA practice takes precedence over regularly scheduled military training, formations and academic events.

1.8.3. Warrior Weekend. Cadets participating in coach-scheduled practice during the primary or secondary season, and cadets participating in competitions, will be excused from military training (including preparation for training) in accordance with Paragraph 1.8.4.2. Teams not in their primary or secondary seasons are not excused from Warrior Weekend unless they have an approved SCA.

1.8.3.1. Saturday Morning Inspection (SAMI). Cadets will accomplish a minimum of one graded SAMI per semester. Cadets participating in competitions during a SAMI are excused from the inspection. At a minimum, the room will be in SAMI condition. AOCs will ensure an environment that allows for adequate competition preparation (e.g., door closed to allow for rest prior to a competition). Cadets participating in coach-scheduled practice during a SAMI will ensure their room is in SAMI condition. The room may be graded in the cadet's absence if the SAMI period conflicts with the scheduled practice or competition time. When practical, coaches are encouraged to schedule practices outside the SAMI period. Cadets may make-up SAMIs in order to complete a minimum of one SAMI per semester or attempt to improve the objective segment of MPA.

1.8.4. USAFA/AD will submit NCAA competition schedules to the Scheduling Committee in accordance with the excusal limits shown in Attachment 3, or as agreed to by USAFA/CW, USAFA/AD, and HQ USAFA/DF, and coordinated through the Scheduling Committee with the guidelines given below:

1.8.4.1. A Season Schedule is submitted on USAFA Form 17 and when approved, no further action is necessary except to submit amendments as soon as possible to the Scheduling Committee for approval.

1.8.4.2. Use the following excusal times as a guideline for all varsity sports:

1.8.4.2.1. Home Contest. Excused seven hours before the contest or as agreed to by USAFA/CW, USAFA/AD, and USAFA/DF, and coordinated with the Scheduling Committee.

1.8.4.2.2. Local Area Contest (no overnight stay). Excused in time to arrive at the game site at least two hours before contest time.

1.8.4.2.3. Away Contest (overnight stay). Excused in time to arrive at the contest site no earlier than 48 hours before contest time.

1.8.5. Determine return times by distance and mode of travel. Upon completion of any contest, cadets will revert to limitations prescribed in Paragraph 1.2.6. of this instruction.

1.8.5.1. Home contest excusals will terminate no later than two hours after the completion of the scheduled event. Away contest excusals terminate one hour after the coach releases the team. Cadets will then abide by limitations prescribed in Paragraph 1.2.6. and 1.8.3. of this instruction.

1.9. Airmanship Authorizations.

1.9.1. Regularly scheduled airmanship courses and associated crew rest takes precedence over non-Warrior Weekends, directed cadet group or squadron military training and formations (i.e., Blue Weekends), and weekday regularly scheduled military training, formations, and events during Directed Development Time (DDT) and Personal Development Time (PDT) (IAW USAFA SoC). The 306 FTG Scheduling Committee Representative will submit SCAs for all other weekend airmanship training IAW Paragraph 1.9.2.

1.9.2. Any additional mission-required airmanship courses or events and associated crew rest for which an SCA has been submitted and approved (IAW Paragraph 1.2.9.), takes precedence over Saturday wing-wide military training and formation, directed cadet group or squadron military training and formations, and weekday regularly scheduled military training, formations, and events during DDT and PDT (IAW USAFA SoC).

1.9.3. USAFA/CWTS in coordination with CWTT will notify the 306 FTG of one Warrior Weekend per semester during which maximum airmanship cadet participation is required. Airmanship cadets will not participate in training at the airfield during such Warrior Weekend except for those cadets with an approved SCA preparing for, or participating in, aerial competitions and/or aerial events at USAFA or TDY locations.

1.9.4. Cadets actively participating in airmanship programs (i.e., flyovers, static displays, and jump demonstrations) during football games are excused from the march-on, but must attend the game once airmanship operations cease for the day, and be dressed in airmanship program approved UOD. Cadets involved in assembly and disassembly of the static displays are dismissed upon completion of their duties and are not required to attend the game. Cancellation of flyovers, static displays, and/or jump demonstrations does not excuse airmanship cadets from march-on and/or the game; those cadets will participate in march-on (in AFCW UOD) if

decision-time permits, and attend the game. Otherwise, they will be dressed in airmanship program approved UOD.

1.9.5. Crew rest for airmanship programs, regularly scheduled and any additional airmanship courses and/or events for which an SCA has been approved, takes precedence over evening lectures/events, both academic and military.

1.9.6. Excusal requests for Advanced Airmanship Team (Cross Country Soaring Team, Sailplane Racing Team, Flying Team, and Wings of Green/Wings of Blue Teams) trips will be reviewed by the Scheduling Committee with a focus on meeting mission requirements (e.g., training, competition, exhibition) and Commander's Intent regarding missed duty at USAFA.

Chapter 2

NONACADEMIC APPOINTMENTS AND SICK CALL

2.1. Nonacademic Appointments.

2.1.1. Uniform fittings, routine medical and dental appointments, etc., are mandatory duties and must be scheduled during free periods (non-duty time) during the academic day. These events do not require an SCA. Flight and graduation physicals and the fourth class visual exams may be scheduled during academic time with Scheduling Committee approval.

2.1.2. If a conflict occurs between appointments and duty, contact the agency to reschedule the appointment during a free period or follow the order of precedence listed in [Attachment 2](#). Under no circumstances will cadets intentionally make appointments that are in conflict with any classes or duties, including Physical Education classes.

2.2. Sick Call.

2.2.1. Cadets may be excused from classes or other duties because of ill health or injury. Physicians, physician's assistants (PAs), nurse practitioners (NPs), or dentists are the approval authority for medical excusals to the maximum extent possible.

2.2.2. For cases in which a cadet cannot get an immediate sick call appointment, squadron AOCs or AMTs may approve bed rest until the time of the cadet's appointment but no longer than 24 hours. Either the cadet or the AOC/AMT will notify relevant instructors, coaches and airmanship program managers of the cadet's absence.

2.2.3. Cadets who desire medical or dental attention should schedule an appointment or report to the Cadet Clinic before the start of a class or duty activity. Cadets placed on bed rest by an AOC or AMT prior to their sick call/medical appointment will not be excused from duty requirements past their initial medical appointment (e.g., academics, military training, intramurals) unless additional best rest or other restrictions are medically directed (i.e., *Cadet Illness/Injury Report*).

Chapter 3

CADET PHYSIOLOGICAL TRAINING PROGRAM

3.1. Physiological training provides cadets with the necessary skills to function safely at altitude and correctly handle emergencies by familiarizing them with the physiological and psychological stresses of flight. Ground training is mandatory for Airmanship, Aviation, and Summer Programs participation. Altitude chamber training is required for select program participation including AE 456, AM 461, AM 465, Flying Team, AM 474 Advanced Soaring (Racing Team) and AM 475 Advanced Soaring (Aerobatics Team) 491 and 496 and most Ops AF flights.

3.2. Responsibilities:

3.2.1. USAFA/CWTS (Cadet Scheduling).

3.2.1.1. Coordinates altitude chamber training dates with Peterson Air Force Base (PAFB).

3.2.1.2. Coordinates bus and meal arrangements.

3.2.1.3. Updates status when notified by PAFB that training is complete.

3.2.1.4. One week prior to training date, USAFA/CWTS notifies AOCs and cadets when scheduled to attend physiological training and identifies a CIC. IC athletes will be scheduled during their secondary season so training does not conflict with primary season competition and practice.

3.2.2. Cadets:

3.2.2.1. Obtain medical clearance with the Cadet Clinic. Cadets will not be rescheduled due to an academic failure. Cadets who fail to show up for training will not be re-scheduled until after all other cadets have been scheduled.

3.2.3. 306 Flying Training Group and Associated Squadrons.

3.2.3.1. Notifies CWTS (Cadet Scheduling) when their program's cadets require altitude chamber training.

3.2.3.2. Accomplishes physiological ground training per syllabus requirements.

JAY B. SILVERIA, Lieutenant General
Superintendent, United States Air Force Academy

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

AFPD 36-20, *Accession of Air Force Military Personnel*, 19 February 2019
AFMAN 33-363, *Management of Records*, 1 March 2008
USAFAI 36-3540, *The US Air Force Academy Board*, 2 May 2018
USAFAI 36-3521, *Cadet Extracurricular Activities Program*, 21 March 2012
AFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 January 2019
AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*, 9 July 2013
AFI 36-3501, *USAFA Cadet Screening for Youth Activities*, 23 July 2018
AFI 91-204, *Safety Investigations and Reports*, 27 April 2018
USAFAI 36-3509, *Extra Instruction for Cadets*, 6 December 2018
USAFAI 36-3508, *Cadet Accountability System*, 27 October 2017
AFI 33-360, *Publications and Forms Management*, 01 December 2015

Prescribed Forms

USAFA Form 17, *Request for USAFA Scheduling Committee Action*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACQ—Academic Call to Quarters
ADCON—Administrative Control
AFB—Air Force Base
AFCWI—Air Force Cadet Wing Instruction
AFT—Aerobic Fitness Test
AMT—Academy Military Trainer
AOC—Air Officer Commanding
BCT—Basic Cadet Training
CAMIS—Cadet Administrative Management Information System
CAS—Cadet Accountability System
CCQ—Cadet Charge of Quarters
CE—Commissioning Education

CIC—Cadet In Charge
CMTS—Cadet Military Training Schedule
DDT—Directed Development Time
EI—Extra instruction
GPA—Grade Point Average
GR—Graded Review
GRE—Graduate Records Evaluation
IC—Intercollegiate
IP—Instructor Pilot
JAG—Judge Advocate General
LMD—Last Military Duty
LOS—Limited On Season
MCQ—Military Call to Quarters
ME—Mission Element
MPA—Military Performance Average
NCAA—National Collegiate Athletic Association
OIC—Officer In Charge
OPCON—Operational Control
PA—Physician's Assistant
PEA—Physical Education Average
PEP—Physical Enhancement Program
PDT—Professional Development Time
PFT—Physical Fitness Test
RECONDO—Athletic Reconditioning
SCA—Scheduling Committee Action
SOC—Schedule of Calls
TACON—Tactical Control

Terms

Academically At Risk Cadets—Certain fourth class cadets who are determined by HQ USAFA/DFR as being at risk based upon academic performance prior to admission to the Academy. Specific criteria for determining an "at risk" fourth class cadet is found in the USAF Academy Curriculum Handbook.

Approval—The affected cadet(s) must have specific permission at least two duty days in advance to attend the requested event or activity from the appropriate OC/Instructor/OIC/Coach impacted by the cadet's absence.

Athletically At Risk Cadets—Certain fourth class cadets who are identified by USAFA/AD for the Physical Enhancement Program (PEP) based upon their Basic Cadet Training (BCT) fitness performance.

Cadet Duties and Time—Includes academic, scheduled, personal, military, athletic, airmanship, and activities time, each managed by a Mission Element.

Coordination—The affected cadet(s) must notify, in person, or receive a response from their AOC/Instructor/OIC/Coach at least two duty days in advance of missing any class, training, or scheduled activity prior to signing out using an SCA.

Course Absence—An absence from one regularly scheduled meeting of a course that appears on a cadet's academic schedule. Absence from both periods of a double period course counts as only one course absence. Absence during an unscheduled academic period is not a course absence.

Last Military Duty—Point in the duty day after which a cadet has no further duty requirements.

Pass—Issued by commanders. They are privileges, not rights. They are authorizations for cadets to exceed limits after LMD.

Precedence—The specified program/activity takes priority and the cadet(s) involved must be present for that program/activity before engaging in another program/activity.

Mission Activity Status—Those Cadet Club activities which promote and support the Air Force Academy mission or benefit the Cadet Wing and other recognized activities or teams.

Scheduling Committee Action—A cadet approval process required for any organized cadet activity that falls outside of the normal Schedule of Calls. An approved SCA is an authorization to deviate from the SOC but not from duty. An SCA may also authorized cadets to exceed limits.

Trip—Activities conducted off the Academy (unless authorized by pass or privilege) regardless of the time or number of days involved; requires coordination through the USAFA Scheduling Committee.

Attachment 2**ORDER OF PRECEDENCE**

- A2.1.** Appointment with the Superintendent, Commandant of Cadets, Dean of the Faculty, and the Director of Athletics or the Vice acting on their behalf.
- A2.2.** Courts-martial or appointment with a board of officers convened under AFMAN 51-507, Enlisted Discharge Boards and Boards of Officers, AFI 36-3501, USAFA Cadet Screening for Youth Activities.
- A2.3.** Appointment to appear before the Academic Review Committee, the Physical Education Review Committee, the Summer Training Review Committee, or an Honor Board (to include Honor Board jury duty).
- A2.4.** Safety Investigation Board or Single Investigating Officer investigation of a mishap convened under AFI 91-204, Safety Investigations and Report. Appointment with a safety investigator to investigate a mishap.
- A2.5.** Appointment with Cadet Military Counsel (Defense Counsel or Judge Advocate General (JAG)) for cadets facing judicial or non-judicial punishments.
- A2.6.** Chapel worship services, holy day observances, or required sacraments.
- A2.7.** Graded Reviews.
- A2.8.** Physiological training.
- A2.9.** Graduation physicals and required follow-up appointments/Neuro-Psych testing for Flight Physicals scheduled for the cadet by USAFA/CWTS or by Medical Group Commander (10 MDG/CC). Routine appointments do not take precedence over class. Turn in all graded work prior to physical.
- A2.10.** Varsity and Junior Varsity scheduled intercollegiate competition.
- A2.11.** USAFA Command Center duty, Group or Squadron CCQ duties. (Note: Squadron leadership will make every effort to schedule so cadets do not miss class, physical education, fitness testing, airmanship, or cadet professional military education. No individual cadet may miss more than two days per semester to perform Squadron CQ duty).
- A2.12.** Regularly scheduled academic, airmanship, or physical education classes, intramurals, intercollegiate practice, PFT, AFT, Athletic Reconditioning, CE and regularly scheduled wing-wide military training and formations. Evening lectures will take precedence during all events, except crew rest for airmanship.
- A2.13.** Appointment with the squadron AOC, 306th Flying Training Group Commander (306 FTG/CC), 94th Flying Training Squadron Commander (94 FTS/CC), 98th Flying Training Squadron Commander (98 FTS/CC), 557th Flying Training Squadron Commander (557 FTS/CC), or 306th Operation Support Squadron Commander (306 OSS/CC). Commanders will make all reasonable efforts to resolve conflicts with classes, PFT, AFT, intramurals, athletic conditioning, intercollegiate practice, etc.
- A2.14.** Appointment to take a make-up final exam.

A2.15. Mission Activity practice or participation. (Cadets in good standing as defined in applicable AFCWI.)

A2.16. Appointment to take a make-up graded review.

A2.17. Commandant of Cadet directed squadron, group, and wing military training and formations (nonscheduled).

A2.18. Other duties (except extracurricular activities) take precedence over the serving of military re-training unless specifically accepted by the AOC.

A2.19. Routine medical or dental appointments made by the cadet.

A2.20. Attendance at extra instruction (EI) will take precedence over all extracurricular activities. Procedures for excusal from intramurals, military training, or intercollegiate practice in order to attend EI are contained in USAFAI 36-3509, *Extra Instruction and Hospital Instruction for Cadets*.

A2.21. Routine appointment with a chaplain. Crisis or emergency counseling with a chaplain should take place as soon as possible.

A2.22. Appointment with academic, military, or physical education instructors or staff members.

A2.23. Meetings related to cadet training programs (e.g., safety, trip contingency briefings, escort duty, summer training programs, driver's training, airmanship, special projects, finance). If missed, must be made up as soon as possible.

A2.24. Chapel programs (e.g., choir rehearsals, denominational activities, religious council meetings, Special Programs in Religious Education (SPIRE) meetings).

A2.25. Meetings of organized extracurricular activities as listed in USAFAI 36-3521, Cadet Extracurricular Activities Program.

Attachment 3

**AUTHORIZED ACADEMIC EXCUSAL TIME FOR INTERCOLLEGIATE
ATHLETICS**

Table A3.1.

ACADEMIC EXCUSAL TIMES (PRIMARY SEASON VARSITY TEAMS)	
CATEGORY/SPORT	AUTHORIZED EXCUSAL
Non-Mountain West Conference (MWC)	Days, plus Conference and NCAA Qualifying/Championship Competition
Boxing (Men)	8 days
Fencing (Men and Women)	12 days, no more than 8 per semester
Gymnastics (Men and Women)	10 days, no more than 8 per semester
Ice Hockey (Men)	16 days split over 2 semesters
Lacrosse (Men)	8 days
Rifle (Men and Women)	10 days, no more than 8 per semester
Soccer (Men)	8 days
Water Polo (Men)	10 days, no more than 8 per semester
Wrestling (Men)	10 days, no more than 8 per semester
MWC	Days, plus MWC and NCAA Qualifying/Championship Competition
Cross Country (Men and Women)	8 days
Golf (Men)	14 days, no more than 8 per semester
Indoor Track (Men and Women)	8 days
Outdoor Track (Men and Women)	8 days
Soccer (Women)	8 days
Swimming (Men and Women)	10 days, no more than 8 per semester
Tennis (Men and Women)	14 days, no more than 8 per semester
MWC (SCHEDULED)	Days, plus MWC and NCAA Championship/Bowl Competition
Basketball (Men and Women)	14 days split over 2 semesters
Baseball (Men)	12 days
Football (Men)	10 days
Volleyball (Women)	12 days, no more than 10 per semester
Cheerleading	12 days split over 2 semesters
Non-Varsity Teams	Days
Varsity Reserve Football Team	4
Junior Varsity Teams	3

Note: Athletes competing in contests are excused from academic classes not to exceed the total number of days as shown. For example, a Primary Season Varsity Team is authorized to miss up to ten total days a year not to include conference and NCAA qualifying and championship competition. Authorization to exceed the total number of days must be approved by the USAFA Scheduling Committee. In individual sports, if a coach decides to count the team excusal by monitoring each athlete's actual periods or days missed, the coach is responsible to ensure no athlete exceeds the total number of days authorized.

Attachment 4**SCHEDULING GUIDANCE****Figure A4.1. Scheduling Guidance**

1. **PURPOSE:** This attachment provides general guidance and precedence/continuity for Scheduling Committee excusal decisions.
2. **SCHEDULING GUIDANCE:** USAFAI 36-3536, *Allocation of Cadet Time* sets standards for common and reoccurring Scheduling Committee Actions (SCAs or decisions). This attachment captures scheduling request guidance not covered in instructions and should be used as a guide for the Scheduling Committee decisions and Group AOC appeals.
 - a. **Airmanship Teams:** No more than 8 days per semester for travel. However, 10 days total may be approved when regionals and nationals are in the same semester. The committee should enforce returning on Sundays vs Mondays after competitions when feasible.
 - b. **Baptisms/Godparent Attendance:** Duty takes precedence. On non-training weekends, an afternoon of class with instructor approval may be excused. Graded Reviews (GR), airmanship program participation, Physical Fitness Test/Aerobic Fitness Test (PFT/AFT) and Recondo take precedence.
 - c. **Basic Military Training Graduation:** Excusals for immediate family only. Generally approved to miss one duty day. Major ME mandatory events takes precedence. Airmanship and GRs take precedence.
 - d. **Course Trips:** Away from local area and overnight stay (does not include day trips—see para. h. Field trips). Limit is three days. Need all Vice ME approvals for more than three duty days.
 - e. **Club Competition/Events Excusals:** Normally limit to six duty days per semester. Limit doesn't include regionals and nationals which will be generally supported by the committee when a team qualifies.
 - f. **Extramural Travel:** Limit one day missed. No fourth class cadets authorized prior to mid-semester grade release.
 - g. **Family Reunions:** Duty takes precedence. On non-training weekends, an afternoon of class with instructor approval may be excused. GRs, airmanship program participation, AFT/PFT and Recondo take precedence.
 - h. **Field trips:** Rarely approved in the last two weeks of class (instruction). Must give class compensation time. See item d. Course Trips for overnight trips.

- i. Graduate School/Medical School Visits: Limited to three duty days. Dates are generally set by the university and cadets have little influence on dates.
- j. Immediate Family and Fiancée Graduations: Generally support for a duty day and weekend.
- k. Medical School Interview: Blanket SCA submitted beginning of fall semester. Generally no more than three duty days.
- l. Jewish Cadet Friday Service: Attend Friday Sabbath service from 1830-2100. Cadets excused from Warrior Weekend Fireside Chats or other training events.
- m. Muslim Cadet Friday Prayers: Attend Friday Prayers after lunch. DF ensures no class during T-5. Chapel submits SCA to miss Friday M-5s. Any excusal request based on a religious accommodation should be submitted through the Chapel.
- n. Spring Break Immersion Trips (DF sponsored): DF sponsors cultural immersion trips each spring break. Each trip can miss a maximum of three duty days split over either end of spring break.
- o. STAMPS: A USAFA partnered program with the Stamps Family Charitable Foundation that allows top academic performers to compete for scholarships and research/travel in support of their academic platform. Travel should not conflict with major training events, PFT/AFT, finals and airmanship duty. May exceed the three day miss-duty limit in very unique, compelling situations.
- p. Sponsor Base Trips: By instruction only 1.5 missed duty days. However, exceptions can be made for 2 duty days when traveling to the east coast when traveling commercial.
- q. Undergraduate Pilot Training Graduations: Immediate Family/Fiancée: one duty day, generally supported if not a major ME weekend. GRs, PFT/AFT and airmanship participation takes precedence.
- r. USAFA Promotions/Retirements: Duty takes precedence. Promotions, retirement and Change of Command for ME CCs is handled separately.