

**BY ORDER OF THE
SUPERINTENDENT**



**UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-182**

03 APRIL 2003

Personnel

**CADET NONACADEMIC APPOINTMENT
SYSTEM (NAS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, by explaining how cadets are scheduled for and notified of nonacademic appointments. It applies to each USAF Academy activity having requirements for scheduling cadets.

SUMMARY OF REVISIONS

Changed office symbol from 34 LS/LGPC to 34 TRW/SDCP. Added limitation that appointments would not be scheduled on Fridays prior to the official breaks or Parents' Weekend. Switched positions of paragraphs **2.** and **3.** A bar (|) indicates revisions from the previous edition.

1. Why a Scheduling System. Members of the cadet wing must report to various USAF Academy agencies to complete uniform, medical, dental, administrative, training, supply, personnel, and financial requirements. Cadet Scheduling (34 TRW/SDCP) schedules nonacademic appointments using the Cadet Administrative Management Information System (CAMIS) database. While this instruction applies to some medical appointments for technician screenings, it is not intended to restrict, in any way, appointments with health-care providers or access to care for acute illnesses or injuries.

2. Scheduling Limits:

2.1. 34 TRW/SDCP will schedule cadets for nonacademic appointments during the following times: free academic periods, before classes (0700-0730), and after classes (1530-1700). Appointments will be scheduled beginning with lesson T5 for the fall and spring semesters up to the last academic day (T-42) of each semester.

2.1.1. 34 TRW/SDCP will schedule cadets one time only for requested appointments and cannot reschedule cadets who miss appointments. Cadets must reschedule missed appointments through the appropriate agency.

2.2. 34 TRW/SDCP cannot schedule cadets for nonacademic appointments during the following times:

2.2.1. Holidays approved by the Academy Board. (Note: These dates are annotated on the semester calendars distributed by 34 TRW/SDCP.

2.2.2. Final examinations.

2.2.3. During cadets' scheduled classes, unless approved by USAFA Scheduling Committee, action generated by a USAFA Form 17, **Request for USAFA Scheduling Committee Action**.

2.2.4. Weekends, Fridays before Parents' Weekend, Fridays before and during official leave periods, break periods, days with a compressed schedule and recognition training.

3. How the System Works:

3.1. Agencies that Require Nonacademic Appointment Scheduling.

3.1.1. Make all necessary reservations for rooms, special equipment, personnel, etc., to ensure efficient use of appointment times for cadets.

3.1.2. Twenty-five workdays before the start date of required appointments, submit USAFA Form 17, **Request for USAFA Scheduling Committee Action**, to the USAFA Scheduling Committee, or notify 34 TRW/SDCP, in writing. Include the following:

3.1.2.1. Title and type of appointment.

3.1.2.2. Class year of cadets.

3.1.2.3. Room and building to which cadets are to report.

3.1.2.4. Inclusive dates.

3.1.2.5. Time blocks/hours to which cadets are scheduled.

3.1.2.6. Number of cadets to be scheduled per period.

3.1.2.7. Selection requirements (e.g. males only, cadets from certain groups or squadron, etc.).

3.1.2.8. Point of contact/phone number for cadets who have questions concerning the appointment.

3.1.3. Report any cadet who fails to attend a scheduled appointment to the cadet's Air Officer Commanding (AOC) and submit an Air Force Cadet Wing Form 10, **Report of Conduct**.

3.1.4. Reschedule cadets for missed appointments as needed.

3.1.5. Schedule cadets who did not receive an appointment through the 34 TRW/SDCP system due to cadet availability and/or the requesting agency's requested appointment constraints.

3.2. 34TRW/SDCP:

3.2.1. Schedules all appointments 16 workdays before the start date of the event once the CAMIS information is available.

3.2.2. Distributes appointment notifications through the cadet group executive officer, who in turn routes it to the cadet squadron adjutant.

3.2.3. Two weeks before the start date of the event, provides requesting agency with a computer-generated master roster listing names and times of appointments.

3.3. **Squadron AOCs.** AOCs ensure their units notify cadets of all scheduled appointments and take appropriate disciplinary action for any missed appointments.

4. Forms Adopted. USAFA Form 17, **Request for USAFA Scheduling Committee Action**; Air Force Cadet Wing Form 10, **Report of Conduct**.

JOHN A WEIDA, Brig Gen, USAF
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