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Personnel

**EXTRA INSTRUCTION AND HOSPITAL
INSTRUCTION FOR CADETS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and establishes procedures concerning extra instruction (EI) and hospital instruction (HI) for cadets. It applies to personnel who help cadets receive EI or HI, as appropriate, and to the cadets.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are Title 10 U.S. Code Section 9331 (Establishment, Superintendent, Faculty) and E.O. 9397. System of records notice, FO36 USAFA B, Master Cadet Personnel Record (Active/Historical) applies.

SUMMARY OF REVISIONS

Deleted reference to Fitzsimons Army Hospital.

1. Terms Explained:

1.1. Bedrest. The examining physician may place cadets, who are ill or injured, but not hospitalized, on bedrest status. Bedrest is normally for a 24-hour period, but the attending physician may extend it if necessary.

1.2. Boarder Status. Generally, physicians place cadets on boarder status when they are hospitalized for an extended period. Boarder status patients are usually postoperative patients who may leave the hospital during the day to attend class and then return to the hospital in the evenings. Cadets on boarder status are responsible for keeping current with their classes. Cadets unable to attend class due to their disability should immediately inform their physician, who will evaluate cadets' medical status.

1.3. 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.

1.4. Hospital Instruction (HI). HI is provided to cadets hospitalized at the 10th Medical Group.

1.5. 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 schedule HI or attend all scheduled classes. Cadets will immediately notify the attending physician if they are unable to study or attend all classes.

2. Scheduling EI:

2.1. 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.

2.2. 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.

2.3. 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.

2.4. Academic departments or 34th Education Group (34 EDG) squadron commanders 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, or intercollegiate schedule. No extra instruction will be scheduled during evening academic call to quarters (ACQ), after 2000. Work not introduced in class or in the textbooks will normally not be discussed during EI.

2.5. 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. 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 (not including HI) all potentially interested cadets will be invited to attend.

2.6. 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.

2.7. Academic departments or 34 EDG squadron commanders will not schedule EI 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.

2.8. Instructors are encouraged to work with cadets hospitalized in local military or civilian medical facilities.

2.9. If bedrest exceeds 24 hours, cadets may receive EI and take exams in their dorm rooms.

2.10. Instructors administering exams to cadets on bedrest will secure all academic materials.

3. Procedures for EI:

- 3.1. Academic department heads or 34 EDG squadron commanders will establish procedures to conduct and record EI within their respective departments.
- 3.2. Verbal permission is required from the following individuals before a cadet may request EI:
 - 3.2.1. AOC, to miss intramural practice or competition and military training.
 - 3.2.2. Chief, Intramural Division, to miss intramural contests the cadet is officiating.
 - 3.2.3. Coach, to miss intercollegiate practice.
 - 3.2.4. Flight Surgeon or attending physician, squadron air officer commanding (AOC) and the department's academic course director if the cadet is on bedrest and is receiving EI in the dorm room.
- 3.3. 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.
- 3.4. 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.

4. Procedures on HI:

- 4.1. The Dean of the Faculty (HQ USAFA/DF) will assign an individual from the Office of the Registrar (HQ USAFA/DFR) as DF Hospital Academic Liaison to monitor cadets who are hospitalized, on boarder, or bedrest status to ensure they receive academic instruction. The 10th Medical Support Squadron (10 MDSS/SGSTD) Admissions & Dispositions office will report by phone all local area cadet hospitalizations to the Cadet Command Post and AOC within 24 hours of admission. The 34th Education Squadron will appoint an HI representative to serve as the 34th TRW HI representative or coordinator.
- 4.2. The hospitalized cadet initiates HI after receiving clearance from the attending physician.
- 4.3. If changes in the hospital schedule conflict with scheduled HI, the hospitalized cadet will immediately notify the instructor.
- 4.4. Academic department heads or 34 EDG squadron commanders will establish procedures for conducting and recording HI.
- 4.5. If a cadet's primary instructor can't give EI, the department's course director for the affected course will find another instructor.
- 4.6. Immediately after a cadet has been admitted to the 10th Medical Group, the 10 MDSS/SGSTD office will inform the cadet of his or her responsibilities concerning academics.
- 4.7. The 10 MDSS/SGSTD will notify the DF Hospital Academic Liaison who, in turn, will notify the appropriate academic departments when a cadet is hospitalized.
- 4.8. Any cadet hospitalized at the Academy who receives medical clearance must contact his or her instructors and make the necessary arrangements for HI. Cadets who do not receive the HI they requested should contact the DF Hospital Academic Liaison directly.

4.9. The cadet's academic advisor or AAOCA should monitor advisees closely to ensure their academic needs are met while hospitalized.

4.10. The instructor will follow procedures established by the department or squadron to conduct and record completed HI. HI must be documented on the Comment Card for any cadet who is academically deficient or whose name appears on the midsemester or end-of-semester ARC Records Review Roster.

4.11. After coordination with the attending physician, academic department, and 34 EDG squadron commanders, representatives may administer quizzes, graded reviews, or final examinations to hospitalized cadets. All individuals who administer quizzes, graded reviews, or final examinations to hospitalized cadets will secure academic testing materials.

DAVID A. WAGIE, Brig Gen, USAF
Dean of the Faculty

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AAOCA—Associate Air Officer Commanding for Academics

ACQ—Academic Call to Quarters

AOC—Air Officer Commanding

ARC—Academic Review Committees

EI—Extra Instruction

HI—Hospital Instruction