

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION**



36-3536

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Personnel

ALLOCATION OF CADET TIME

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of*

Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes described in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This regulation has changed significantly and will need a complete review for all the changes.

CADET EXCUSAL AUTHORITIES

1.1. Commander's Intent:

1.1.1. Cadets spend 47 months at USAFA in a warrior-based leadership development program, culminating with a commission in the US Air Force or US Space Force. As a premier Military Service Academy USAFA employs military training, academics and athletics in harmony to develop future officers.

1.1.2. If conflicts arise with regard to cadet's time, the priority is:

1.1.2.1. Military training/duty with the cadet squadron

1.1.2.2. Academics

1.1.2.3. Athletics

1.1.2.4. USAFA-sponsored extra-curricular activities

1.1.2.5. Other

1.2. Command, Time Allocation, and Excusals.

1.2.1. The Superintendent (USAFA/CC) holds overall command of cadets and permanent party. USAFA/CC, via the Academy Board governs the Schedule of Calls (SOC). The Commandant of Cadets (USAFA/CW) through the Group Commanders (Gp/CC) and Squadron Commanders (Sq/CC) field forces to the other Major Units (MUs), The USAFA Scheduling Committee, per USAFAI 36-3540, *The Air Force Academy Board*, coordinates cadets' excusals across the Major Units (Dean of the Faculty (USAFA/DF), the Director of Athletics (USAFA/AD), and the 306th Flying Training Gp/CC. This instruction reinforces that USAFA is a 47-month leadership development program where cadets are expected to prioritize duty and remain engaged with their squadrons to the maximum extent possible.

1.2.2. SOC Structure – SOC accounts for cadet time daily and includes CW Time, Common Graded Reviews (GRs) six Academic periods, Mid-Day CW or DF time, Afternoon Athletic Time, Personal Development Time (PDT), Military Administration Time (MAT) and Academic Call to Quarters (ACQ).

1.2.2.1. Morning CW Time – Used for admin/military training (e.g., Ready Airman). If required, DF uses the same time block for GRs (GRs take precedence during this time).

1.2.2.2. Academic Periods – Six daily periods; PE occupies two per session, totaling three PE periods/day

1.2.2.3. Athletic Time – Prioritizes intercollegiate and intramural athletic training/competition and fitness to meet graduation requirements.

1.2.2.3.1. Cadets must engage in athletics/fitness three times weekly, this can include one season in intramurals, competitive athletic clubs, CW-approved clubs authorized LOS (must have AD approved fitness plan), or intercollegiate sports per USAFAI 36-3533, *Requirements for Graduation*, and unit PT should occur on non-intramural days

1.2.2.3.2. Unit Fitness and Fitness Improvement Program (FIP) is mandatory unless actively participating in a qualifying athletic program mentioned in 1.1.2.3.1.

1.2.2.3.3. Cadets on athletic probation or placed in the Fitness Improvement Program as directed by the Physical Education Review Committee must attend reconditioning or FIP in addition to regular fitness on alternating M/T Days.

1.2.2.4. PDT – Reserved for personal growth and all other clubs participation. SCAs are required for mandatory events during PDT.

1.2.2.5. Military Admin Time Evening Sq-level admin (e.g., briefings, accountability, meetings, feedback). PT/military training is allowed but must tie to the Course of Instruction (e.g., Ready Airman Training, TCCC training, landnav briefings, etc.) ; Knowledge Test/Bowls permitted. No permanent party required.

1.2.2.6. Academic Call to Quarters – Cadets are afforded time for studying in the evening.

1.2.3. USAFA Scheduling Committee

1.2.3.1. Acts on behalf of USAFA/CC to review requests impacting military, academic, athletic, airmanship, or personal time.

1.2.3.2. Chaired by USAFA/CWT or designee; voting members: CW, DF, AD reps. Advisors: 306 FTG/CC rep, USAFA/HC rep, CWTM Clubs Coordinator (non-voting). MU reps speak for their commanders to expedite decisions within established guidance.

1.2.3.3. Reviews cadet excusal and event requests weekly during academic year; special meetings convened as needed. Summer excusals follow Summer OPORD.

1.2.3.4. 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), program of record, must be part of the planning process. USAFA/CWTS, on behalf of the Scheduling Committee maintains the CMTS. The CMTS lists all major MU events for the academic year. Organized group activity SCAs will be posted in Campus Solutions/Student Information System (SIS) with the committee's decision.

1.2.3.5. The Scheduling Committee holds approval authority for cadet excusals; unanimous vote (3/3) required. Members weigh both MU-specific conflicts and institutional priorities (Military, Academics, and Athletics in priority order).

1.2.3.6. Major group events affecting an entire class of cadets (or more) must be coordinated early with CWT to avoid conflicts. CMTS (owned by CWTS) is the official source of major event de-confliction.

1.2.3.7. Group/Individual SCAs are posted in SIS following committee's decision. **NOTE:** There will be no authorization of funding (to include gift funds) without SCA approval. Non-refundable personal expenses incurred prior to SCA approval are made at the individual's risk and will not be reimbursed. Likewise, fund expenditure prior to SCA approval is not grounds for SCA approval or appeal.

1.2.3.8. All SCAs can be appealed to the USAFA/CC or the designated representative only using the chain of command in each MU structure. The MU leads will then ask the USAFA/CC for an appeal if they see fit to do so.

1.3. Attendance and Excusal from Duty.

1.3.1. Cadets requesting individual SCAs and staff requesting group SCAs will minimize absences. Sq/CCs and the Scheduling Committee will evaluate requests based on GPA, MPA, PEA, probation status, and event purpose.

1.3.2. Extracurricular activities will not occur during scheduled academic, military, athletic, airmanship, or ACQ periods.

1.3.3. The following are binding schedules:

1.3.3.1. Cadet Wing Schedule of Calls

1.3.3.2. Cadet Military Training Schedules

1.3.3.3. Individual Cadet Academic Schedules

1.3.3.4. Official supplementary schedules (LOIs, OPORDS or PLANORDS)

1.3.4. When schedule conflicts arise, cadets follow the order of precedence in [Attachment 3](#) and inform impacted parties.

1.3.5. Cadets must coordinate absences with or obtain approval from instructors before attending higher-precedence duties per SCA conditions communicated by the SCA committee. SCAs are required to miss class for non-duty events.

1.3.6. Cadets will attend formations and duties unless formally excused.

1.3.7. Cadets on official travel must attend scheduled duties if trips are canceled, delayed, or cut short.

1.3.8. Cadets returning from SCAs:

1.3.8.1. Before taps: sign in and resume duty after CQ.

1.3.8.2. After taps: resume duties within 8 hours.

1.3.9. For excused absences:

1.3.9.1. Cadets must coordinate with instructors and Sq/CCs.

1.3.9.2. All military/academic/athletic content must be made up within 24 hours or at instructor's/permanent parties' discretion.

1.3.9.3. GRs will be taken before departure or within 24 hours of return.

1.3.9.4. Cadets will attend partial classes if excusal overlaps.

1.4. SCA Submission Procedures.

1.4.1. Non-emergency SCAs must be submitted in SIS no fewer than 14 days before the event. Late requests may be disapproved. Coordination with Sq/CC is required.

1.4.2. Cadets on probation must obtain MU approval before SCA submission.

1.4.3. The Scheduling Committee posts decisions in SIS. Appeals follow [para 1.2.3.8](#).

1.4.4. All group events require coordination across all MUs and with the MU representative on the SCA committee.

1.4.5. SCA requests must include cadet names, dates/times, destination, GPA/MPA/PEA, probation status, itinerary, and transportation. SCAs will not be approved until final rosters are updated.

1.4.6. SCA requests must include a clear, accurate event time and description explaining its significance (e.g., required for national qualification or course/graduation requirements) and rationale as to why a trip must occur during a specific timeframe (i.e. there were no other qualifiers offered on other weekends, there are no other opportunities that can be used to fulfill the Capstone requirement, etc.)

1.4.7. Cadets must align SCAs with SOC blocks. SIS must confirm eligibility per [para 1.5](#).

1.4.8. Ticket purchases and fund expenditures do not guarantee SCA approval. See [para 1.2.3.7](#).

1.4.9. Urgent SCAs must be submitted and coordinated via CWTS for immediate vote if warranted.

1.4.10. Cadet CICs/OICs are responsible for updating SCA rosters and ensuring non-participants attend duty.

1.5. Excusal Policy.

1.5.1. The following times are MU-protected times and SCA requests will be heavily scrutinized. These times are:

Table 1.1. MU-Protected Times and SCA Requests.

Morning CW Time (except when Common GRs scheduled)
Common GRs
Noon Meal Formation and Lunch
CW and DF time in the afternoon
Intramurals
Academic Call to Quarters
Military Admin Time

1.5.2. Major cadet events must be submitted as early as possible for de-confliction. Consult CMTS and CWTS when planning a major cadet event to avoid conflicts.

1.5.3. Scheduling Committee conditions and restrictions are binding.

1.5.4. SCAs for personal events (e.g., weddings, court) will be reviewed individually.

1.5.5. Requests exceeding three days are generally disapproved.

1.5.6. Cadets on probation or deficient in GPA/MPA/PEA are not typically excused. Exceptions may be granted for ICs and DF field trips

1.5.7. Religious retreats occur LMD Friday through ACQ Sunday on non-training weekends. No more than one per semester.

1.5.8. Fourth Class cadets may not travel in support of club activities prior to fall midterm progress reports.

1.5.9. Cadets may take one squadron-sponsor trip; max absence is 1.5 academic days unless extended by airlift needs.

1.5.10. Cadets may not be excused from more than six CW times, six noon meal formations (NMFs), or six academic duty days per semester, unless participating in IC or airmanship events. For academic courses, cadets must also remain within each course's specific attendance policy. For PE classes, cadets may not miss more than two of the eight scheduled lessons.

1.6. Individual SCAs.

1.6.1. Sq/CCs must approve cadet individual SCA submissions to the Scheduling Committee for non-USAF events. Cadets must:

1.6.1.1. Minimize missed duty.

1.6.1.2. Obtain instructor approval.

1.6.1.3. Prioritize military training, GRs and finals.

1.6.2. Routine medical appointments during free time do not require SCAs (ref [Chapter 2](#)).

1.7. Group SCAs.

1.7.1. Group SCAs for USAFA-sponsored or mission-essential events (excluding intercollegiate due to NCAA schedules and commitments) must meet the following:

1.7.1.1. Major military training and final exams take precedence.

1.7.1.2. Excusals for conferences must be limited to travel days and presentation commitments only and are typically limited to no more than three academic days. MU vices must approve absences over three academic days.

1.7.1.3. Coordinate if missing airmanship and/or intramurals.

1.7.1.4. Return by Military Admin Time or Sunday taps.

1.7.1.5. Make up all missed training, academics and athletics.

1.8. Athletic Contingent.

1.8.1. With Scheduling Committee approval, the following groups may be excused for away games:

Table 1.2. Excused Groups.

Drum & Bugle Corps
Cheerleaders
Statisticians
Falconers
Photographers
Official/at-large cadet contingent
Cadet Honor Guard

1.9. Intercollegiate Athletic Authorizations.

1.9.1. USAFA/AD provides primary/non-primary season dates to CWT and AFCW/CC annually.

1.9.2. Practice follows the SOC.

1.9.3. For athletes in their championship season, no physical training 12 hours before or 12 hours after scheduled practice and no physical training 24 hours before or 24 hours after a scheduled competition. Non-championship season teams participate in military training and Silver Weekends and will conduct practices after Saturday military training is complete.

1.9.3.1. IC cadets must complete two in-person graded SAMIs/semester.

1.9.4. USAFA/AD submits NCAA schedules via SIS. Approved schedules do not require additional SCAs unless amended.

Table 1.3. Excusals Begin.

Home contests: Day of competition: excused from morning military/formation; GRs still required.
Local contests (no overnight): Excused to arrive two hours before start.
Away contests (overnight): Excused up to 52 hours prior.

Table 1.4. Excusals End.

Home: 2 hrs post-event
Away: 1 hr after bus returns to USAFA drop off point
Cadets follow duty guidance in para 1.3.6.

1.10. Airmanship Authorizations.

1.10.1. Scheduled airmanship events and crew rest take precedence over non-Silver Weekends and weekday PDT military duties.

1.10.2. Airmanship cadets will participate in Military Training on Silver Weekends and will be able to depart for the Airfield after Saturday military training is complete.

1.10.3. CWTS/CWTT will notify 306 FTG of CULEX periods; no airfield training allowed during CULEX.

1.10.4. Airmanship cadets:

1.10.4.1. Excused from march-on when supporting ops.

1.10.4.2. Must attend games in UOD post-ops.

1.10.4.3. Excused from game if supporting static displays and duties are complete.

1.10.4.4. Participate in march-on if flyovers/events cancel and time permits.

1.10.5. Advanced Airmanship Team SCA requests will be reviewed with mission alignment and minimal duty impact in mind.

TONY D. BAUERNFEIND, Lieutenant General
Superintendent, United States Air Force Academy

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

DAFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, 10 March 2024

DAFMAN 90-161, *Publishing Processes and Procedures*, 17 October 2023

USAFAI 36-3540, *The Air Force Academy Board*, 9 August 2023

USAFAI 36-3533, *Requirements for Graduation*, 23 November 2020

Adopted Forms

DAF 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

CAS—Cadet Accountability System

CCQ—Cadet Charge of Quarters

CE—Commissioning Education

CIC—Cadet In Charge

CMTS—Cadet Military Training Schedule

CST—Combat Survival Training

EI—Extra instruction

FIP—Fitness Improvement Program

GPA—Grade Point Average

GR—Graded Review

GRE—Graduate Records Evaluation

IC—Intercollegiate

IP—Instructor Pilot

JAG—Judge Advocate General

LMD—Last Military Duty

MAT—Military Administration Time
MPA—Military Performance Average
MU—Major Unit
NAS—Non-Academic Scheduling
NCAA—National Collegiate Athletic Association
OIC—Officer In Charge
OPCON—Operational Control
PEA—Physical Education Average
PEP—Physical Enhancement Program
PDT—Professional Development Time
PFT—Physical Fitness Test
RECONDO—Athletic Reconditioning
SCA—Scheduling Committee Action
SFB—Space Force Base
SIS—Student Information System
SOC—Schedule of Calls
TACON—Tactical Control

Terms

Academically At Risk Cadets—Certain fourth class cadets who are determined by

HQ USAFA/DFVR 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 Course of Instruction 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 Sq/CC/Instructor/OIC/Coach impacted by the cadet's absence.

Athletically At Risk Cadets—Cadets identified by USAFA/AD for Physical Enhancement Program (PEP), primarily based upon their Basic Cadet Training fitness performance.

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

Competitive Athletic Clubs—Those cadet club activities approved by AD and CWT as meeting the intent of competitive athletics IAW USAFAI 36-3533, *Requirements for Graduation*. This category of clubs are authorized to meet/practice during intramural time with a limited number of their roster to prepare for league, regional, and/or national competitions

Coordination—The affected cadet(s) must notify, in person, or receive a response from their Sq/CC/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 Support Clubs—Those Cadet Club activities which promote and support USAFA 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 authorize 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—NONACADEMIC APPOINTMENTS AND EXCUSALS

A2. Appointments.—**A2.1. Schedule uniform, dental, and routine medical appointments during free periods.** These do not require SCAs. Physicals for graduation/flight/CST may occur during class with SCA approval.

A2.2.—Avoid scheduling conflicts. Contact agencies to reschedule when needed.

A2.3. Sick Call & Bedrest.—**A2.3.1.** Non-emergency excusals must be issued via ASIMS by authorized medical personnel.

A2.3.2. If non-emergency care is not immediately available, Sq/CCs or AMTs must consult with needed Helping Agencies (i.e. Medical, SAPR, MFLAC, PPC, Chaplains, etc.) before authorizing bedrest.

A2.3.3. Cadets should schedule an appointment/visit the clinic before missing any class; bedrest does not excuse duties beyond the appointment unless medically directed.

A2.3.4. Either the cadet or, if appropriate, the Sq/CC or AMTS will notify all instructors of the cadet's bedrest status.

A2.3.5. Sq/CCs or AMTs must update SIS with quarters or rest status per CW guidance.

Attachment 3**ORDER OF PRECEDENCE****Figure A3.1. Order of Precedence.**

- 1) Military
- 2) Academics
- 3) Athletics
- 4) Extracurricular

Note: For emergencies involving life, limb, or eyesight, cadets must seek immediate assistance—no SCA or pass required.

A3.1. Appointments with senior USAFA or Air Force leaders.

A3.2. Commandant-directed Cadet Wing (CW) Training

A3.3. Academic Day Classes.

A3.4. AFT and PFT.

A3.5. Legal/safety investigations (during cadet free time).

A3.6. Unforeseen family emergencies (e.g., death/critical illness of immediate family).

A3.7. Mandatory group medical appointments (e.g., CST/flight physicals).

A3.8. GRs.

A3.9. In-season intercollegiate (IC) competitions and practices (practices should be scheduled around training weekends).

A3.10. Airmanship national competitions, qualifiers, and practices (practices should be scheduled around training weekends).

A3.11. Chapel worship services, holy day observances, or required sacraments.

A3.12. Competitive athletic club, Mission Support Club or Dean's Team events required for national competition (de-conflict with training weekends).

Attachment 4

AUTHORIZED ACADEMIC EXCUSAL TIME FOR INTERCOLLEGIATE ATHLETICS

Table A4.1. Academic Excusal Times.

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 and Women)	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 5

SCHEDULING GUIDANCE

A5.1. PURPOSE: Provides guidance to support Scheduling Committee excusal decisions and MU Vice appeals.

A5.2. SCHEDULING GUIDANCE: Refer to USAFAI 36-3536 for standard time allocations. Use this attachment to address scenarios not covered elsewhere.

Table A5.1. Scheduling Guidance.

a. Airmanship Teams —Max 8 travel days/semester; 10 allowed if regionals and nationals fall in same semester. Return by Sunday when feasible.
b. Baptisms/Godparent Events —Duty takes precedence. May excuse class on non-training weekends with instructor approval. GRs, PFT/AFT, RECONDO, and airmanship take precedence.
c. BMT Graduations —Immediate family only. Typically, 1 duty day excused. Airmanship and GRs take precedence.
d. Course Trips —Max 3 duty days. Overnight/local area trips require MU Vice coordination. >3 days need all MU Vice approval.
e. Club Competitions —Limit 6 duty days/semester (excludes regionals/nationals, which are generally supported).
f. Family Reunions —Duty takes precedence. May excuse class on non-training weekends with instructor approval.
g. GRE/Polygraph —Max 6-hour block. Instructor approval required. GRs, AFT/PFT, RECONDO, and airmanship take precedence.
h. Field Trips —Avoid last two weeks of instruction. Must provide compensation time.
i. Grad/Med School Visits —Max 3 duty days; schools set dates.
j. Immediate Family/Fiancée Graduations —Typically supported for one duty day plus weekend.
k. Med School Interviews —Max 3 duty A2.
. Individual SCAs required.
l. Jewish Sabbath —Excused 1830–2100 on Fridays. Submit religious accommodation requests via Chapel.
m. Muslim Friday Prayers —Excused after lunch; DF avoids scheduling during M-5/T-5. Submit religious accommodation requests via Chapel.
o. Sponsor Base Trips —Max 1.5 duty days; 2 for east coast travel may be approved.
p. Weddings (Immediate Family/Groomsman/Bridesmaid) —Excused 1 day with instructor approval. Must coordinate with athletics, airmanship, military training.
q. Local Court Appearances —Excused 90 mins before appearance. Return ASAP. Cadet must coordinate for all missed duties.
r. Other events such as Visa appointments or other personal obligations will be reviewed on a case by case basis.