

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 36-20
23 DECEMBER 2008**

Personnel



**ACCESSION OF AIR FORCE
MILITARY PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive provides policies to ensure we access the right quantity and diverse qualities of people who possess the aptitudes necessary to meet Air Force requirements. This policy implements the applicable portions of the following Department of Defense Directives and Instructions: DoD Directive 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*, DoD Directive 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, DoD Directive 1304.19, *Appointment of Chaplains for the Military Departments*, DoD Directive 1344.13, *Implementation of the National Voter Registration Act (NVRA)*, DoD Instruction 1145.01, *Qualitative Distribution of Military Manpower*, DoD Instruction 1304.12E, *DoD Military Personnel Accession Testing Programs*, DoD Instruction 1304.23, *Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes*, DoD Instruction 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*, DoD Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*, DoD Instruction 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, DoD Instruction 1310.02, *Appointing Commissioned Officers*, DoD Instruction 1205.13, *Junior Reserve Officers' Training Corps Program*, DoD Instruction 1215.08, *Senior Reserve Officers Training Corps Programs*, DoD Instruction 1205.19, *Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services*, DoD Instruction 1215.17, *Educational Requirements for Appointment of Reserve Component Officers to a Grade Above First Lieutenant or Lieutenant (Junior Grade)*, DoD Instruction 1300.04, *Inter-Service Transfer of Commissioned Officers*, DoD Instruction 1304.28, Chg 1, *Guidance for the Appointment of Chaplains for the Military Departments*, DoD Instruction 6000.13, *Medical Manpower and Personnel*. Additionally, this issuance overlaps AFPD 36-35, *United States Air Force Academy*, and it's implementing AFIs in that it addresses accessions into the Air Force as a result of graduation or disenrollment from the United States Air Force Academy. This publication applies to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of*

Records and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. To recommend changes or suggestions to this publication, use the Air Force Form 847 and route it through the publishing channels to AF/A1 for consideration. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974.

SUMMARY OF CHANGES

This revision updates the Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) as changed to Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Addition of requirement for United States Air Force Academy (USAFA) to provide coordination opportunity for Air Force Secretariat and Air Staff on matters pertaining to cadet accession program. It reinforces the Deputy Chief of Staff, Manpower and Personnel (AF/A1) as the principal authority for the implementation and management of all accession programs. Addition of requirement for The Chief of the Air Force Reserve (AF/RE), Director, Air National Guard (NGB/CF), The Air Force Judge Advocate General (AF/JA), The Air Force Surgeon General (AF/SG), and The Air Force Chief of Chaplains (AF/HC) to identify an office of primary responsibility to liaise with AF/A1 on accession matters. Furthermore, the implementation of DoDD 1332.23, *Service Academy Disenrollment*, is removed from this publication and transferred to AFPD 36-35, United States Air Force Academy.

1. Policy. The policy of the US Air Force is to:

1.1. Establish officer and enlisted accession goals based on guidance and the needs of the Air Force. Goals may be met through a combination of the accession sources to include other services and the Reserve Component. The enlisted accession goal will be based on total non-prior and prior service requirements. This mixture meets the need to sustain proper rank structure to most effectively manage the force. Additionally, it is necessary to access highly qualified individuals with the proper skills to provide field commanders trained and adaptable Airmen without lowering quality nor accessing individuals in overmanned skills to make up for shortfalls in other skill sets.

1.2. Afford all qualified persons equal opportunity to become Air Force members. Furthermore, subject to legal, fiscal, and numerical constraints, access eligible individuals on a gender-neutral basis without regard to race, color, national origin, or religion.

1.3. Adhere to DoD minimum standards of age, citizenship, education, aptitude, physical fitness, dependency status, and moral character. Applicants must meet these minimum standards and must satisfy the requirements for Air Force specific programs for which they are applying. Individuals not meeting standards may be considered for exceptions on individual merit. The Air Force may deny admission to any individual, even if the applicant appears to be qualified, if it is not in the best interest of the Air Force to enlist or grant a commission. The fact that an applicant meets basic qualification standards for a specific accession program does not create a right or entitlement to be selected.

1.4. Provide support to United States Military Entrance Processing Command (USMEPCOM), Junior Reserve Officer Training Corps (JROTC), and Reserve Officer Training Corps (ROTC) programs.

2. Responsibilities:

2.1. The Secretary of the Air Force (SECAF) retains ultimate responsibility for all policies related to the Department of the Air Force.

2.2. SAF/MR serves as an agent of the SECAF within manpower, military and civilian personnel policy and program domains. SAF/MR provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, and programs addressing the accession of Air Force military personnel.

2.3. AF/A1 develops, coordinates, and executes personnel policy and essential procedural guidance for the management of Air Force accessions programs to include the distribution and redistribution of all excess allocations.

2.3.1. Air Force Personnel Center (AFPC) develops specific entrance standards and implementation guidance for accession of active duty military personnel. This includes interservice transfer of officer and enlisted personnel and accession of disenrolled US Air Force Academy (USAFA) cadets.

2.3.2. AFPC determines the specific configuration of Armed Services Vocational Aptitude Battery (ASVAB) component scores to establish overall enlisted AF entrance requirements and individual Air Force Specialty Code (AFSC) requirements. IAW DoDI 1304.12, the ASVAB is the only aptitude test battery authorized for determining enlistment eligibility.

2.4. AF/A1 provides guidance detailing support to include funding of Air Force JROTC, Air Force ROTC, the USMEPCOM programs, and the United States Air Force Academy. This guidance is to be consistent with the President's Budget and any Memorandums of Understanding or Agreement.

2.5. AF/HC develops professional HC officer career field entrance standards. These are applied to prospective members contingent upon their meeting initial AF/A1 qualification standards. Additionally, AF/HC manages the chaplain accession programs and identifies an office of primary responsibility to liaise with AF/A1.

2.6. AF/JA develops professional JA officer career field entrance standards. AF/JA applies such professional standards (including designation as judge advocates and award of the 51J AFSC) to prospective judge advocate accessions contingent upon their meeting initial AF/A1 qualification standards applicable to all accessions. Additionally, AF/JA manages and executes the judge advocate recruiting and accession program and identifies an office of primary responsibility to liaise with AF/A1.

2.7. AF/SG develops professional SG officer career field entrance standards. These are applied to prospective members contingent upon their meeting initial AF/A1 qualification standards. Additionally, AF/SG manages the medical officer accession program and identifies an office of primary responsibility to liaise with AF/A1.

2.8. Air Education and Training Command (AETC) develops AETC training program-specific entrance requirements.

2.8.1. Develops and operates the active force enlisted, line officer, medical, and chaplain recruiting programs.

2.8.2. Establishes procedures for accessing members from the Reserve Component or other services upon completion of their term of commitment.

2.8.3. Acquires and uses the Directory of Secondary School Information and individual Criminal History Records to increase the scope of recruiting opportunities and the likelihood of a given recruit's potential for meeting AF enlistment requirements.

2.8.4. Develops and provides specific guidance providing opportunity for recruits to register to vote under the National Voter Registration Act (NVRA).

2.9. US Air Force Academy (USAFA):

2.9.1. USAFA develops specific USAFA cadet entrance standards and operates the USAFA admissions and cadet accession program. Additionally, they are responsible for apprising SAF/MR through AF/A1 and Deputy Assistant Secretary for Force Management Integration (SAF/MRM) of significant matters pertaining to the admissions and cadet accession program.

2.9.2. USAFA establishes graduation and commissioning standards.

2.9.3. USAFA establishes procedures ensuring AFPC notification of any cadet disenrolled from the academy and required to fulfill active duty service commitment.

2.10. AF/RE oversees the Reserve force and identifies an office of primary responsibility to liaise with AF/A1. Additionally, AF/RE develops Air Force Reserve entrance standards for military personnel.

2.11. NGB/CF oversees the Air National Guard force and identifies an office of primary responsibility to liaise with AF/A1. Additionally, NGB/CF develops Air National Guard entrance standards for military personnel.

3. See Attachment 1 for a Glossary of References and Supporting Information.

4. Information Collection, Records, and Forms:

4.1. Information Collections. No information collections are created by this publication.

4.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at https://afrims.amc.af.mil/rds_series.cfm.

4.3. Forms (Adopted and Prescribed).

4.3.1. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*.

4.3.2. Prescribed Forms. There are no prescribed forms in this publication.

Michael B. Donley
Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 1145.01, *Qualitative Distribution of Military Manpower*, 20 September 2005

DoD Directive 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*, 8 January 2005

DoD Directive 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 23 April 2007

DoD Instruction 1205.13, *Junior Reserve Officers' Training Corps Program*, 6 February 2006

DoD Instruction 1205.19, *Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services*, 3 April 1995

DoD Instruction 1215.08, *Senior Reserve Officers Training Corps Programs*, 26 June, 2006

DoD Instruction 1215.17, *Educational Requirements for Appointment of Reserve Component Officers to a Grade Above First Lieutenant or Lieutenant (Junior Grade)*, 12 September 2002

DoD Instruction 1300.04, *Inter-Service Transfer of Commissioned Officers*, 27 December 2006

DoD Instruction 1304.12E, *DoD Military Personnel Accession Testing Programs*, 20 September 2005

DoD Directive 1304.19, *Appointment of Chaplains for the Military Departments*, 11 June 2004

DoD Instruction 1304.23, *Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes*, 7 October 2005

DoD Instruction 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*, 20 September 2005

DoD Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*, 25 August 1997

DoD Instruction 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 20 September 2005

DoD Instruction 1304.28, Chg 1, *Guidance for the Appointment of Chaplains for the Military Departments*, 7 August 2007

DoD Instruction 1310.02, *Appointing Commissioned Officers*, 8 May 2007

DoD Directive 1322.22, *Service Academies*, 24 August 1994

DoD Directive 1332.23, *Service Academy Disenrollment*, 19 February 1988

DoD Directive 1344.13, *Implementation of the National Voter Registration Act (NVRA)*, 16 November 1994

DoD Instruction 6000.13, *Medical Manpower and Personnel*, 30 June 1997

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

AFPD 36-35, *United States Air Force Academy*, 1 February, 2007

AFRIMS RDS , *Air Force Records Disposition Schedule* https://afrims.amc.af.mil/rds_series.cfm

Abbreviations and Acronyms

AETC - Air Education and Training Command

AF/A1 - Deputy Chief of Staff, Manpower and Personnel

AF/HC - Air Force Chief of Chaplains

AF/JA - Air Force Judge Advocate General

AFMAN – Air Force Manual

AFPC - Air Force Personnel Center

AF/RE - Chief of the Air Force Reserve

AFRIMS - Air Force Records Information Management System

AFSC - Air Force Specialty Code

AF/SG - Air Force Surgeon General

ASVAB - Armed Services Vocational Aptitude Battery

JROTC - Junior Reserve Officer Training Corps

MSO – Military Service Obligation

NGB/CF - Director, Air National Guard

NVRA – National Voter Registration Act

RDS - Records Disposition Schedule

ROTC - Reserve Officer Training Corps

SAF/MR - Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SECAF - Secretary of the Air Force

USAFA - United States Air Force Academy

USMEPCOM – United States Military Entrance Processing Command