

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

AIR FORCE INSTRUCTION 36-3504

9 JULY 2013



Personnel

***DISENROLLMENT OF UNITED STATES
AIR FORCE ACADEMY CADETS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFPD 36-35, *United States Air Force Academy*, by providing direction for administratively disenrolling, separating, and discharging from the US Air Force Academy (USAFA), cadets who do not satisfy the conditions of enrollment and commissioning. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. See Attachment 1 for a glossary of references and supporting information. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG).

This Instruction directs collecting and maintenance of information subject to the Privacy Act of 1974. System of Records Notice F036 USAFA applies.

SUMMARY OF CHANGES

This document supersedes AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*. It has been substantially revised and must be completely reviewed. Major changes include: removing provisions specifying disenrollment, separation and discharge criteria and procedures and instead delegating such authority to the USAFA Superintendent; delegating certain discharge characterization authority to the USAFA Superintendent; providing guidance for medical evaluations of cadets; and incorporating statutory changes pertaining to recoupment.

1. Overview. This Instruction provides direction pertaining to the disenrollment, resignation, and discharge of USAFA cadets and the collateral consequences of these actions, including enlisted service, monetary reimbursement for the cost of a USAFA education, and educational delay for the purpose of obtaining an alternative commissioning source.

2. Roles and Responsibilities.

2.1. The Secretary of the Air Force:

2.1.1. Has direct statutory authority pertaining to the disenrollment of USAFA cadets.

2.1.2. Or designee approves all disenrollments, transfers, and administrative discharges as well as procedures for affecting them. Hereafter, the phrase “decision authority” will substitute for the phrase “Secretary of the Air Force or designee” whenever it refers to final decision authority for individual disenrollment, resignation, and collateral consequence actions.

2.2. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR):

2.2.1. Serves as the agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, and programs addressing cadet disenrollment, resignation, and associated collateral consequence actions.

2.2.2. Makes final decisions on individual disenrollment, resignation, and collateral consequence actions in those cases for which SAF/MR is the decision authority.

2.2.2.1. Notifies the Secretary of the Air Force in writing, and courtesy copies AF/A1, of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest.

2.2.2.2. Makes recommendations to the decision authority on individual disenrollment, resignation, and collateral consequence actions in those cases for which there is a higher level decision authority.

2.2.2.3. Ensures each recommendation forwarded includes a rationale and a complete case file.

2.3. Deputy Chief of Staff for Manpower and Personnel and Services (AF/A1):

2.3.1. Formulates, reviews, and executes plans, policies, and programs addressing cadet disenrollment.

2.3.2. Ensures execution of orders for disenrolled cadets to perform enlisted service.

2.3.3. Reviews active duty obligations and assigns military grades to disenrolled cadets if the decision authority directs active duty service.

2.3.4. Ensures execution of an educational delay in processing a disenrolled cadet into the enlisted force for a period of 150 days, in those cases in which the collateral consequences decision authority orders an educational delay for the purpose of allowing the disenrolled cadet to obtain another commissioning source.

- 2.3.4.1. Approves or disapproves requests for extensions in the educational delay in 30-day increments, not to exceed a total of one year from the date of the original order.
 - 2.3.4.2. Instructs the Air Force Personnel Center (AFPC) to call a disenrolled cadet to active duty who was granted educational delay but does not obtain an alternative commissioning source within the specified time.
 - 2.3.5. Serves as liaison with other Services for disenrollment actions being taken on a cadet who had been an enlisted member in a Sister Service and was released from their obligation to that service contingent upon their acceptance and successful graduation and commissioning from USAFA.
- 2.4. Director, Air Force Review Boards Agency (AFRBA):
- 2.4.1. Makes final decisions on individual disenrollment, resignation, and collateral consequence actions in those cases for which AFRBA is the decision authority.
 - 2.4.2. Notifies the Secretary of the Air Force, SAF/MR, and AF/A1 of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest.
 - 2.4.3. Makes recommendations to the decision authority on individual disenrollment, resignation, and associated collateral consequence actions in those cases for which there is a higher level decision authority.
 - 2.4.4. Ensures each recommendation forwarded includes a rationale and the complete case file.
- 2.5. Superintendent, USAFA:
- 2.5.1. Ensures expeditious review and updating of cadet agreements to reflect current law and DoD and Air Force directives and policy.
 - 2.5.2. Implements training and education programs to ensure cadets' awareness of and ability to comply with Air Force and USAFA standards of conduct, character, integrity, attitude, and deportment.
 - 2.5.3. Prescribes criteria and procedures for reviewing cadet performance in the areas of academics, athletics/physical fitness, character development, military skills and potential, and summer training.
 - 2.5.4. Prescribes criteria and procedures for cadets to remedy deficiencies when disenrollment is determined not to be appropriate without first attempting remedial actions to bring deficient cadets into compliance with standards.
 - 2.5.5. Develops and implements (after coordination with, and approval of, AF/A1), cadet disenrollment and resignation criteria, standards, and procedures which:
 - 2.5.5.1. Balance military, academic, physical fitness, and other training interests in expeditious processing with administrative due process appropriate to the nature of the action.
 - 2.5.5.2. Upon implementation, are available in the USAFA listings on the Air Force Electronic Publications website.

2.5.6. Makes final decisions on individual disenrollment and resignation actions in those cases for which the Superintendent is the decision authority.

2.5.6.1. Notifies the Secretary of the Air Force, SAF/MR, AFRBA, and AF/A1 in writing of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest.

2.5.6.2. Makes recommendations to the decision authority on individual disenrollment, resignation, and associated collateral consequence actions in only those cases for which the Superintendent is not the decision authority.

2.5.6.3. Ensures each recommendation forwarded to the decision authority includes a rationale and a complete case file and is forwarded to AFRBA.

2.5.7. Ensures complete records of final disposition are kept for all disenrollment, resignation, and collateral consequence decisions for no less than 3 years from the date of the disenrollment, in accordance with the Air Force record disposition schedule and Privacy Act System of Record Notice, F036 USAFA.

2.6. Commander, AFPC (AFPC/CC):

2.6.1. Determines and awards the service commitment for disenrolled cadets ordered to active enlisted service. The service commitment will not exceed 4 years and is reduced proportionately for each month active duty is served.

2.6.2. Monitors the status of disenrolled cadets who are granted an educational delay for the purpose of seeking an alternative commissioning source to ensure that their service commitment is satisfied.

3. Enrollment and Disenrollment Acknowledgements

3.1. Upon entry to the USAFA, basic cadets must sign an agreement that if they are subsequently disenrolled or resign during their second- or first-class year, they may be required to either:

3.1.1. Serve on active duty as an enlisted member in the Regular Air Force or Active or Reserve Component for a period of time not to exceed 4 years, or

3.1.2. Reimburse the for education costs when it is determined that fulfillment of the active duty service obligation by the cadet would not be in the best interest of the Air Force.

4. Conditions Supporting Disenrollment. Cadets are subject to involuntary disenrollment in one or more of the following circumstances:

4.1. Failure to comply with their USAFA enrollment agreement;

4.2. Lack of demonstrated potential for commissioned service;

4.3. Failure to abide by established Air Force or USAFA standards of conduct, character, integrity, or academic, military or physical fitness requirements; or

4.4. Are medically unsuited for continued military service.

5. Disenrollment Considerations. A decision to disenroll a cadet or accept a cadet's resignation constitutes a finding the cadet has broken the agreement to complete the course of

instruction at USAFA. Disenrollment because of medical disqualification not due to the cadet's misconduct or fraudulent concealment of medical conditions ordinarily will not be found to constitute a breach of the agreement.

6. Collateral Consequences Considerations.

6.1. Active duty service is the primary means of reimbursement for a cadet's education at USAFA; however, monetary reimbursement or an educational delay for the purpose of allowing the disenrolled cadet to obtain an alternative commissioning source can be considered under appropriate circumstances.

6.2. Cost of education debts are determined by USAFA/FMA and forwarded to the Defense Finance and Accounting Service (DFAS) to establish the accounts receivable. Monetary accounts receivables for educational costs are established by DFAS for appropriate collection action.

7. Disenrollment/Discharge Resulting in Entry-Level Discharge Characterizations

7.1. Basic cadets engaged in Basic Cadet Training (BCT) and fourth-class cadets, prior to issuance of their first academic progress report and still within 180 days of entering military service, who are determined by medical personnel to have a pre-existing (EPTS) disqualifying medical condition not compatible with continued military service will be disenrolled from USAFA and discharged from the Air Force with an Entry-Level characterization. If a disqualifying medical condition is sustained, or if a reported pre-existing condition was waived and the condition is aggravated during BCT, or at some time prior to the cadet's first academic progress report, the cadet is subject to a medical evaluation board (MEB).

7.2. Basic cadets who submit a voluntary resignation during BCT receive an Entry-Level discharge characterization unless they have prior enlisted service or have graduated from the USAFA Preparatory School, in which case they receive a discharge characterization IAW paragraph 12 below.

8. Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB). When a question arises about a cadet's medical qualification for continued service or commissioning, medical personnel evaluate the cadet using the medical standards set forth in DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*; and AFI 48-123, *Medical Examinations and Standards*. If medical personnel determine the cadet does not meet continuation standards, an MEB will be convened under procedural guidance outlined in AFI 41-210, *TRICARE Operations and Administration Functions*, AFI 10-203, *Duty Limiting Conditions*, AFPD 36-32, *Military Retirements and Separations* and AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*.

9. Active Duty Service Commitments (ADSC), Grade Awards and Educational Delays.

9.1. Enlisted grade is based on the cadet's class year at the time the disenrollment conduct occurred or the resignation was submitted and not based on the cadet's class year at the time of the final action. Disenrolled cadets are awarded the following grades:

9.1.1. Second class--Airman First Class (E-3). (*EXCEPTION:* The cadet will revert to the highest pay grade held during enlisted service prior to entering USAFA if that pay grade was higher than E-3.)

9.1.2. First class--Senior Airman (E-4). These individuals must qualify at the five-skill level Air Force Specialty Code (AFSC) to retain the grade of E-4. (*EXCEPTION:* The cadet will revert to the highest pay grade held during enlisted service prior to entering USAFA if that pay grade was higher than E-4.)

9.2. A disenrolled cadet may request an educational delay in fulfilling their service commitment for the purpose of obtaining a commission by means of an alternative source.

9.3. The disenrolled cadet will normally be called to active duty not later than 30 days after the receipt of the decision authority's order directing enlisted service as the collateral consequence of disenrollment.

9.4. When the Superintendent concludes a cadet is not qualified for graduation and commissioning, the Superintendent will determine the cadet's status while the case is pending disposition.

10. Disenrolling Cadets with Prior Service.

10.1. Cadets who enter USAFA from the regular or reserve component of any military service and who fail to fulfill their USAFA enrollment agreement may incur an active duty service commitment (ADSC) in return for their education at USAFA. Subject to the subparagraphs below, a disenrolled cadet with a prior service commitment will serve that commitment concurrently with any USAFA commitment with the longer of the two taking precedence.

10.2. Cadets who were members of a regular or reserve component before enrollment and are disenrolled before they begin their second class year academics, return to their former military status to complete any remaining service commitment.

10.2.1. If the commitment is to the Air Force and is within 1 year of ending or has ended by the separation date, the cadet is reassigned to the Reserves (not extended active duty).

10.2.2. If the cadet's prior service was not in the Air Force, USAFA notifies AF/A1PT who reports the disenrollment and removal from cadet status to the proper Service to coordinate disposition.

10.3. Cadets who were members of a Regular or Reserve component before enrollment and have begun their second class year academics are disenrolled in the same manner as cadets with no prior service, except under the following circumstances:

10.3.1. If the prior service commitment extends beyond the period of active duty commitment the cadet incurs according to paragraph 9, the cadet then completes the prior service obligation unless the decision authority determines that a different collateral consequence is more appropriate because of the circumstances surrounding the disenrollment.

10.3.2. If the prior service did not take place in the Air Force and the disenrolled cadet has a remaining service commitment from the prior service, USAFA notifies AF/A1PT, who reports the disenrollment and removal from cadet status to the proper Service and coordinates disposition.

10.3.2.1. If the cadet's previous Service elects not to have the cadet return to complete any outstanding obligations to them, the cadet is separated from cadet status in the same manner as a cadet with no prior service obligation.

10.3.2.2. If the cadet's previous Service elects to have the cadet return to complete any outstanding obligations to them, the disenrolled cadet is separated from cadet status and returned to service in accordance with the prior Service's instructions.

11. Disenrolling Foreign Cadets. USAFA will notify AF/A1, who in turn will notify SAF/IA upon initiation of disenrollment actions on a foreign cadet for coordination with home nation government.

12. Service Characterization. The disenrollment decision authority determines the cadet's discharge characterization according to the following standards:

12.1. Honorable. This is the highest character of discharge. It should be awarded when the quality of the cadet's service has met Air Force standards of acceptable conduct or when the cadet's record is otherwise so meritorious that any other characterization would be inappropriate.

12.2. General Under Honorable Conditions (General). This service characterization is appropriate when a cadet's service has been honest and faithful but contains significant negative aspects which outweigh the positive. The decision authority may direct this type of discharge if the military record is not sufficiently meritorious to warrant an honorable discharge but does not warrant a discharge under other than honorable conditions.

12.3. Under Other Than Honorable Conditions (UOTHC). This is the least favorable type of administrative discharge. The decision authority may direct a UOTHC discharge when there exists a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of officer candidates.

12.4. Entry-Level. Assign an Entry-Level characterization when a cadet is disenrolled and discharged within 180 days of taking the oath of appointment, unless they have prior enlisted service or have graduated from the USAFA Preparatory School, and for certain EPTS-related disenrollments of Basic Cadets in BCT and of certain 4th-class cadets as described above.

13. Voluntary Resignations.

13.1. All resignations tendered in accordance with this paragraph are voluntary.

13.2. These include, but are not limited to, such reasons as change of career goals, personal reasons, or difficulty in acclimating to a military environment.

13.3. They do not include resignations tendered in the situations described in paragraphs 13.3.1 and 13.3.2. Tenders of resignation of this nature will not be acted upon until the command has determined paragraphs 13.3.1 and/or 13.3.2 no longer apply.

13.3.1. The individual is under preferred charges under the Uniform Code of Military Justice (UCMJ) or under consideration for or the subject of an investigation that could lead to a court-martial or disenrollment action under this AFI. See paragraphs 14 and 15 for tenders of resignation for the good of the service or resigning instead of further disenrollment procedures.

13.3.2. If the individual submitting the voluntary resignation is under consideration for or is the subject of an investigation that could lead to involuntary disenrollment under paragraphs 4.1 – 4.3. See paragraph 14 for tenders of resignation instead of further disenrollment procedures.

13.4. Cadets must tender voluntary resignations to the Superintendent in writing.

13.5. The decision authority determines whether to accept a cadet's resignation and assigns the service characterization.

13.6. Acceptance of a tender of voluntary resignation does not negate the applicability of paragraphs 6, 9, and 10.

13.7. The Superintendent may permit cadets who have tendered voluntary resignations to withdraw them if the Superintendent determines withdrawal of the resignation is in the best interest of the Air Force.

14. Resigning Instead Of Further Disenrollment Action.

14.1. Cadets under consideration for, or who are the subject of, an investigation that could lead to involuntary disenrollment under paragraphs 4.1 – 4.3 may tender resignations in lieu of further disenrollment action.

14.2. Cadets resigning in lieu of further disenrollment action may receive an honorable, general, or under other-than-honorable-conditions discharge characterization as determined by the decision authority. The Superintendent may establish procedures permitting cadets to tender resignations conditioned on service characterization that includes the Superintendent's authority to deny such conditional resignations.

14.3. The decision authority determines whether to accept a cadet's resignation and assigns the appropriate service characterization.

14.4. Acceptance of a tender of resignation in lieu of further disenrollment action does not negate the applicability of paragraphs 6, 9, and 10.

14.5. The Superintendent may permit cadets who have tendered resignations in lieu of further disenrollment action to withdraw them if the Superintendent determines withdrawal of the resignation is in the best interest of the Air Force.

14.6. Cadets must tender resignations requests to the Superintendent in writing.

15. Resigning for the Good of the Service. Cadets who are subject to trial by court-martial may tender a resignation for the good of the service under the provisions of AFI 36-3207, *Separating Commissioned Officers*, (but see *References*, Atch. 1) and AFI 51-201, *Administration of Military Justice*.

16. Fulfilling Service Commitments. Cadets whose resignations are approved must fulfill their ADSC and/or obligations to reimburse the Government for education costs per AFI 36-2002, *Regular Air Force and Special Category Accessions*. A cadet ordered to active duty has a military service obligation equivalent to the period for which they are ordered to active duty or to the reserve components.

17. Conducting Additional Investigations. If the Superintendent decides to conduct an investigation after a resignation requiring decision by a higher authority has been forwarded, the Superintendent:

17.1. Informs AF/A1 of the reasons by message, and

17.2. Requests the decision authority delay action until the investigation is complete and the Superintendent can forward recommendations based on the results of the investigation.

18. Reporting Disenrollments.

18.1. USAFA will submit Air Force Cadet Wing End Strength to the Manpower Program Development Division (AF/A1MP) and the Accessions and Training Management Division (AF/A1PT) no later than the fifth of each month.

18.2. USAFA will provide the AFRBA a quarterly listing of disenrollment actions (includes resignations under paragraphs 14 and 15) that are initiated or finalized during the respective quarter. This listing need only include the cadet name, class year, basis for disenrollment, status or final disposition, and a short summary of the facts supporting the action.

DARRELL D. JONES, Lieutenant General, USAF
Deputy Chief of Staff, Manpower, Personnel and
Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C. §2005

10 U.S.C. §8013

10 U.S.C. §9348

37 U.S.C. §303a(e)(1)

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

AFPD 36-32, *Military Retirements and Separations*, 14 July 1993

AFI 36-3206, *Separating Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 2 February 2006

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009

AFI 41-210, *TRICARE Operations and Patient Administration Functions*, 6 June 2012

AFI 51-201, *Administration of Military Justice*, 21 December 2007

AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 April 1999

AFI 10-203, *Duty Limiting Conditions*, 25 June 2010

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

Forms Prescribed. No forms are prescribed by this publication.

Forms Adopted. AF Form 847

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AFPC—Air Center

AFSC—Air Force Specialty Code

EPTS—Existed Prior to Service

IAW—In Accordance With

MEB—Medical Evaluation Board

SECAF—Secretary of the Air Force

UCMJ—Uniform Code of Military Justice

UOTHC—Under Other than Honorable Conditions

Terms

Collateral Consequences—Incidents of disenrollment flowing from disenrollment. Includes reimbursement of educational expenses financially or through enlisted service, and educational delay.

Discharge—A complete severance from military status, active or otherwise.

Disenrollment—Termination of cadet status. Disenrollment is a consequence of the decision authority's determination that a cadet is not qualified for commissioning or graduation. A cadet is disenrolled when the decision authority decides the cadet is unfit or unsuitable for graduation and/or commissioning, or otherwise fails to meet graduation and/or commissioning standards, approves the cadet's resignation or the cadet is dismissed in accordance pursuant to sentence of a general courtmartial. Removal from the cadet wing pending disenrollment entails loss of entitlement to participate in academic, athletic, morale, and military programs, but does not in itself end cadet status or other military obligations, and some or all of its normal effects as described above may be suspended by the Superintendent.

Resignation—A request by a cadet for removal from cadet status. If a resignation is approved, the cadet is either disenrolled and removed from cadet status or discharged.