

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

AIR FORCE POLICY DIRECTIVE 36-20

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Personnel

**ACCESSION OF AIR FORCE MILITARY
PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This policy implements the applicable portions of the following Department of Defense Directives and Instructions: DoD Directive (DoDD) 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*; DoD Instruction (DoDI) 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*; DoDD 1205.20, *Reserve Incentive Programs*; DoDD 1304.19, *Appointment of Chaplains for the Military Departments*; DoDI 1145.01, *Qualitative Distribution of Military Manpower*; DoDI 1304.12E, *DoD Military Personnel Accession Testing Programs*; DoDI 1304.23, *Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes*; DoDI 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*; DoDI 1304.25, *Fulfilling the Military Service Obligation (MSO)*; DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*; DoDI 1310.02, *Appointing Commissioned Officers*; DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*; DoDI 1215.08, *Senior Reserve Officers Training Corps Programs*; DoDI 1215.17, *Educational Requirements for Appointment of Reserve Component Officers to a Grade Above First Lieutenant or Lieutenant (Junior Grade)*; DoDI 1300.04, *Inter-Service Transfer of Commissioned Officers*; DoDI 1304.28, Chg. 2, *Guidance for the Appointment of Chaplains for the Military Departments*; DoDI 6000.13, *Medical Manpower and Personnel*; and DoDD 1332.23, Chg 1, *Service Academy Disenrollment*. This directive provides policies to ensure the Air Force accesses the right quantity and quality of people who possess the aptitudes necessary to meet Air Force requirements. Additionally, this issuance overlaps AFD 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 Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for military accession policy. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction directs collecting and maintaining information subject to the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code, Section 8013 and Executive Order 9397. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System of Records Notices (SORN) F033 AF B, *Privacy Act Request File*, and F036 AF PC Q, *Personnel Data Systems (PDS)* is available online at <http://www.defenselink.mil/privacy/notices/usaf>.

SUMMARY OF CHANGES

This revision removes Recruiting references and transfers Recruiting items to AFPD 36-19, *Recruiting Programs*. Furthermore, it add collaborative language to the opening paragraph and updates various references and supporting information. This AFPD acknowledges and incorporates the intent of the SECAF directed Integration of AF Component Personnel Management Systems, to more efficiently integrate personnel policies, organizations, systems, and processes across the Total Force.

1. Policy. It is Air Force policy 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 AFR and ANG components. The 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 qualified individuals with the proper skills to provide field commanders trained and adaptable Airmen.

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, ethnicity, 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).

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. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as SECAF's agent 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. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1).

2.3.1. AF/A1, in collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), develops personnel policy for Air Force accessions programs. This includes interservice transfer of officer and enlisted personnel and accession of disenrolled US Air Force Academy (USAFA) cadets.

2.3.2. AF/A1 develops specific commissioning program entrance standards in collaboration with the commissioning sources. Additionally, 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.

2.4. The Chief of Chaplains (AF/HC) develops professional Chaplain (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 OPR to liaise with AF/A1.

2.5. The Judge Advocate General (AF/JA) develops professional Judge Advocate (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 OPR to liaise with AF/A1.

2.6. The Surgeon General (AF/SG) develops professional Surgeon General (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 OPR to liaise with AF/A1.

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

2.8. US Air Force Academy (USAFA):

2.8.1. USAFA collaborates with AF/A1 in the development of specific USAFA cadet entrance standards and operates the USAFA admissions and cadet accession program. Additionally, USAFA is 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.

2.8.2. Establishes graduation standards.

2.8.3. Establishes procedures ensuring AFPC notification of any cadet disenrolled from the academy and required to fulfill an active duty service commitment.

2.9. The Chief of the Air Force Reserve (AF/RE) oversees the Reserve force and identifies an OPR to liaise with AF/A1.

2.10. The Director, Air National Guard (NGB/CF), oversees the Air National Guard force and identifies an OPR to liaise with AF/A1.

Deborah Lee James
Secretary of the Air Force

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

DoD Instruction 1145.01, *Qualitative Distribution of Military Manpower*, 12 December 2013

DoD Directive 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*, 18 October 2012

DoD Instruction 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 30 March 2012

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

DoD Directive 1205.20, *Reserve Incentive Programs*, 8 January 1996

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)*, 29 January 2014

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)*, 31 October 2013

DoD Instruction 1304.26, Chg. 2, *Qualification Standards for Enlistment, Appointment, and Induction*, 20 September 2011

DoD Instruction 1304.28, Chg. 3, *Guidance for the Appointment of Chaplains for the Military Departments*, 20 March 2014

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

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

DoD Directive 1332.23, Chg. 1, *Service Academy Disenrollment*, 20 September 2011

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*, 25 May 2011

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*.

Adopted Forms

There are no adopted forms in this publication.

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF/A1—Deputy Chief of Staff, Manpower, Personnel & Services

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

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