

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2007**



9 MAY 2024

Personnel

**APPLICATION FOR AND
ADMINISTRATION OF CADET
TURNBACK PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAFA/CW

Certified by: HQ USAFA/CWV
(Col Peter Gryzen)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, by prescribing procedures used to administer the turnback programs. It applies to all United States Air Force Academy (USAFA) cadets and agencies involved in these programs. Refer recommended changes and conflicts between this and other publications to USAFA Cadet Wing, Special Actions Branch (CW/CWVS), 2304 Cadet Dr., Suite 6A36, USAF Academy CO 80840-8720, on Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. Use DAFMAN90-161, Table 10.1 for Waiver Tier Authority. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFMAN90-161, *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 authority for non-tiered requirements in this publication is HQ USAFA/CWV. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. See [Attachment 1](#) for a glossary of references and supporting information.

This instruction requires Academy agencies to collect and maintain information protected by the Privacy Act. This Instruction requires the collection or maintenance of information protected by the Privacy Act.

Act of 1974 authorized by [set forth the legal authority such as the federal statute executive order, and regulation]. The applicable SORN(s) [number and titles] is (are) available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Significant changes include the clarification of the roles and responsibilities of the cadet's chain of command, Mission Elements, Medical Group, and the Staff Judge Advocate in the application process. Additionally, the presumptive duration of Administrative Turnbacks was changed to two semesters, with shorter duration turnbacks reviewed and approved on a case-by-case basis.

1. Voluntary Administrative Turnbacks. The Administrative Turnback program allows cadets to temporarily leave USAFA to address personal hardships that might otherwise result in resignation or the inability to successfully complete graduation and commissioning requirements. Examples of temporary hardships include, but are not limited to pregnancy, dependency, medical conditions, family emergency, death of an immediate family member, pending investigation or disciplinary proceedings, or another personal hardship.

1.1. Requests for Voluntary Administrative Turnback are initiated by the cadet.

1.2. Voluntary Administrative Turnback requests will be considered on a case-by-case basis. Generally, the intent is to allow cadets to leave USAFA to address their hardship and return in good standing. Cadets will not use Voluntary Administrative Turnback to circumvent Academic Review Committee (ARC) or Physical Education Review Committee (PERC) actions (either pending or finalized).

1.2.1. Factors for leadership consideration in evaluating requests for Voluntary Administrative Turnback include but are not limited to the availability of USAFA resources to address hardship, degree of hardship, estimated duration of hardship, and the cadet's commitment to return and succeed as demonstrated by cadet performance factors such as grade point average (GPA), military performance average (MPA), physical education average (PEA), probation status, and leadership potential.

1.2.2. All approved Voluntary Administrative Turnback durations are presumptively scheduled for two semesters to provide ample opportunity to address personal hardships. While on Administrative Turnback, the cadet may request an earlier return date based on the recommendation of the cadet's medical provider or if available information suggests the hardship has resolved or has been sufficiently addressed, enabling the successful completion of academic, fitness, and training requirements. The coordination for early return requests is the same as the request for Administrative Turnback in **paragraph 3.1**. **Note:** In the case of pregnancy or dependency, the turnback duration may be up to two years in accordance with DoD policy.

1.2.3. For planning considerations, cadets will return at the start of a semester or period. For example, a cadet who leaves for Administrative Turnback during the Spring semester should return the next Spring semester. A cadet who leaves after completing Spring semester would return for summer period the following year.

1.3. The Superintendent is the approval authority for Administrative Turnback requests. The Commandant will make a recommendation to the Superintendent regarding Administrative Turnback requests based on the circumstances and in consultation with applicable subject matter experts.

1.3.1. In the Superintendent's absence, the Commandant of Cadets is delegated the approval authority.

1.3.2. The Commandant of Cadets has the authority to deny requests and decline to forward requests to the Superintendent if the cadet fails to demonstrate a personal hardship or compliance with the Administrative Turnback request process.

1.4. Voluntary Administrative Turnback requests from international exchange cadets should be coordinated with USAFA International Programs (USAFA/DFIP). USAFA/DFIP will ensure the sponsoring country supports the turnback request and an approved turnback will not adversely impact the cadet's visa status.

1.5. The approval of requests for Administrative Turnback by cadets referred to the Disability Evaluation System will be made on a case-by-case basis in accordance with Department of Defense Instruction (DoDI) 1332. 18, Disability Evaluation System and may require an exception to policy.

2. Involuntary Administrative Turnback. An Involuntary Administrative Turnback (i.e., Indefinite Suspension and Involuntary Excess Leave) is initiated by the Commandant of Cadets and directed by the Superintendent in accordance with the procedures and criteria set forth in United States Air Force Academy Instruction (USAFAI) 36-3504, *Disenrollment of United States Air Force Academy Cadets*, Chapter 32 and the Secretary of the Air Force memorandum dated 14 April 2023, *Re-Delegation of Suspension and Involuntary Excess Leave Authority – 10 U.S.C. 702*. Cadets under consideration for Involuntary Administrative Turnback may request a Voluntary Administrative Turnback in lieu of suspension or involuntary excess leave.

3. Procedures and Routing for Processing Turnbacks.

3.1. Upon receipt of request, the group commander will obtain input and/or recommendations from the Dean of Faculty, Athletics Department, the 10th Medical Group, and Staff Judge Advocate (USAFA/JA) at the Vice/Deputy, or otherwise delegated level. The intent is to establish a timely and efficient process, while ensuring the appropriate level of review. Group commanders will forward Voluntary Administrative Turnback request packages to Special Actions (USAFA/CWVS). Packages will include:

3.1.1. Staff Summary Sheet. The routing originates from the Group Commander, and coordination through USAFA/CWVS, Cadet Wing Culture and Climate (USAFA/CWP), Cadet Wing Senior Enlisted Leader (USAFA/CWCCC), Cadet Wing Vice Commandant (USAFA/CWV), with a recommendation for approval/disapproval by the Cadet Wing Commandant (USAFA/CW); then coordination through Judge Advocate (USAFA/JA), Vice Commandant (USAFA/CV), and Commandant (USAFA/CC) for final action.

3.1.2. Cadet's Turnback request letter ([Attachment 2](#)).

3.1.3. Signed but undated letter of voluntary resignation ([Attachment 6](#)), which will only be used should the cadet later elect to not return to USAFA. The letter of voluntary resignation will be discarded upon the cadet's return to USAFA.

3.1.4. For Voluntary Administrative Turnback requests due to medical reasons, the cadet will submit a Department of Defense (DD) Form 2870, *Authorization For Disclosure of Medical or Dental Information*, to enable the USAFA medical personnel to disclose pertinent medical information to Cadet Wing chain of command relevant to the request for turnback.

3.1.5. Air Force Cadet Wing (AFCW) Form 34, *Cadet Separation and Clearance/Referral* for review and approval by the Commandant. Form 34 can be found on the CW SharePoint. Counseling on impact of turnback and options afforded the cadet by the following must be documented on the AFCW Form 34: Flight Commander/Element Leader; Squadron Commander; Air Officer Commanding (AOC); Academic Advisor; Peak Performance Center; Cadet Wing Culture & Climate (CWP); Intercollegiate Coach (if applicable); and Preparatory School Commander (if applicable). The AFCW Form 34 is included, should the cadet elect not to return to USAFA. The AFCW Form 34 will be discarded upon the cadet's return to USAFA.

3.1.6. AOC Memorandum for Record (MFR) that includes a DD Form 785, *Record of Disenrollment From Officer Candidate – Type Training*, recommendation for future officer training and/or USAFA Form O-299. The USAFA Form O-299, found on the CW SharePoint, can be used for all turnback submissions but is required if the cadet is committed and has an active-duty service commitment.

3.1.7. Inputs and/or recommendations from the Mission Elements and USAFA/JA should generally address the necessity for and the appropriate length of Voluntary Administrative Turnback in the cadet's best interest. The inputs and/or recommendations should at least include the following:

3.1.7.1. Academic and Athletic Department Input. The impact to the cadet if the Voluntary Administrative Turnback request is approved/disapproved. Input includes the appropriate duration of the turnback to ensure full recovery and/or rehabilitation and a risk assessment for deviations to the requested duration. Any ongoing or pending review boards (e.g., ARC, PERC, etc.) should also be included.

3.1.7.2. Staff Judge Advocate Legal Review. Report and discuss any pending legal action concerning the cadet requesting turnback and implications therein as well as evaluating whether the appropriate policies and process have been followed.

3.1.7.3. Medical Input. Voluntary Administrative Turnback requests specifically for medical reasons (mental health and/or physical) will include: a medical recommendation from a qualified mental health provider or physician, respectively, that includes a course of treatment that would best contribute to the cadet's recovery and/or rehabilitation; a summary of all physical and/or mental health conditions for which the turnback request is based.

3.1.7.4. Cadet Personnel Summary and Cadet Personnel Record (eCPRII), if applicable.

3.2. Special Actions (USAFA/CW CWVS) will review Voluntary Administrative Turnback request packages and prepare formal approval packages for the Commandant and the Superintendent.

3.3. Expedited Voluntary Administrative Turnback Requests. If time is of the essence due to extreme circumstances whereby the cadet's emotional/mental or physical health would be negatively impacted, the group commander may elect to pursue an Expedited Voluntary Administrative Turnback. The application package requirements and process remain the same as outlined in [paragraph 3.1](#), but the coordination process is completed via e-mail and could be completed in 24 hours or less. Since time is of the essence, Cadet Standards Clinic, Deputy Chief of Aerospace Medicine (USAFA/SGPA) will provide the medical input/recommendation on behalf of the Medical Group Commander for all Voluntary Administrative Turnback requests due to medical reasons. Some examples where an Expedited Voluntary Administrative Turnback is warranted include, but not limited to death of a parent, sibling, or close family member; significant emotional stress resulting from a traumatic event; the inability to perform basic functions as a cadet due to physical injury (i.e., reporting to class, meals, medical appointments, etc. without imposing a significant burden to the cadet).

4. Responsibilities.

4.1. Voluntary Administrative Turnback Cadets will:

4.1.1. Retain their common access cards. Voluntary Administrative Turnback cadets will maintain all active-duty benefits, including continued access to medical and dental care, as well as Commissary and Base Exchange privileges.

4.1.2. Store all uniforms at USAFA for the duration of turnback. **Note:** Cadet may retain one uniform for use as required during turnback.

4.1.3. Procure personal travel arrangements and pay for all travel-related expenses to and from USAFA. Cadets will acknowledge they may be required to return to USAFA for disciplinary hearings and/or courts-martial proceedings (as a witness or subject). The cadet will be responsible for all travel-related expenses incurred due to those proceedings unless the cadet is placed on travel orders.

4.1.4. Surrender government credit cards to AOC.

4.1.5. Contact Cadet Clinic for information concerning healthcare during turnback. Should the cadet require medical and/or dental care during their Administrative Turnback, contact the USAFA Cadet Clinic and obtain authorization and/or information regarding treatment. **Note:** Turnback cadets should proceed directly to the closest civilian medical treatment facilities for all emergencies that could result in a loss of life, limb, or sight. Pre-authorization in these emergency instances is not required.

4.1.6. Submit all required departure documents assigned by USAFA/JA; attend mandatory Voluntary Administrative Turnback related briefings; clear all required base agencies; and depart the installation.

4.1.7. Provide AOC and USAFA/A1A current contact information (mailing address and phone number) for the duration of turnback. Update contact information as changes occur.

4.1.8. For pregnancy or dependency related Voluntary Administrative Turnbacks, be prepared to submit to AOC a Family Care Plan (FCP) or legally binding agreement/court order demonstrating the permanent or temporary surrender of guardianship of the dependent before returning to USAFA.

4.1.9. Adhere to the proposed course of treatment prescribed by the USAFA medical community (applies to Voluntary Administrative Turnbacks for medical reasons).

4.1.9.1. Cadets who plan to return to USAFA will provide USAFA/SGPA the Treatment Summary, all medical records, and the medical provider's overall recommendation. In the event these documents are not made available to USAFA/SGPA, the cadet's medical clearance to fully integrate into the Cadet Wing may be delayed.

4.1.9.2. Cadets who elect not to return to USAFA from turnback will coordinate with USAFA medical authorities to accomplish the Separation Health Physical Examination (SHPE) and complete all Medical Evaluation Board requirements (if applicable) as part of the disability benefits evaluation process. These requirements may be accomplished via telemedicine/virtual visit.

4.1.10. While on Voluntary Administrative Turnback, cadets may obtain employment, attend classes at another university/college, etc. However, cadets must submit an off-duty employment request prior to beginning any employment. Cadets remain subject to policies concerning high-risk activities. Additionally, cadets should be aware that credits obtained from another university/college during turnback may not transfer. Cadets should first seek guidance from The Academy Registrar (USAFA/DFVR).

4.1.11. While on Voluntary Administrative Turnback, cadets are expected to implement a fitness and wellness regimen commensurate with maintaining cadet standards in physical fitness and body composition. Cadets will resume all assessments upon return to the cadet wing.

4.2. AOCs will:

4.2.1. Receive request for Voluntary Administrative Turnback from cadet and notify group commander.

4.2.2. Ensure cadets have a plan for housing, food, support, medical, and mental health care.

4.2.3. Ensure cadets have a plan to implement a fitness and wellness program while on Voluntary Administrative Turnback. Provide cadet with any conditional comments received because of ME coordination (i.e., Return for 3d period Summer RECONDO, only when medically cleared without restrictions.).

4.2.4. Secure the cadet's property for the duration of the Voluntary Administrative Turnback. The cadet's property may not be searched without consulting with USAFA/JA. If the cadet does not return, their command should contact the cadet to arrange the return of the property. If the cadet fails to arrange for the return of property within 30 days of notification, the property may be disposed of as abandoned property.

4.2.5. Close government travel card and discard. Reissue government travel card upon cadet's return to USAFA.

4.2.6. For Voluntary Administrative Turnbacks due to pregnancy or dependency, forward cadet's FCP or legally binding agreement/court order to USAFA/JA for a legal sufficiency review. USAFA/JA will conduct a review and the FCP or court order will be routed to the Superintendent (or Commandant if delegated authority) for approval. Further guidance

concerning the policy regarding pregnancy and dependency may be found in DoDI 1322.22, *Military Service Academies*, and Department of Air Force Instruction (DAFI) 36-3501, *United States Air Force Academy Operations*.

4.2.7. Ensure cadet completes out-processing requirements in the allotted time and assist as necessary.

4.2.8. Notify USAFA/A1A of any issues that may delay the cadet's final-out.

4.2.9. Monitor cadet's health and well-being through consistent contact for the duration of the Voluntary Administrative Turnback. Ensure the cadet remains informed of all updates to USAFA policies or procedures that may impact the cadet during turnback or upon their return.

4.2.10. Obtain cadet's travel arrangements to return to USAFA (if applicable) a week prior to in-processing.

4.3. USAFA/JA will:

4.3.1. Brief cadet on Voluntary Administrative Turnback requirements. Assist cadet in completing USAFA/JA departure documents within three days from approval of Voluntary Administrative Turnback.

4.3.2. Forward requests to Superintendent for approval or disapproval. The Superintendent may delegate approval authority to the Commandant or refer the case to the Academy Board for advice prior to deciding.

4.3.3. Notify the cadet's chain of command, Mission Elements, and USAFA/SGPA of the Superintendent's decision.

4.3.4. Update all pertinent return information in the student information system.

4.3.5. Counsel pregnant cadets or cadets responsible for a dependent child on the available options and process for requesting approval of a FCP.

4.3.6. Notify the cadet's chain of command and A1A of any required court or administrative board appearances to ensure the cadet's timely return.

4.4. The group's Unit Program Coordinator (UPC) will contact, distribute the out-processing documents to, brief cadet on requirements for out-processing, and assist in making all necessary appointments.

4.5. USAFA/CWVS will review Voluntary Administrative Turnback request packages and prepare for the Commandant's review and action. Upon Commandant's action (deny or recommend approval to Superintendent), USAFA/CWVS will forward all packages not denied by the Commandant to USAFA/JA for coordination to the Superintendent.

4.6. HQ USAFA/A1A will:

4.6.1. Upon receipt of required USAFA/JA departure documents, publish appropriate "leave without pay" orders with a final-out date. USAFA/A1A will consider the cadet's class year and commitment status. **Note:** Cadets on Voluntary Administrative Turnback will be placed on a "leave without pay and allowances" status for the duration of the Administrative Turnback, or a final disposition is determined.

4.6.2. Distribute Administrative Turnback orders to the cadet's chain of command, the group's UPC, and Finance representative.

4.6.3. At the final-out appointment, verify out-processing packet is complete; make a copy to be filed in Unit Personnel Record Group (UPRG).

4.7. The Registrar (USAFA/DFVR) will update duty status codes in the student information system.

5. Terminating Voluntary Administrative Turnback (Returning Cadets).

5.1. USAFA/CWT will:

5.1.1. Track cadets on Voluntary Administrative Turnback in conjunction with the USAFA/A1A. Send out procedures for AOCs to contact expected returnees three months prior to the start of the semester; solicit through AOCs the cadet's intention to return to USAFA via the *Questionnaire: Administrative Turnback Returnee* (Attachment 4). Notify the cadet's chain of command, USAFA/JA, USAFA/A1A, USAFA/SGPA, and Mission Elements of the cadet's intention (return/not return).

5.1.2. Notify the cadet's chain of command, USAFA/JA, and USAFA/A1A of cadets who answer "YES" to any question(s) in Part II or who did not return questionnaires (**Attachment 4**).

5.1.3. Brief cadets on actions required to return to USAFA. Provide cadets with return information and reporting instructions to include the report date/time.

5.1.4. Assign cadets to any applicable summer training programs required to maintain graduation on/near eight full semesters at USAFA. Summer program requirements will drive report dates for Voluntary Administrative Turnback Cadets returning for fall semester.

5.2. USAFA/A1A will:

5.2.1. Provide returning cadets with information and guidance on in-processing requirements through base agencies utilizing the USAFA Form 92, *Cadet In-processing Checklist*.

5.2.2. Certify cadet's arrival time/date and present for duty status. **Note:** Cadets must complete the USAFA Form 92 within 3 days of return to USAFA.

5.2.3. File all completed forms in the UPRG.

5.3. USAFA/DFVR will update the duty status in the student information system.

5.4. USAFA/SGPA will review Voluntary Administrative Turnback medical documentation provided by the cadet to ensure the prescribed course of medical treatment was completed and the cadet is ready to return to USAFA.

6. Terminating Voluntary Administrative Turnback (Non-returning Cadets).

6.1. USAFA/JA will:

6.1.1. Process resignation for Voluntary Administrative Turnback cadets who elect not to return using the previously signed AFCW Form 34 and procedures in USAFAI36-3504 unless there is some other reason for keeping the cadet in military status (i.e. pending court-

martial or other disciplinary action). **Note:** Resignation does not constitute relief from incurred active-duty commitment.

6.1.2. Process requests for changes to the originally approved Voluntary Administrative Turnback return date. Cadets will not return prior to their original return date without approval. Cadets may request changes to their Voluntary Administrative Turnback return date via a Memorandum for Record to USAFA/JA, requesting a new return at least three months before the beginning of the semester in which the cadet was scheduled to return. The Superintendent is the approval authority for changes to original return dates. This authority may be delegated to the Commandant.

6.2. USAFA/SGPA will coordinate with resigning cadets to accomplish a SHPE and all related Medical Evaluation Board requirements (if applicable). GAVIN P. MARKS, Brig Gen, USAF

Commandant of Cadets

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI33-322, *Records Management and Information Governance Program*, 27 July 2021
 DAFPD36-20, *Recruiting Programs and Accession of Military Personnel*, 2 March 2023
 DAFMAN 90-161, *Publishing Processes and Procedures*, 17 October 2023
 USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*, 14 August 2022
 DAFI 36-3501, *United States Air Force Academy Operations*, 8 May 2022
 Title 10, U.S.C., Section 9331, *Establishment; Superintendent; faculty*
 Title 10, U.S.C., Section 9349, *Cadets: organization; service; instruction*
 DoDI 1332.18, *Disability Evaluation System*, 10 November 2022
 DoDI 1322.22, *Military Service Academies*, 24 September 2015

Prescribed Forms

USAFA Form 92, *Cadet In-Processing Checklist*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
 DD Form 2870, *Authorization For Disclosure of Medical or Dental Information*
 DD Form 785, *Record of Disenrollment From Officer Candidate – Type Training*,

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AOC—Air Officer Commanding
CAC—Common Access Card
HQ—Headquarters
MFR—Memorandum for the Record
SHPE—Separation History and Physical Examination

TRICARE—Military health care system
OPR—Office of Primary Responsibility
ID—Identification
UPC—Unit Program Coordinator
UPRG—Unit Personnel Record Group
USAFA—United States Air Force Academy
U.S.C.—United States Code

Terms

Academy Board—Advisory panel convened by the Superintendent. Comprised of members representing the Commandant of Cadets, Dean of Faculty, and Director of Athletics.

Voluntary Administrative Turnback—requested by a cadet because of a hardship of a temporary nature —either personal or medical.

Leave Without Pay and Allowances—Leave status granted to cadets for the purpose of participating in the Administrative Turnback program. Cadets are not eligible for pay and allowances during this period; however, cadets retain their military ID card and all active-duty benefits, to include medical/TRICARE coverage.

Temporary Personal Hardship—Generally involves an exceptional set of circumstances, significantly impacting an individual cadet, immediate family member, or person having significant influence in the cadet’s life that cannot be resolved if the cadet remains in attendance at USAFA or during a short period of leave from USAFA. Temporary hardships must normally be resolved within two semesters and allow for the cadet’s complete return to cadet duties at the end of the absence. Examples of requests that would not be considered temporary personal hardship include religious missions, a desire to pursue other academic or athletic opportunities, or outside employment (unless related to personal hardship of family member).

Temporary Medical Hardship—The temporary medical hardship may be related to physical and/or mental health conditions that would preclude full and active participation in cadet duties. The purpose of the temporary medical hardship is to provide the cadet maximum opportunity to heal as quickly as possible and thereby enabling continued success as an active cadet and officer candidate.

Indefinite Suspension from All Cadet Duties and Activities—An involuntary action based on serious misconduct to indefinitely remove a cadet from all cadet duties and activities and deny access to the cadet area. It is only used when disenrollment, involuntary administrative discharge, pretrial confinement, no contact orders, or other restrictive measures are not available, appropriate, or sufficient to provide for the safety of others and/or the preservation of good order and discipline.

SAMPLE APPLICATION FOR VOLUNTARY ADMINISTRATIVE TURNBACK

(Use standard HQ USAFA or USAFA/CW Letterhead)

Date

MEMORANDUM FOR HQ USAFA/CW

FROM: CS-01 (C3C XXXXX, EMPLID)

SUBJECT: Request for Voluntary Administrative Turnback

1. Request I be granted administrative turnback status for (choose one: temporary personal hardship or temporary medical hardship. (Summarize the circumstances resulting in the request. Be specific and provide enough detail to clearly present the need for the request.)

2. I understand that, if this request is approved, I will not be authorized travel pay nor will I be entitled to pay and allowances during the period I am away from the United States Air Force Academy (USAFA). I also understand that I will not be permitted to withdraw my accrued funds from my Cadet Personal Investment Trust Fund account either prior to or during the Administrative Turnback period.

3. I understand that I may incur additional expenses for uniforms, equipment, etc. upon my return.

4. I understand that upon my return to the Air Force Academy, disenrollment procedures may begin against me if: a. I was arrested, convicted, or fined for a violation of the law.

b. I did not uphold the Cadet Honor Code, or I behaved in a manner unacceptable to the status of a USAFA cadet.

c. I acquired dependents (without obtaining approval for a Family Care Plan) or got married.

5. I understand I will be required to sign an undated Tender of Resignation and approve its execution in the event that: a. I do not return on the scheduled date; or

b. I request (in writing) that USAFA accept my resignation; or

c. I do not respond to attempts to contact me.

Your Full Name, Rank, EMPLID or SSN, Squadron and Signature (electronic or ink)

AUTHORITY: Title 10 USC 9331 and 9349.

PRINCIPAL PURPOSE: For member to state his/her reasons for requesting an absence from the Academy.

ROUTINE USE: To evaluate member's request for Administrative Turnback.

DISCLOSURE IS VOLUNTARY. However, failure to provide the requested information could result in denial of Administrative Turnback.

REPORTING INSTRUCTIONS SAMPLE

Date

MEMORANDUM FOR RETURNING CADET

FROM: USAFA/CWT

SUBJECT: Return Reporting Instructions

- 1. The purpose of this letter is to provide guidance for your tentative return to the USAFA.** You will report to the Cadet Personnel Office located in Vandenberg Hall Suite 3C24 on reporting date at 0900hrs. You will be notified of any changes to your return date occur.
- 2. Please complete the attached questionnaire by date/deadline and email the questionnaire to your Air Officer Commanding.** Failure to return your documents by the deadline could result in the initiation of disenrollment proceedings.
- 3. Please direct your questions and concerns to CWT POC/contact information.** CWT POC Signature Block

QUESTIONNAIRE: VOLUNTARY ADMINISTRATIVE TURNBACK RETURNEE

1. As a condition of your return to USAFA, you must complete, scan (pdf), and return (by e-mail) this questionnaire to your Air Officer Commanding, AND courtesy copy (cc) USAFA/JA, and USAFA/A1A NO LATER THAN DATE. USAFA/CWT will contact you and provide detailed reporting instructions.

- a. Air Officer Commanding e-mail/contact information:
- b. USAFA/JA POC e-mail/contact information:
- c. USAFA/A1A POC e-mail/contact information:

2. If you elect to NOT return to USAFA, complete Part I only, then return (by e-mail) this questionnaire to your Air Officer Commanding, AND courtesy copy (cc) USAFA/JA, and USAFA/A1A NO LATER THAN DATE. Your case will be forwarded to USAFA/JA to initiate disenrollment proceedings.

- a. Air Officer Commanding e-mail/contact information:
- b. USAFA/JA POC e-mail/contact information:
- c. USAFA/A1A POC e-mail/contact information:

***FAILURE TO RETURN THIS QUESTIONNAIRE BY THE SUSPENSE WILL INITIATE THE RESIGNATION/DISENROLLMENT PROCEEDINGS.**

PART I

() I desire to return to USAFA and reenter the Cadet Wing. I will report for a reentrance medical examination.

() I decline to return to USAFA. I request my resignation be accepted.

Your Printed Name, Signature, and Date**PART II****Note: Complete PART II only if returning to USAFA.**

Circle "YES" or "NO" in response to the following questions:

During your absence, did you:

1. Get married ? YES
/ NO

2. Acquire a legal obligation to support a dependent ? YES
/ NO

a. If you select YES and the legal obligation is to support a child dependent, you must submit a Family Care Plan (FCP) or a legally binding agreement/court order that demonstrates who will care for the child dependent while you attend USAFA.

3. Get arrested, convicted, or fined for any violation of law, to INCLUDE traffic violations ?
YES / NO (Please include copy/copies of documentation)

4. Commit any breach of conduct as defined by Air Force, Space Force, USAFA, or Cadet Wing instructions ?
YES / NO

If you answered "YES" to any question, provide **complete details and supporting documentation** in your email to include, if applicable, the time and date of an incident, the name and location of the court, and case disposition.

I understand I may bring back all selected cadet issue items that are in serviceable condition upon medical clearance. For basic cadets this includes items issued the previous year.

Your Printed Name, Signature, and Date

AUTHORITY: Title 10 USC 9331 and 9349.

PRINCIPAL PURPOSE: Determination for cadet's qualification/eligibility to return to USAFA.

ROUTINE USE: Evaluate cadet's application to return to USAFA.

DISCLOSURE IS VOLUNTARY. However, failure to provide the requested information could result in disenrollment.

MEDICAL TURNBACK RETURNEE MEMO

(Applies to Administrative Turnback due to medical reasons)

MEMORANDUM FOR MEDICAL TURNBACK CADET

FM: USAFA/SGP

2355 Faculty Drive, Suite 1N207

USAF Academy CO 80840

SUBJECT: Required Medical Information

- 1. You were identified as having a medical condition upon your departure from USAFA.** Upon your return to USAFA, you are required to report to the 10th Medical Group for an inprocessing appointment to reassess the current status of this medical condition. Contact the Cadet Standards Clinic at 719-333-0533 within **14 calendar days** of receiving this letter. Non-compliance with this requirement may result in the initiation of disenrollment proceedings.
- 2. If you have not already submitted medical records for all care received during your turnback to 10th Medical Group for upload to your military medical record, you may send them now via encrypted e-mail to the Cadet Standards Clinic at usaf. usafa.10-mdg.mbx.10-omrs-cadet-standards@health.mil, or bring them with you to your inprocessing appointment.** In addition, if you have not already submitted a recommendation/ overall assessment from medical provider(s) treating you during turnback for the condition for which you left USAFA, please submit this now to the e-mail address above. Note: In the event these documents are not made available to USAFA/SGPA, your medical clearance to fully integrate back into the Cadet Wing may be significantly delayed upon your return.
- 3. Please direct your questions and/or concerns to Cadet Standards, 719-333-0533. //SIGNED//**

Chief, Aerospace Medicine (or designated official
i.e., USAFA/SGPA)

SAMPLE TENDER OF RESIGNATION

Date:

MEMORANDUM FOR HQ USAFA/CC
FROM: Name, SSN, Class Year, and Squadron
SUBJECT: Submittal of Resignation

- 1. In accordance with USAFAI 36-3504, paragraph 12, I voluntarily request to resign as a cadet appointed to the United States Air Force Academy.**
- 2. I am requesting to resign for the following reason:** (Personal Reasons/Change in Career Goals/Environmental/Religious Mission)
- 3. I know I have the right to talk to a lawyer about this action, and to learn of my rights and privileges, the terms of my resignation, and the various forms of separation or disenrollment.** Nobody threatened me, coerced me, or made promises to induce me to sign.
- 4. I understand that if the disenrollment authority accepts this resignation, I may still have to:**
 - a. Fulfill an active-duty service commitment, or,

- b. Reimburse the Government for the cost of my education, and,
- c. Fulfill other legal obligations to the United States.

5. If the disenrollment authority accepts my resignation, I understand that I may request leave without pay and allowances while the disenrollment authority decides about my resignation. The Commandant of Cadets decides whether to accept my request for leave without pay and allowance. I understand that if I choose to stay at the Academy while the disenrollment authority decides about my resignation, I may perform duties for Transition Flight as directed by the Transition Flight Officer-in-Charge.

6. I understand that reapplication to the Academy is considered on a case-by-case basis and that by voluntarily resigning during my class year; I would not normally be approved for readmission.

7. I fully understand that if I have an Active-Duty Service Commitment, either involuntary discharge (based upon misconduct), or voluntary separation may subject me to a reimbursement requirement under the provisions of 10 U. S.C. § 2005. Specifically, if I am disenrolled (for misconduct), or resign, the government has the option of requiring me to serve on active duty for a specified period or electing to have me repay the Government the monetary cost of the advanced education provided to me. If the government chooses reimbursement of advanced education costs and I wish to dispute the validity of the monetary debt, an official will be appointed to investigate the facts and consider any evidence I wish to present regarding this issue.

8. I fully understand that I may need to provide civilian medical and/or mental health records for review by USAFA medical staff as part of the Medical Evaluation Board process (if applicable) and the determination for disability benefits. Additionally, I understand that I will be required to accomplish a Separation Health and Physical Examination (SHPE) which may be accomplished virtually. I understand timely submission of requested information to USAFA medical authorities is critical to avoid any unnecessary delays to medical clearance associated with this resignation.

**Your Printed Name, EMPLID or SSN, Signature, and
Date**