

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2018**

25 AUGUST 2011

Personnel

CADET PERSONNEL RECORDS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, by prescribing ways to establish, control, account for, and manage the Cadet Personnel Records System. This record system applies only to cadets assigned to the USAF Academy and to all Academy activities involved in the Cadet Personnel Record System. This instruction also provides for establishing and entering documents into AF Form 10, *Unit Personnel Record Group*. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). 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*. 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 the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a Glossary of References and Supporting Information.

This instruction requires us to collect and maintain information protected by the Privacy Act of 1974. Title 10, U.S.C., Sections 9331 and 9349, authorizes the collection and maintenance of data prescribed in this instruction. System of records notice F036 USAFA B, Master Cadet Personnel Record (Active and Historical), applies.

SUMMARY OF CHANGES

This instruction has been renumbered from USAFAI36-170 to USAFAI36-2018 to align with implementing AFPD 36-20. Updated Military Training Leader (MTL) to Academy Military Trainer (AMT); updated HQ AFMPC to HQ AFPC; updated the new Cadet Personnel Record

(CPR)-2 organization; and added the USAFA Form 91-1, *Basic Cadet Outgoing Clearance*, (paragraph 5.3.1.).

1. Responsibilities:

1.1. Records Managers:

1.1.1. For CPR-1. HQ USAFA/A1A manages the CPR-1 for all cadets. For access to and release of information from the records, see AFI 36-2608, *Military Personnel Records System*.

1.1.2. For CPR-2. The Commandant of Cadets (HQ USAFA/CW), as CPR-2 manager, establishes administrative controls for CPR-2 records under AFI 36-2608.

1.2. Records Custodians:

1.2.1. CPR-1 Custodian (for records of first-class cadets). Cadet Classifications and Cadet Accessions (HQ USAFA/A1A), is the records custodian for the CPR-1.

1.2.2. CPR-1 Custodian (for second, third, and fourth-class records). Cadet Customer Service (HQ USAFA/A1A), is the records custodian for the CPR-1. HQ USAFA/A1A responds to frequent telephone/walk-in inquiries to verify employment, security clearances, etc. Records custodians must follow the Privacy Act of 1974 and not release any unauthorized information (see AFI 33-332, *Air Force Privacy Program*).

1.2.3. CPR-2 Custodian. Squadron Air Officers Commanding (AOC)/Academy Military Trainers (AMT) are the records custodians for CPR-2s on cadets assigned to their squadron and are responsible for custodianship as well as maintenance of those records.

1.3. Records Technicians:

1.3.1. CPR-1 Records Technician. Each records technician assigned to HQ USAFA/A1A maintains the CPR-1 by filing all documents in the CPR-1 as Attachment 2 specifies. (**NOTE:** If a document is not listed in Attachment 2, refer to AFI 36-2608.) HQ USAFA/A1A conducts semiannual records audits (using current Cadet Wing/Exception Roster) to ensure continuing record accountability.

1.3.2. CPR-2 Records Technician. Each squadron AOC/AMT acts as CPR-2 records technician to manage the records for cadets assigned to the squadron. AOCs/AMTs account for and file source documents as Attachment 3 specifies. Squadron AOCs/AMTs must document all pertinent information and occurrences on cadets in their respective squadron.

2. Preparation of Initial CPR-1s and CPR-2s:

2.1. HQ USAFA/A1A will:

2.1.1. Prepare a CPR-1 for each cadet candidate who accepts an appointment to the USAF Academy, including prior service personnel (regular and reserve) and USAF Academy Preparatory School students.

2.1.2. Ensure receipt of Permanent Change of Station (PCS) orders received from the losing Military Personnel Section (MPS) on prior regular/reserve airmen and filed in CPR-1.

2.1.3. Ensure awards received from losing units of prior service personnel are forwarded to the squadron AOC for presentation of the award. HQ USAFA/A1A also places a copy of the award in the individual's CPR-1.

2.2. Basic Cadet Training (BCT) Executive Officer will:

2.2.1. Ensure the CPR-2 is properly created before an appointee enters the Academy. The primary BCT AOC transfers the CPR-2 to the appropriate academic squadron AOC when the cadet completes BCT.

3. Tracking Cadet Records:

3.1. **Filing Locations.** The records technician files documents in sections as specified in Attachment 3 for CPR-1s and Attachment 2 for CPR-2s.

3.2. **Administrative and Safeguard Procedures.** The records custodian establishes administrative and physical safeguard procedures for CPR-1s. Personnel using CPR-1s must be advised that concealment, removal, mutilation, or destruction of records or documents may be a criminal offense under Title 18, U.S.C., Section 2071 and Article 134, *Uniform Code of Military Justice*.

3.3. **Access to Records.** Personnel have access to CPR-1s and CPR-2s in official capacity only. This includes officials from Staff Judge Advocate (HQ USAFA/JA), Directorate of Manpower and Personnel (HQ USAFA/A1), Commandant of Cadets (HQ USAFA/CW), AFOSI Detachment 808, 10th Security Forces Squadron (10 SFS), Inspector General (HQ USAFA/IG), and the Academy Records Management Section (10 CS/SCXPCR).

3.4. **Signing Out Records.** The records technician uses AF Form 614, *Charge Out Record*, to account for records temporarily removed from storage cabinets. When a record is removed from HQ USAFA/A1A, the records technician attaches a copy of the cadet's *Record of Emergency Data for Cadet Personnel* to AF Form 614 and suspenses it for 72 hours. If the record is not returned after 72 hours, the records technician contacts the individual who signed it out to see if it is still needed. The records technician continues this process until the record is returned to the file.

4. Management Controls:

4.1. **Storage.** The records technician files records alphabetically by class and stores them in a locked area or container, except when under the direct control of the individual responsible for controlling entry or access to such records.

4.2. Routine Transfer of CPR-2s for Review Purposes:

4.2.1. To the Academy Board. The squadron AOC ensures the CPR-2 is first reviewed by the Vice Commandant of Cadets (HQ USAFA/CWV) and Commandant of Cadets (HQ USAFA/CW).

4.2.2. To Another Individual. The records technician annotates AF Form 614 to ensure continuous accountability.

4.2.3. To Other Agencies:

4.2.3.1. When a runner transfers a CPR-2 to another agency, the records technician must place the record in a sealed envelope or in the locked distribution bag used by HQ USAFA/CWV.

4.2.3.2. The records technician must not transfer a CPR-2 to any agency through local distribution channels. (EXCEPTION: May transfer a record from group offices to USAFA/CW/CV in a locked distribution bag.)

4.3. **Transfer of CPR-2s During Squadron Reassignment:**

4.3.1. Individual Reassignment. Upon receipt of an order reassigning an individual cadet to another squadron, the losing AOC hand carries the CPR-2 to the gaining squadron or group AOC. If the cadet hand carries the CPR-2, it **MUST** be in a sealed envelope.

4.3.2. Mass Class Shuffle. Each squadron AOC receives a copy of the mass reassignment order from Cadet Scheduling (HQ USAFA/CWTS), Cadet Support Division (HQ USAFA/ CWTM), through the deputy group AOC. The squadron AOC uses this order to annotate the new squadron on each cadet's CPR-2 name label. The group AOC receives and disburses the records to the new squadron AOCs. Each squadron AOC audits the records using a new squadron alpha roster.

4.3.3. Verification Procedures for the CPR-2. Each group AOC establishes annual review procedures for CPR-2s maintained by the individual squadron AOCs. During the review, AOCs verify accountability for each CPR-2, timely filing, and use of AF Form 614 if a CPR-2 is not available in the storage area.

4.3.4. Proper Destruction of Records Containing Privacy Act Material. At the end of the appropriate retention period after graduation (90 days), the records custodian must obliterate material to destroy the record content (tearing into small pieces, shredding, or burning) (see AFI 33-332).

5. **Separation Processing Procedures (Disenrollees and Turnbacks):**

5.1. **AOC Counseling Records.** The squadron AOC delivers the CPR-2 to the appropriate group secretary when separation correspondence is initiated (voluntary or involuntary). The group secretary initiates USAFA Form 34, *Cadet Separation Clearance/Referral*.

5.2. **CPR-2 Documents.** The squadron AOC forwards to HQ USAFA/A1A, by hand carrying any CPR-2 documents received after the record has been transferred.

5.3. **HQ USAFA/A1A:**

5.3.1. Includes the USAFA Form 91, *Cadet Outgoing Clearance*, or the USAFA Form 91-1, *Basic Cadet Outgoing Clearance*, in the disenrollment folder. The USAFA Form 91-1 will be used during Basic Cadet Training (July-Aug) timeframe for basic cadets only. After separation is completed, the CPR-1 and CPR-2 are combined into one CPR. See Attachment 4 for transfer of documents.

5.3.2. Upon approval of disenrollment by the Secretary of the Air Force, disposes of all documents contained in the CPR as specified in AFI 36-2608 or AFI 33-364_USAFASUP, *Records Disposition - Procedures and Responsibilities*. If a disenrollment is stopped or canceled, reestablishes the record as a CPR-1 and CPR-2.

6. Graduation Processing of CPR-1. All graduating/commissioning cadets must complete and have processed all required documents before graduation. When this is complete, USAFA/A1A will forward the entire file, minus the *Record of Emergency Data for Cadet Personnel*, which is kept for 120 days after graduation, to HQ AFPC/DPMD001 for inclusion in Automated Records Management System (ARMS). Cadets that are projected for graduation with no commission will complete all out-processing paper work. Once all actions are complete, records will be forwarded to Dean of the Faculty Student Academic Affairs and Academy Registrar (USAFA/DFR) for archive.

7. In-processing Turnbacks and Ex-Cadets:

7.1. **Time Frame.** Each June and January cadets that are in an administrative turnback status and ex-cadets are required to in-process. Cadets must report to HQ USAFA/A1A between the hours of 0700 to 1100 hours to receive instructions for in-processing.

7.2. In-processing Turnbacks

7.2.1. Administrative Turnbacks. The 10 MDG/SGP provides HQ USAFA/A1A with guidance whether or not a cadet in administrative turnback status is returning to the wing. HQ USAFA/A1A sends a questionnaire, by registered mail, to the cadet inquiring whether or not the cadet desires to come back to the wing. When the cadet does not desire to return to the wing, HQ USAFA/A1A informs HQ USAFA/JA of the decision. HQ USAFA/A1A also obtains a new P.O. Box number and squadron for the cadet. On the appointed day of in-processing, the cadet receives from HQ USAFA/A1A, a copy of USAFA Form 92, *Cadet In-processing Checklist*, and is briefed on each agency listed on the checklist and how to in-process back into the wing. An appointment is set up for the in-processing cadet with 10 MDG for urinalysis. It is **mandatory** that the cadet reports to the 10 MDG within **two hours** of notification of the urinalysis requirement. Once the in-processing cadet has finished all necessary in-processing, and the checklist has been completed, the USAFA Form 92 is brought back to HQ USAFA/A1A and filed in the CPR-1.

7.2.2. Ex-Cadets. See paragraph on in-processing administrative turnbacks for these in-processing procedures. Clearance from the 10 MDG is not required for ex-cadets. Additionally, ex-cadets must have the *Record of Acceptance, Obligation, Reimbursement, and Oath of Allegiance* readministered and sign an AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*.

JOHN T. LINN, Col, USAF
Director, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 33-364_USAFASUP, *Records Disposition - Procedures and Responsibilities*, 20 August 2009

AFI 36-2608, *Military Personnel Records System*, 30 August 2006

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

AFPD 36-20, *Accession of Air Force Military Personnel*, 23 December 2008

Adopted Forms

AF Form 10, *Unit Personnel Record Group*

AF Form 614, *Charge Out Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

USAFA Form 34, *Cadet Separation Clearance/Referral*

USAFA Form 91, *Cadet Outgoing Clearance*

USAFA Form 91-1, *Basic Cadet Outgoing Clearance*

USAFA Form 92, *Cadet In-Processing Checklist*

Abbreviations and Acronyms

AMT—Academy Military Trainer

AOC—Air Officer Commanding

BCT—Basic Cadet Training

CPR—Cadet Personnel Record

FPRG—Field Personnel Record Group

MPS—Military Personnel Section

MPR—Master Personnel Record

NCOIC—Noncommissioned Officer in Charge

PCS—Permanent Change of Station

Terms

Air Officer Commanding (AOC) Counseling Record (CPR—2)—Each AOC and AMT leader maintains this record for each cadet assigned to the squadron. It contains various temporary documents the squadron AOC/AMT and other agencies use for counseling. The

squadron AOC/AMT must document and file all pertinent information concerning cadets in the CPR-2.

Cadet Personnel Record (CPR)—Includes a history of a cadet's service, identifies documents for evaluating each individual's performance while a cadet, and records counseling sessions.

Cadet Personnel Record (CPR—1)—Maintained by HQ USAFA/A1A and contains those documents (required by AFI 36-2608) which are forwarded to Academic Scheduling, Records, and Customer Service (HQ USAFA/DFRR), the Air Force Personnel Center (HQ AFPC), and gaining units when an individual graduates or disenrolls and has an active duty service commitment to serve.

Ex—Cadet—A cadet that has disenrolled from the Academy. Ex-Cadets must reapply for admission to the Academy.

Attachment 2

ALL PURPOSE CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
CADET PERSONNEL RECORD (CPR-II) ORGANIZATION		CW	20110407	
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	YES	NO	N/A
	Cadet: _____ CS- _____ AOC: _____ Group CD: _____ Date AOC Reviewed/Initials: _____ / _____ Date Grp Reviewed/Initials: _____ / _____ SECTION I - Personnel Records (In order listed) Most current Cadet Personnel Data Summary (480) USAFA Form 13, Cadet/Cadet Candidate Personal Information and Privacy Act Release AFCW Form 203, Cadet Personal Information SECTION II - Conduct Reports AFCW Form 37, Cadet Conduct Summary (Remainder of section in reverse chronological order with all supporting documentation attached) AFCW Form 10, Report of Conduct SECTION III - Deficiency Records (In reverse chronological order) Academy Board Letters Administrative Hold Letters ARC Decision Letters Articles 15 CARL/LGL Letters CMEB Letters MRC Action Letters including Softlook MRCs PERC Letters Probation Placement/Removal Letters SCRB Minutes STRC Action Letters USAFA Form 68, Cadet Academic Deficiency Evaluation and Probation Action Plan Weight Management Program Documents Wing Honor Board Minutes SECTION IV - Evaluations (Grouped by semester in following order, most recent semester on top (consider each a "semester")) USAFA form 0-299, AOC Evaluation of Cadet AFCW Form 8, Instructor Certification Record All Military Performance Evaluations from academic year, exchange programs, summer programs, Basic Cadet Training (documented on Computer forms or MFRs, 101, 200, 203, etc.) SECTION V - Peer Feedback (Grouped by semester in following order) Leadership Attributes Survey Results Peer Rating Results Section VI - Counseling Documentation (In reverse chronological order) All counseling documentation (Probation Counseling, Counseling Center and Life Skills Evaluations, Flight Specialist Documentation, etc.) INSERT FOLDER - Miscellaneous Documentation (Not Forwarded with CPR-II) Miscellaneous documents not specified in aforementioned sections Note: When sending CPR-II to CW or higher, review the CPR-II with this checklist. For each item mark the appropriate column, and state the reason for missing items. Staple completed checklist to outside front cover of the CPR-II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 3

TRANSFER OF DOCUMENTS AND FORMS UPON GRADUATION

TRANSFER OF DOCUMENTS AND FORMS UPON GRADUATION					
	FILED IN	TRANSFER TO			
FORM NUMBER AND TITLE	THE CPR-1 SECTION	THE FPR	DFRR See Note 1	GRAD	AFPC
USAFA Form 0-205 - Record of Acceptance, Obligation, Reimbursement, and Oath of Allegiance	4		X		
Awards Letters - (AFGCM/AFLSA) AF Form 104	3	3			
PCS/Separation Orders on Prior Service Personnel	4				X
Promotion	3			X	
Decoration Citation/Order on Prior Service Personnel	3	3			X
Appointment Orders - Wing/Prep School/Reserves	4		X		X
Squadron Change Orders	4		X		
Conduct/Aptitude/Academic/Athletic Probation Memorandums and Committee/Board Reports	4			X	
ADSC Acknowledgement	4		X		
AC Series Orders (Turnbacks)	4		X		
Suspension Memorandums	4		X		
Academy Board Actions	4		X		
Corrections of Enlisted Records	4				X
Faculty Board Elimination from Flying Status	4	4			X
PCS Orders (AD Series)	4	4			X
2Lt Appointment Orders (RegAF Orders)	3	3			X
SF 88 - Report of Medical Examination					X
SGLV Form 8286 - Servicemen's Group Life Insurance Election and Certificate & SGLV Form 8285 if it was required on last election.	1	1			
DD Form 4 - Enlistment/	4				X

Reenlistment Document - Armed Forces of the United States					
DD Form 93 - Record of Emergency Data and USAFA Form 0-143 - Record of Emergency Data for Cadet Personnel	1	1			
DD Form 214 - Certificate of Release or Discharge from Active Duty	2 (Orig 2)				X (Cy 2)
DD Form 220 - Active Duty Report	4				X
DD Form 261 - Report of Investigation Line of Duty and Misconduct Status	4				X
SF 86 – Questionnaire for National Security Positions	4	4			
DD Form 1966-1 - Record of Military Processing-Armed Forces of the United States	4				X
AF Form 133 - Oath of Office (Military Personnel)			X		X
AF Form 348 - Line of Duty Determination	4				X
AF Form 522 - USAF Ground Weapons Training Data	4	4			
AF Form 1256 - Certificate of Training	4	4			
AF Form 1299 - Officer's Certificate of Statement of Service		4			X
AF Form 1887 – Aeronautical Order (PA) Aviation Service	4	4			
AF Form 2030 - USAF Drug and Alcohol Abuse Certificate	4	4			
Note. Those documents listed under FPRG will be filed when the record is created. The FPRG will forwarded to the gaining MPR upon graduation.					
1. Records forwarded to DFRR will only apply to cadets graduating without commission.					

Attachment 4

TRANSFER OF DOCUMENTS AND FORMS UPON DISENROLLMENT

FORM NUMBER AND TITLE	FILED IN	TRANSFER TO		
	A1A CASE FILE (NOTE 2)	DFRR	CADET	SEE NOTE
SGLV Form 8286 – Servicemen's Group Life Insurance Election and Certificate & SGLV Form 8285 if it was required on last election.	X			1
DD Form 93 - Record of Emergency Data and USAFA Form 0-143 - Record of Emergency Data for Cadet Personnel	X			1
DD Form 214 - Certificate of Release or Discharge from Active Duty	X (Cy 2)	X (Orig)		1&3
DD Form 261 - Report of Investigation Line of Duty and Misconduct Status		X		
SF 86 – Questionnaire for National Security Positions		X		1
DD Form 785 - Record of Disenrollment from Officer Candidate - Type Training	X (Cy)	X (Orig)		
DD Form 1966-1 - Record of Military Processing-Armed Forces of the United States	X			1
AF Form 330 – Records Transmittal/Request	X			1
AF Form 348 - Line of Duty Determination		X		
AF Form 522 - Grounds Weapons Training Data, and USAF Firearms Qualification			X	1
AF Form 771 - Accounting of Disclosures		X		
AF Form 1256 - Certificate of Training			X	1
AF Form 1887 - Request and Authorization for Aeronautical Orders	X	X		1

AF Form 2030 - USAF Drug and Alcohol Abuse Certificate	X			1
AF Form 3070 - Record of Nonjudicial Punishment Proceedings		X		4
USAFA Form 0-205 - Record of Acceptance, Obligation, Reimbursement, and Oath of Allegiance		X		
AFCW Form 203 - Cadet Personal Information		X		
USAFA Form 34 – Cadet Separation Clearance/Referral	X (Cy)	X (Orig)		
USAFA Form 68 - Cadet Academic Deficiency Evaluation and Probation Action Plan	X			
USAFA Form 91 - Cadet Outgoing Clearance	X			
USAFA Form 91-1 – Basic Cadet Outgoing Clearance	X			
USAFA Form 0-299 – AOC Evaluation of Cadet	X			
Appointment Orders (Cadet)		X		
Squadron Change Orders		X		
Order of Citation for Award or Decoration		X		1
Disciplinary Punishment Memorandum	X			
ADSC Acknowledgement Memorandum		X		
Conduct/Aptitude/Academic/Athletic Probation Notification	X			
Memorandums Requesting Deferral/Change of Punishment	X			
Derogatory Memorandums (Bad Checks/AWOL/etc.)	X			
Memorandums of Appreciation/Commendation	X			
Memorandums from Relatives/Congress Members	X			
Superintendent's Memorandum to SAF with Attachments	X (Cy)	X (Orig)		
SAF Memorandum	X (Cy)	X (Orig)		

HQ USAF/DPPA Memorandum	X (Cy)	X (Orig)		
Tender of Resignation	X (Cy)	X (Orig)		
Monetary Recoupment Cost of Education Worksheet	X	X (Orig)		
Separation/Discharge/EAD Special Orders	X	X		
Individual BCT Report	X			
Individual Military Rating Summary	X			
Summer Programs Evaluation	X			
AFCT Scores (1st & 2nd Class Cadets)	X			1
Personnel Data Sheet	X	X		
Hearing Officer/Inquiry Officer Proceedings	X (Cy)	X (Orig)		1
Military Review Committee Actions	X (Cy)	X (Orig)		
USAFA Board Elimination from Flying Status		X		
Prior Service Documents Found in CPR-1				1
Misc Disenroll		X		

NOTES:

1. If the cadet is not discharged, establish an FPRG according to AFI 36-2608. For those cadets who are called to active duty, mail the records to HQ AFPC/DPPAES.
2. HQ USAFA/A1A case file will be disposed of per Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
3. DD Forms 214 are distributed IAW AFI 36-3202, exception: Copy 2 sent to USAFA/DFRR.