

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2101**

25 AUGUST 2011



Personnel

**PREPARATION AND USE OF USAFA
FORM 72, REQUEST FOR EXTENSION OR
EARLY RELEASE OF ACADEMY TOUR
AND USAFA FORM 98, USAFA AFIT
REQUISITION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/A1K

Certified by: HQ USAFA/A1K
(Lt Col Alan Gladfelter)

Supersedes: USAFAI 36-2101,
13 October 1995

Pages: 3

This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998 and Air Force Instruction (AFI) 36-3501, *Air Force Academy Operations*, 28 April 2008. This instruction applies to all United States Air Force Academy (USAFA) personnel. 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 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

This publication requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 10 U.S.C., Sections 8013 and EO 9397. System of records notice justification number 11, Legacy System Interface applies.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision provides procedures for submitting USAFA Form 72 and USAFA Form 98 for processing.

1. USAFA Form 72:

1.1. Initiate requests to extend or curtail tour lengths on USAFA Form 72, *Request for Extension or Early Release of Academy Tour*. The member's unit commander or department head (or equivalent) initiates the request and includes full justification and necessary endorsements. The member must concur in Section III of USAFA Form 72.

1.2. Forward requests to HQ USAFA/A1K for validation and appropriate level of approval determination. HQ USAFA/A1K will coordinate the completed form through final determination and will notify the requesting agency upon receipt of approval or disapproval from final approval authority.

2. USAFA Form 98:

2.1. Initiate advanced educational opportunity requests on USAFA Form 98, *USAFA AFIT Requisition*. The member will complete the form and route through appropriate channels to assigned department or agency heads.

2.2. Forward completed forms to HQ USAFA/A1K for review, coordination and personnel system update. HQ USAFA/A1K will notify requestor upon final determination.

JOHN T. LINN, Colonel, 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 36-3501, *Air Force Academy Operations*, 28 April 2008

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

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998

Prescribed Forms

USAFA Form 72, *Request for Extension or Early Release of Academy Tour*

USAFA Form 98, *USAFA AFIT Requisition*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy