

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC



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5 November 2018

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

SUBJECT: Air Force Guidance Memorandum to Air Force Instruction 36-2002, *Enlisted Accessions*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 36-2002, *Enlisted Accessions*, dated 11 July 2017. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails in accordance with AFI 33-360, *Publications and Forms Management*.

This Air Force Guidance Memorandum establishes procedures for processing pre-accession requests for religious accommodation that require an exception to policy of Air Force dress and appearance standards for uniform or grooming as set out in Air Force Instruction 36-2903, *Dress and Appearance of Air Force Personnel*. All other requests for religious accommodation, including medical care, worship practices, dietary requirements, and uniform and grooming practices not requiring an exception to policy of Air Force Instruction 36-2903, and any other request will continue to be processed in accordance with Air Force Policy Directive 52-2, *Accommodation of Religious Practices in the Air Force*.

The provisions of this memorandum are effective immediately. This instruction applies to enlisted accessions into the Regular Air Force, the Air National Guard, and Air Force Reserve, unless otherwise stated.

This memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of an Interim Change or rewrite of AFI 36-2002 whichever is earlier.

DANIEL R. SITTERLY  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

Attachment:  
Guidance Memorandum

**ATTACHMENT**  
Guidance Memorandum

\*(REPLACE) 2.1.1.5. Individuals who have dual citizenship with another country and the United States are subject to restrictions in accordance with Department of Defense Manual 5200.02, *Procedures for the DoD Personnel Security Program (PSP)* (Table 1), Air Force Instruction 31-501, *Personnel Security Program Management* (paragraph 5.7.) and the Air Force Enlisted Classification Directory (AFECD).

\*(REPLACE) 2.3. **Religious Accommodation.** The Air Force places a high value on the rights of its Airmen to observe the tenets of their respective religions or to observe no religion at all. The Air Force will approve requests for accommodation of religious practices, unless accommodation will adversely affect military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons.

\*(ADD) 2.3.1. **Policy.** The Air Force will allow individuals intending to enter service to submit a pre-accession request for religious accommodation exception to policy of Air Force Instruction 36-2903, *Dress and Appearance of Air Force Personnel* and receive a decision before entry.

\*(ADD) 2.3.1.1. For the purposes of this directive, “pre-accession request” is defined as a request before contracting for enlistment.

\*(ADD) 2.3.1.2. Applicants must complete all processing and be otherwise eligible for contracting or appointment, including meeting all testing and medical requirements, before they submit a request for a religious accommodation.

\*(ADD) 2.3.1.3. The Air Force is committed to ensuring that all Airmen have the opportunity to serve in occupational specialties they are qualified for. A religious accommodation will not affect an Airmen’s assignment of Air Force Specialty Code (AFSC), duty location, or attendance at a military school, unless an evidence-based determination is made that the accommodation is incompatible with the safe and effective execution of all required duties.

\*(ADD) 2.3.2. **Approval authorities.**

\*(ADD) 2.3.2.1. The approval authority for religious accommodation requests made pursuant to AFI 36-2903, paragraph 9.12.5, is AF/A1, AF/RE, or NGB/CF, as appropriate. See paragraph 2.3.3 for how to submit a request.

\*(ADD) 2.3.2.2. The approval authority for religious accommodation requests made pursuant to AFI 36-2903, paragraph 9.12.4 is the AFRS/CC, AFRCRS/CC, or NGB/A1Y, as appropriate. See paragraph 2.3.3 for how to submit a request.

\*(ADD) 2.3.2.3. All other types of religious accommodation requests such as worship, diet, medical treatment, and immunizations will continue to be handled in accordance with other relevant guidance. These requests may not be submitted pre-accession.

\*(ADD) 2.3.3. **Request procedures.** All requests must be in writing and must explain the type of accommodation requested and the religious basis for the request. **(T-1)** Prospective Airmen may submit a letter addressed to the AFRS/CC, AFRCRS/CC, or NGB/A1Y, as appropriate, through their recruiter, see Attachment 3. The request must include a description or photo of the requested accommodation. The recruiter will forward the request for the exception to policy to AFRS, AFRCRS, or NGB for endorsement by an Air Force chaplain and, if an Air Force specialty has been assigned, endorsement by the Airman's career field manager (see paragraph 2.3.3.2.).

\*(ADD) 2.3.3.1. AFRS/RSOC, AFRCRS/CC, or NGB/A1Y identifies an appropriate Air Force Chaplain to conduct an in-person or telephonic interview of the prospective Airmen to assess whether the requested dress and appearance accommodation is in keeping with the doctrinal or traditional observances of the member's faith. The chaplain must provide a memorandum stating that this interview occurred and address the religious basis and sincerity of the Airman's request. **(T-1)** The chaplain is not required to recommend approval or disapproval, but may do so. Memorandums from other chaplains or religious leaders may accompany the request as optional attachments, but do not meet the requirement for interview by the assigned Air Force chaplain.

\*(ADD) 2.3.3.2. Exceptions to policy of dress and personal appearance for religious accommodation will be resolved in a timely manner and will be approved when accommodation would not adversely affect mission accomplishment. **(T-0)** For requests for religious accommodation when accommodation would adversely affect mission accomplishment, in accordance with section 2000bb-1 of Title 42, United States Code, requests for religious accommodation from a military policy, practice, or duty that substantially burdens a Service member's exercise of religion may be denied only when the military policy, practice, or duty: (a) furthers a compelling governmental interest and (b) is the least restrictive means of furthering that compelling governmental interest. **(T-0)**

\*(ADD) 2.3.3.3. If an Air Force specialty has been assigned, the career field manager must endorse the request and address effect on health or safety and impact on duties of the prospective Airman. **(T-1)**

\*(ADD) 2.3.3.4. A legal advisor will review the request packet for legal sufficiency and may make a recommendation for disposition of the request. **(T-1)** The review will also state whether the request and enclosures are complete within the provisions of this directive. **(T-1)**

\*(ADD) 2.3.3.5. Once all materials are received by the recruiter, the recruiter forwards the prospective Airman's religious accommodation request package through command channels to the approving authority, as required in paragraph 2.3.2. **(T-1)** Requests denied by the appropriate Air Force recruiting agency may be appealed to AF/A1, AF/RE, or NGB/CF as appropriate. For requests requiring AF/A1, AF/RE, or NGB/CF final action, the appropriate Air Force recruiting agency will provide a recommendation as to disposition.

\*(ADD) 2.3.3.6. Upon a decision by the approval authority, a copy of the exception to policy request and decision documents will be added to the administrative folder of the requestor's Personnel Record Display Application. For individuals without an established record, the Office of the DCS, AF/A1 will maintain copies and the unit personnel file until upload to the Personnel Record Display Application is possible.

\*(ADD) 2.3.3.7. AF/A1PA, Uniform Policy section will track approved religious accommodation exceptions to policy for dress and personal appearance.

\*(ADD) 2.3.3.8. Subject to the reservations contained in the waiver decision document, all approved religious accommodation waivers continue throughout the individual's career. If the Airman's commander later believes a modification may be necessary, the commander forwards the recommendation through the chain of command for action by AF/A1, AF/RE, or NGB/CF. **(T-1)** Decision to temporarily or permanently withdraw or limit an approved accommodation must be based on military necessity. **(T-0)** The commander recommendation should clearly identify the basis and provide any recommended start and end dates for the proposed modification.

\*(ADD) 2.3.3.9. Submission of a new request for accommodation is not required unless the Airman has a break in service longer than 365 days or is requesting a modification of a previously approved waiver.

\*(ADD) ***References***

Title 10, United States Code, section 774, *Religious apparel: wearing while in uniform*

Title 42, United States Code, section 2000bb-1-4, *Religious Freedom Restoration Act*

Department of Defense (DoD) Instruction 1300.17, *Accommodation of Religious Practices Within the Military Services*, February 10, 2009 (Incorporating Change 1, effective January 22, 2014)

Air Force Instruction 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011 (Air Force Guidance Memo 2017-01, 9 February 2017)

Air Force Policy Directive 52-2, *Accommodation of Religious Practices in the Air Force*, 17 February 2016

**\*(ADD) Attachment 3—Pre-Accession Request for Religious Accommodation**

Date

Name  
Commander, Air Force Recruiting Service  
Address  
City State

Name  
Address  
City State

To the Commander of Air Force Recruiting Service,

I am a candidate for enlistment into the U.S. Air Force. I request a religious accommodation exception to policy of the [(uniform)(grooming)(uniform and grooming)] requirements of AFI 36-2903, *Dress and Appearance of Air Force Personnel*, to wear [describe requested religious accommodation]. I request that this determination be made before I accept entry into service in the Air Force as an enlisted member.

This request is based on [describe the religious basis for the request]. Enclosed is a [description or photograph of my requested accommodation] and [any other relevant documentation]. I understand my Air Force recruiter will assist me in arranging for an in-person or telephonic interview with an Air Force chaplain as part of the process for requesting a religious accommodation.

I understand that if I choose to enter service before my request is acted upon, I will be required to comply with the uniform and grooming standards of AFI 36-2903 for non-accommodated Airmen unless or until I am notified that my request is approved.

If my request is disapproved, I understand I may choose to enlist and serve without an accommodation or I may choose to discontinue the accession process. I understand that an approved accommodation continues throughout my Air Force career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

The point of contact for this request is the undersigned at [phone number] or [email address].

JOHN D. DOE  
Enlisted Candidate

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

**AIR FORCE INSTRUCTION 36-2002**

**11 JULY 2017**

**Personnel**

**ENLISTED ACCESSIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Jeffrey R. Mayo)

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This instruction implements Headquarters Air Force Mission Directive (HAF MD) 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services*; Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. This instruction also implements the applicable portions of AFPD 36-19, *Recruiting Programs*; Department of Defense Instruction (DoDI) 1145.1, *Qualitative Distribution of Military Manpower*; DoDI 1300.17, *Accommodation of Religious Practices Within the Military Service*; DoDI 1304.12, *DoD Military Personnel Accession Testing Programs*; DoDI 1304.2, *Accession Processing Data Collection Forms*; 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 1304.31, *Enlisted Bonus Program (EBP)*; and DoDI 1304.32, *Military Services Recruiting Related Reports*. This instruction identifies accession standards and policies for enlisting into the Regular Air Force (RegAF), Air National Guard (ANG), and Air Force Reserve (AFR) and the Delayed Entry Program (DEP) and how to: access ARC members who apply for RegAF enlistment while on Extended Active Duty (EAD); reenlist airmen with a statutory entitlement, and reenlist airmen removed from the Temporary Disability Retired List (TDRL). It provides policy for the Initial Enlistment Bonus (IEB) program. This publication applies to RegAF, ANG, and AFR with specific sections identified accordingly. 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, Services (AF/A1) develops personnel policy for military accession policy. This publication may be supplemented at any level; all Major Command (MAJCOM)-level supplements must be approved by the Human Resource

Management (HRM) Strategic Board (HSB) prior to certification and approval. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Table 1.1 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 approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication requires the collection or maintenance of information protected by Title 5 United States Code (USC) Section (§) 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are 10 USC § 8013 and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. The applicable System of Records Notices (SORNs) F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; F036 AF PC C, *Military Personnel Records Systems*; F036 AF PC Q, *Personnel Data System (PDS)*; and F036 AETC R, *Air Force Recruiting Information Support System (AFRISS) Records* are available at: <http://dpclo.defense.gov/Privacy/SORN.aspx>.

### **SUMMARY OF CHANGES**

This document has been substantially revised and requires a complete review. Major changes include: inclusion of a total force collaboration statement, consolidation of all enlisted accession policies and alignment of accession policies across the Total Force. It also adds guidance on Voluntary Limited Period of Active Duty (VLPAD) in paragraph 5.4., adds Enlisted College Loan Repayment Program (ECLRP) in **Chapter 7**, includes adopted form Air Force Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*, and deletes Air Force Form 1034, *Extended Active Duty Agreement (Officer Training School) United States Air Force Reserves*. Other minor administrative corrections were made to add clarity as appropriate.

**Chapter 1— ENLISTMENT AUTHORITY 6**

- 1.1. Enlistment Authority..... 6
- 1.2. General Responsibilities ..... 6
- 1.3. Enlistment Waiver Authority ..... 7
- 1.4. Eligibility Determination Authority..... 7
- 1.5. Personnel Services Delivery Guides (PSDG) ..... 8

**Chapter 2— ELIGIBILITY STANDARDS 9**

- 2.1. Eligibility Standards (CCMAPPEDDS – See following paragraph titles) - ..... 9
- 2.2. Conscientious Objector ..... 10
- 2.3. Religious Accommodation..... 10
- 2.4. Morals - (Character/Conduct) ..... 10
- 2.5. Age..... 11
- 2.6. Prior Service Applicants (PS) ..... 11
- 2.7. Physical Requirements..... 13
- 2.8. Education and Aptitude Requirements ..... 13
- 2.9. Dependency: Applicants with Family Members Incapable of Self-Care..... 14
- 2.10. Drug Use ..... 15
- 2.11. Social Security Number and Selective Service Registration ..... 16

**Chapter 3— SERVICE ELIGIBILITY DETERMINATIONS/WAIVERS/EXCEPTIONS TO POLICY 17**

- 3.1. Service Eligibility Determinations / Waivers / Exceptions to Policy (ETP): ..... 17
- 3.2. Waivers – ..... 17
- 3.3. Exceptions to Policy (ETP) – ..... 17
- 3.4. Previously approved Service Eligibility Determinations, Waivers, and ETPs. .... 17
- 3.5. Key Employee (ANG & AFR ONLY) ..... 17
- 3.6. Categories of Exempt Personnel..... 18
- 3.7. Applicants Drawing Certain Other Compensation from the US Government..... 18

**Chapter 4— ENLISTMENT POLICY 19**

- 4.1. Enlistment Policy..... 19

	4.2.	Military Service Obligation. ....	20
	4.3.	Initial Active Duty for Training (IADT).....	20
	4.4.	Financial Screening.....	20
	4.5.	Grade Determination.....	20
Table	4.1.	Grade Determination for NPS Enlistees. ....	21
	4.6.	Date of Rank (DOR). ....	22
	4.7.	Classification .....	22
	4.8.	Enlistment Documents .....	22
	4.9.	NPS Enlistment Guidance – Establishment of Pay Date – ANG/AFR Only.....	24
	4.10.	Distribution of Records.....	25
<b>Chapter 5— VOLUNTARY AND INVOLUNTARY EXTENDED ACTIVE DUTY (EAD) FOR AIR RESERVE COMPONENT (ARC) AIRMEN</b>			<b>26</b>
	5.1.	EAD Programs.....	26
	5.2.	Voluntary Airman EAD Recall Programs under 10 USC § 12301(d).....	26
	5.3.	Voluntary Retired Airman Recall to EAD.....	26
	5.4.	Voluntary Limited Period of Active Duty (VLPAD). ....	26
	5.5.	Involuntary Limited Period Recall Program (ILPRP) .....	27
	5.6.	Involuntary EAD Programs. ....	27
<b>Chapter 6— SPECIAL CATEGORY ENLISTMENTS</b>			<b>28</b>
	6.1.	Special Category Enlistments .....	28
	6.2.	Air Force Officer with Statutory Reenlistment.....	28
	6.3.	Retirement Eligible Officers.....	28
	6.4.	NPS Applicants for Bands. ....	28
	6.5.	Enlistment of Members of the Retired Reserve. ....	28
	6.6.	Enlistment of RegAF Retirees into an ARC.....	29
<b>Chapter 7— ENLISTED ACCESSION INCENTIVES (REGAF ONLY)</b>			<b>30</b>
	7.1.	The Initial Enlistment Bonus (IEB) and Enlisted College Loan Repayment Program (ECLRP).....	30
	7.2.	ECLRP Eligibility.....	30

7.3.	IEB Payment:.....	30
7.4.	ECLRP Payment:.....	30
7.5.	IEB and ECLRP Termination or Recoupment of Bonus. ....	31
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>32</b>
<b>Attachment 2— WAIVER AUTHORITY MATRIX – UNIFORM GUIDE LIST (UGL) OF TYPICAL CONDUCT OFFENSES</b>		<b>46</b>

## Chapter 1

### ENLISTMENT AUTHORITY

#### 1.1. Enlistment Authority

##### 1.1.1. The Secretary of the Air Force (SecAF) .

1.1.1.1. The SecAF under 10 USC § 505, § 12102(b) and §12107 approves or denies the enlistment of qualified, effective, and able-bodied persons into the RegAF, AFR, and the ANG of the United States.

1.1.1.1.1. During emergencies or war, Air Force Personnel Center (AFPC), Director of Personnel Program Management (DP3), in conjunction with higher authorities, decides if the situation calls for delegating enlistment standards to Air Force Recruiting Service (AFRS), Director, Air National Guard (NGB/CF), and (AFR). (T-1)

#### 1.2. General Responsibilities

##### 1.2.1. RegAF

1.2.1.1. The Director of Military Force Management Policy (AF/A1P) is responsible for managing Regular Air Force enlisted accessions to meet Force Management objectives.

1.2.1.2. The Chief of Accessions and Training Division (AF/A1PT) has oversight for RegAF enlisted accession programs.

1.2.1.2.1. AF/A1PT works with the Director of Manpower, Organization and Resources (AF/A1MO), to develop enlisted accession requirements, to include non-prior service (NPS) and prior service (PS) programs. AF/A1PT will ensure accession requirements are published in the Accessions Program Guidance Letter (APGL) to reflect current fiscal year (FY) and the Future Years Defense Plan (FYDP) years.

1.2.1.3. AFRS/RSO is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy and requirements published in the most recent APGL. (T-1)

##### 1.2.2. ANG

1.2.2.1. The Director of the Air National Guard (NGB/CF) has functional authority and is responsible for policy oversight, advisory services and manages the ANG accessions program. The National Guard Bureau (NGB/A1) is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy.

1.2.2.2. The Adjutant General (TAG) is responsible for implementing the policies and procedures within their state as outlined in this instruction.

1.2.2.3. Unit commanders will ensure their personnel are assigned to authorized positions within their unit and that a viable personnel force management plan is in place. (T-2)

### 1.2.3. AFR

1.2.3.1. The Chief of Air Force Reserve (AF/RE) has functional authority and responsibility for policy oversight, advisory services and management of the AFR accessions program. Air Force Reserve Command Recruiting Service Recruiting Service Operations (AFRCRS/RSO) is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy.

## 1.3. Enlistment Waiver Authority

### 1.3.1. RegAF

1.3.1.1. AFRS/CC is the authority to waive disqualifying factors not set by statute, Department of Defense (DoD) policy, or otherwise stated in this instruction. **(T-3)** AFRS/CC may further delegate this waiver authority to Air Force Recruiting Groups and Squadrons.

1.3.1.1.1. Air Education and Training Command (AETC) Office of the Command Surgeon General (SG) or appropriate Major Command (MAJCOM) SG is the authority to waive physical standards for enlistment.

### 1.3.2. ANG

1.3.2.1. The Director, Air National Guard (DANG) is the authority to waive disqualifying factors not set by statute, DoD policy, or otherwise stated in this instruction.

1.3.2.1.1.1. The enlistment waiver authorities for the ANG enlistment authority is further delegated as listed in this instruction.

1.3.2.1.2. The NGB/SG is the authority to waive physical standards for enlistment IAW Air Force Instruction (AFI) 48-123, *Medical Examination and Standards*, as applicable.

### 1.3.3. AFR

1.3.3.1. AFRCRS/CC is the authority to waive disqualifying factors not set by statute, DoD policy, or otherwise stated in this instruction. AFRCRS/CC may further delegate this waiver authority to Air Force Reserve Recruiting Operations and Squadrons.

1.3.3.1.1. The enlistment waiver authorities for the AFR is further delegated as indicated in this instruction.

1.3.3.2. The AFRC/SG is the authority to waive physical standards for enlistment IAW AFI 48-123.

## 1.4. Eligibility Determination Authority

### 1.4.1. RegAF

1.4.1.1. AFRS Operations Division (RSO) will make eligibility determinations for previous service applicants whose eligibility is in doubt. **(T-1)**

### 1.4.2. ANG

1.4.2.1. NGB/A1 will make (non-medical) eligibility determinations, unless otherwise delegated, for applicants whose eligibility is in doubt.

1.4.2.2. NGB/SG will make (medical) eligibility determinations unless otherwise delegated for applicants whose eligibility is in doubt.

**1.4.3. AFR**

1.4.3.1. AFRCRS/RSO will make eligibility determinations for previous service applicants whose eligibility is in doubt.

**1.5. Personnel Services Delivery Guides (PSDG)**

1.5.1. Components may utilize PSDGs to establish component specific procedures for implementing this instruction.

1.5.1.1. AFRS, NGB/A1 and AFRCRS are responsible to create, update and review the PSDGs.

1.5.1.2. Components should review PSDGs at a minimum annually or sooner if process change dictates to ensure current guidance is utilized. Components will submit PSDGs to AFPC/DP0K for publishing to the myPers website.

## Chapter 2

### ELIGIBILITY STANDARDS

**2.1. Eligibility Standards (CCMAPPEDDS – See following paragraph titles)** - Recruiters are responsible for the prescreening and processing of applicants prior to accession, utilizing the established policies and procedures. **(T-0)** Recruiters are the only authorized personnel able to conduct pre-enlistment interviews, based on standards outlined in this instruction, in order to determine an applicant's tentative qualification for enlistment. **(T-2)** Accession in the Air Force may be denied to any applicant even if the applicant meets enlistment/appointment/assignment criteria when, in the recruiter's judgment, with Flight Chief or ANG Recruiting and Retention Manager concurrence, accession is not in the best interest of the Air Force.

#### 2.1.1. Citizenship Requirement

2.1.1.1. NPS applicants. An NPS applicant must be a United States (US) citizen or:

2.1.1.2. An alien lawfully admitted into the US for permanent residence IAW 8 USC § 1101(a)(20) *Aliens & Nationality*, 8 USC § 1401 *Nationals and citizens of United States at birth*, 10 USC § 504, *Persons Not Qualified*, and 10 USC § 12102, *Reserve Components: Qualifications*. **(T-0)**

2.1.1.3. US National born in American Samoa or Swains Island, Palau or Foreign national citizen of the Federated States of Micronesia or the Republic of the Marshall Islands. **(T-0)**

2.1.1.4. American Indian born in Canada: **(T-0)**

2.1.1.4.1. For the purpose of enlisting, American Indians born in Canada are considered immigrant aliens and must present a birth certificate. **(T-0)** Applicants may enlist, but will not receive a security clearance until they become a US citizen. **(T-0)**

2.1.1.5. Individuals who have dual citizenship with another country and the US IAW DoD 5200.2-R, *Personnel Security Program* (paragraph C2.2.1.6. and AP 8), and AFI 31-501, *Personnel Security Program Management* (paragraph 5.7.) will not be placed into an Air Force Specialty Code (AFC) listed as "Open to non-US citizens" IAW the Air Force Enlisted Classification Directory (AFECD).

2.1.1.6. Enlist in an AFS other than intelligence if the applicant formerly served in the Peace Corps. (No waivers granted.) Refer questions to HQ USAF/DPXF.

2.1.2. PS Applicant. A PS applicant that requires completion of a DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*, must be a US Citizen. **(T-0)** ARC assignments that do not require a DD Form 4 are eligible. Citizens of the Northern Mariana Islands are considered citizens of the US and not US Nationals (Public Law 99-239 *The Compact of Free Association Act of 1985*).

## 2.2. Conscientious Objector

2.2.1. Conscientious objector: a person with firm fixed personal beliefs, convictions, or religious practices precluding unrestricted duties or assignments; or who received a presidential pardon for draft evasion are ineligible to enlist.

**2.3. Religious Accommodation.** A request for religious accommodation by any pre-accession applicant cannot be granted. Instead, IAW DoDI 1300.17, applicants are briefed on Air Force policy and procedures for seeking accommodation. Specifically, applicants are briefed that every airman has the right to request accommodation once they have been accessed into the Air Force. Religious accommodation requests are reviewed and evaluated on a case-by-case basis at each assignment throughout the airman's career. As such, a religious accommodation may be granted at one assignment but denied at another assignment. Every request is fully considered by the authority; however, if the request is denied the airman will be required to comply with Air Force standards. Following the briefing, the applicant's acknowledgment of the Air Force policy regarding accommodation requests will be recorded and maintained as part of the accession application.

## 2.4. Morals - (Character/Conduct)

2.4.1. IAW DoDI 1304.26 and DoDI 1304.32, the underlying purpose of these enlistment standards are to minimize entrance of persons who are likely to become disciplinary cases, security risks, or who are likely to disrupt good order, morale, and discipline. The Air Force is responsible for the defense of the Nation and should not be viewed as a source of rehabilitation for those who have not subscribed to the legal and moral standards of society at-large.

2.4.2. Ineligibility: Applicants are ineligible if previously convicted or adversely adjudicated of disqualifying offenses listed in Attachment 2, unless they have an approved waiver or eligibility determination.

2.4.2.1. Applicants are ineligible if they have had criminal charges filed or pending against them alleging a violation of state or federal statute but whom, as an alternative to further prosecution, indictment, or incarceration for such violation, are granted a release from the charge by a court on condition they apply and are accepted for enlistment or continued in their present military status. **(T-0)**

2.4.2.1.1. In civil suit cases only, applicants may enlist provided they obtain a statement of nonappearance from legal or court officials. Eligibility determination may be required prior to accession.

2.4.2.2. An applicant under any form of judicial restraint (bond, probation, imprisonment, or parole) is ineligible.

2.4.2.3. An applicant with unpaid fines is ineligible to enlist.

2.4.2.4. An applicant is not eligible to begin enlistment processing for 90 days following termination of parole, probation, suspended sentence, or any period of confinement for a conviction. **Exception:** Suspended sentences for minor traffic offenses and completion of community service.

2.4.2.5. An applicant with a significant criminal record is not eligible to enlist:

- 2.4.2.5.1. Who has been convicted of a felony IAW 10 USC § 504.
- 2.4.2.5.2. Has a State or Federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, and other sexual offense, or when the disposition requires the person to register as a sex offender.
- 2.4.2.5.3. Has exhibited antisocial behavior or other traits of character that may render the applicant unfit for service.
- 2.4.2.5.4. Has questionable moral character, history of antisocial behavior (including psychosis), frequent difficulties with law enforcement agencies, exhibitionism, transvestitism, voyeurism, and other paraphilia.
- 2.4.2.5.5. Receives an unfavorable final determination by the DoD Consolidated Adjudication Facility on completed National Agency Check with Law and Credit (NACLC) or higher-level investigation, which is adjudicated to the National Security Standards IAW Executive Order 12968, during the accession process.

## 2.5. Age

- 2.5.1. NPS Applicants: This program includes applicants for enlistment in the AF who have less than 84 days of Active Duty (AD) or Initial Active Duty Training (IADT) with any branch of the US Armed Forces and not previously completed IADT in its entirety (i.e., Basic Military Training (BMT) and/or follow on IADT). **(T-0)**
  - 2.5.1.1. NPS applicant must be at least 17, but has not reached age 40 on Date of Enlistment (DOE). **(T-0)**
  - 2.5.1.2. NPS applicant must have parental or guardian consent. **(T-0)**
    - 2.5.1.2.1. Required for applicants who are 17, but less than 18 years of age.
    - 2.5.1.2.2. Parental or Guardian consent is not required for an emancipated 17 year old. Emancipated 17 year old applicants must have an approved waiver. **(T-0)**
    - 2.5.1.2.3. Parental or guardian consent is not required for a married 17 year old applicant.
- 2.5.2. PS applicants: Applicants who previously served in any branch of the military, use an adjusted age. To calculate the adjusted age, subtract the applicants years of satisfactory service, from the applicants age. **(T-0) Note:** Must have sufficient, documented, creditable service for retirement purposes to enable them to accrue 20 years of creditable service for retirement upon reaching age 60.

## 2.6. Prior Service Applicants (PS)

- 2.6.1. PS applicant eligibility: PS members are considered eligible if they meet the following conditions and other requirements as outlined in this instruction.
  - 2.6.1.1. PS applicant must have completed 84 days or more of IADT in a regular or reserve component of the US Armed Forces to be considered eligible. **(T-0)**
  - 2.6.1.2. PS applicants must have completed an approved basic military training course. **(T-0)**

2.6.1.3. ANG/AFR Only: Navy Reserve and Coast Guard Reserve members who attended an orientation course and have completed 5 or more year's consecutive satisfactory service may enlist.

2.6.1.4. RegAF applicants who were separated from BMT due to pregnancy are given priority to re-enter training as soon as medically qualified without having to re-compete and must meet all other eligibility/qualifications outlined in this instruction.

#### 2.6.1.5. Accession Eligibility Determination

2.6.1.5.1. Applicant's ability to access is determined by reviewing prior service reenlistment eligibility (RE) code and other factors. Individual components will do a Service Eligibility Determination (SED) to determine applicant's eligibility.

2.6.1.5.2. Required Documentation for verification of service:

2.6.1.5.2.1. DD Form 214, *Certificate of Release or Discharge from Active Duty*, for verification of eligibility of applicants with prior Active Duty Service or:

2.6.1.5.2.2. Honorable Discharge/Separation Order for verification of eligibility for applicants with prior AFR Service or:

2.6.1.5.2.3. NGB Form 22, *Report of Separation and Record of Service*, indicating reenlistment eligible status.

2.6.1.6. If currently serving in the US Armed Forces, active or reserve, member must obtain a signed conditional release prior to enlistment. **(T-3)**

2.6.1.6.1. An AF Form 1288, *Application for Ready Reserve Assignment*, may be used in lieu of a DD Form 368 (Conditional Release) when transferring between ANG and the AFR.

2.6.1.7. AF applicants approved for the PALACE CHASE and PALACE FRONT Programs may be assessed IAW AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*.

2.6.1.8. PS applicants discharged solely under 10 USC § 654, commonly known as "Don't Ask, Don't Tell" or "DADT" and its implementing regulations may apply to reenter the AF. These applicants are evaluated according to the same criteria and requirements applicable to all PS members seeking reentry into the AF.

2.6.2. PS Applicants are not eligible if:

2.6.2.1. They are former members of the US Armed Forces who received any discharge other than an honorable or uncharacterized discharge or were separated for cause for the last period of service; or whose discharge was due to Fitness Failure, Inaptitude, Fraud, Misconduct, or Unsuitability. **(T-1)**

2.6.2.2. They were eliminated from an officer candidate training program based on punitive or administrative actions involving defective character traits, unsuitability, alcohol, or drug abuse. **(T-1)**

2.6.2.3. They previously served in another country's armed forces. **(T-1)**

- 2.6.2.3.1. Waivers are only considered if service was with a country that does not have a questionable history of opposition to the US.
- 2.6.2.4. They currently hold a commission or warrant in any US Armed Forces. **(T-1)**
- 2.6.2.5. They are students of any US military academy. **(T-1)**
- 2.6.2.6. **(AFRC Only)** Waivers for General discharge for non-participation may be considered.

## 2.7. Physical Requirements

- 2.7.1. All applicants will meet physical standards, to include height and weight, IAW AFI 48-123, *Medical Examinations and Standards*, prior to enlistment. **Note:** USAF has an Exception to Policy for BMT for retention, not accession.
- 2.7.2. Body alterations and tattoos are IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

## 2.8. Education and Aptitude Requirements

2.8.1. Each component is subject to meeting the established standard for qualitative benchmarks. Components must ensure accessions within a fiscal year meet 95 percent Education Credential Tier Level 1 and 60 percent with Armed Forces Qualification Test (AFQT) Category IIIA scores (50) or higher. All Education Credential Tier levels and AFQT Categories are outlined in DoDI 1145.01, *Qualitative Distribution of Military Manpower*.

2.8.2. Applicants must meet the following qualifications in order to access **(T-1)**:

2.8.2.1. Education Requirements:

2.8.2.1.1. Applicants must be a high school graduate, covered graduate (non-traditional high school graduate), or alternate credential holder, to include holder of General Education Development “GED”, or completion of one semester of college credit (15 semester hours or 22.5 quarter hours). Applicants that have not attained a listed education level must meet additional (ASVAB) the Armed Services Vocational Aptitude Battery requirement. **(T-1)**

2.8.2.1.1.1. High school seniors and covered graduates in their senior year may start the enlistment process with a statement from school officials stating he or she has or will obtain sufficient acceptable credits to be awarded a high school diploma.

2.8.2.1.1.2. Applicants AFQT aptitude category I (93-99) or AFQT aptitude category II (65-92) on the ASVAB may enlist without a high school diploma or equivalent.

2.8.2.1.2. PS applicants who were honorably discharged, and are otherwise qualified, may utilize a DD Form 214, NGB Form 22, or separation/discharge order as proof of education.

2.8.2.2. Aptitude requirements:

- 2.8.2.2.1. Tier One – High School Graduates and Covered Graduates: Applicants must obtain AFQT score of 36 or higher on the ASVAB. (T-1) As determined by each component, applicants who otherwise meet all qualifications including specified AFECD requirements, may enlist with an AFQT of 31 or higher (T-1).
- 2.8.2.2.2. Tier Two – Alternate Credential Holders: Applicants who are alternate credential holders, to include GED, must obtain AFQT score of 50 or higher on the ASVAB. (T-1) Applicants who score less than a 50 must have an approved SED. (T-1)
- 2.8.2.2.3. Tier Three – Non High School Graduates: Applicants who are non-graduates or non-alternate credential holders must obtain AFQT score of 65 or higher on the ASVAB. (T-1)
- 2.8.2.2.4. PS applicants must have proof of valid ASVAB scores. (T-3)
- 2.8.2.2.5. IAW the AFECD applicants are required to meet individual ASVAB Mechanical (M), Administrative (A), General (G), and Electronics (E) scores and additional requirements outlined in AFECD. (T-1)
- 2.8.2.2.6. If an applicant is accessing into a previously awarded AFSC that has not been withdrawn for lack of performance (IAW AFI 36-2101, *Classification Military Personnel (Officer and Enlisted)*), applicants are not required to meet AFECD requirements.
- 2.8.3. PS or NPS applicants enlisting for the sole purpose of being commissioned will not be required to take the ASVAB, unless they fail to obtain a commission. (T-2)

## **2.9. Dependency: Applicants with Family Members Incapable of Self-Care**

- 2.9.1. Applicants with dependents. Service in the USAF entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of deployments, the demands of shift work, and 24-hour availability to accomplish the mission.
- 2.9.2. For accession purposes the AF defines a family member as:
- 2.9.2.1. A spouse of an applicant for enlistment.
  - 2.9.2.2. An unmarried adopted child or an unmarried step-child under the age of 18 living with the applicant.
  - 2.9.2.3. An unmarried biological child of the applicant under the age of 18.
  - 2.9.2.4. Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support, or who is not living with the applicant and is dependent upon the applicant for over one-half of his or her support.
  - 2.9.2.5. For male applicants only, the spouse's unborn child, one the applicant claims, or a court order determines to be his.
- 2.9.3. Applicants are ineligible for enlistment if –
- 2.9.3.1. They are married and have legal or physical custody of:
    - 2.9.3.1.1. More than two dependents under the age of 18, or

- 2.9.3.1.2. More than two dependents over 18 and lives with the applicant, or does not live with them and the applicant provides over one-half of his or her support, or
- 2.9.3.1.3. A combination of more than two dependents as outlined above.
- 2.9.3.2. They are unmarried and have legal or physical custody of:
  - 2.9.3.2.1. Any dependents under the age of 18, or
  - 2.9.3.2.2. Any dependents over 18 and lives with the applicant, or does not live with them and the applicant provides over one-half of his or her support.
- 2.9.3.3. Waivers or determination for ineligible applicants may be granted for particularly promising entrants as defined by component waiver authority in section 1.3.
  - 2.9.3.3.1. Requests should consider “whole person” concept to include areas such as applicant’s support network and financial status.
- 2.9.3.4. PS applicants accessing in the pay grade of E-4 or higher and are otherwise qualified for service do not need to complete a Dependency Waiver/Determination.
- 2.9.4. Family Care Plan.
  - 2.9.4.1. Applicants, who have dependents IAW AFI 36-2908, *Family Care Plans*, must complete an AF Form 357, *Family Care Certification*, prior to enlistment.

## 2.10. Drug Use

- 2.10.1. A current or history of alcohol dependence, drug dependence, alcohol abuse, or other drug abuse is incompatible with military life and does not meet military standards. The pre-accession screening process is structured to identify individuals with a history of drug (including pharmaceutical medications, illegal drugs and other substances of abuse) and alcohol abuse.
- 2.10.2. Persons are ineligible who are intoxicated or under the influence of alcohol or drugs any time during the accession process and are not processed IAW 10 USC § 504.
- 2.10.3. All applicants for accession will complete an AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, with the exception of those currently holding status in an Air component. **(T-1)**
  - 2.10.3.1. Drug use after signing AF Form 2030 makes the applicant ineligible for accession or waiver consideration.
  - 2.10.3.2. Drug use (to include illegal drugs, other illicit substances, and pharmaceutical medications), drug abuse, and alcohol abuse may be self-admitted by an applicant, discovered during the medical screening process, or identified by the Drug and Alcohol Test (DAT) IAW DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, which is administered at the Military Entrance Processing Stations (MEPS) or other approved military processing facility.
  - 2.10.3.3. Applicants who refuse to be tested will not be enlisted IAW 10 USC § 978. **(T-0)**

2.10.4. IAW DoDI 1304.26, the MEPS Chief, Medical Officer or equivalent, when the physical is not performed at MEPS, will determine applicant's eligibility based on all of the information available on a case-by-case basis. **(T-0)**

2.10.5. The Air Force will permanently bar individuals who test positive on the DAT, which is administered as part of the accession physical. **(T-0)**.

2.10.6. The Air Force will not disqualify persons due to alcohol addiction if the persons were known to be or have been addicted to alcohol provide documentation indicating successful completion of rehabilitation program and have maintained sobriety for a minimum of two years.

## **2.11. Social Security Number and Selective Service Registration**

2.11.1. Applicants will be qualified to access if they have a valid Social Security Card, or other authorized document that may be used to verify an applicant's SSN. **(T-0)**

2.11.2. Selective Service Registration – IAW 50 USC § 3802 all male applicants between the ages of 18 and 26 must register with the Selective Service. **(T-0)**

## Chapter 3

### SERVICE ELIGIBILITY DETERMINATIONS/WAIVERS/EXCEPTIONS TO POLICY

**3.1. Service Eligibility Determinations / Waivers / Exceptions to Policy (ETP):** An applicant who does not meet all criteria as outlined in this instruction is disqualified. If determined it is in the best interest of the Air Force to continue processing the applicant, additional action is necessary. If the waiver or ETP is for physical reasons, all requests are forwarded through medical channels IAW the appropriate component PSDG for approval.

3.1.1. **Service Eligibility Determinations** – Determinations utilized by components to access an applicant's ability to enlist into the Air Force. Determinations are identified as items not specifically outlined within this instruction.

**3.2. Waivers** – A formal request to consider the suitability for service of an applicant who because of inappropriate conduct or morals violations, dependency status, current or past medical conditions may not be qualified to serve. Upon the completion of a thorough examination using a “whole person” review, the applicant may be granted a waiver. The applicant has displayed sufficient mitigating circumstances that clearly justify waiver consideration.

3.2.1. DoD requires Military Services to track and report all approved enlistment waivers IAW DoDI 1304.32 *Military Services Related Recruiting Reports*; all waiver data collected shall be reported as outlined in the DoDI. (T-0)

3.2.2. Components forward all requests for waivers for physical/medical reasons through medical channels IAW appropriate component PSDG for approval.

**3.3. Exceptions to Policy (ETP)** – Utilized to request an exception to a specific policy as outlined within this instruction.

3.3.1. Components forward all requests for ETPs for physical/medical reasons through medical channels IAW the appropriate component PSDG for approval.

**3.4. Previously approved Service Eligibility Determinations, Waivers, and ETPs.**

3.4.1. Waivers, ETPs, or Service Eligibility Determinations previously approved for enlistment in an AF component, do not require a subsequent action for enlistment, provided they were approved at the same/similar or higher level as required by this instruction and the applicant is going into the AFSC for which the initial waiver was approved. Exceptions to Policy approval for the ANG is NGB/A1Y.

3.4.2. Applicants under restraint or under sentence of a court, will not be eligible for waiver or ETP. (T-1)

**3.5. Key Employee (ANG & AFR ONLY)**

3.5.1. IAW DoDD 1200.7, *Screening the Ready Reserve*, for ANG/AFR members, a Key Employee is defined as any employee occupying a Federal position that is not vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively.

3.5.2. Certificate of Availability of Key Employee is necessary for applicants who have been designated as a key federal employee.

3.5.3. Individuals who are designated key employees or who occupy key positions, which cannot provide a *Certificate of Availability of Key Employee* will not be enlisted. **(T-1)**

**3.6. Categories of Exempt Personnel - ANG Only-** Enlistment Requires Special Authority Prior to Enlistment. The following categories of personnel will be enlisted only upon written request signed by the applicant, before enlistment, in which it is specifically stated that the applicant desires to waive exemption from militia duty (10 USC § 312) **(T-0)**:

3.6.1. The judicial and executive officers of the United States, the several States, The Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

3.6.2. Customhouse clerks.

3.6.3. Persons employed by the US in the transmission of the mail.

3.6.4. Workers employed in armories, arsenals, and naval shipyards of the US.

3.6.5. Pilots on navigable waters.

3.6.6. Mariners in the sea service of an American flag shipping line or a member of the US Merchant Marine.

**3.7. Applicants Drawing Certain Other Compensation from the US Government.**

3.7.1. Applicants are ineligible to access to the RegAF if they are receiving disability compensation from any Federal or other agency (No waivers authorized). **(T-0)**

3.7.2. Applicants for enlistment drawing disability compensation from the US Government through the Veterans' Administration, or retired persons, who are otherwise qualified for enlistment in the ANG or AFR must waive either their retired pay or disability compensation for the days for which they receive pay for performance of military duty, or otherwise waive/decline the military compensation. **(T-0)** A copy of the certificate of waiver of compensation is filed in Personnel Records Display Application (PRDA) as an attachment to the DD Form 4. Each applicant is advised that it is their responsibility to preclude dual payment for disability compensation or retired pay and Federal pay for their services for the same period.

## Chapter 4

### ENLISTMENT POLICY

#### 4.1. Enlistment Policy.

##### 4.1.1. Terms of Enlistment.

4.1.1.1. NPS applicants:

4.1.1.2. RegAF – Applicants enlist for either four or six years as outlined by Fiscal Year Guidance PSDG. (T-0).

4.1.1.3. AFR – Applicants enlist for a term of six (6) years as outlined by Fiscal Year Guidance PSDG. (T-0).

4.1.1.4. ANG applicants enlist for any term not less than three years IAW 32 USC § 302. (T-0).

##### 4.1.2. PS applicants.

4.1.2.1.1. PS applicants enlist for one (1) up to six (6) years as determined by component PSDG. (T-0).

4.1.2.2. PALACE CHASE and PALACE FRONT term of enlistment is determined IAW AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*. The term of enlistment must not be less than the amount of time required to fulfill the members' minimum military service obligation of 8 total years.

##### 4.1.3. Oath of Enlistment.

4.1.3.1. RegAF and AFR, IAW 10 USC § 502 the oath may be taken before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense.

4.1.3.2. ANG, IAW 32 USC § 304 the oath may be taken before any officer of the National Guard of the State or Territory, or of Puerto Rico, or the District of Columbia, as the case may be, or before any other person authorized by the law of the jurisdiction concerned to administer the oath of enlistment in the National Guard.

4.1.3.2.1. ANG applicants who enlist must concurrently enlist as a Reserve of the Air Force in the same grade for a period equal to the ANG enlistment. (T-0)

4.1.3.2.1.1. In unusual circumstances for ANG applicants, the oath may be administered before any other person authorized by the law of the jurisdiction concerned.

4.1.3.3. Administering the Oath of Enlistment. Ensure that the oath on DD Form 4, *Enlistment / Reenlistment Document Armed Forces of the United States* is administered as the case may be in a dignified manner and in appropriate surroundings. (T-0)

4.1.3.3.1. Airmen may omit the words “[s]o help me God,” if desired for personal reasons.

4.1.3.3.2. Airmen who make a choice to “affirm” the oath of enlistment and/or omit the words “So help me God” may also line through the words “swear” and/or “So help me God.”

#### **4.2. Military Service Obligation.**

4.2.1. NPS applicants who enlist will incur a Military Service Obligation (MSO) of eight (8) years from the date of initial enlistment. **(T-0)**

4.2.2. PS applicants who have not completed their initial MSO (eight (8) years) will maintain their initial obligation. **(T-0)**

4.2.3. Prior to enlistment, applicants are advised of the MSO they will incur under provisions of 10 USC § 651, DoDI 1304.25, *Fulfilling the Military Service Obligation*, and IAW AFI 36-2110, *Assignments*. **(T-0)**

#### **4.3. Initial Active Duty for Training (IADT).**

4.3.1. Each person enlisting shall perform an initial period of active duty for training of not less than 12 weeks (84 days) to commence insofar as practicable within one year after the date of that enlistment IAW 10 USC § 12103(d) / 10 USC § 671. **(T-0)**.

4.3.2. BMT – Applicants who have not completed a recognized BMT course will be required to attend USAF BMT except as noted in paragraph 2.5 in this instruction. **(T-0)**

#### **4.4. Financial Screening.**

4.4.1. All applicants applying for enlistment will be deemed ineligible if financial screening reveals excessive delinquent debts or questionable credit history. **(T-2)**

#### **4.5. Grade Determination.**

4.5.1. NPS Grade Determinations will be made IAW the criteria outlined in Table 4.1. **(T-1)**

4.5.2. PS Grade Determinations.

4.5.2.1. RegAF – PS AF members enlisting or transferring across AF components will maintain rank as long as they meet the qualifications outlined in AFI 36-2502, *Airman Promotion / Demotion Programs*, Table 2.1.

4.5.2.2. ANG and AFR – PS AF members will maintain current rank as long as the member’s rank is commensurate with projected position. **(T-1)** Otherwise, a SED is completed to determine grade.

4.5.2.3. PS members from outside the Air Components – a SED will be completed by the component to determine grade.

**Table 4.1. Grade Determination for NPS Enlistees.**

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If applicant:</b>	<b>Enlistment grade authorized:</b>	<b>Notes:</b>
1.	Is enlisting for Total Force Officer Training (TFOT) or Air Force Reserve Officer Training Corps (AFROTC).	E-3 / E-5	5
2.	Civil Air Patrol (CAP) cadets who earn the General Billy Mitchell, Amelia Earhart, Ira C. Eaker, or General Carl Spaatz Award, or when the HQ/CAP submits a letter certifying successful completion of award.	E-3	1, 2
3.	Has satisfactorily completed the entire 3-year high school Junior Reserve Officer Training Corps (JROTC) program, is a high school graduate, presents official certificate of completion from the service component or the school conducting the program.	E-3	1, 2
4.	Former service academy student who has completed at least one year at the academy.		1
5.	NPS Critical Skills Promotion (CSP) program - Enlists into an AFSC listed CSP eligible in the Fiscal Year Recruiting & Retention Initiatives for the fiscal year in which the applicant enlists.		1, 2
6.	Has at least 45 semester hours or at least 67 quarter hours of accredited junior college/college credits.		1, 4
7.	Has satisfactorily completed two years of high school JROTC program, is a high school graduate, and presents written evidence of program participation from the service component or the school conducting the program.	E-2	1, 2
8.	Is a former service academy student who has completed at least 90 days but less than one year at the academy.		1, 3
9.	Possesses at least 20 but less than 45 semester hours or, at least 30 but less than 67 quarter hours of accredited junior college/college credits.		1, 4
10.	Recipients of the Boy Scout Eagle Award or Girl Scout Gold Palm.		1, 2
11.	Other than above.	E-1	
<b>NOTES:</b>			
1. Documents presented after enlistment processing is completed may not be used as a basis for changing the enlistment grade, except as specifically authorized in Note 2. Every effort is made			

to ensure the applicant is enlisted into the appropriate grade at the time of the enlistment process. (NO WAIVER OR ETP CONSIDERED) For AFR only, these actions may be completed up until BMT graduation date.

2. An individual enlisted in their senior year of high school is enlisted in grade E-1, but ETP may be authorized. Upon graduation from high school and receipt of the diploma or transcripts, the individual may be promoted to the grade reflected in Column B, with an effective date of graduation. For RegAF and ANG, these actions are completed prior to entry into BMT. For AFR only, these actions may be completed up until BMT graduation date.
3. Unless separated for cause or highest grade held was E-1.
4. Certification of completed college semester hours is necessary. Examples are a certified college transcript or a validated letter from the college.
5. RegAF applicants accessed to attend Total Force Officer Training (TFOT) are initially placed into the DEP at the grade of E-3 while awaiting an TFOT date IAW AFI 36-2005. ANG and AFR applicants accessed to attend TFOT or AFROTC are accessed per table 4.1 and then promoted to E-5 upon attendance of TFOT or AFROTC.

#### **4.6. Date of Rank (DOR).**

4.6.1. PS date of rank is adjusted IAW AFI 36-2604.

4.6.1.1. DOR adjustments are initiated by AFPC Enlisted Accessions and forwarded to AFPC Enlisted Promotions for system correction.

#### **4.7. Classification**

4.7.1. All members enlisting into the Air Force will be classified IAW AFI 36-2101, *Classifying Military Personnel*, and the AFECD.

**4.8. Enlistment Documents** . This list provides instructions for the use of forms in connection with the enlistment of persons into the RegAF, ANG and AFR.

4.8.1. Use the original or authenticated copies of documents to verify eligibility (SSN card, birth certificate, diploma, etc).

4.8.2. Department of Defense Forms – See DoDI 1304.02, *Accession Processing Data Collection Forms*, for further guidance.

4.8.2.1. DD Form 4, *Enlistment or Reenlistment Agreement - Armed Forces of the United States*. This form is used to record enlistment or reenlistment into the military services.

4.8.2.2. DD Form 93, *Record of Emergency Data*. This form is completed for each applicant and is used to designate beneficiaries for certain benefits in the event of the service member's death.

4.8.2.3. DD Form 372, *Request for Verification of Birth*. Used by the Military Services in verifying age and citizenship to meet the requirements for enlistment into the military services when an applicant is unable to provide a birth certificate.

4.8.2.4. DD Form 368, *Request for Conditional Release*. Used to obtain clearance from one component within a military service to discharge a service member upon entry into another component of military service.

4.8.2.5. DD Form 369, *Police Records Check*. This form or the data specified therein is used to make checks with law enforcement agencies to determine the eligibility of a prospective enlistee in the military services.

4.8.2.6. DD Form 1966, *Record of Military Processing, Armed Forces of the United States*. The DD Form 1966 is the principal document to report military processing and enlistment data elements, to include continued military service records. The information collected is used to feed other DoD- and Service-specific forms that later are used to prepare contracts, issue identification cards, and provide benefits associated with military service.

4.8.2.7. DD Form 2005, *Privacy Act Statement – Health Care Records*. 5 USC § 522a, *The Privacy Act of 1974*, establishes a code of fair information practices that governs the collection, maintenance, use, and dissemination of Personally Identifiable Information (PII) about individuals health care that is maintained in systems of records by Federal agencies.

4.8.2.8. DD Forms 2807-1, *Report of Medical History* and DD Form 2808, *Report of Medical Examination*. These forms are completed by the applicant to evaluate an applicant's medical status in determining his or her eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the military services IAW DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*.

4.8.2.9. DD Form 2807-2, *Medical Prescreen of Report of Medical History*. This form is completed by the military services to evaluate an applicant's medical status in determining eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the military services.

4.8.2.10. DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*. This form is completed as early in the sales process as practical prior to initial MEPS scheduling and ensures the applicant understands their rights and responsibilities and professional/unprofessional relationships during the recruitment process.

#### 4.8.3. AF Forms

4.8.3.1. AF Form 485, *Application for Enlistment – US Air Force Band*. Mandatory for all band applicants.

4.8.3.2. AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*. Is used for all appointments. AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*. Is used to acquire applicant's history with drugs and alcohol, and also providing them statements of understanding regarding AF policy.

4.8.3.3. AF 357, *Family Care Certification*. AFI 36-2908 is used to counsel all applicants on policy concerning family care, and AF Form 357 is completed as appropriate.

4.8.3.4. AF Form 1288, *Application for Ready Reserve Assignment*. This form is used IAW with AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs (PC/PF)* and AFI 36-2115, *Assignments within Reserve Components*.

4.8.3.4.1. The AF Form 1288 is authorized to be used as the transfer document for all PC/PF assignments within the Air Components. Follow specific component guidance.

4.8.3.4.2. For intra-service transfers between the Air Components and accessions from the Individual Ready Reserve (IRR) and Participating Individual Ready Reserve (PIRR), the AF Form 1288 can be used as the application for reserve assignment as well as the conditional release document. Per DoDI 1205.05 all inter-service transfers will utilize DD Form 368. **(T-0)**

4.8.3.5. AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibility*. Mandatory for all RegAF enlistments. Complete as early as practical in applicant processing.

4.8.3.6. The forms below are an official agreement between the RegAF applicant and the USAF. The forms become an annex to DD Form 4. Unless supplemented by an AF Form 3008, *Supplement to Enlistment Agreement* containing additional promises or guarantees, these forms list all promises or guarantees made to the RegAF applicant.

4.8.3.6.1. AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement-Non Prior Service*. Used for NPS applicants enlisting into an aptitude area (i.e., mechanical, administrative, general or electronics) without a specific Air Force Specialty (AFS) guaranteed and for enlistment into the DEP. Classification into a specific AFS occurs during basic military training on individual preferences, qualifications, and specialties available at time of classification and AF needs.

4.8.3.6.2. AF Form 3006, *Enlistment Agreement – Prior Service /currently servicing in USAFR/ANG – United States Air Force (RegAF only)*. Used for PS, AFR, and ANG applicants applying for RegAF enlistment.

4.8.3.6.3. AF Form 3007, *Guaranteed Training Enlistment Agreement Non-Prior Service – United States Air Force (RegAF only)*. Used for NPS applicants enlisting into a specific AFSC.

4.8.3.6.4. AF Form 3008, *Supplement to Enlistment Agreement*. Use as supplement to AF Forms 3005, 3006 and 3007. It lists all additional promises and guarantees to applicants not covered on the primary enlistment document and becomes an annex to DD Form 4.

4.8.3.6.5. AF Form 3009, *Change to Enlistment Agreement*. To determine enlistment eligibility and process qualified applicants.

#### **4.9. NPS Enlistment Guidance – Establishment of Pay Date – ANG/AFR Only.**

4.9.1. In order to establish a Pay Date, a NPS enlistee is given credit for at least one (paid or non-paid) duty period.

**4.10. Distribution of Records.**

4.10.1. Distribution of all enlistment records is IAW AFI 36-2608, *Military Personnel Records Systems*.

## Chapter 5

### VOLUNTARY AND INVOLUNTARY EXTENDED ACTIVE DUTY (EAD) FOR AIR RESERVE COMPONENT (ARC) AIRMEN

#### 5.1. EAD Programs.

5.1.1. **ARC members qualified for EAD** : ARC members are qualified provided they meet the eligibility requirements as outlined by AF/A1 within specific EAD program documents.

5.1.1.1. End strength accountability transfers to RegAF for voluntary and involuntary EAD, IAW DoDI 1215.06, Enclosure 8, if the order is for greater than 3 years or certain types of active duty that exceed 1,095 days in a 1,460-day period.

5.1.2. After completing an EAD tour members are separated under AFI 36-3208, *Administrative Separation of Airmen*. (**ANG Only**) ANG members are separated under AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

5.1.3. Individuals disqualified but not subject to separation under AFI 36-3209 leave involuntarily and return to their former ARC status.

5.1.4. Personnel separated prior to completing their EAD tour are ineligible for other voluntary recall programs.

**5.2. Voluntary Airman EAD Recall Programs under 10 USC § 12301(d).** This program offsets shortages of trained airmen in critically manned skills:

5.2.1. Individuals must possess the needed Control Air Force Specialty Code (CAFSC), grade, and be identified as “eligible” for recall by AF/A1. (**T-1**)

#### 5.3. Voluntary Retired Airman Recall to EAD.

5.3.1. A retiree recalled to AD must:

5.3.1.1. Have retired under 10 USC § 8914 within the last 3 years. (**T-0**)

5.3.1.2. Be eligible for pay, promotion, and transportation of eligible family members and household goods. (**T-0**)

5.3.1.3. When selected for promotion, satisfactorily serve in the new pay grade for at least 6 months with extensions authorized to meet requirement in order to return to the retired Reserve list in the new pay grade. (**T-0**)

5.3.1.4. Returns to retired status after the recall period, but retirement pay/points may need to be recalculated for ARC retirees. (**T-0**)

#### 5.4. Voluntary Limited Period of Active Duty (VLPAD).

5.4.1. VLPAD allows ARC members the opportunity to apply for EAD. This program offsets shortages of trained airman in critically manned career fields, for a specific period of time.

5.4.2. The statutory authority for the VLPAD program is 10 USC § 12301(d). **NOTE:** Retired members are ineligible for participation in VLPAD.

### **5.5. Involuntary Limited Period Recall Program (ILPRP)**

5.5.1. ILPRP allows the Secretary to order ILPR members to active duty during times of war as determined by congress up to six months after the end of the conflict.

### **5.6. Involuntary EAD Programs.**

5.6.1. **Disenrolled Air Force Academy (AFA) or Air Force Reserve Officer Training Corps (AFROTC) Cadets.** This program allows disenrolled AFA and AFROTC cadets to repay their obligation to the Air Force by serving on EAD as an enlisted member without discrimination and without regard to financial status, and is not considered a punitive action.

5.6.1.1. IAW 10 USC § 9348, *Cadets: Agreement to serve as an officer*, an AFA cadet who does not fulfill the terms of the agreement as specified may be ordered to active duty.

5.6.1.2. AFA Cadets who have completed 90 days or more of AD/IADT are not required to attend BMT; however they will be required to attend formal technical training. (T-1).

5.6.1.3. IAW AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, contracted cadets who are disenrolled or decline appointment, incur an active duty service commitment and are subject to reimbursement. Involuntary call to EAD requires members to attend BMT and formal technical training.

5.6.2. Involuntary EAD. The SecAF determines if involuntary EAD or financial reimbursement is appropriate and notifies AFPC of cadets identified for involuntary EAD. For AFA cadets, active duty in enlisted status is the primary means of reimbursement IAW DoDI 1322.22, *Service Academies*. For disenrolled AFROTC cadets, IAW DoDI 1215.08, SecAF can elect AD or recoupment. Determination for recoupment of money is considered when the member voluntarily or through misconduct, or for other reasons specified in the contract, fails to complete the active duty obligation.

## Chapter 6

### SPECIAL CATEGORY ENLISTMENTS

#### 6.1. Special Category Enlistments

##### 6.1.1. Airmen Removed from Temporary Disability Retired List (TDRL) Eligible for Enlistment:

6.1.1.1. Upon recommendation of the Informal Physical Evaluation Board (IPEB), a member is removed from TDRL and authorized to enlist IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. Members have 60 calendar days from the date of removal during which they may enlist without a physical examination.

#### 6.2. Air Force Officer with Statutory Reenlistment.

6.2.1. Entitlement. Under 10 USC § 8258, *Regular Air Force: reenlistment after service as an officer*, certain officers with prior enlisted service (including those twice non-selected for promotion and those separated due to elimination from flying or technical training) may request authority to enlist. The Air Force will not deny reenlistment to members who are entitled under 10 USC § 8258. (T-0).

##### 6.2.2. Individual Qualifications:

6.2.2.1. Former RegAF enlisted member who served on active duty as an officer, or was discharged as an enlisted member to accept appointment as an officer.

6.2.2.2. Never relieved from active duty while awaiting appellate review of sentence involving dismissal or dishonorable discharge.

6.2.2.3. Separated with an honorable discharge or relieved from active duty. Assistant Secretary of the Air Force, Manpower and Reserve Affairs (MR) must approve an officer separated with a general discharge (under honorable conditions) to reenlist.

6.2.2.4. Officers must apply for reenlistment within 6 months of release from active duty service. (T-0)

**6.3. Retirement Eligible Officers.** Retirement eligible officers with less than 10 years commissioned service, but more than 20 years of service computed under 10 USC § 8914 may reenlist, for the purpose of immediate retirement, in the highest enlisted grade previously held.

#### 6.4. NPS Applicants for Bands.

6.4.1. An applicant for band, who is otherwise qualified for enlistment per this instruction, is required to audition before enlistment. (T-1) The applicant must pay all expenses in connection with pre-enlistment auditioning. (T-2) The band director will audition the applicant using AFI 35-110, *U.S. Air Force Band Program*, for guidance.

#### 6.5. Enlistment of Members of the Retired Reserve.

6.5.1. Members of the Retired Reserve awaiting pay at age 60 are normally not eligible for enlistment. However, members of the Retired Reserve who have not reached maximum service and are not receiving retired pay may request unit assignments based on the criteria below. Former enlisted members who have exceeded the mandatory age requirement (age

60) are not eligible for enlistment. Air Reserve Personnel Center, Director of Personnel (ARPC/DPT) is the approval authority for the transfer of any member from the Retired Reserve IAW AFI 36-2110.

6.5.2. Applicants must meet the following criteria (No Waivers or ETPs accepted):

6.5.2.1. Be fully qualified in Duty Air Force Specialty Code (DAFSC) to include the same or higher skill-level.

6.5.2.2. Be physically qualified.

6.5.2.3. Be able to complete a minimum of 3 year enlistment.

6.5.2.4. Not have been selectively non-retained under Selective Retention of Air National Guard Officer and Enlisted Personnel, within the state/territory in which requesting to enlist.

## **6.6. Enlistment of RegAF Retirees into an ARC.**

6.6.1. A retired enlisted RegAF member must meet following criteria:

6.6.1.1. IAW 10 USC § 10145 - *Ready Reserve: placement in*, may only be placed in the Ready Reserve if AF/RE makes a special finding that the member's services in the Ready Reserve are indispensable. **(T-0)**

6.6.1.2. IAW AFI 36-2110, all applicants must:

6.6.1.2.1. Be accessed to fill a valid vacancy and not assigned as excess or overgrade.

6.6.1.2.2. Be fully qualified in DAFSC to include the same or higher skill-level.

6.6.1.2.3. Be physically qualified.

6.6.1.2.4. Have sufficient retainability (3 years) to complete one term of enlistment.

6.6.1.3. Be entitled to a regular military retirement (20 years RegAF) and retired not more than five (5) years. **(T-0)**

## Chapter 7

### ENLISTED ACCESSION INCENTIVES (REGAF ONLY)

**7.1. The Initial Enlistment Bonus (IEB) and Enlisted College Loan Repayment Program (ECLRP).** IEB and ECLRP are used to incentivize enlistments into specific AFSCs to meet force management objectives. These specific AFSCs are authorized due to their designation as: hard to recruit; hard to qualify for; special emphasis; or those requiring specialized credentials, licenses or education.

#### 7.1.1. Responsibilities:

7.1.1.1. Chief AF/A1PT will:

7.1.1.1.1. Develop coordinate and manage the IEB program and ECLRP, and in addition, AF/A1PT will:

7.1.1.1.1.1. Determine eligible AFSCs for program inclusion.

7.1.1.1.2. Determine bonus levels for eligible AFSCs under the IEB program.

7.1.1.1.3. Periodically review AFSCs for program selection or removal.

7.1.2. 319th Training Squadron (TRS) will:

7.1.2.1. Approve IEBs for members classified at BMT.

**7.2. ECLRP Eligibility.** Candidates must:

7.2.1. Be a high school diploma graduate or higher. **(T-1)**

7.2.2. Be AFQT Category I, II, or III. **Note:** AFQT score 31 or higher on ASVAB. **(T-1)**

7.2.3. ECLRP recipients must have a qualified loan under 10 USC § 2171. **(T-0)**

**7.3. IEB Payment:**

7.3.1. IEB payment is authorized when the member completes technical training and is awarded a 3-skill level in the AFSC specified in the enlistment contract. Member must request IEB upon arrival at first duty station. **(T-0)** Bonus entitlement is based on the date of enlistment and the guaranteed AFSC on enlistment contract.

7.3.2. IEB payments are based on the annual authorization message from AF/A1PT. If an enlistment document contains erroneous authorizations, the member is required to submit an ETP through AFPC. IEB payments will not exceed \$40,000 by law. **(T-0)**

**7.4. ECLRP Payment:**

7.4.1. Member must complete training to 3-skill in the AFSC authorized and contracted under ECLRP. **(T-1)**

7.4.2. Initial payment is made after member completes first year of active duty and meets terms of agreement. Payment authorizations are processed during a member's anniversary month of entering active duty. After initial payment, AFPC will automatically process second and third year payment authorizations. **(T-1)**

7.4.3. Defense Accounting and Finance (DFAS) will pay eligible lenders directly.

7.4.4. Total loan repayments under ECLRP cannot exceed \$10,000.

**7.5. IEB and ECLRP Termination or Recoupment of Bonus.** Intent of recoupment authority is to end bonus entitlement in a fair and equitable manner IAW DoD Financial Management Regulation (FMR) Volume 7A.

DANIEL R. SITTERLY  
Acting Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

Title 5 USC § 522a, *The Privacy Act of 1974*

Title 8 USC § 1101(a)(20), *Aliens and Nationality*

Title 8 USC § 1401, *Nationals and citizens of the United States at birth*

Title 10 USC § 312, *Militia duty: exemptions*

Title 10 USC § 502, *Enlistment oath: who may administer*

Title 10 USC § 503, *Enlistments: recruiting campaigns; compilation of directory information*

Title 10 USC § 504, *Enlistments; Persons Not Qualified*

Title 10 USC § 505, *Regular Components: qualifications, term, grade*

Title 10 USC § 651, *Members; required service*

Title 10 USC § 654, *DoD Policy concerning Homosexuality in the Armed Forces (Repealed Pub L. 111-321)*

Title 10 USC § 671, *Members not to be assigned outside United States before completing training*

Title 10 USC § 978, *Drug and alcohol abuse and dependency; testing of new entrants*

Title 10 USC § 2171, *Education loan repayment program; enlisted members on active duty in specific military specialties*

Title 10 USC § 8258, *Regular Air Force; reenlistment after service as an officer*

Title 10 USC § 8914, *Twenty to thirty Years; enlisted members*

Title 10 USC § 9348, *Cadets: Agreement to serve as an officer*

Title 10 USC § 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*

Title 10 USC § 10145, *Ready Reserve Placement in*

Title 10 USC § 12102(b), *Reserve components: qualifications*

Title 10 USC § 12103(d), *Reserve Components: Terms*

Title 10 USC § 12107, *Army National Guard of United States; Air National Guard of the United States: enlistment in*

Title 10 USC § 12301(d), *Reserve Components generally*

Title 10 USC § 12310, *Reserves; for organizing, administering, etc., reserve components*

Title 10 USC § 12731, *Age and service requirements*

Title 32 USC § 302, *Enlistment, reenlistment, and extensions*

Title 32 USC § 304, *Enlistment oath*

Title 37 USC § 331, *General bonus authority for enlisted members*

Title 50 USC § 3802, *Registration* Title 50 USC § 3809, *Military Personnel Drug Abuse Testing Program (MPDATP)* 13 September 2012

DoD Financial Management Regulation (FMR) Volume 7A

DoD 5200.2-R, *Personnel Security Program*

DoDD 1200.07, *Screening the Ready Reserve*, 18 November 1999

DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, 13 September 2012

DoDI 1145.01, *Qualitative Distribution of Military Manpower*, 12 December 2013

DoDI 1205.05, *Transfer of Service Members between Reserve and Regular Components of the Military Services*, 30 March 2012

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014

DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, 19 January 2017

DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, 10 February 2009

DoDI 1304.02, *Accession processing Data Collection Forms*, 9 September 2011

DoDI 1304.25, *Fulfilling the Military Service Obligation (MSO)*, 31 October 2013

DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 23 March 2015

DoDI 1304.31, *Enlisted Bonus Program (EBP)*, 12 March 2013

DoDI 1304.32, *Military Services Recruiting Related Reports*, 26 March 2013

DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, 5 November 2002

DoDI 1322.22, *Service Academies*, 24 September 2015

DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*, 28 April 2010

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-332, *Air Force Privacy and Civilian Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 35-110, *U.S. Air Force Band Program*, 11 August 2014

AFI 36-2005, *Appointed in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, 19 May 2003

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 18 December 2006

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 25 June 2013

AFI 36-2110, *Assignments*, 22 September 2009  
AFI 36-2115, *Assignments within Reserve Components*, 8 April 2005  
AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 12 December 2014  
AFI 36-2604, *Service Dates and Dates of Rank*, 5 October 2012  
AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011  
AFI 36-2608, *Military Personnel Records Systems*, 26 October 2015  
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011  
AFI 36-2908, *Family Care Plans*, 1 October 2014  
AFI 36-3204, *Procedures for Applying as a Conscientious Objector*, 15 July 1994  
AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003  
AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004  
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005  
AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 2 February 2006  
AFI 48-123, *Medical Examination and Standards*, 5 November 2013  
AFI 90-507, *Military Drug Demand Reduction Program*, 22 September 2014  
AFMAN 33-363, *Management of Records*, 1 March 2008

### ***Prescribed Forms***

AF Form 485, *Application for Enlistment – US Air Force Band*  
AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*  
AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement – Non-Prior Service – United States Air Force*  
AF Form 3006, *Enlistment Agreement – Prior Service / Active USAFR / ANG – United States Air Force*  
AF Form 3007, *Guaranteed Training Enlistment Agreement Non-Prior Service - United States Air Force*  
AF Form 3008, *Supplement to Enlistment Agreement – United States Air Force*  
AF Form 3009, *Change to Enlistment Agreement – United States Air Force*  
AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibilities*

### ***Adopted Forms***

AF Form 24, *Application for Appointment as Reserve of the Air force or USAF Without Component*  
AF Form 357, *Family Care Certification*

AF Form 1288, *Application for Ready Reserve Assignment*  
DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*  
DD Form 93, *Record of Emergency Data*  
DD Form 214, *Certification of Release or Discharge from Active Duty*  
DD Form 372, *Request for Verification of Birth*  
DD Form 368, *Request for Conditional Release*  
DD Form 369, *Police Records Check*  
DD Form 1966, *Records of Military Processing – Armed Forces of the United States*  
DD Form 2005, *Privacy Act Statement – Health Care Records*  
DD Form 2807-1, *Report of Medical History*  
DD Form 2807-2, *Accessions Medical Prescreen Report*  
DD Form 2808, *Report of Medical Examination*  
DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*  
NGB Form 22, *Report of Separation and Record of Service*  
SF 86, *Questionnaire for National Security Positions*

### ***Abbreviations and Acronyms***

**A1**—Manpower, Personnel and Services  
**AIMO**—Director of Manpower, Organization and Resources  
**A1P**—Directorate of Military Force Management Policy  
**AIPT**—Chief of Accessions and Training Division  
**AD**—Active Duty  
**ADT**—Active Duty Training  
**AETC**—Air Education and Training Command  
**AFA**—Air Force Academy  
**AFECD**—Air Force Enlisted Classification Directory  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFQT**—Armed Forces Qualification Test  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command

**AFRCRS**—Air Force Reserve Command Recruiting Service  
**AFRIMS**—Air Force Records Information Management System  
**AFRISS**—Air Force Recruiting Information Support System  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFRS**—Air Force Recruiting Service  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**AG**—Adjutant General  
**AGR**—Active Guard Reserve  
**ANG**—Air National Guard  
**ANGI**—Air National Guard Instruction  
**APGL**—Accessions Program Guidance Letter  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**BMT**—Basic Military Training  
**CAFSC**—Control Air Force Specialty Code  
**CAP**—Civil Air Patrol  
**CC**—Commander  
**CCMAPPEDS**—Citizen, Conscientious Objector, Moral, Age, Physical, Prior Service, Education, Drugs, SSN  
**CHSPE**—California High School Proficiency Examination  
**CSP**—Critical Skills Promotion  
**DADT**—Don't Ask Don't Tell  
**DAFSC**—Duty Air Force Specialty Code  
**DANG**—Director Air National Guard  
**DAT**—Drug Alcohol Test  
**DEP**—Delayed Entry Program  
**DFAS**—Defense Finance and Accounting Service  
**DoDD**—Department of Defense Directive  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DOE**—Date of Enlistment

**DOR**—Date of Rank  
**DPS**—Director of Personnel Program Management  
**DS**—Director of Staff  
**DSG**—Drill Status Guardsman  
**DUI**—Driving Under the Influence  
**DWI**—Driving While Intoxicated  
**DWUI**—Driving While Under Influence  
**EAD**—Extended Active Duty  
**ECLRP**—Enlisted College Loan Repayment Program  
**ETP**—Exception to Policy  
**ETS**—Expiration Term of Service  
**FMR**—Financial Management Regulation  
**FYDP**—Fiscal Year Defense Program  
**FY**—Fiscal Year  
**GED**—General Educational Development  
**HQ**—Headquarters  
**HYT**—High Year Tenure  
**IADT**—Initial Active Duty Training  
**IAW**—In Accordance With  
**ILPRP**—Involuntary Limited Period Recall  
**IEB**—Initial Enlistment Bonus  
**IPEB**—Informal Physical Evaluation Board  
**IRR**—Individual Ready Reserve  
**ISLRS**—Inactive Status List Reserve Section  
**JROTC**—Junior Reserve Officer Training Corps  
**MAJCOM**—Major Command  
**MPDATP**—Military Personnel Drug Abuse Testing Program  
**MEPS**—Military Entrance Processing Station  
**MSO**—Military Service Obligation  
**MR**—Assistant SecAF Manpower and Reserve Affairs  
**NACLC**—National Agency Check, Local Agency Checks and Credit Check  
**NARS**—Non-Affiliated Reserve Section

**NGB**—National Guard Bureau  
**NNRPS**—Non-obligated Nonparticipating Ready Personnel Section  
**NPS**—Non-Prior Service  
**OPR**—Office of Primary Responsibility  
**OSD**—Office of the Secretary of Defense  
**PDS**—Personnel Data System  
**PIRR**—Participating Individual Ready Reserve  
**PRDA**—Personnel Records Display Application  
**PSDG**—Personnel Services Delivery Guide  
**PS**—Prior Service  
**RDS**—Records Disposition Schedule  
**RegAF**—Regular Air Force  
**RE**—Reenlistment Eligibility  
**RIO**—Readiness and Integration Organization  
**ROTC**—Reserve Officer Training Corps  
**RSO**—AFRS Operations Division  
**SecAF**—Secretary of the Air Force  
**SED**—Service Eligibility Determination  
**SF**—Standard Form  
**SG**—Surgeon General  
**SORNS**—System of Records Notices  
**SSN**—Social Security Number  
**TAG**—The Adjutant General  
**TDRL**—Temporary Disability Retired List  
**TRS**—Training Squadron  
**TFOT**—Total Force Officer Training  
**UCMJ**—Uniformed Code of Military Justice  
**UGL**—Uniform Guide List  
**US**—United States  
**USAFR**—United States Air Force Reserve  
**USAF**—United States Air Force  
**USC**—United States Code

**USPHS**—United States Public Health Service

**VLPAD**—Voluntary Limited Period of Active Duty

### *Terms*

**Active Duty (AD)**—The term “active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

**Active Duty for Training (ADT)**—The primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements (i.e., Operational Support) may occur incidental to performing ADT. Included in the ADT category are initial active duty training (IADT), annual training (AT), and other training duty (OTD).

**Active Status**—The term “active status” means the status of a member of a reserve component who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

**Adverse Adjudication (Adult or Juvenile)**—A finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted, the adjudicating authority places a condition of restraint that leads to dismissal, dropped charges, or acquittal the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. Voluntary or recommended attendance at classes, counseling, or as part of a sentence are not bars to enlistment as long as non-attendance or incomplete attendance has no impact on a suspended sentence. If a person is charged and convicted with violating any federal (including Uniform Code of Military Justice (UCMJ) offenses), state, or municipal law or ordinance, that conviction is considered adverse adjudication.

**Adjudicating Authority**—An official adjudicating authority is an official of a Federal, state, county, or local government body empowered to make findings or determinations concerning alleged criminal (adult or juvenile) offenses and establishes responsibility for commission of the offense. Responsibility for commission of the offense is established by a conviction or when action tantamount to a finding of guilty is directed by the official (e.g., entry into a diversionary program, probation, or revocation of probation). Adjudicating authorities include: Judges, Courts, Magistrates, Prosecutors, Hearing officials, Military commanders (Article 15 action or suspension of dependent privileges or similar actions), Probation officers, and Parole officers or boards.

**Air Force Reserve**—The Air Force Reserve is a reserve component of the Air Force to provide a reserve for active duty. It consists of the members of the officers’ section of the Air Force Reserve and of the enlisted section of the Air Force Reserve. It includes all Reserves of the Air Force who are not members of the Air National Guard of the United States. The purpose of each reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components.

**Airman**—A person who is AD, ANG, or AFR within the USAF.

**Air National Guard**—The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands, Guam, Puerto Rico that is in an Air Force.

**Air National Guard of the United States (ANGUS)**—A reserve component of the Air Force. Membership in the ANGUS is acquired by enlistment in the federally recognized ANG of the State and concurrent enlistment as Reserve of the Air Force in the same grade.

**Air Component (AC)**—Active Duty, Air National Guard, or Air Force Reserve

**Air Reserve Components (ARC)**—The ANG and AFR.

**Applicant**—Any person who has commenced processing for enlistment or appointment in the Air Force. Applicant status (1) terminates upon signing of the enlistment, appointment, or commissioning contract; (2) continues as long as the applicant pursues entrance into the Air Force, or (3) continues until the applicant is notified in writing of permanent disqualification.

**Armed Forces**—The United States Army, United States Air Force, United States Navy, United States Marine Corps, including reserve components of each of the aforementioned. The Coast Guard, including the Coast Guard Reserve is a uniformed service.

**Armed Services Vocational Aptitude Battery (ASVAB)**—A series of ten tests (or battery) administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB is graded in five areas: mechanical (M), administrative (A), general (G), electronic (E), and Armed Forces qualification test (AFQT).

**Basic Military Training (BMT)**—Training provided to NPS airmen to effect an orderly transition from civilian to military life.

**Reserve of the Air Force**—The common federal status possessed by members of the ANGUS and the AFR. This term is not used to identify an Air Force component or organization.

**Commander**—Unless otherwise specified, refers to the immediate commander or director of the member concerned and includes officially appointed squadron section commanders.

**Conditional Release**—An approval from a Reserve component of the Armed Services of United States Public Health Service (USPHS) releasing the individual from that particular branch of service for the purpose of enlisting or accepting a commission in another branch (DD Form 368, *Request for Conditional Release*, only valid for enlisted members).

**Conscientious Objector**—Class 1-0. A member who, by reason of conscientious objection, sincerely objects to participation of any kind in war in any form. Class 1-A-0. A member who, by reason of conscientious objection, sincerely objects to participation as a combatant in war in any form, but whose convictions permit military service in a noncombatant status.

**Conversion List**—List showing the conversions of jobs specialties in the Army, Navy, Air Force, Marine Corps and Coast Guard to AFSCs.

**Conviction**—The act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trial.

**Covered Graduate**—A person who receives a diploma from a secondary school that is legally operating; or otherwise completes a program of secondary education in compliance with the educational laws of the State in which the person resides.

**Dependent**—For the purpose of this regulation and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a dependent is: (a) a spouse, (b) any unmarried, natural, or adopted child of the applicant (including the live fetus of a pregnant spouse or cohabitant) under the age of 18 years. For male applicants, the term natural child includes any child born out of wedlock (includes the live fetus) that the applicant claims or a court order determines is his (c) stepchild (including spouse's natural, adopted, or stepchild) under 18 years of age who resides with the applicant or spouse, (d) any brothers, sisters, nephews, nieces, or any person under the age of 18 whom the applicant or spouse has legal or physical custody, (e) any person over the age of 18 incapable of self-care for whom the applicant has assumed responsibility for care.

**Discharge**—Total release from the Armed Forces of the US

**Domestic Violence**—The 1996 Domestic Violence Amendment to the Gun Control Act (referred to as the Lautenberg Amendment), codified in 18 USC § 922(g)(9), makes it a federal offense for anyone convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. There is no exception for military personnel with qualifying convictions. A crime of domestic violence is defined as an offense that has, as an element, the use or attempted use of physical force, or threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or who has cohabitated with the victim as a spouse, parent, or guardian; or by a person similarly situated as a spouse, parent, or guardian of the victim.

**a. Crime of Domestic Violence**—An offense that has its factual basis, the use or attempted use of physical force or threatened use of deadly weapon; committed by current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, parent or guardian; or by a person similarly situated to a spouse, parent or guardian of the victims.

**(1) Misdemeanor Crime of Domestic Violence**—A crime of domestic violence that is classified as a misdemeanor under State or Federal law.

**(2) Felony Crime of Domestic Violence**—A crime of domestic violence that is classified as a felony under State or Federal law.

**b. Qualifying Conviction**—Applies to any of the following:

**(1)**—State or Federal conviction for a misdemeanor crime of domestic violence.

**(2)**—State or Federal conviction for a felony crime of domestic violence adjudged on or after the date of this memorandum.

**(3) Any general or special court**—martial conviction for an UCMJ offense which otherwise meets the elements of a crime of domestic violence, even though not classified as a misdemeanor or felony.

(4)—A person shall not be considered to have a qualifying conviction unless the convicted offender was represented by counsel and, if entitled to have the case tried by jury or before court members, the case was actually tried by a jury or court members or the person knowingly and intelligently waived the right to have the case tried by a jury or court members, and;

(5)—A person shall not be considered to have a qualifying conviction if the conviction has been expunged (as defined by law identified in the court case) or set aside, or the convicted offender has been pardoned for the offense or had civil rights restored, unless the pardon, expungement or restoration of civil rights provide that the person may not ship, transport, possess, or receive firearms.

**Drill Status Guardsman (DSG)**—Unit members who participate in UTA, traditionally one weekend per month and a two-week annual training period. Member's status can be verified through member's servicing personnel office. Also known as Traditional Guardsman.

**Dual Military Couple**—Active or Reserve component members married to each other who have joint responsibility and physical custody for the care of children under 19 years of age or family members for whom the member bears medical, legal, financial, and/or logistical responsibility.

**Enlistment**—Voluntary entry or reentry into Air Component enlisted status from civilian or military status, including immediate reenlistment and extension unless otherwise specified.

**Exception**—A request involving a policy, procedure, or other action in this instruction, which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

**Extended Active Duty (EAD)**—AD (normally more than 90 days) performed by a reservist or guardsman for whom strength accountability changes from the Reserve to the regular military component.

**Family Member**—For the purpose of this instruction, any person with any of the following relationships with the military member: An unmarried child under 19 years of age; an unmarried child 19 years of age or older incapable of self-care; a parent or another person related by blood or marriage who depends on the member or members for over half of his or her support, is incapable of self-care, and resides in the household with member or members; a person living in the same overseas area as the member or members, who bears the relationship specified above, regardless of place of residence (no requirement to live in the same household).

**High School Graduate**—Applicant who has successfully completed a formal education in a secondary school program, including all academic and residency requirements, or the equivalent, and can provide one of the following documents:

**Tier One-High School Graduate**—Applies to any of the following:

**a. High school diploma** – A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed the program requirements.

**b. Completed one semester of college** – The status of an individual who is a non-high school graduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester hours or 22 quarter hours of college level credit (credit earned through testing, for pursuit of high school equivalency preparation is not applicable).

**c. Adult Education Diploma** – A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether or not the diploma was issued by a State or by a secondary or post-secondary educational institution.

**d. Covered Graduate** – As defined by Title 10 USC § 503, a person who otherwise completes a program of secondary education in compliance with the education laws of the State in which the person resides.

**Tier Two-Alternate Credential Holder**—Applies to any of the following:

**a. Test-based equivalency diploma** – A diploma or certificate of GED or other test based high school equivalency diploma. This includes state wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not considered a high school diploma; this is considered an alternate high school credential. Applicant must present an original or notarized true copy of the state sanctioned GED certificate.

**b. High school certificate of attendance** – An attendance based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma; this is considered an alternate high school credential.

**c. Correspondence school diploma** – A secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a State, or secondary or postsecondary educational institution; this is considered an alternate high school credential.

**d. Occupational program certificate** – A certificate or diploma awarded for attending a non-correspondence or vocational, technical, or proprietary school for at least 6 months. An individual so designated must also have completed 11 years of regular day school; this is considered an alternate high school credential.

**Tier Three Non High School Graduate**—Applies to the following:

a. Not currently attending high school and is neither a high school graduate nor an alternate high school credential holder.

b. Educated in other than US educational institutions (such as the Philippines or Kenya). Applicant must have an educational-level evaluation before enlistment to qualify as a Tier One-High school graduate.

**High Year Tenure (HYT)**—An established date by which an enlisted member is mandatorily separated from active service.

**Household**—The principle place of abode of an applicant.

**Immediate Reenlistment**—Occurs when a member of the Air Component reenlists within 90 days before or 24 hours after expiration of term of service (ETS) from an Air Component. Also, applies to current ANG members moving between states via conditional release.

**Inactive Status List Reserve Section (ISLRS)**—The inactive status section of the Standby Reserve. ISLRS includes: officers who are assigned from the Non-Affiliated Reserve Section (NARS) or Nonobligated Nonparticipating Ready Personnel Section (NNRPS) or have been released from AD under specific provisions of AFI 36-3207, *Separating Commissioned Officers*; enlisted members without an AFSC residing outside the US, or dual status members.

**Indecent Viewing, Visual Recording, or Broadcasting**—Any person who without legal justification or lawful authorization, knowingly and wrongfully views, photographs, videotapes, films, or records the private area of another person without that other person's consent and under circumstances in which that other person has a reasonable expectation of privacy. Knowingly broadcasting or distributing any such recording that the person knew or reasonably should have known was made under the circumstances previously described.

**Military Couple with Dependents**—Service members married to each other who are jointly or singularly responsible for the care of dependent(s), who physically reside(s) in the household with members or who have legal custody of a dependent regardless of physical residence.

**Military Service Obligation (MSO)**—The MSO is an eight year period of service members are obligated to serve in a component of the Armed Forces. The MSO starts at the time an individual first attains military status. The MSO ends when the member is discharged or completely severed from military status. Persons discharged before the expiration of their MSO retain the unused portion of the MSO. Reentry into an active or reserve component revives the MSO minus prior service performed

**Non-Prior Service Personnel (NPS)**—An applicant who has no previous military service or a former member of the US Armed Forces who has 83 days or less of AD/IADT.

**Obligor**—An NPS or PS person who has a remaining MSO to serve as a member of a Regular or Reserve Component of the Armed Services for specified period as required by law.

**Personnel Services Delivery Guide (PSDG)**—A guide issued by AFPC, posted on mypers.com specifically outlining procedures for referenced policy.

**Parole/Probation**—Any sentence or condition set by an adjudicating authority that imposes restraint, confinement, work detail, restriction of freedom of movement, or supervised period as a result of an adverse adjudication. The following are not considered forms of restraint or restriction of freedom of movement and are not bars to enlistment: (1) summary or unsupervised parole or probation, (2) a fine, suspended or not, (3) an unconditional suspended sentence.

**Prior Service Personnel (PS)**—An applicant who has served 84 days or more of AD/IADT with the US Armed Services, and such service included completion of a recognized BMT course.

**Recruiter**—For the purpose of this AFI, any military or civilian member whose primary duty is to recruit persons for Military Service regardless of program. Recruiters include, but are not limited to, Reserve Officer Training Corps (AFROTC) admission or liaison officers, Service Academy liaison officers, ANG Retainers, any commissioned officer, noncommissioned officer (NCO), or airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

**Restraint**—As used in this regulation, restraint means court imposed restrictions, such as confinement, supervised parole or probation, or work detail. The following are not considered forms of restraint: (a) a fine, whether or not suspended, (b) an unconditional suspended sentence, (c) unsupervised, unconditional parole or probation.

**Satisfactory Service**—Includes both the service one performs as a member of a regular component or as a member of an ARC unit (50 or more points per year are required for a satisfactory year). Regular component service is the active service recorded on DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF 526, by his or her service in the regular component. (Satisfactory reserve service accrues in one year increments only.)

**Separation**—Release from a component of the Armed Forces of the US with a further military status or obligation or MSO.

**Single Parent**—A member who has no spouse, is unmarried, or who is separated/divorced or otherwise apart from his or her spouse, but has physical custody of or financial responsibility for family member(s).

**State or States**—All 50 states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

**Uniformed Services**—Means (A) the armed forces; (B) the commissioned corps of the National Oceanic and Atmospheric Administration; and (C) the commissioned corps of the Public Health Service.

**Unique Family Situation**—Where a member has a civilian spouse or other adult family member who is not capable of providing care for family members or for themselves. Examples are a spouse with limited English language ability, illness, disability, handicap, or absence from local area, or marital separation.

**Waive or Waiver**—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.

## Attachment 2

**WAIVER AUTHORITY MATRIX – UNIFORM GUIDE LIST (UGL) OF TYPICAL  
CONDUCT OFFENSES**

**A2.1. Waiver Authority Matrix**

A2.1.1. Use the information in Table A2.1, paragraph A2.2, and Table 2.2 to determine the proper offense category classification and required conduct waiver or Eligibility Determination requirements for application convicted or adversely adjudicated of a moral conduct offense:

**Table A2.1. Waiver Authority Matrix.**

AF conduct waiver approval authority matrix							
OSD Offense Classification	AF Offense Category	ANG	AFRC/RS	AFRS	TFOT	ROTC	Notes
<b>Major Misconduct (4XX)</b>	1	No waiver authorized	CC/CV/ RSD	CC/CV	CC/CV	ROTC/CC	1,9
	2						1,2,9
<b>Misconduct (3XX)</b>	2	TAG	RSOO	RCG/CC or CD	RCG/CC or CD	ROTC/RR	1,2,3, 9
	3	TAG					RCS/CC
<b>Non-traffic (2XX)</b>	2	TAG		RCG/CC or CD	RCG/CC or CD	ROTC/RR	1,9
	3	TAG					RCS/CC
	4		DET/CC	4,6,9			
<b>Traffic (1XX)</b>	4	TAG	Waiver required by AFRC and AFRS when included in a pattern of misconduct. See Cat 4 and Cat 5 Eligibility Determinations.			DET/CC	4,6,9
	5		5,7,9				
<b>Category 4 SED</b>	4	N/A	RSOO	RCS/CC	RCS/CC	DET/CC	2,6,8, 9
<b>Category 5 SED</b>	5						2,7,8, 9
<b>NOTES:</b>							
1. Conviction or adverse adjudication of one or more of these offenses requires a conduct waiver.							
2. AFRC ONLY - When the final authority is the Wing/CC, this refers to the gaining Wing/CC (unit enlistment) or RIO/CC (IMA enlistment) and recommendation is necessary.							

3. ANG ONLY - First Offense DUI and other “under the influence” offences, waiver authority is State TAG.
4. ANG ONLY - Waiver authority is TAG but may be delegated to Director of Staff (DS).
5. ANG ONLY - Waiver authority is Wing CC.
6. Two convictions in the last 3 years or three or more convictions in a lifetime require an SED.
7. Six or more convictions in any 365-day period in the last three years require an SED.
8. SED are discretionary waivers required by a service or component and not required by OSD, or reported to OSD.
9. For specific conduct waiver or SED processing refer to: individual component PSDG.

## **A2.2. Uniform Guide List (UGL) of Typical Moral Conduct Offenses:**

A2.2.1. Use Table A2.2. to classify moral offenses based on Air Force conduct offense categories. For moral offenses not listed in the UGL table, align the offense to the proper Air Force category based on the seriousness of the offense and the maximum possible confinement and or fine under local law. Use paragraphs A2.2.1.1. – A2.2.1.5. in conjunction with the UGL Table A2.1. to determine proper classification.

A2.2.1.1. Category 1 “Major Misconduct” Moral Offenses. In doubtful cases, treat violations of a similar nature of seriousness as a category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to Table A2.1. for proper authority.

A2.2.1.2. Category 2 “Major Misconduct” Moral Offenses. In doubtful cases, treat the offense as a category 2 offense when the maximum possible confinement under local law exceeds one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to Table A2.1. for proper waiver authority.

A2.2.1.3. Category 3 “Misconduct” Moral Offenses. In doubtful cases, treat the offenses as a category 3 offense when the maximum possible confinement under local law exceeds 4 months but no more than one year (including boating, aviation and similar recreational vehicular offenses). Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to Table A2.1. for proper waiver approval authority.

A2.2.1.4. Category 4 Moral Offenses. In doubtful cases, treat traffic violations serious by law enforcement agencies as category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful category 4, non-traffic cases, treat similar offenses as category 4 offenses when the maximum possible confinement under the local law is 4 months or less. Refer to Table A2.1. for proper waiver approval authority. **Two convictions or adverse adjudications in the last 3 years or three or more convictions or adverse adjudications in a lifetime are disqualifying for entry into the Air Force.**

A2.2.1.5. **Category 5 Moral Offenses.** In doubtful cases, treat offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and those traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. **Conviction or adverse adjudication for six or more Category 5 offenses in a 365-day period in the last 3 years or five Category 5 offenses and one Category 4 traffic-related offense in a 365-day period in the last 3 years is disqualifying for**

**entry into the Air Force.** If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Refer to Table A2.1. for proper waiver approval authority.

**Table A2.2. Uniform Guide List (UGL) - Morals Conduct Offenses.**

UGL of Typical Morals Conduct Offenses	Air Force Conduct Category	OSD Code	Notes
Adultery	3	330	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as a juvenile)	2	400	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as an adult)	1	400	
Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement)	3	300	
Aggravated Sexual Contact or Abusive Sexual Contact (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Altered driver's license or identification	4	200	
Arson	2	401	
Assault (simple assault with fine or restitution of \$500 or less and no confinement)	4	201	
Attempt to commit a felony	2	402	
Bicycle ordinance violation	5	100	
Blocking or retarding traffic	5	101	
Breaking and entering a vehicle	3	330	
Breaking and entering with intent to commit a felony	2	403	
Bribery (adjudicated as a juvenile only)	2	441	
Bribery (adjudicated as an adult only)	1	404	
Burglary (adjudicated as a juvenile only)	2	441	
Burglary (adjudicated as an adult only)	1	405	
Carjacking	2	406	

UGL of Typical Morals Conduct Offenses	Air Force Conduct Category	OSD Code	Notes
Carnal knowledge of a child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	407	
Carrying concealed weapon (other than firearm); possession of Brass knuckles	3	202	
Carrying of a weapon on school grounds (firearm).	1	408	
Check worthless, making or uttering (put in circulation), with intent to defraud or deceive (less than \$500).	4	203	
Check worthless, making or uttering, with intent to defraud or deceive (over \$500).	2	409	
Check: \$250 or less, insufficient funds, or worthless.	4	248	
Child abuse	2	410	
Child pornography (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	411	
Committing or creating a nuisance	4	204	
Concealment or failure to report a felony	3	302	
Conspiring to commit a felony	2	412	
Conspiring to commit a misdemeanor	3	205	
Contempt of court for minor traffic offenses	5	102	
Contributing to delinquency of minor ( <u>including purchase of alcoholic beverages</u> ).	3	303	
Crimes against the family; contempt of court (including nonpayment of child support or alimony required by court order)	3	304	
Criminal libel	2	413	
Criminal mischief (more than \$500 fine or restitution or confinement).	3	305	
Criminal trespass	3	306	
Crossing yellow line; driving left of center	5	103	
Curfew violation	4	206	
Damaging road signs	4	207	
Desecration of grave	3	307	

UGL of Typical Morals Conduct Offenses	Air Force Conduct Category	OSD Code	Notes
Discharging a firearm through carelessness or within municipal limits	3	208	
Disobeying traffic lights, signs, or signals	5	104	
Disorderly conduct; creating disturbance; boisterous conduct	4	210	
Disturbing the peace	4	211	
Domestic battery and/or violence qualifying as a conviction prohibiting the possession of a firearm as defined in the Lautenberg Amendment (Waiver not authorized if applicant was convicted of this offense).	2	414	
Domestic battery and/or violence <b>NOT</b> considered covered by the "Lautenberg Amendment."	3	308	
Draft evasion	1	441	
Drinking alcoholic beverages on public transportation	4	212	
Driving on shoulder	5	105	
Driving uninsured vehicle	5	106	
Driving with blocked or impaired vision/tinted windows	5	107	
Driving with expired plates or without plates	5	108	
Driving with suspended or revoked license or never issued a license	5	109	
Driving without license in possession	5	110	
Driving without registration or with improper registration	5	111	
Driving wrong way on one-way street	5	112	
Drunk in public (drunk and disorderly, public intoxication)	3	213	
DUI/DWUI/DWI (driving under the influence, while intoxicated, or impaired by drugs or alcohol)	2	309	
Dumping refuse near highway	4	214	
Embezzlement	2	415	
Extortion (adjudicated as a juvenile only)	2	441	
Extortion (adjudicated as an adult only)	1	416	
Failure to appear (other than traffic, comply with judgment, or answer or disobey summons)	4	209	

<b>UGL of Typical Morals Conduct Offenses</b>	<b>Air Force Conduct Category</b>	<b>OSD Code</b>	<b>Notes</b>
Failure to appear for traffic violations	5	113	
Failure to appear, contempt of court (all offenses except felony proceedings)	4	215	
Failure to appear, contempt of court (felony proceedings)	3	216	
Failure to comply with officer's directive	5	114	
Failure to have vehicle under control	5	115	
Failure to signal	5	116	
Failure to stop and render aid after accident	3	217	
Failure to stop or yield to pedestrian	5	117	
Failure to submit report after accident	5	118	
Failure to yield right-of-way	5	119	
Fare/toll evasion	4	218	
Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield Wipers	5	120	
Fighting, participating in a brawl	4	248	
Following too closely	5	121	
Forgery, knowingly uttering or passing forged instrument (except for altered identification).	2	417	
Forcible pandering (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Grand larceny, larceny, shoplifting, petty larceny, theft, or petty theft of stolen goods (value of \$500 or more)	2	418	
Grand theft auto	2	419	
Harassment, menacing or stalking (non-sexual).	4	219	
Hate crimes	2	420	
Hitchhiking	5	122	
Housebreaking	2	330	
Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).	2	421	
Illegal betting or gambling: operating illegal handbook, raffle,	4	220	

UGL of Typical Morals Conduct Offenses	Air Force Conduct Category	OSD Code	Notes
lottery, or punch board; cockfighting			
Illegal/fraudulent use of a credit card, bank card or automated card (value less the \$500)	3	310	
Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk	5	123	
Improper blowing of horn	5	124	
Improper passing (passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk)	5	125	
Improper turn	5	126	
Indecent acts or liberties with a child (a child is defined as under 16 years of age for this offense); molestation (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	422	
Indecent assault (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	423	
Indecent exposure (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission method	3	222	
Indecent viewing, visual recording or broadcasting - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense).	1	441	
Invalid or unofficial inspection sticker, failure to display inspection sticker	5	127	
Involuntary manslaughter	2	441	
Jaywalking	5	128	
Jumping turnstile (to include those states that adjudicate jumping a turnstile as petty larceny)	4	223	
Juvenile adjudications (noncriminal misconduct); beyond parental control, incorrigible, runaway, truant, or wayward.	4	224	
Kidnapping or abduction	1	424	
Killing a domestic animal	3	225	

<b>UGL of Typical Morals Conduct Offenses</b>	<b>Air Force Conduct Category</b>	<b>OSD Code</b>	<b>Notes</b>
Larceny, shoplifting or conversion (Less than \$500)	3	311	
Leaving key in ignition	5	129	
Leaving the scene of accident (when not considered hit and run)	5	130	
Leaving the scene of an accident (hit and run) involving no personal injury	3	312	
Leaving the scene of an accident (hit and run) involving personal injury.	2	330	
Lewd, licentious or lascivious behavior (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
License plates improperly displayed or not displayed	5	131	
Liquor or alcoholic beverages: unlawful manufacture, sale, possession, or consumption in a public place	3	239	
Littering	4	226	
Loitering	4	227	
Looting	2	313	
Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking not including the destruction of mailboxes).	2	425	
Mailbox destruction	3	314	
Mailing, to include e-mail, of obscene or indecent matter (including bulletin board systems and files).	2	315	
Maiming or disfiguring	2	441	
Malicious mischief (fine or restitution of \$500 or less and no confinement)	3	228	
Manslaughter (includes voluntary and vehicular).	1	426	
Murder	1	427	
Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included - see category 2)	2	428	
Negligent or vehicular homicide	2	429	
Operating a motor vehicle after consumption of less than legal	4	248	

<b>UGL of Typical Morals Conduct Offenses</b>	<b>Air Force Conduct Category</b>	<b>OSD Code</b>	<b>Notes</b>
limit of alcohol, while under legal drinking age			
Operating overloaded vehicle	5	132	
Other major misconduct offenses not specifically listed	2	441	1
Other misconduct offenses not specifically listed	2	330	1
Other non-traffic offenses not specifically listed	4	248	1
Other traffic offenses not specifically listed	5	142	1
Pandering	2	229	
Perjury or subornation of perjury (adjudicated as a juvenile only)	2	430	
Perjury or subornation of perjury (adjudicated as an adult only)	1	430	
Poaching	4	230	
Possession of indecent publications or pictures (other than child pornography)	4	248	
Possession of marijuana or drug paraphernalia	2	316	
Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property	2	431	
Possession/carrying of weapon on school grounds (other than firearm)	3	301	
Prostitution or solicitation for prostitution	2	317	
Public record; altering, concealing, destroying, mutilating, obliterating, or removing	2	432	
Purchase, possession, or consumption of tobacco/alcoholic beverages by a minor.	4	231	
Racing, dragging, or contest for speed	5	133	
Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	433	
Rape of a Child, Sexual Assault of a Child, or Sexual Abuse of a Child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	

<b>UGL of Typical Morals Conduct Offenses</b>	<b>Air Force Conduct Category</b>	<b>OSD Code</b>	<b>Notes</b>
Reckless endangerment	3	319	
Reckless, careless or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).	3	318	
Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement) Court costs are not part of a fine	4	134	
Removing property from public grounds	3	232	
Removing property under lien	3	233	
Reserved for future use		135	2
Reserved for future use		143	2
Reserved for future use		144	2
Reserved for future use		249	2
Reserved for future use		331	2
Reserved for future use		332	2
Reserved for future use		442	2
Reserved for future use		443	2
Resisting, fleeing or eluding arrest	3	320	
Riot	2	434	
Robbery, to include armed (adjudicated as a juvenile only)	2	435	
Robbery, to include armed (adjudicated as an adult only).	1	435	
Robbing an orchard	4	234	
Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent)	2	436	
Seatbelt and/or child restraint violation	5	136	
Sedition or soliciting to commit sedition	2	330	
Selling or leasing weapons	2	321	
Sexual abuse. Sexual assault, criminal sexual abuse, incest, or other sex crimes (adjudicated as a juvenile only).	2	441	
Sexual harassment	2	330	

<b>UGL of Typical Morals Conduct Offenses</b>	<b>Air Force Conduct Category</b>	<b>OSD Code</b>	<b>Notes</b>
Shooting from a highway	3	235	
Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or less)	4	330	
Skateboard, roller skate, or inline skating violation	5	137	
Slander	3	248	
Sodomy (only when it is nonconsensual or involves a minor) - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	437	
Speeding	5	138	
Spilling load on highway	5	139	
Spinning wheels, improper start, zigzagging, or weaving in traffic	5	140	
Stalking (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Stolen property, knowingly received (value less than \$500)	3	322	
Stolen property, knowingly received (value of \$500 or more)	2	438	
Terrorist threats including bomb threats	2	439	
Throwing glass or other material in roadway	4	236	
Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles	3	323	
Trespass on property (non-criminal/simple)	4	237	
Unlawful assembly	4	238	
Unlawful carrying of firearms or carrying concealed firearm	2	325	
Unlawful or illegal entry	3	326	
Unlawful use of long distance telephone calling card	4	240	
Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another	3	327	
Using or wearing unlawful emblem and/or identification	4	241	
Vagrancy	4	242	
Vandalism, defacing or injuring property (fine or restitution	4	243	

UGL of Typical Morals Conduct Offenses	Air Force Conduct Category	OSD Code	Notes
of \$500 or less and no confinement).			
Vandalism, defacing or injuring property (fine or restitution of \$500 or more or confinement).	3	328	
Violation of civil rights	2	440	
Violation of fireworks law	4	244	
Violation of fish and game laws	4	245	
Violation of leash laws	4	246	
Violation of noise control ordinance	5	141	
Violation of probation	4	247	
Willfully discharging firearm so as to endanger life; shooting in public	2	329	
Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent (if the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft-auto category 2).	3	324	
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Use this OSD code to categorize similar offenses not previously matched to a specific OSD conduct category and code, such as major misconduct, misconduct, non-traffic and traffic offenses.</li> <li>2. This OSD code isn't currently aligned to any offense.</li> </ol>			