

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

AIR FORCE MANUAL 36-2012

7 MARCH 2019



Personnel

**RECORD OF DISENROLLMENT FROM
OFFICER CANDIDATE-TYPE
TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. It explains how to record information on candidates disenrolled from an officer training program and how to request information on those previously disenrolled who later apply for another officer training program. This instruction applies to Regular Air Force, Air Force Reserve and Air National Guard commands and activities that process applications for an officer training program. In collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel, and Services develops personnel policy for military accession policy.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847's from the field through the appropriate functional chain of command. This publication requires collecting and maintaining information subject to the Privacy Act of 1974, Title 5, United States Code (USC), Section (§) 552a. The authorities to collect and or maintain the records prescribed in this publication are 10 USC § 8013 and Executive Order (EO) 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. Forms affected by the Privacy Act have an appropriate Privacy Act statement. The applicable Privacy Act System of Records Notice F036 AF PC H, *Application for Appointment and Extended Active Duty Files*, also applies.

This publication may be supplemented at any level; all Major Command-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval in accordance with Air Force Instruction (AFI) 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*. All other supplements are routed to the Office of Primary Responsibility listed above for coordination prior to certification and approval.

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, *Publications and Forms Management*, 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 requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document was rewritten and changed from an AFI to an AFMAN. Substantive changes include incorporating the “mandatory information to include” into the main body of the manual, updating preparation and decision authorities in Table 1 to reflect changes to the sources of commissioning, and incorporating tier waiver authorities as required by AFI 33-360.

1. Roles and Responsibilities.

1.1. The United States Air Force Academy (USAFA).

1.1.1. The USAFA Superintendent, or designee, is the approval authority for the Department of Defense (DD) Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, completed on all individuals disenrolled from USAFA.

1.1.2. The USAFA Commandant of Cadets, or designee, prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from USAFA.

1.2. Air Force Reserve Officer Training Corps (AFROTC).

1.2.1. The AFROTC Commander, or designee, is the approval authority for the DD Form 785 completed on all individuals disenrolled from the Professional Officer Course or on contract or scholarship when discontinued from AFROTC.

1.2.2. The AFROTC Registrar, or designee:

1.2.2.1. Prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from the Professional Officer Course or on contract or scholarship when discontinued from AFROTC.

1.2.2.2. Is the approval authority for the DD Form 785 completed on all individuals disenrolled from the academic phase of an enlisted commissioning program (ECP), except the Enlisted to Medical Degree Program and the Nurse Enlisted Commissioning Program.

1.2.2.3. The AFROTC Detachment Commander, or designee, prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from the academic phase of an ECP, except the Enlisted to Medical Degree Program and the Nurse Enlisted Commissioning Program.

1.3. Officer Training School (OTS).

1.3.1. The OTS Training Squadron Commander, or designee, prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from OTS.

1.3.2. The OTS Commandant, or designee, is the approval authority for the DD Form 785 completed on all individuals disenrolled from OTS.

1.4. The Air Force Institute of Technology (AFIT).

1.4.1. The AFIT Commandant, or designee, is the approval authority for the DD Form 785 completed on all individuals disenrolled from USAFA.

1.4.2. The AFIT Dean of Civilian Institute Programs, or designee, prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from the Enlisted to Medical Degree Program.

1.5. The Air Force Personnel Center (AFPC).

1.5.1. The Director of Personnel Operations (AFPC/DP2), or designee, is the approval authority for the DD Form 785 completed on all individuals disenrolled from the Nurse Enlisted Commissioning Program.

1.5.2. The AFPC Medical Career Management Division (AFPC/DP2N), or designee, prepares the DD Form 785 in accordance with this manual for all individuals disenrolled from the Nurse Enlisted Commissioning Program.

2. Recording Information. The Air Force uses the DD Form 785 to record information on individuals disenrolled from the USAFA, AFROTC, OTS, or an ECP. For a list of military service officer candidate training programs that use the DD Form 785 see [Attachment 2](#).

3. Preparing the DD Form 785.

3.1. Staff members responsible for disenrollment processing will prepare the DD Form 785 and provide a copy to the disenrollment investigation or the faculty board proceedings. **(T-1)**

3.1.1. Prepare the form in detail to avoid the need for further evaluation. **(T-1)** (See [Paragraph 4](#))

3.1.2. Explain why the individual was removed from the training program. **(T-1)**

3.1.3. Make specific recommendations for further training. **(T-1)** (See [Paragraph 4](#))

3.2. The individuals listed in [Table 3.1](#), column B, or designee will review each DD Form 785 to ensure it is prepared correctly, is fully substantiated, and send the DD Form 785 to the authority indicated in [Table 3.1](#), column C, or designee for approval. **(T-1)**

3.3. Staff members responsible for disenrollment processing will send the original form to the proper custodian for inclusion in the individual's Unit Personnel Record Group if the individual is projected to enter active status with any Air Force component. **(T-1)** Otherwise, send the original form to the proper custodian for inclusion in the individual's Master Personnel Record Group. **(T-1)**

Table 3.1. DD Form 785 Decision Authorities.

R U L E	A	B	C
	If an individual is disenrolled or eliminated from	then the DD Form 785 is reviewed by the	and the approval authority is the
1	The USAFA	USAFA Commandant of Cadets	USAFA Superintendent
2	The Professional Officer Course or on contract or scholarship when discontinued from AFROTC (including Aerospace Studies (AS) 100 and 200 levels)	AFROTC Registrar	AFROTC Commander
3	Officer Training School	OTS Training Squadron Commander	OTS Commandant
4	The academic phase of the Enlisted to Medical Degree Program	AFIT Dean of Civilian Institute Programs	AFIT Commandant
5	The academic phase of the Nurse Enlisted Commissioning Program	AFPC/DP2N	AFPC/DP2
6	The academic phase of an ECP, except Rules 4 and 5	AFROTC Detachment Commander	AFROTC Registrar

4. Mandatory Information To Include.

4.1. **Section I--Identification Information on Student at Time Disenrolled.** Complete all blocks.

4.2. **Section II--Program Information Applicable at Time Disenrolled.** Enter training program member is being disenrolled from (e.g. AFROTC, OTS, USAFA, etc.) in block 11. **(T-1) Note:** Include the procurement source for OTS disenrollments (e.g., OTS/ECP, OTS/Civilian, OTS/Reserve). **(T-1)**

4.3. **Section III--Reasons and Circumstances for Disenrollment.** Elaborate on the factors that led to the officer trainee's disenrollment. **(T-1)** Avoid generalities so that an agency considering an individual for reenrollment can objectively assess the individual's potential for commissioned officer status. **(T-1)** Continue comments under "Remarks" in section IV or on the reverse side of the form. **(T-1)** In cases involving breach of the honor code, state "breach of honor code" and give concise explanation of the circumstances. **(T-1)** Support the statement with a suitable recommendation under section IV. **(T-1)**

4.4. **Section IV--Evaluation To Be Considered in the Future for Determining Acceptability for Other Officer Training.** See [paragraphs 4.4.1](#) through [4.4.6](#) to determine the block to check. Fully explain your recommendation under "Remarks." **(T-1)** Use the reverse side of the form if you need additional space. Include the following details in the remarks when appropriate: Whether the individual was a member of the AFROTC 4- or 2-year program; total dollar amount of subsistence paid; month and year the cadet completed field training; Air Force Officer Qualifying Test scores, if available; and whether the individual has or has not incurred an active duty service commitment. **(T-1)**

4.4.1. Block 1--Highly Recommended. Give this recommendation only to those few individuals whose military and academic performances clearly demonstrate they have exceeded the standards of the commissioning program and their capabilities are exceptional in all the following areas: judgment, planning and organization, adaptability to stress, communication skills, and professional qualities. Their cumulative grade point average (GPA) usually meets or exceeds 3.0 (4.0 scale). They may have resigned or been disenrolled for circumstances beyond their control. This rating may be appropriate for some AFROTC Aerospace Studies (AS) 100 contract cadets who exercise first-year option to voluntarily disenroll.

4.4.2. Block 2--Recommended as an Average Student. Give this recommendation to individuals whose performance met or exceeded minimum program standards with no serious conduct or aptitude problems. Their cumulative academic GPA for degree work usually exceeds 2.0 (4.0 scale). Most are strongly motivated to obtain a commission in the Air Force or another service. This rating may be appropriate for USAFA cadets who voluntarily resign and have at least an average military performance and a cumulative GPA that exceeds 2.0; AFROTC contract cadets who although met AFROTC requirements, were not successful in competing against peers for promotion into the upper-class of AFROTC; or AFROTC AS 100 contract cadets who exercise first-year option to voluntarily disenroll.

4.4.3. Block 3--Should Not Be Considered Without Weighing the "Needs of the Service" Against the Reasons for Disenrollment. Give this recommendation to individuals whose aptitude, personal behavior, or motivation has rendered their potential for future commissioning questionable. This rating may be given to USAFA cadets who resign in-lieu-of action under or conviction for a breach of the honor code, AFROTC AS 200 and above contract cadets disenrolled for breach or anticipatory breach of contract, or AFROTC AS 100 contract cadets who are disenrolled for cause other than breach due to exercising their first-year option to voluntarily disenroll.

4.4.4. Block 4--Recommended if Physical Defects are Corrected or if Such Defects Are Not Disqualifying for Other Reasons. Give this recommendation only to individuals disenrolled for medical reasons. Clarify the degree to which you recommend the individual for future officer training in the remarks section. **Note:** It is not mandatory that you give an individual disenrolled for medical reasons a block 4 rating. If other than a block 4 rating is appropriate, rate accordingly and explain in the remarks section.

4.4.5. Block 5--Definitely Not Recommended. Give this rating to those whose aptitude or personal behavior have consistently failed to meet the minimum standards. These individuals may have a documented history of serious problems as shown by their repeated placement on probation; involvement in some illegal or immoral activity, such as cases involving drugs or marijuana; deficiency in conduct or aptitude; sexual misbehavior; and indifference to training. May be appropriate for breach or anticipatory breach of AFROTC contract cadets in AS 200 and above.

4.4.6. **Block 6--Other Remarks.** This rating may be used for USAFA or AFROTC cadets with inadequate observation time to properly evaluate the cadet's potential for future officer training or for cadets with extenuating circumstances or amplifying information relevant to the disenrollment.

5. Requesting Information on Previously Disenrolled Individuals.

5.1. The military services use the DD Form 785 to exchange information on an individual previously disenrolled from an officer candidate training program (see [Attachment 2](#)) who applies to another officer candidate training program.

5.2. Individuals disenrolled from a military service officer candidate training program may request a copy of the DD Form 785 from the appropriate agency in accordance with AFI 36-2005, *Officer Accessions*. Individuals must include this copy with the application for commissioning training in accordance with AFI 36-2005. **(T-1)**

6. Waiver Requests.

6.1. A person disenrolled from a military service academy for any reason may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate approval authority specified in AFI 36-3501, *United States Air Force Academy Operations*.

6.2. A person disenrolled from any other officer training program listed in [Attachment 2](#) for any reason listed below may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate approval authority specified in AFI 36-2005, AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, or AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*.

6.2.1. Lack of aptitude.

6.2.2. Indifference to training.

6.2.3. Incompatibility.

6.2.4. Breach of the Air Force Reserve Officer Training Corps contract terms.

6.2.5. Undesirable character traits.

6.2.6. Disciplinary reasons.

6.3. The processing activity will include a recommendation for approval or disapproval on the waiver request and send the waiver request through appropriate channels (see [paragraph 5.1](#)). **(T-1)** The recommendation should be based on the individual's demonstrated potential, to include Air Force Officer Qualifying Test scores, academic progression, and comments on the DD Form 785.

6.4. The following documents must be sent with the waiver request:

6.4.1. A transmittal memorandum justifying the recommendation. **(T-1)**

6.4.2. A summary of any relevant derogatory information or correspondence. **(T-1)**

6.4.3. DD Form 785. **(T-1)**

6.4.4. A current transcript of college credits. **(T-1)**

6.4.5. The application for commission. (T-1)

SHON J. MANASCO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

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

5 USC § 552a, *Privacy Act of 1974*

10 USC § 8013, *Secretary of the Air Force*

EO 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended by EO 13478, 18 Nov 2008

AFPD36-20, *Accession of Air Force Military Personnel*, 4 Nov 2014

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

AFI 36-2005, *Officer Accessions*, 2 Aug 2017

AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, 24 Apr 2018

AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*, 26 Oct 2018

AFI 36-3501, *United States Air Force Academy Operations*, 28 Dec 2018

AFI 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*, 4 Dec 2013

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

Adopted Forms

DD Form 785, *Record of Disenrollment from Officer Candidate - Type Training*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFROTC—Air Force Reserve Officers' Training Corps

AS—Aerospace Studies

DD—Department of Defense

ECP—Enlisted Commissioning Program

GPA—Grade Point Average

OTS—Officer Training School

USAFA—United States Air Force Academy

Attachment 2

OFFICER TRAINING PROGRAMS

- A2.1.** Air Force Reserve Officer Training Corps (AFROTC).
- A2.2.** Air Force Officer Training School (OTS) and the academic portion of an enlisted commissioning program (ECP).
- A2.3.** Army Officer Candidate School.
- A2.4.** Army ROTC (advanced training) and Financial Assistance Program.
- A2.5.** Coast Guard Officer Candidate School.
- A2.6.** Naval Aviation Maintenance Duty Course.
- A2.7.** Naval Aviation Officer Candidate Course.
- A2.8.** Naval Aviation Reserve Officer Candidate Course.
- A2.9.** Naval Flight Officer Candidate Course.
- A2.10.** Naval Officer Candidate School.
- A2.11.** Naval Officer Candidate (Aviation Intelligence Course).
- A2.12.** Naval ROTC (advanced training) and Financial Assistance Program.
- A2.13.** Marine Platoon Leaders Course.
- A2.14.** Marine Officer Candidate Course.
- A2.15.** United States Air Force Academy.
- A2.16.** United States Military Academy.
- A2.17.** United States Naval Academy.
- A2.18.** United States Coast Guard Academy.
- A2.19.** United States Merchant Marine Academy.