

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

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 36-20**



11 MARCH 2024

Personnel

**RECRUITING PROGRAMS AND
ACCESSION OF MILITARY
PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Todd Remington, Senior Coordinator)

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This policy implements the applicable portions of the following Department of Defense Directives (DoDDs) and Instructions (DoDIs): DoDD 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*; DoDI 1145.01, *Qualitative Distribution of Military Manpower*; DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*; DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*; DoDI 1215.17, *Educational Requirements for Appointment to a Grade Above First Lieutenant or Lieutenant (Junior Grade) in a Reserve Component*; DoDI 1300.04, *Inter-Service and Inter-Component Transfer of Service Members*, DoDI 1300.28, *In-Service Transition for Transgender Service Members*, DoDI 1304.02, *Accession Processing Data Collection Forms*, DoDI 1304.12E, *DoD Military Personnel Accession Testing Programs*; 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*; DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*; DoDI 1304.28, *The Appointment of and Service of Chaplains*; DoDI 1304.31, *Enlisted Bonus Program*, DoDI 1304.32, *Military Services Recruiting Related Reports*, DoDI 1304.35, *Military Marketing*, DoDI 1310.02, *Original Appointment of Officers*; DoDI 1312.03, *Entry Grade Credit for Commissioned Officers and Warrant Officers*, DoDI 1322.22, *Service Academies*; DoDI 1327.07, *Career Intermission Program for Service Members*, DoDI 1332.28, *Discharge Review Board (DRB) Procedures and Standards*, DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, and DODMAN

1145.02, *Military Entrance Processing Station (MEPS)*. This directive provides policies to ensure the Department of the Air Force (DAF) accesses the right quantity and quality of people who possess the aptitudes necessary to meet DAF requirements. This publication applies to uniform members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG). The policies approved in this Department of the Air Force Policy Directive (DAFPD) have been developed 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 and Services (AF/A1) and the Deputy Chief of Space Operations for Human Capital (SF/S1) issue guidance implementing personnel policy for military accession policy. This publication may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility using a Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This DAFPД may not be supplemented.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. This revision implements DoDI 1304.35 into DAFPД 36-20.

1. Policy. It is DAF policy to:

- 1.1. Attract, engage, and access the brightest, physically fit individuals to create a diverse, technically-savvy military force that can successfully execute the DAF mission.
- 1.2. Aggressively and effectively market the benefits associated with serving in RegAF, USSF, ANG, and AFR. The recruiting program will be responsible for successfully branding the DAF to ensure recognition and awareness by our primary audience – eligible applicants and influencers.
- 1.3. Thoroughly vet and select Airmen and Guardians for recruiting duty who exemplify the Air Force and Space Force core values.
- 1.4. Establish and monitor the effectiveness of officer and enlisted accession goals based on guidance and the needs of the DAF. Goals may be met through a combination of the accession sources to include other Services, the AFR and the ANG. The accession goal will be based on total non-prior and prior service requirements. This mixture meets the need to sustain proper rank structure to most effectively manage the force. Additionally, it is necessary to access qualified individuals with the proper skills to provide field commanders trained and adaptable Airmen and Guardians.
- 1.5. Afford all qualified persons equal opportunity to become DAF members.
- 1.6. Adhere to Department of Defense (DoD) minimum standards of age, citizenship, education, aptitude, physical fitness, dependency status, and moral character. Applicants must meet these minimum standards and must satisfy the requirements for DAF specific programs for which they are applying. Individuals not meeting standards may be considered for

exceptions on individual merit. DAF may deny admission to any individual, even if the applicant appears to be qualified, if it is not in the best interest of the DAF to enlist or grant a commission. The fact that an applicant meets basic qualification standards for a specific accession program does not create a right or entitlement to be selected.

1.7. Provide support to United States Military Entrance Processing Command (USMEPCOM).

1.8. Ensure Airmen and Guardians who enter military service by enlistment or appointment fulfill their prescribed military service obligation (MSO) unless excepted or waived pursuant to law or DoD policy.

1.9. Utilize special bonus and incentive pay authorities as needed to attain the level of accessions of Military Health Professions officers required to fill DAF critical needs and anticipated shortages.

1.10. Establish policy and provide funding for the Career Intermission Program (CIP)

1.11. Establish policy and provide funding for the Junior Reserve Officer Training Corps.

2. Roles and Responsibilities:

2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) guides, directs, and oversees all matters pertaining to the development, review, and execution of plans, policies, and programs addressing the recruiting and accession of DAF military personnel, including guidance for special and incentive pay.

2.2. AF/A1 and SF/S1:

2.2.1. Develop professional entry standards to include MSO requirements for future Airmen and Guardians. In collaboration with the AF/RE and NGB/CF, issue guidance, coordinate and execute personnel policy and procedures to manage recruiting and accession programs and the fulfillment of DAF MSO requirements, and waiver of the same. This responsibility includes, but is not limited to, accession through interservice transfer of officer and enlisted personnel and accession of disenrolled United States Air Force Academy (USAFA) and Reserve Officer Training Corps (ROTC) cadets.

2.2.2. Develop specific commissioning program entrance standards in collaboration with the commissioning sources. Additionally, AF/A1 and SF/S1 prescribe requirements and processes to execute the conduct, funding, and provision of related support to: Junior Reserve Officer Training Corps, ROTC, the USMEPCOM programs, and the USAFA. These requirements and processes will be consistent with the President's Budget and any authoritative Memorandums of Understanding or Agreement executed by SAF/MR or AF/A1 and SF/S1.

2.2.3. Develop procedures for fulfilling MSOs incurred through accession and commissioning, and, in the case of USAFA cadets, acceptance of an "agreement to serve," to include procedures for implementing waivers of the same.

2.3. The Chief of Chaplains (AF/HC) develops professional Chaplain officer career field entrance standards. AF/HC applies such professional standards (including designation as chaplains) to prospective chaplain accessions contingent upon their meeting initial DAF qualification standards applicable to all accessions. AF/HC manages and executes the chaplain

accession program, but coordinates with AF/A1 to ensure persons appointed as chaplains meet the minimum prescribed professional and educational qualifications.

2.4. The Judge Advocate General (AF/JA) develops professional Judge Advocate officer career field entrance standards. AF/JA applies such professional standards (including designation as judge advocates and award of the 51J Air Force specialty code) to prospective judge advocate accessions contingent upon their meeting initial DAF qualification standards applicable to all accessions. AF/JA manages and executes the judge advocate recruiting and accession program and ensures persons appointed as Judge Advocates meet the minimum prescribed professional and educational qualifications.

2.5. The Surgeon General (AF/SG) develops Health Professions officer career field entrance standards and ensures these professional standards are applied to prospective members contingent upon their meeting initial DAF qualification standards. Additionally, AF/SG manages the medical officer accession program, but coordinates with AF/A1 to ensure persons appointed as Health Professions officers meet the minimum prescribed professional and educational qualifications.

2.6. The Directorates of Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations develop Cyberspace Warfare Operations officer career field entrance standards and ensures these professional standards are applied to prospective members contingent upon their meeting initial DAF qualification standards. Deputy Chief of Staff of Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF A2/6) manages the RegAF, Senior Cyber Officer (SF/COO/S6) manages USSF, Directorate of Cyberspace and Technology (AFRC/A6) manages AFR, and Directorate of Intelligence and Cyber Effects Operations (NGB A2/6) manages ANG cyberspace officer accession programs, but coordinates with AF/A1 and SF/S1 to ensure persons appointed as DAF Cyberspace Warfare Operations officers meet the minimum prescribed professional and educational qualifications.

2.7. Air Education and Training Command collaborates with AF/A1 and SF/S1 in the development of specific cadet entrance standards for accession programs managed by Air Education and Training Command and Space Training and Readiness Command, to include the development of program-specific entrance standards for Officer Training School and ROTC.

2.8. USAFA:

2.8.1. Collaborates with AF/A1 and SF/S1 in the development of specific cadet entrance standards and operates the USAFA admissions and cadet accession program. Additionally, the USAFA Superintendent apprises SAF/MR of significant matters pertaining to the admissions and cadet accession program.

2.8.2. Establishes USAFA graduation standards.

2.8.3. Establishes procedures to notify the Air Force Personnel Center of any cadet disenrolled from the USAFA who is required to fulfill an active duty service commitment. Additionally, coordinates with the Air Force Personnel Center to ensure the disenrolled cadet, if fit for service, is called to active duty to fulfill the required service commitment. See DAFPD 36-35, *United States Air Force Academy*, and its implementing publications, for policies and processes guiding the operation of the USAFA.

2.9. **AF/RE** oversees the AFR recruiting and accession programs and develops specific recruiting procedures and entrance standards for AFR accession programs, and coordinates with AF/A1 to ensure persons appointed to the AFR meet the minimum prescribed qualifications.

2.10. **NGB/CF** oversees the ANG recruiting and accession programs and develops specific recruiting procedures and entrance standards for ANG accession programs, and coordinates with AF/A1 to ensure persons appointed to the ANG meet the minimum prescribed qualifications.

FRANK KENDALL
Secretary of the Air Force

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

- DoDD 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*, 18 October 2012
- DoDI 1145.01, *Qualitative Distribution of Military Manpower*, 12 December 2013
- DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*, 21 May 2021
- DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, 19 January 2017
- DoDI 1215.17, *Educational Requirements for Appointment to a Grade Above First Lieutenant or Lieutenant (Junior Grade) in a Reserve Component*, 29 January 2014
- DoDI 1300.04, *Inter-Service and Inter-Component Transfer of Service Members*, 25 July 2017
- DoDI 1300.28, *In-Service Transition for Transgender Service Members*, 30 April 2021
- DoDI 1304.02, *Accession Processing Data Collection Forms*, 9 September 2011
- DoDI 1304.12E, *DoD Military Personnel Accession Testing Programs*, 20 September 2005
- DoDI 1304.23, *Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes*, 7 October 2005
- DoDI 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*, 9 May 2023
- DoDI 1304.25, *Fulfilling the Military Service Obligation*, 13 October 2021
- DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 23 March 2015
- DoDI 1304.28, *The Appointment of and Service of Chaplains*, 12 May 2021
- DoDI 1304.31, *Enlisted Bonus Program*, 5 November 2020
- DoDI 1304.32, *Military Services Recruiting Related Reports*, 26 March 2013
- DoDI 1304.35, *Military Marketing*, 1 November 2017
- DoDI 1310.02, *Original Appointment of Officers*, 26 March 2015
- DoDI 1312.03, *Entry Grade Credit for Commissioned Officers and Warrant Officers*, 28 December 2018
- DoDI 1322.22, *Service Academies*, 24 September 2015
- DoDI 1327.07, *Career Intermision Program for Service Members*, 18 October 2018
- DoDI 1332.28, *Discharge Review Board (DRB) Procedures and Standards*, 4 April 2004
- DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, 30 December 2015
- AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DODMAN 1145.02, *Military Entrance Processing Station (MEPS)*, 23 July 2018

DAFPD 36-35, *United States Air Force Academy*, 29 August 2023

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFR—Air Force Reserve

ANG—Air National Guard

CIP—Career Intermission Program

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

MSO—military service obligation

RegAF—Regular Air Force

ROTC—Reserve Officer Training Course

USAFA—United States Air Force Academy

USSF—United States Space Force

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services

AF A2/6—Deputy Chief of Staff of Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations

AF/A1PT—Air Force Instruction

AF/HC—Chief of Chaplains

AF/JA—The Judge Advocate General

AF/SG—Surgeon General

AF/RE—Chief of Air Force Reserve

AFRC/A6—Directorate of Cyberspace and Technology

NGB A2/6—Directorate of Intelligence and Cyber Effects Operations

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/COO/S6—Senior Cyber Officer

SF/S1—Deputy Chief of Space Operations for Human Capital

USMEPCOM—United States Military Entrance Processing Command