

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2005**

**27 OCTOBER 2017
Certified current, 27 May 2021
Personnel**

**READMISSION OF FORMER USAF
ACADEMY CADETS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. This publication establishes the readmission requirements and procedures of former United States Air Force Academy (USAFA) cadets who were administratively separated for certain specified reasons. It applies to all USAFA personnel. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 36-360, *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. The waiver authority for non-tiered requirements in this publication is HQ USAFA/RR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction changes the process by which cadets who disenrolled prior to completing their first year of academics (spring semester) are considered for readmission. Specifically, these former cadets must compete with the incoming class for admission and if approved for

reappointment they must complete the full course of instruction to include Basic Cadet Training (BCT). Former cadets may not reapply if their time in non-cadet status exceeds three continuous years.

1. Eligibility Requirements. Former cadets who are reappointed must meet all basic eligibility requirements listed in AFI 36-2019_USAFSUP, *Appointment to the United States Air Force Academy*, with the following exception: They may exceed the age requirement (not having passed their 23rd birthday on 1 July of the year of reentry), if, through normal progress toward graduation, they are projected not to have passed their 27th birthday on 1 July of the year of graduation. **(T-0)**. Former cadets meeting the criteria in paragraph 2 below are not normally eligible for readmission and will not be permitted to reapply.

2. Restrictions on Who May Be Readmitted.

2.1. A cadet who is reported as deficient in conduct or course of instruction and recommended to be discharged from the USAF Academy may not, unless recommended by the Academy Board, be returned or reappointed to the USAF Academy (reference 10 U.S.C. 9351a). **(T-0)**.

2.2. Former cadets will not normally be allowed to reapply if separated from the USAF Academy for the following reasons:

2.2.1. When dismissal was the result of trial by courts-martial. **(T-0)**.

2.2.2. The cadet was involuntarily separated from the Academy based on conditions supporting disenrollment as described in AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*. **(T-0)**.

2.2.3. The cadet resigned in lieu of involuntary disenrollment proceedings that were based on a condition supporting disenrollment as described in AFI 36-3504. **(T-0)**.

2.2.4. Discharge characterized as General or under other than honorable conditions. **(T-0)**

2.2.5. Deficiency in conduct which results in a "definitely not recommended" for pre-commissioning training as reflected on the DD Form 785, (Section IV, Block 5), *Record of Disenrollment from Officer Candidate-Type Training*. **(T-0)**.

2.2.6. Violations of the Cadet Honor Code. **(T-0)**.

2.2.7. Court adjudicated or admitted paternity or maternity, which results in a legal obligation to support a child or children. **(T-0)**.

2.2.8. Fear of flying as a passenger.

2.2.9. Will exceed the age of 27 on 1 July of the year of graduation. **(T-0)**.

2.2.10. Previously denied readmission by the Former Cadet Committee, Admissions Group or Academy Board.

2.2.11. Have been in former cadet status for more than three years as measured by the date of disenrollment to the projected date of reenrollment.

2.2.12. Have had any other break in the Academy course of instruction such as exchanges with other Academies or have been placed in turnback status.

3. Former Cadet Review Committee. The purpose of this committee is to review records of former cadets who apply for readmission and to make recommendations to the Director of Admissions (HQ USAFA/RR). The committee consists of the Chief, Selections Division (HQ USAFA/RRS) who acts as chairperson, the Associate Dean for Student Academic Affairs and Academy Registrar (HQ USAFA/DFR) representative, Commandant of Cadets (HQ USAFA/CW) representative, Director of Athletics (HQ USAFA/AD) representative, and another Selections Division member who will act as the committee recorder (non-voting member).

4. How Former Cadets Reapply and Requirements for Reappointment:

4.1. HQ USAFA/RRS determines which application forms and processing procedures are needed.

4.2. All former cadets must submit an online application to start the process. Once the online application is received, an admissions counselor will contact the former cadet and provide further instructions. Part of the process requires the former cadet to submit a letter requesting readmission and to answer some basic questions. The letter from former cadets requesting a return at the start of the spring term (January) must arrive in HQ USAFA/RRS no later than 1 October. The letter for former cadets requesting a return for the summer or fall terms (June-August) must arrive at HQ USAFA/RRS no later than 1 January. The exact requirements of the letter will be specified in the "Instructions to Former Cadets" posted at <http://www.academyadmissions.com/>. HQ USAFA/RRS will determine if the former cadet meets eligibility requirements to reapply and notify the former cadet. Approval to reapply does not guarantee readmission.

4.3. Former cadets who disenrolled prior to the completion of the spring term of academics in their freshman year and who are approved to reapply will complete a full application and compete for entry with the incoming class. If reappointed, the former cadet must enter the incoming class at the start of BCT.

4.4. Former cadets who disenrolled after completion of the spring term of academics in their freshman year who are approved to reapply and who are reappointed will enter with the appropriate class and at the appropriate point so as to meet all graduation requirements.

4.5. Former cadets from other U.S. service academies must write a letter to HQ USAFA/RRS as specified in paragraph 4.2. If the former cadet meets eligibility requirements to apply, the former cadet will complete a full application and compete for entry with the incoming class. If appointed, the former cadet must enter the incoming class at the start of BCT.

4.6. If approved to reapply for reentry in the spring term (January), all admission materials must be received in HQ USAFA/RRS no later than 31 October. If approved to reapply for reentry in the summer or fall terms, all admission materials must be received in HQ USAFA/RRS no later than 31 January.

4.7. Former cadets must obtain a valid nomination for the current admission cycle to be eligible for reappointment. **(T-0)**.

4.8. Former cadets who were academically deficient at the time of departure and who wish to reapply for an appointment **must** demonstrate the ability to successfully complete the USAF Academy curriculum. As a minimum, they should:

4.8.1. Demonstrate the ability to successfully complete an academic load and course mix similar to that offered at the USAF Academy (minimum of 15 semester hours or full-time equivalent) at an accredited college or university. Courses must be taken during the same semester at a single college or university. Courses completed via the internet will not be accepted.

4.8.2. Re-accomplish all failed USAF Academy courses (equivalent or similar) with a grade of B or better. Questions regarding the equivalency of courses should be resolved in consultation with the USAFA Registrar and the academic departments having jurisdiction over the failed courses. Individual academic departments retain the prerogative to award transfer credit.

4.8.3. Select new courses with regard to their relevance to the USAF Academy curriculum so that transfer credit might be granted.

4.8.4. Former cadets must have an overall cumulative Grade Point Average (GPA) equal to or greater than 2.00 (USAF Academy plus civilian college). The grades for failed Academy courses that are repeated at a civilian school will replace the failed grade from the Air Force Academy. Fulfilling all the above requirements does not guarantee readmission to the USAF Academy.

4.8.5. Take Reserve Officer Training Corps courses, where available, and complete with a grade of B or better.

4.9. If athletically deficient (less than a 2.00 cumulative Physical Education Average or Physical Fitness Test average below 200 points/F grade) before leaving the Academy, former cadets must demonstrate the ability to successfully complete the athletic requirements of the Academy's course of instruction. As a minimum, address the following requirements:

4.9.1. The Admissions Liaison Officer (ALO) must administer the USAFA Physical Fitness Test (PFT) and Aerobics Fitness Test (AFT). Prior to administering these fitness assessments, the ALO must contact the Academy Fitness Testing and Evaluation Division (H Q USAFA/ADPVT) for specific guidance pertaining to the proper administration of the USAFA cadet PFT and AFT.

4.9.2. Provide USAFA/ADPTV a detailed summary of all physical fitness activity (i.e. fitness training plan/results, frequency of exercise, athletic/sports participation, etc.) that occurred following disenrollment from the Academy and provide a written assessment from a certified sports physiologist that addresses anaerobic/aerobic physical conditioning level and height/weight measurements. USAFA/ADPTV will review the responses to these requirements and provide the former cadet committee an athletic aptitude assessment as it pertains to meeting USAFA athletic graduation requirements.

5. Medical Requirements.

5.1. Former cadets must be medically cleared by the Aerospace Medicine Squadron (10 AMDS) to be eligible for reappointment.

5.2. All former cadets will complete a USAFA Health Questionnaire and return it to USAFA Admissions. Admissions will forward the questionnaire to the USAFA medical authority (10 AMDS) for review.

5.3. If requested by 10 AMDS, former cadets will provide additional medical information. This information will be provided directly to the 10 AMDS at the physical address or e-mail address provided by the 10 AMDS.

5.4. Former cadets who will be away from USAFA for more than 2.5 years from date of disenrollment to date of return require a new Department of Defense Medical Evaluation Review Board (DoDMERB) medical evaluation. The HQ USAFA/RRS will determine if the former cadet needs a medical evaluation and forward the former cadet's pertinent information to DoDMERB for scheduling.

6. The Former Cadet Review and Reappointment Process:

6.1. The Former Cadet Review Committee evaluates the records of former cadets and makes recommendations to the Director of Admissions. This review will include consideration of the circumstances under which the cadet departed or was separated from the Academy, reasons for wanting to return, record as a cadet, and activity and performance since departure.

6.1.1. If a cadet was athletically deficient (less than a 2.00 cumulative Physical Education Average) prior to leaving the Academy, the cadet athletic history must be reviewed and approved by Cadet Physical Fitness (HQ USAFA/ADP) prior to readmission.

6.1.2. HQ USAFA/DFR will recommend to the Director of Admissions, the date of return, class to which reassigned, projected date of graduation, and any other conditions of reappointment. HQ USAFA/DFR will coordinate any summer training or academics with USAFA/CW before making its recommendation.

6.2. The Director of Admissions will determine which former cadets to forward to the Admissions Group/Academy Board for final review after considering the Former Cadet Committee's recommendation. The Director of Admissions may deny readmission based on a deny recommendation by the Former Cadet Committee. The Admissions Group will be the final decision authority for all cases forwarded by the Director of Admissions with the exception of those meeting the conditions of paragraph 2.1. These cases must go to the Academy Board.

6.3. Former cadets who departed the Academy in January or who must return in January to meet graduation age requirements will be considered in December. Those applying to return in the summer or fall term will normally be considered in late April.

6.3.1. Former cadets who disenrolled prior to completion of academics in the spring term of their freshman year, will compete for admission with the incoming class and if reappointed will enter at the start of BCT.

6.3.2. Former cadets from other service academies will compete for admission with the incoming class and if appointed enter at the start of BCT. These individuals do not have the same status as USAFA former cadets who have completed one year of academics

6.4. All former cadets that have been approved to reapply and who submit complete applications will be notified of their reappointment status by the Chief, Selections Division. Those applying for readmission in the spring term will be notified in December. Those applying to return in the summer or fall terms will be notified in late April or May.

6.5. If the former cadet accepts the reappointment, HQ USAFA/RRS will coordinate with the Chief, Cadet Examinations and Records (USAFA/DFRR) and Summer Scheduling (USAFA/CW) on the date of return and in-processing requirements and then inform the former cadet. HQ USAFA/RRS will prepare travel orders and notify Personnel (HQ USAFA/A1). HQ USAFA/A1 will in-process former cadets who are not scheduled to enter BCT. HQ USAFA/RRS will ensure former cadets who enter Basic Cadet Training are in-processed with the new class.

6.6. Former cadets who disenrolled prior to completion of their security clearance background investigation will be re-proceed for a new security clearance investigation upon arrival at the start of BCT with the incoming class, confirmed by the USAFA/CW security manager. Individuals who arrive outside of BCT will be processed by the USAFA/CW security manager.

LARRY D. JONES, USAF
Deputy Director of Admissions

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

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

AFI 36-2019_USAFSUP, *Appointment to the United States Air Force Academy*, 12 May 2004

AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*, 9 July 2013

AFPD 36-20, *Accession of Air Force Military Personnel*, 5 November 2014

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Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AF—Air Force

AFT—Aerobic Fitness Test

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ALO—Admissions Liaison Officer

BCT—Basic Cadet Training

AFRIMS—Air Force Records Information Management System

DoDMERB—Department of Defense Medical Examination Review Board

GPA—Grade Point Average

HQ USAFA—United States Air Force Academy

OPR—Office of Primary Responsibility

PFT—Physical Fitness Test

RDS—Records Disposition Schedule