

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-3520**

**13 MARCH 2015**

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**Personnel**

**SENIOR MILITARY FACULTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, 25 May 2011, and provides guidance for managing Senior Military Faculty members assigned to the United States Air Force Academy (USAFA) to include appointment, qualifications, nomination, continuation, and termination. This instruction establishes procedures in accordance with (IAW) Air Force Instruction (AFI) 36-3501, *Air Force Academy Operations*, 28 April 2008. This instruction does not negate the responsibility of The Judge Advocate General to assign judge advocates under 10 U.S.C. 806, *Judge Advocates and Legal Officers*. 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 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 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. The waiver authority for non-tiered requirements in this publication is USAFA/DF. 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

This publication updates the requirements for continuation of Senior Military Faculty (SMF) and clarifies the process for voluntary termination of SMF status.

**1. Senior Military Faculty (SMF).** Limited and specific USAFA assignments are coded as SMF (indefinite) for time-on-station purposes to provide military leadership and subject matter depth for their respective departments. SMF assignments will be managed IAW AFI 36-3501, paragraph 2.7.9.3. As a general rule, SMF personnel will remain assigned to USAFA until termination of SMF status, selection for promotion to Colonel, or retirement, whichever is sooner.

1.1. Appointment. The Dean of the Faculty (USAFA/DF) is designated as office of primary responsibility for managing the USAFA SMF program. The combination of Permanent Professors (PPs) and SMF positions will not exceed 15% of authorized USAFA faculty strength as reflected in unit manpower documents.

1.1.1. Officers assigned to SMF positions are not exempt from Air Force policies regarding mandatory retirement as outlined in AFI 36-3203, *Service Retirements*.

1.1.2. Officers assigned to SMF positions compete for promotion in their respective competitive categories.

1.1.3. Officers assigned to SMF positions are evaluated in accordance with provisions outlined in AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

1.1.4. Appointment to SMF position does not affect an officer's aeronautical rating. Air Force policy regarding flying status of rated personnel applies equally to SMF officers.

1.2. Qualifications. Officers considered for appointment as SMF must provide a written volunteer statement and meet the following criteria.

1.2.1. Exceptional record based on performance reports and breadth of experience.

1.2.2. Lieutenant Colonel or selected for promotion to Lieutenant Colonel. The Dean of the Faculty may consider Majors by exception.

1.2.3. Appropriate level of developmental education completed at time of appointment. Lieutenant Colonels or Lieutenant Colonels (select) may be appointed to SMF positions prior to completing Senior Developmental Education as long as it is completed within 12 months of their appointment date.

1.2.4. Minimum of three years (normally four) with a terminal or equivalent degree as a faculty member at USAFA or Air University in the appropriate discipline.

1.2.5. Served in at least one operational assignment or deployment within the past five years.

1.3. Nomination. Nominating officials forward nominations for appointment of SMFs to the Dean of the Faculty for review and recommendation to the USAFA Superintendent (USAFA/CC). Nominating officials include PPs or Staff Agency Heads within the Dean of Faculty (DF). USAFA mission elements other than DF will submit nominations to USAFA/CC through the DF.

1.3.1. Nominations recommended for approval by the Dean of the Faculty are forwarded to HQ USAFA Command Assignments (HQ USAFA/A1K) for processing.

1.3.2. HQ USAFA/A1K forwards nominations to the Air Force Personnel Center (AFPC) for functional coordination and approval. AFPC/DPA can disapprove the nomination based on needs of the Air Force. Nominations supported by Air Force Personnel Center, Directorate of Admissions (AFPC/DPA) are forwarded to USAFA/CC for final approval.

1.4. Continuation. To be continued as SMF and with the approval of the Dean of the Faculty, officers will periodically leave their academic departments to ensure they remain current in their discipline or refresh their operational currency in their primary career field. These “re-bluing” assignments will normally be one year in length and occur every 6th year (five years after the completion of any previous assignment outside of the department). Following their re-bluing assignment, SMF officers will return to USAFA to sustain military governance of the faculty.

1.5. Termination. Terminations may be requested by the USAFA Superintendent, mission element leads (Dean of the Faculty, Commandant of Cadets, Director of Athletics and the USAFA Preparatory School Commander) or DF Department and Staff Agency Heads. Termination may also be initiated by promotion or requested voluntarily by the officer.

1.5.1. The Dean of the Faculty makes recommendations on terminations. The termination recommendations are forwarded to HQ USAFA/A1K for processing.

1.5.1.1. HQ USAFA/A1K coordinates the termination request through USAFA/CC and forwards approved termination requests to AFPC for functional coordination, assignment, or retirement processing

1.5.1.2. An officer serving as SMF who is selected for promotion to Colonel will have his or her SMF status terminated upon assignment to an authorized Colonel position.

1.5.1.3. Requests for reassignment of SMF officers who elect voluntary termination will be forwarded to HQ USAFA/A1K for appropriate processing. HQ USAFA/A1K forwards termination requests to AFPC for functional coordination and assignment.

MICHELLE D. JOHNSON, Lt Gen, USAF  
Superintendent

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

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

AFI 33-360, *Publication and Forms*, 25 September 2013

AFI 36-3203, *Service Retirements*, 8 September 2006

AFI 36-3501, *Air Force Academy Operations*, 28 April 2008

AFI 36-2406, *Officer and Enlisted Evaluation System*, 2 January 2013

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

10 U.S.C. 806, *Judge Advocates and Legal Officers*

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center

**PP**—Permanent Professor

**SMF**—Senior Military Faculty

**USAFA**—United States Air Force Academy

**USAFA/DF**—United States Air Force Academy, Dean of the Faculty

**USAFA/CC**—United States Air Force Academy, Superintendent/Commander

**USAFA/A1K**—United States Air Force Academy, Command Assignments