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Personnel

**RECRUITING PROCEDURES
FOR THE AIR FORCE**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and will be used with AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*; and AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*. This instruction provides guidance and procedures necessary for AFRS personnel to recruit and select, from civilian sources, a sufficient number of qualified persons to meet Air Force manning requirements without regard to race, color, religion, sex, or national origin. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. Refer questions or suggested changes to Headquarters, Air Force Recruiting Service, Enlisted Programs Management Branch (HQ AFRS/RSOP), 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

Failure to observe the prohibitions and mandatory provisions in paragraphs 1.1. through 1.8.4. may result in punishment under Article 92 or other articles of the Uniform Code of Military Justice (UCMJ).

This instruction replaces or revises guidance previously found in AETCI 36-2002, 18 April 2000. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.) 503, 837, 839, 716, 672(d), 689 and Title 50, U.S.C. 456. System of records notices F036 AETC A, *Lead Management System*; F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; and F036 AF PC P, *Application for Appointment and Extended Active Duty Files*, apply. Before asking for the information, the requestor will show and, upon request, give the affected individual a Privacy Act Statement for each IMT, form, format, or form letter used to collect personal data.

See **Attachment 1** for a glossary of references and supporting information used in this publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.