



Personnel

RECRUITING PROCEDURES FOR THE AIR FORCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRS 36-20, *Accession of Air Force Military Personnel*, and is subordinate to 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 (Temporary)*, and AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*. It provides guidance and procedures necessary for Air Force Recruiting Service (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 US Air Force Reserve (AFRES) units and members. Failure to observe the prohibitions and mandatory provisions in paragraph 1.1 may result in punishment under Article 92, or other articles, of the *Uniform Code of Military Justice (UCMJ)*. 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.

This instruction 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 (USC) 503, 837, 839, 716, 672(d), 689 and Title 50 USC 456. System of records notice 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. The requester will show and, upon request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information.

Refer to Attachment 1 for a glossary of references and supporting information used in this publication. (Attachment 2, Certificate of Authenticity, is referenced in section C of Attachment 1, in the term "Notary Public Services.")

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.