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Personnel

**APPOINTMENT IN COMMISSIONED GRADES  
AND DESIGNATION AND ASSIGNMENT IN  
PROFESSIONAL CATEGORIES -- RESERVE  
OF THE AIR FORCE AND UNITED STATES  
AIR FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains procedures for direct appointment of persons as commissioned officers and designation and assignment in professional categories, Reserve of the Air Force (ResAF) and as commissioned officers, United States Air Force (Temporary). It tells how and where to apply, and outlines eligibility requirements for appointment, designation, and assignment. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It implements Department of Defense Directives (DoDD) 1205.14, *Enlistment, Appointment and Assignment of Individuals in Reserve Components*, 24 May 1974 with change 1, 1215.8, *Senior Reserve Officers Training Corps (ROTC) Programs*, 25 March 1994, 1304.19, *Appointment of Chaplains for the Military Services*, 18 September 1993, 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 21 December 1993, with change 1, 1312.2, *Entry Grade Credit for Health Services Officers*, 4 October 1989, with change 1, 1312.3, *Service Credit for Commissioned Officers*, 21 October 1996, Department of Defense Instruction (DoDI) 1320.7, *Grades, Promotion Policies, Age, and Authorized Strengths in Grade for Medical and Dental Officers*, 16 November 1994, with change 2 and 6000.13, *Medical Manpower and Personnel*, 30 June 1997.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Sections 2104, 2107, 8067, 9411 and 12201. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty Files*, applies. Refer to **Attachment 1** for Glossary of References and Supporting Information. Process supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program* and Headquarters, Air Force Personnel Center (HQ AFPC) DPPAE must coordinate.

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2003-1 (**Attachment 12**). This change revises **Table 2.1.**, column B, rules 3 through 6, decreasing the service credit awarded for O-3 to O-6. **Table 2.2.**, items 14 and 29, and note 8, have also been changed. Item 14 is changed to reflect that members on the retired rolls

2.9.1. Appoint in the highest grade the individual is eligible for by law.

2.9.2. Air Force Reserve members who choose discharge, in lieu of transfer to the Retired Reserve, will not be allowed to reaffiliate and will only be entitled to retired pay and medical care at age 60. This policy became effective 15 June 1993.

**2.10. Appointment as a ResAF Officer on Removal From the Temporary Disability Retired List (TDRL) (Title 10, U.S.C., Section 1211).** Reappoint a member removed from TDRL after a finding of physically fit, the day following discharge from the TDRL, in the Reserve grade with DOR held when the member was placed on the TDRL.

**2.11. Posthumous Appointments.** Posthumous appointment as a ResAF officer may be issued in the name of an Air Force member who was selected for appointment, or successfully completed officer training and was recommended for appointment by the school's commander, and died in the line of duty. (AFROTC cadets are not eligible for posthumous appointments.) The MAJCOM sends a request to publish the posthumous appointment to HQ AFPC/DPPAO. (No financial benefits accrue as a result of a posthumous appointment.)

**2.12. Appointment for Entry on Active Duty.** Appointing authorities appoint eligible persons who meet recall criteria for immediate recall to active duty, using this instruction only in skills listed on the current recall requirements listings.

**2.13. Process for Appointing USAFR Airmen Not on EAD.** Appointing authorities direct appointment of qualified airmen not on EAD to officer status and a concurrent Selected Reserve assignment to fill a unit vacancy only in Line of the Air Force (LAF) specialties and in the grade of second lieutenant.

2.13.1. On discharging an airman to accept appointment under this program, the Reserve servicing MPF disposes of the field record group (FRGp) according to AFI 36-2608, *Military Personnel Records Systems*.

2.13.2. The base director of personnel (DP) informs a selectee who is an ART that the ART position must be vacated if accepting appointment.

2.13.3. HQ AFRC/DPMB or HQ ARPC/DRM (Individual Programs Division) schedules the member to attend an officer training class.

**2.14. Qualifications for Appointing USAFR Airmen Not on EAD.** In addition to meeting the requirements in this chapter, applicants must:

2.14.1. Never before have held a commission.

2.14.2. If applying before receipt of baccalaureate degree, be enrolled in the senior year of undergraduate study and scheduled to graduate on or before the end of the fiscal year in which the selection board meets. The applicant must furnish an official transcript or certification from the registrar that provides the projected graduation date. Selectees must furnish evidence that the qualifying degree has been conferred and they meet all other applicable requirements before appointments.

2.14.3. Agree to meet the training requirements for the training category in which assigned and remain assigned for 3 years (nonrated officers) or 5 years (rated officers) after appointment. Applicant will complete a statement of understanding.

## Chapter 3

### APPLICATION AND PROCESSING PROCEDURES

#### 3.1. How To Apply.

3.1.1. Recruiters or base education services offices assist individuals applying for appointment to enter active duty.

3.1.1.1. The Reserve servicing MPF, unit commander, or Reserve recruiter where the vacancy exists, assists individuals applying for appointment to fill authorized vacancies in the Ready Reserve units of the USAFR and ANGUS.

3.1.1.2. Before requesting any information concerning Social Security Number (SSN) and specific personnel data, brief the applicant on the provisions of the Privacy Act and give the applicant a copy of AF Form 883, **Privacy Act Statement - US Air Force Application Record**. Document on any retained records the date on which the applicant was briefed and provided AF Form 883.

3.1.2. Except for procedures that apply to OTS and AFROTC, the documents in paragraphs 3.1.2.1. through 3.1.2.12. constitute the basic application.

3.1.2.1. AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component** (in duplicate). In the upper right hand corner, specify the specialty for which applying. The "Applicant Briefing Item on Separation Policy" (**Attachment 4**) must be attached as an annex to AF Form 24. **NOTE:** This is a requirement only for civilian applicants and enlisted members.

3.1.2.2. Prior service records. If the applicant has prior:

3.1.2.2.1. Commissioned military service but has resigned that commission, have the applicant authorize release of the records (by SF 180, **Request Pertaining to Military Records**, or by letter) to the appropriate activity listed in **Table 3.2.** (see exceptions below).

3.1.2.2.1.1. Request that copies of the prior service records include an order reflecting the most current promotion and DOR, the date of original commission, inclusive dates of active and inactive service, type and date of discharge or release, all performance reports, and a statement of service showing all active, inactive, and Extension Course Institute course points for Reserve time.

3.1.2.2.1.2. Request records as early in the application process as possible. If applying for assignment in the medical service under **Chapter 6**, **Chapter 7**, or **Chapter 8**, with concurrent assignment to the Ready Reserve or to a Category A Reserve unit, have the applicant authorize release of the records to HQ ARPC/DAO.

3.1.2.2.2. Enlisted service but was discharged or released, submit a copy of DD Form 4-1-2, **Enlistment/Reenlistment Document - Armed Forces of the United States**; DD Form 214, (undeleted copy); and if applicable, DD Form 215; discharge or release order, and discharge certificate. If not available, have the applicant request documents from the appropriate branch of service.