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Personnel

**AIR FORCE ACADEMY PREPARATORY
SCHOOL**

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This instruction implements AFR 36-20, *Accessions of Air Force Military Personnel*. It directs US Air Force, Army, Navy, and Marine Corps enlisted personnel and civilians on how to apply to the US Air Force Academy Preparatory School. It also explains the US Air Force Academy's procedures for selection, disenrollment, and reassignment.

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-2021; it aligns with AFR 36-20.

1. Mission and Responsibilities:

1.1. Mission. The United States Air Force Academy Preparatory School (USAFAPS) is located at the United States Air Force Academy (USAFA) in Colorado. Its mission is to prepare, motivate, and evaluate selected personnel who meet special Air Force needs both for admission to and success at the Air Force Academy. The USAFAPS provides in-depth instruction in mathematics, English, and basic sciences.

1.2. Responsibilities:

1.2.1. The HQ USAFA/RR, Director of Admissions, selects and notifies those applicants to the USAFAPS that meet its admission criteria.

1.2.2. The HQ USAFAPS Commander:

- Ensures that the education and training programs satisfy the school's mission.
- Administers the oath of enlistment to new cadet candidates on their enrollment at the USAFAPS. The effective date of enlistment is the date the cadet candidate takes this oath.

- Informs the Academy Activities Group (Operating Location - C, USAFA), with the USAFA Superintendent's approval, of candidates' names, including essential categories, when each class enters.
- Administers the disenrollment process. Notifies the Superintendent, USAFA and the Academy Activities Group of all disenrollments.

1.2.3. HQ USAFA/DPM (Military Personnel):

1.2.3.1. Ensures that Regular and Reserve Air Force personnel reassigned to the USAFAPS:

- Enter with the highest grade they had achieved as of their date of enrollment.
- Retain their date of rank or effective date.
- Are promoted according to AFI 36-2502, *Airman Promotion Program*.

1.2.3.2. Publishes Reserve orders placing new cadet candidates on active duty. Maintains personnel files on all USAFAPS Reserve personnel.

1.2.3.3. Processes relieved-from-active-duty orders for Regular or Reserve members who complete the USAFAPS and accept an appointment to a US Service Academy.

1.2.4. HQ USAFA/RR (Admissions):

- Provides HQ USAFA/DPM with the name, grade, Social Security number, mailing address, and unit of assignment for reassignment of all applicants on Air Force active duty who are accepted into the USAFAPS.
- Notifies cadet candidates by letter of their acceptance into the USAFAPS. Include an accept-or-decline form with acceptance letter and ask cadet candidates to return the form as soon as possible.
- Issue "invitation to travel" letters to all accepted civilian cadet candidates, inviting them to travel to the USAFAPS, enlist in the Air Force Reserve, and attend the USAFAPS.
- Issue "invitation to travel" letters to all accepted cadet candidates in the Air Force Reserve.
- Send a notice to non-selected Regular and Reserve Armed Forces personnel and their servicing Military Personnel Flight (MPF). ***Note: The Air Force doesn't typically notify civilian applicants of their non-selection.***

1.2.5. The Department of Defense Medical Examination Review Board (DODMERB) notifies all applicants of their medical status.

1.2.6. Unit commanders of all Regular and Reserve Air Force personnel applying to the USAFAPS:

- Review each applicant's completed AF Form 1786, **Application for Appointment to the USAF Academy Under Quota Allotted to Enlisted Members of the Regular and Reserve Components of the Air Force**, and determine if the applicant meets eligibility requirements.
- Request the local MPF to withhold reassignment action for all applicants until the USAFAPS selection process is complete.
- Forward an endorsement of all applicants who meet eligibility requirements, together with AF Form 1786, through the MPF to HQ USAFA/RRS, 2304 Cadet Drive, USAF Acad-

emy, CO 80840-5025. The endorsement must include a comprehensive statement of the applicant's character, ability, and motivation to become a career officer. Verify statements in applications regarding service component, length of service, and date of birth from official records.

- Notify HQ USAFA/RR immediately on determining that an applicant is no longer recommended for selection to the USAFAPS.

1.2.7. Unit commanders of Regular and Reserve members of the Army, Navy, or Marine Corps:

- Accept letters of application to the USAFAPS from unit personnel.
- Complete an endorsement for all applicants who meet the eligibility requirements. Include in the endorsement a comprehensive statement of the applicant's character, ability, and motivation to become a career officer. Verify statements in applications regarding service component, length of service, and date of birth from official records. Send the endorsement and letter of application to HQ USAFA/RRS, 2304 Cadet Drive, USAF Academy, CO 80840-5025.
- Ensure that each applicant receives a release from active duty to attend the USAFAPS before sending the endorsement.
- Notify HQ USAFA/RR immediately on determining that an applicant is no longer recommended for selection to the USAFAPS.

2. Eligibility Requirements:

2.1. For admission to the USAFAPS, applicants must be:

- At least 17 and no more than 21 years old by 1 July of the year of admission.
- A citizen of the United States or have been lawfully admitted to the United States for permanent residence under applicable provisions of the Immigration and Nationality Act.
- Exception: Cadets sponsored under foreign cadet programs.
- Unmarried and have no dependents.
- Of high moral character. Applicants must have no record of Uniform Code of Military Justice (UCMJ) convictions or civil offenses beyond minor violations; no history of drug or alcohol abuse; and no prior behaviors, activities, or associations incompatible with US Air Force standards.
- Medically qualified for appointment to the USAFA.
- A member of the armed services or eligible to enlist in the US Air Force.

2.2. Normally, applicants must not have previously attended college on a full-time basis or attended an US Service Academy or an US Service Academy Preparatory School. HQ USAFA/RR determines an applicant's status in this regard.

2.3. Every applicant must be an active candidate in the USAFA admissions program, normally in one of these ways:

- Nominated by a source specified in public law.
- Identified by the USAFA as fulfilling institutional needs.

2.4. Members of the Air Force Reserve or Air National Guard (ANG) must agree to active duty service if admitted to the USAFAPS. Admitted ANG personnel first transfer to the Air Force Reserves before leaving their place of residence and being called to active duty.

2.5. Regular and reserve members of the Armed Forces and the National Guard must have completed basic training.

2.6. Regular members of the Armed Forces must have at least 1 year retainability when they enter the USAFAPS.

2.7. Members of the Civil Air Patrol (CAP), who are nominated by HQ USAF/CAP according to the code of Federal Regulations (Title 32, Part 90), must be Mitchell Award winners.

3. Selection Criteria:

3.1. HQ USAFA/RR selects applicants to the USAFAPS on the basis of test scores, medical examination, prior academic record, recommendation of the organization commander (if Regular or Reserve member of the Armed Forces) and other similar reports or records.

3.1.1. Each applicant must:

- Achieve satisfactory scores on the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT).
- Take and pass a medical evaluation administered through the DODMERB.
- Have an acceptable academic record as determined by HQ USAFA/RR. Each applicant must furnish a certified transcript from each high school or civilian preparatory school attended. Applicants should send transcripts to HQ USAFA/RR, 2304 Cadet Drive, Suite 200, USAFA, CO 80840-5025.

3.2. HQ USAFA/RR also examines reports and records that indicate an applicant's aptitude, achievement, or ability to graduate from the USAFAPS in the selection process.

3.3. For members of the Armed Forces and the National Guard, HQ USAFA/RR also considers letters of recommendation from applicants' unit commanders in the selection process.

4. Application Process and Procedures:

4.1. Regular and Reserve members of the Air Force must send their applications to HQ USAFA/RR, 2304 Cadet Dr, Suite 200, USAFA CO 80840-5025, no later than 31 January for admission the following Summer.

4.1.1. Those otherwise nominated to the Air Force Academy must complete all steps of admissions by 15 April.

4.2. Regular and Reserve members of the Air Force must complete AF Form 1786 and submit it to their unit commander.

4.3. Regular and Reserve members of the Army, Navy, or Marine Corps must submit a letter of application through their unit commander.

4.4. CAP cadets must apply to CAP National Headquarters by 31 January for nomination.

4.5. USAFAPS automatically considers civilian candidates for admission who have a nomination to the USAFA, but were not selected.

5. Reserve Enlistment Procedures:

5.1. Civilians admitted to the USAFAPS take the oath of enlistment on the date of their initial in-processing at the USAFAPS. Their effective date of enlistment is the date they take this oath.

5.2. Civilians who enlist for the purpose of attending the USAFAPS will be awarded the rank of E-1. These cadet candidates are entitled to the monthly student pay at the same rate as USAFA cadets according to United States Code Title 37, Section 203.

6. Disenrollment:

6.1. The Commander, USAFAPS, may disenroll a student who:

- Fails to meet and maintain USAFAPS academic, military, or physical fitness standards.
- Fails to demonstrate adaptability and suitability for participation in USAFA academic, military, or physical training programs.
- Displays unsatisfactory conduct.
- Fails to meet statutory requirements for admission to the USAFA, for example:
- Marriage or acquiring legal dependents.
- Medical disqualification.
- Refusal to serve as a commissioned officer in the US. Armed Forces.
- Requests disenrollment.

6.2. The USAFAPS commander may also disenroll a student whose retention is not in the best interest of the Government.

7. Reassignment:

7.1. On Enrollment:

7.1.1. The Air Force releases Regular and Reserve Air Force cadet candidates entering the USAFA from active duty and reassigns them to active duty as Air Force Academy cadets, effective on their date of entry into the USAFA in accordance with one of these authorities:

- The Department of Air Force letter entitled *Members of the Armed Forces Appointed to a Service Academy*, 8 July 1957.
- Title 10, United States Code, Sections 516 and 523.
- AFI 36-3208, *Administrative Separation of Airmen*.

7.1.2. The Air Force discharges active Reserve cadet candidates who enlisted for the purpose of attending the USAFAPS in accordance with AFI 36-3208, *Administrative Separation of Airmen*, and reassigns them to active duty as Air Force Academy cadets, effective on their date of entry into the USAFA.

7.1.3. Selected Regular Air Force members at technical training schools remain there in casual status until the earliest reporting date for the USAFAPS. Students must not leave their training school without coordinating with HQ USAFA/RR.

7.2. On Disenrollment:

7.2.1. HQ USAFA/DPM reassigns Regular Air Force members for reassignment if:

- They are disenrolled from the USAFAPS.
- They fail to obtain or accept an appointment to a US Service Academy.

7.2.2. The Air Force reassigns Air Force Reserve cadet candidates who are disenrolled from the USAFAPS or who fail to obtain or accept an appointment to an US Service Academy in either of two ways under AFI 36-3208,:

- Discharges them from the United States Air Force without any further military obligation if they were called to active duty solely to attend the USAFAPS.
- Releases them from active duty and reassigns them to the Air Force Reserve Personnel Center if they were released from Reserve units to attend the USAFAPS.

7.2.3. The Air National Guard (ANG) releases cadet candidates from active duty and reassigns them to their State Adjutant General.

7.2.4. The Air Force reassigns Regular and Reserve personnel from other Services back to their unit of origin to complete any prior service obligation if:

- They are disenrolled from the USAFAPS.
- They fail to obtain or accept an appointment to the USAFA.

8. Cadet Records and Reassignment Forms:

8.1. HQ USAFA/DP maintains records of cadet candidates who enter the USAFA until they are commissioned or disenrolled.

8.2. HQ USAFA/DPMAC will send records of Regular Air Force personnel who enter one of the other Service academies to HQ AFMPC for processing.

8.3. Regular Air Force personnel who enter any of the other US service academies must sign a service obligation statement.

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 36-20, *Accessions*

AFI 36-2502, *Airman Promotion Program*

AFI 36-3208, *Administrative Separation of Airmen*

Abbreviations and Acronyms

ACT—American College Testing Program

ANG—Air National Guard

DODMERB—Department of Defense Medical Examination Review Board

MPF—Military Personnel Flight

SAT—Scholastic Aptitude Test

UCMJ—Uniform Code of Military Justice

USAFA—United States Air Force Academy

USAFAPS—United States Air Force Academy Preparatory School