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Personnel

**THE AIR FORCE PERSONNEL COUNCIL AND
THE AIR FORCE PERSONNEL BOARD**

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This instruction implements AFR 36-20, *Accession of Air Force Military Personnel*. It describes the functions of the Air Force Personnel Council, lists its component boards, and defines its composition and responsibilities as they apply to all Council members and the Council Director's Special Assistants. It also addresses matters considered by the Air Force Personnel Board.

SUMMARY OF REVISIONS

This instruction updates, clarifies, and streamlines previous guidance, formerly found in AFR 35-57, on the Secretary of the Air Force's Personnel Council and the Air Force Personnel Board.

1. The Air Force Personnel Council:

1.1. Definition. The Council is a quasi-judicial organization under the Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment. It acts for and makes recommendations to the Secretary or the Secretary's designee on military personnel matters and announces Secretarial decisions. The Council strives to focus simultaneously on the best interests of the Air Force in the maintenance of high standards of conduct as well as the rights of each individual to due process, consistency of treatment, and congruence.

1.2. Composition. The Council is composed of regular, United States Air Force Reserve (USAFR), and Air National Guard (ANG) commissioned officers, noncommissioned officers, and Department of Air Force civilians. The directives and statutes listed below define boards on the council and describe the responsibilities of the Director and each component board member. The Director appoints component board members on special orders.

1.3. Authority. The Council acts through recommendations from its component boards.

1.4. Component Boards:

- Air Force Board of Review (Title 10, U.S.C., Section 1183 and AFI 36-3206, *Administrative Discharge Procedures* [formerly AFR 36-2]).
- Air Force Discharge Review Board (Title 10, U.S.C., Section 1553).
- Air Force Decorations Board (AFI 36-2803, *The Air Force Awards and Decorations Program*).
- Air Force Physical Disability Appeal Board (AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*).
- Air Force Clemency and Parole Board (AFI 31-205, *Correction Program*).
- Air Force Personnel Board (AFI 36-2023, *Secretary of the Air Force Personnel Council and the Air Force Personnel Board*).

NOTE:

AFI 51-602, *Boards of Officers*, does not apply to the component boards. Also, the Director of the Council is the chairperson of the Department of Defense Civilian/Military Service Review Board (DoD Directive 1000.20, *Determinations of Active Military Service and Discharge of Civilian or Contractual Personnel*, September 11, 1989), and appoints officers from the Council as the recorder and/or legal advisor.

1.5. The Air Force Personnel Board. The Air Force Personnel Board reviews and acts on personnel matters listed in paragraph 2. The Board takes final action on behalf of the Secretary, or makes recommendations to higher authority within the Secretariat in accordance with SAF Order 240.8. All commissioned officers on the Council are also members of this Board; additional members may be appointed by the Director on special orders. Three members constitute a quorum, with the following exceptions:

- For regular Air Force appointments, the quorum must contain five regular Air Force members.
- For physical disability evaluations or regular Air Force appointments of medical corps officers, dental officers, nurses, and medical specialists, the quorum must include a medical corps officer. The Physical Disability Appeal Board must include two medical corps officers.
- For involuntary release from active duty, discharge, or retirement of USAFR officers, the quorum must include a USAFR or ANG officer.
- For discharge of USAFR officers, each quorum member must be senior in grade to the person whose case is under consideration.

2. Purview of the Air Force Personnel Board:

2.1. Resignations, Retirements, Separations, Transfers, Releases. The board will consider cases or requests:

2.1.1. By an officer to retire, resign, be released, or separated from active duty.

2.1.2. By a USAFR officer to continue or end active status or active duty with Selective Service (Title 10, U.S.C., Section 1007).

2.1.3. By a USAFR officer to continue or end active duty or active status (Title 10, U.S.C., Section 8855).

2.1.4. By a reservist to continue on active duty after qualifying for retirement, or by a unit to retain a USAFR officer after he or she completes eighteen but less than 20 years of active service (Title 10 U.S.C., Sections 676 and 1006).

2.1.5. By a commissioned officer to transfer from the Air Force to another service (AFI 36-3207, *Administrative Discharge Procedures* [formerly AFR 36-12]).

2.1.6. Of Air Force Academy cadets who wish to resign, or who are considered for disenrollment pursuant to AFI 36-2020, *Disenrollment of US Air Force Academy Cadets* (formerly AFR 53-3).

2.1.7. Of Air Force members who are considered for retirement or separation due to physical disability (Title 10, U.S.C., chapters 61 and 69; and AFI 32-3212).

2.1.8. By an officer to withdraw a resignation (AFI 36-3207).

2.1.9. Of an Air Force member being considered for involuntary administrative separation when the individual:

- Is physically unfit for further military service; or
- Has applied and is eligible for length of service retirement.

2.1.10. Of an officer whom the Air Force recommends be dropped from the rolls of the Air Force (Title 10, U.S.C., Sections 1161 and 1163, and AFI 36-3207).

2.1.11. By an Air Force member claiming to be a conscientious objector (AFI 36-3207).

2.1.12. By an enlisted member with lengthy service who is considered for involuntarily discharge or appeals a nonselection for reenlistment (AFI 36-3209, *Separation Procedures for Air Force Reserve Members* [AFR 35-41V3]).

2.2. Entitlements, Benefits, and Pay. The board:

2.2.1. Establishes the highest grade an individual satisfactorily held in order to calculate:

- Disability retirement or separation under Title 10, U.S.C., chapters 61 and 69.
- Retirement for length of service under Title 10, U.S.C., chapter 869.
- Retirement under Title 10, U.S.C., chapter 67.
- Dependency and indemnity compensation payments to beneficiaries authorized by Title 38, U.S.C., chapter 13, for a service-connected death.

2.2.2. Considers applications to modify selections under the *Survivor Benefit Plan*, Title 10, U.S.C., chapter 73, subchapter II, and AFI 36-3009, *Family Support Center Program*.

2.2.3. Considers advancing enlisted on the retired list to the highest grade satisfactorily served and grade determinations on officers to identify the highest grade of satisfactory service (Title 10, U.S.C., chapters 69 and 869, and AFI 36-3203, *Service Retirements* [formerly AFRs 35-7, 35-21, and 35-23]).

2.3. Appointments. The board considers applications for appointments:

2.3.1. As a regular officer by an officer who is not eligible for Central Selection Board consideration (AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*).

2.3.2. As a USAFR commissioned officer (Title 10, U.S.C., Sections 593 and 594).

2.4. Demotion, Discharge, Promotion:

2.4.1. The board considers the following cases:

- An officer not promoted to first lieutenant (Title, 10 U.S.C., Section 8819, and AFI 36-3207).
- Probationary officers processed for involuntary administrative discharge (AFI 36-3206 or 36-3207).
- Voluntary resignations or retirement applications of commissioned officers in lieu of involuntary administrative discharge or trial by court-martial (AFI 36-3206 or 36-3207).
- Air National Guard members processed for involuntary administrative discharge (ANGI 36-014).
- A member administratively discharged due to a foreign civil conviction under AFI 36-3209.

2.4.2. The Board also considers recommendations to:

- End the suspension of an approved administrative discharge (AFI 36-3207 and 36-3209).
- Revoke a previous Secretarial action.
- Initiate involuntary administrative discharge for USAFR officers (AFI 36-3209).
- Allow retirement in lieu of demotion (AFI 36-3209).
- Authorize direct separation of enlisted members for the convenience of the government i.e., plenary authority (AFI 36-3209).
- Immediately execute a discharge despite a pending appeal of an underlying civil conviction (AFI 36-3209).

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