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Personnel

**ACCESSION OF AIR FORCE MILITARY
PERSONNEL**

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The Air Force requires trained, experienced people to perform its mission. The accessions process provides these qualified new people, essential for replacing today's losses and able to grow into our trained, experienced force of tomorrow. This directive provides policies to ensure we access the right quantity and quality of people who possess the aptitudes necessary to meet Air Force requirements.

SUMMARY OF REVISIONS

This revision updates the Policy Directive by including the requirement to access not only the right number of recruits to meet Air Force requirements, but also to access recruits with the right aptitudes to meet Air Force requirements. It deletes the measure of compliance, "Placement of Accessions in Desired Jobs" and adds the measure of compliance, "Recruiting Ships to BMT by Aptitude Index" (figure A.1.3). It includes in the measure of compliance, "Quality of Enlisted Accessions" the tracking of the number of enlistees in educational achievement Tier 1.

1. Policy:

1.1. The Air Force will:

1.1.1. Access qualified personnel in enough numbers and in the appropriate skill categories to meet the enlisted and officer manpower requirements of the Air Force.

1.1.2. Establish accession goals for officer and enlisted recruiting which the accession sources will strive to achieve. These goals will be based on the need to replace known and projected losses, and to meet end strength, within budgetary constraints. The enlisted accession goal will be based on total non-prior and prior service requirements. While it is important to meet overall accession goals, it more important to access the right individuals and skills to provide field commanders trained troops to accomplish the mission. We will neither lower quality nor access indi-

viduals in overmanned aptitude areas to compensate for an inability to recruit the required number of people in needed aptitude areas.

1.1.3. Afford all qualified persons equal opportunity to become Air Force members and, subject to legal, fiscal, and numerical constraints, and consistent with Department of Defense (DOD) policy, access eligible individuals on a gender-neutral basis without regard to race, color, national origin, or religion.

1.1.4. Establish minimum physical, dependency, moral, citizenship, and age standards for Air Force applicants. Applicants must meet these minimum standards and must satisfy the requirements for the specific program for which they are applying. Individuals not meeting standards may be considered for exceptions on individual merit. The Air Force may deny admission to any individual, even if the applicant appears to be qualified.

2. Responsibilities:

2.1. Headquarters US Air Force (HQ USAF) is responsible for policy oversight and advocacy of the Air Force's accession programs and for interface with the Office of the Secretary of Defense staff concerning development of the DoD policy and legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.

2.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of Air Force accessions programs.

2.2.1. Through the Air Force Personnel Center (AFPC), develops specific entrance standards for active duty military personnel.

2.3. The Chief of the Air Force Reserve (HQ USAF/RE) develops specific entrance standards for Reserve military personnel and oversees the Reserve force.

2.4. The Director, Air National Guard Bureau (NGB/CF) develops specific entrance standards for Air National Guard military personnel and oversees the Air National Guard force.

2.5. The Air Force Judge Advocate General (HQ USAF/JA), the Air Force Surgeon General (HQ USAF/SG), and the Air Force Chief of Chaplains (HQ USAF/HC) develop specific entrance standards and manage their respective accession programs.

2.6. Air Education and Training Command (AETC) may recommend to HQ USAF/DP (through AFPC) changes to standards for entrance qualification tests, and operates the active force enlisted, line officer, medical, and chaplain recruiting programs.

2.7. The US Air Force Academy (USAFA) develops specific cadet entrance standards and operates the Academy accession program.

3. See [Attachment 1](#) for measures of effectiveness.
4. See [Attachment 2](#) for a list of governing documents.
5. See [Attachment 3](#) for a list of interfacing documents.

LAWRENCE J. DELANEY
Acting Secretary of the Air Force

Attachment 1

MEASURING COMPLIANCE WITH POLICY

AI.1. Compliance with enlisted and officer personnel accession policies will be assessed by measuring the area of Attainment of Air Force Accession Requirements. In addition, active duty enlisted accession policies will be assessed by measuring the area's overall quantitative goals, aptitude goals, and quality of enlisted accessions (nonprior service). Each operational function (HQ USAF/SG, HQ USAF/HC, HQ USAF/JA, USAFA, HQ USAF/RE, NGB/CF, and AETC) takes measurements and reports the data to HQ USAF/DP as requested. The measurement charts will display progress compared with desired trends or towards desired goals.

AI.1.1. Attainment of Accession Requirements. The policy to access enough personnel will be assessed by measuring the number of accession categories (Line Officer, Judge Advocate, Chaplain, Medical Corps, Nurse Corps, Dental Corps, Medical Service Corps, Biomedical Sciences Corps, Enlisted [Active Duty], Enlisted [Reserve], Officer [Reserve], Endstrength Goal [Air National Guard]) that meet or exceed Air Force requirements. Measurements will be charted and compared to the total requirements for that category to identify adverse trends ([Figure A1.1.](#)).

AI.1.2. Quality of Enlisted Accessions (Nonprior Service). The policy of accessing quality active duty enlisted personnel will be assessed by measuring the number of enlistees scoring in mental categories I, II, and IIIa on the Armed Forces Qualification Test (AFQT), as well as the number of enlistees in educational achievement Tier 1. Measurements will be charted and compared to the total number of enlisted accessions to identify adverse trends ([Figure A1.2.](#)).

AI.1.3. Recruits Shipped to BMT by Aptitude Index (AI). The policy of accessing enlisted personnel in the appropriate aptitude/skill categories will be assessed by measuring the number of enlistees shipped to Basic Military Training by AI. Measurements will be charted and compared to the AI goals to identify adverse trends ([Figure A1.3.](#)).

Figure A1.1. Attainment of Accession Requirements Active Duty Enlisted.

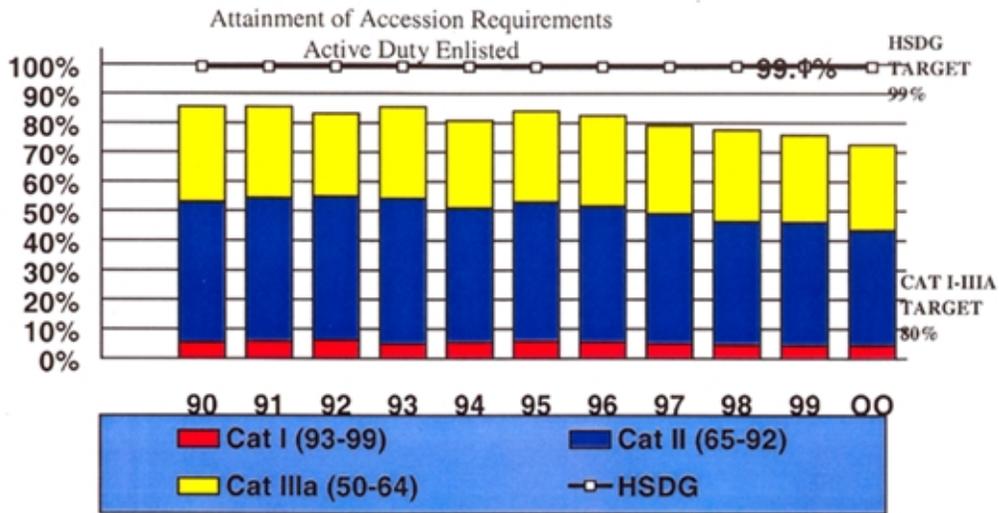


Figure A1.2. Quality of Enlisted Accessions.

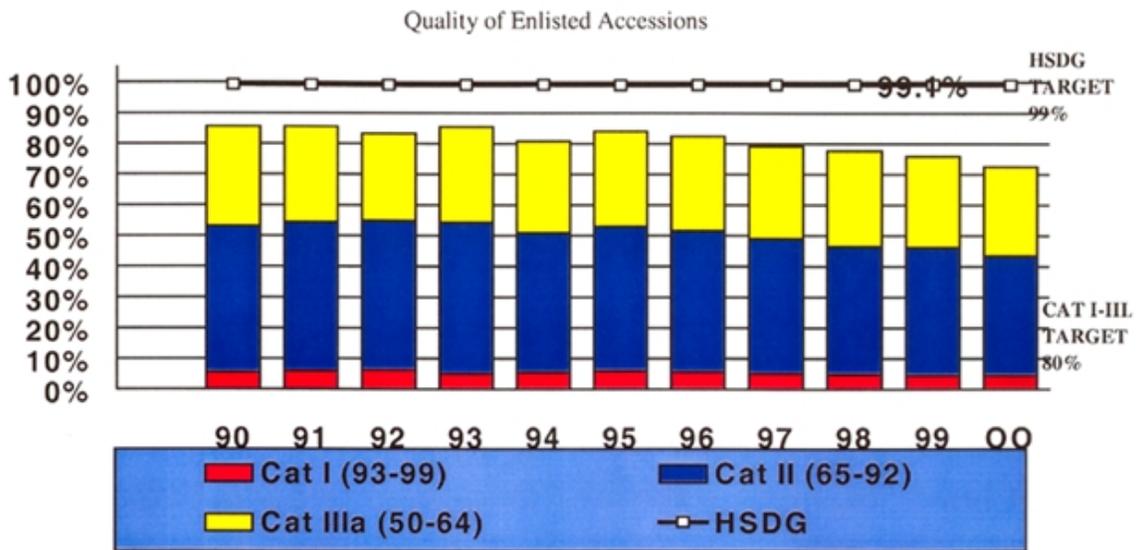
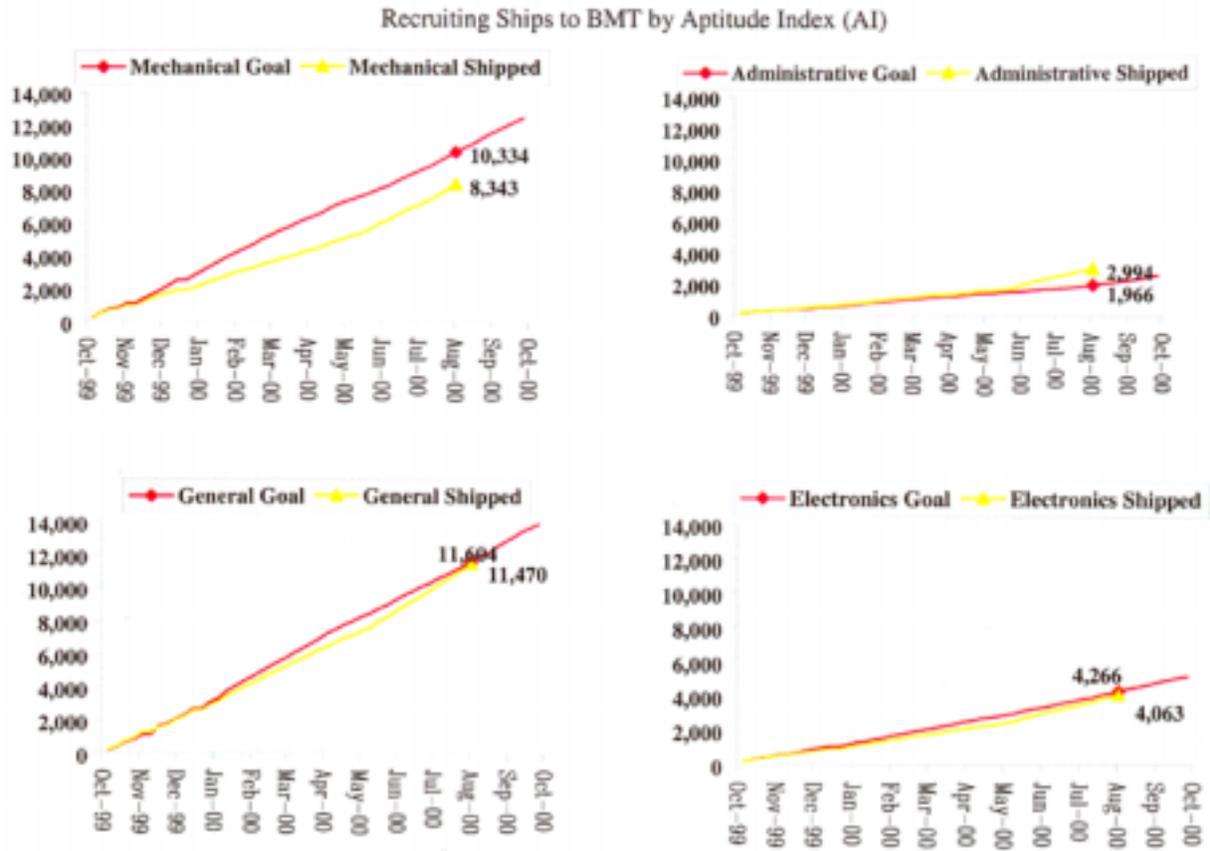


Figure A1.3. Recruiting Ships to BMT by Aptitude Index (AI).



Attachment 2**GOVERNING DOCUMENTS**

This policy implements portions of Title 10, Armed Forces, and 32, National Guard, United States Code, and applies to programs contained in the following documents:

DoD Directive 1145.1, Qualitative Distribution of Military Manpower, Jan 22, 1986

DoD Directive 1145.2, United States Military Entrance Processing Command, Feb 25, 1986

DoD Directive 1205.5, Transfer of Members Between Reserve Components of the Military Service, Apr 10, 1995

DoD Directive 1205.13, Junior Reserve Officers Training Corps Programs, Dec 26, 1995

DoD Directive 1215.8, Senior Reserve Officers Training Corps Programs, Mar 25, 1994

DoD Directive 1300.4, Inter-Service Transfer of Commissioned Officers, Nov 15, 1996

DoD Directive 1304.2, Pre-Enlistment Forms, Mar 14, 1975

DoD Directive 1304.8, Military Personnel Procurement Resources Report , May 28, 1991

DoD Directive 1304.12, DoD Military Personnel Accession Testing Programs, Jun 22, 1993

DoD Directive 1304.19, Accession of Chaplains for the Military, Sep 18, 1993

DoD Directive 1304.20, Enlisted Personnel Management System, Dec 19, 1984

DoD Directive 1304.21, Award of Enlisted Personnel Bonuses And Special Duty Pay, Aug 2, 1984

DoD Directive 1304.22 With Change I, Administration of Enlisted Personnel Bonus and Special Duty Assignment Pay Programs ,Aug 7, 1985

DoD Directive 1304.23, Acquisition and Use of Criminal History Record Information by the Military Services, Feb 15, 1984

DoD Directive 1304.24, Use of Directory Information on Secondary School Students for Military Recruiting Purposes, Apr 20, 1984

DoD Directive 1304.26, Qualification Standards for Enlistment, Appointment, and Induction, Dec 21, 1993

DoD Directive 1310.2, Appointing Commissioned Officers, May 28, 1996

DoD Directive 1312.2, Entry Grade Credit for Health Services Officers, Oct 4, 1989

DoD Directive 1312.3, Service Credit for Commissioned Officers, Oct 21, 1996

DoD Directive 1322.22, Service Academies, Aug 24, 1994

DoD Directive 1350.2, The Department of Defense Military Equal Opportunity Program, Aug 18, 1995

DoD Directive 6130.3, Physical Standards for Enlistment, Appointment, and Induction, May 2, 1994

Attachment 3**INTERFACING DOCUMENTS**

AFI 36-2001, Officer Training Program Examining Centers, Sep 14, 1998

AFI 36-2002, Regular Air Force and Special Category Accessions, Jun 17, 1998

AFI 36-2004, Inter-service Transfer of Officers On the Active Duty List to the USAF, Oct 1, 1998

AFI 36-2005, Appointment in Commissioned Grades And Designation and Assignment in Professional Categories--Reserve of the Air Force and the United States Air Force, May 1, 1998

AFI 36-2006, Oath of Office (Military Personnel) and Certificate of Commission, Jun 1, 1998

AFI 36-2007, Air Force Participation in the Selective Service Program, May 13, 1994

AFI 36-2008, Voluntary Extended Active Duty for Air Reserve Commissioned Officers, Aug 19, 1994

AFI 36-2009, Delay in Active Duty for AFROTC Graduates, Jun 1, 1999

AFI 36-2011, Air Force Reserve Officer Training Corps, Jul 28, 1994

AFI 36-2012, Record of Disenrollment from Officer Candidate-Type Training --DD FM 785, Jul 31, 1998

AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Program, Aug 10, 1994

AFI 36-2014, Air Force Commissioning Education, May 11, 1994

AFJI 36-2018, Medical Examination of Applicants For US Service Academies, ROTC Scholarship Programs, and USUHS, Oct 20, 1989

AFI 36-2019, Appointment to the United States Air Force Academy, May 16, 1994

AFI 36-2616, Trained Personnel Requirement, Dec 10, 1993

AFI 51-101, Judge Advocate Accessions Program, Aug 25, 1994

AFI 46-123, Medical Examination and Standards, Jan 1, 2000

AFPAM 48-133, Physical Examination Techniques, June 1, 2000