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Personnel

**CADET COMMISSIONING AND INITIAL
ASSIGNMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements USAFAPD 36-1, *USAF Academy and Accession Programs*, by establishing procedures for the commissioning and initial assignment of USAF Academy (USAFA) graduates. It references AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*; and AFCAT 36-2223, *USAF Formal Schools*. It applies to all USAFA agencies involved in these actions.

This publication requires us to collect and maintain information protected by the Privacy Act of 1974. Title 10, U.S.C., Sections 8013 and 9331, and Executive Order (EO) 9397 authorize the maintenance and collection of data prescribed in this publication. System of records notice F035 AFA B, Master Cadet Personnel Record (Active/ Historical) applies. AF Form 133, **Oath of Office (Military Personnel)**, contains the Privacy Act statements AFI 37-132, *Air Force Privacy Act Program*, requires.

SUMMARY OF REVISIONS

Deletes USAFA Form 93, Cadet Evaluation for UFT Selection Board; corrects HQ Air Force Military Personnel Center (HQ AFMPC) to HQ Air Force Personnel Center (HQ AFPC).

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1. Commissioning:

1.1. Authority. Each eligible USAFA graduate is appointed a commissioned officer under the provisions of Title 10, U.S.C., Sections 533, 541, 702, 9348, and 9353.

1.2. Responsibilities. The Commandant of Cadets (Commander, 34th Training Wing (34 TRW/CC)), and Cadet Personnel (HQ USAFA/DPY) jointly manage cadet commissioning and implement HQ USAF personnel policies and directives regarding commissioning. Specific organizational requirements are these:

1.2.1. 34 TRW disseminates all cadet commissioning policies and directives to the graduating class.

1.2.2. The 10th Medical Group (10 MDG) determines each cadet's physical qualification for commissioning in the Armed Services and for aircrew training by examining each second class cadet during the fall semester of the second class year. The 10 MDG evaluates and reports each graduate's physical qualifications to HQ USAFA/DPY, including HQ AETC/SG certified physicals for Undergraduate Flying Training (UFT).

1.2.3. The Office of the Registrar (HQ USAFA/DFR) provides verified rosters, transcripts, and individual cadet status (for example, turnback, late graduates) as required for processing graduate assignments and record maintenance.

1.2.4. The Joint Personal Property Shipping Office, Colorado Springs (JPPSO-COS), briefs graduating cadets on transportation and shipment of household goods.

1.2.5. Financial Management (10 ABW/FM) briefs graduating cadets on pay and entitlements.

1.2.6. The 10th Communications Squadron (10 CS) provides data processing support for record and assignment processing.

1.2.7. The Career Counseling and Assignments Branch (HQ USAFA/DPYC) notifies the Air Force Personnel Center (HQ AFPC), DPPAO and DPPPOC, of any cadet whose graduation date changes or who will not receive a commission in the US Air Force.

1.3. Appointment in the United States Air Force:

1.3.1. The Cadet Examinations and Records Division (HQ USAFA/DFRR), Office of the Registrar (HQ USAFA/DFR), forwards to HQ USAFA/DPY a copy of the master roster (alphabetical listing of complete names--last, first, middle) of USAF Academy graduates tentatively verified for appointment.

1.3.2. HQ USAFA/DPYC distributes AF Form 133, **Oath of Office (Military Personnel)**, to the squadron personnel representatives. The Air Officers Commanding (AOC) ensure the Oath of Office is administered to graduates in their respective squadrons and is returned to HQ USAFA/DPYC not later than 0900 graduation day.

1.4. Appointment in Other Services (Cross-Commissioning). Cadets apply through the service liaison officers who provide HQ USAFA/DPYC all required documents. HQ USAFA/DPYC processes AF Form 1768, **Staff Summary Sheet**, package through the Superintendent (HQ USAFA/CC) to HQ USAF/DPXFA requesting approval for commissioning in the service requested. Respective service liaison officers work with their service counterparts to obtain graduation assignments for those

Air Force applicants approved for cross-commissioning. HQ USAFA/DPYC notifies HQ USAFA/DFRR, 34 TRW/CC, and HQ USAFA/CC those cadets approved for cross-commissioning.

1.4.1. Cross-commissionees, either into or out of the Air Force, are ineligible to compete in the Undergraduate Pilot Training (UPT)/Undergraduate Navigator Training (UNT) boards.

1.4.2. HQ USAFA/DPYC, in conjunction with HQ USAFA/DF, classifies all cross-commissionees into the USAF.

2. Assigning New Graduates. Before commissioning, HQ USAFA/DPYC counsels graduates on available career fields and the minimum requirements to enter them. HQ USAFA/DPYC verifies that cadets meet the requirements for their selected Air Force Specialty Code (AFSC). Career counseling acquaints cadets with approved career fields. Graduates who are not physically qualified for or do not elect entry into Aircrew Training may select only career fields approved for their class. HQ USAFA/DPYC compiles and forwards all AFSC selection information to the HQ USAFA/CC for approval.

2.1. Responsibilities:

2.1.1. HQ USAFA/DPYC administers the graduates' assignments and implements HQ USAF and AFPC instructions and directives. HQ USAFA/DPYC serves as the contact point for all personnel actions between USAFA, AFPC, Air Education and Training Command (AETC), Air Force Institute of Technology (AFIT), and other major commands.

2.1.2. HQ USAFA/DPYC disseminates assignment policies, directives, and information to the Cadet Wing.

2.2. Assignment to Undergraduate Flying Training (UFT). The Academy rated board selects only graduates who volunteer and are physically qualified for UFT (use USAFA Form 94, **Cadet Evaluation for AFSC Selection.**)

2.2.1. UFT Quotas. HQ USAFA/DPYC obtains initial quotas for UPT, UNT, and Euro-NATO Joint Jet Pilot Training (ENJJPT) from HQ AFPC/DPPAO.

2.2.2. UFT Class Date and Base. Board order of merit and individuals' desires determine UFT class date and base.

2.2.3. ENJJPT Program. This is a highly competitive flying program. The Academy rated board considers only volunteers for this training.

2.2.4. Trading UFT Slots. Graduates may not trade bases and class starting dates. **(This is not waivable.)**

2.2.5. UFT to Medical School. Selectees who volunteer and are approved for and accepted to medical school forfeit their UFT AFSC.

2.3. Assignments to Nonrated Air Force Specialty Codes (AFSC). Graduates who do not enter UFT must select a career field approved for their class. Counseling acquaints cadets with the career fields, career progression, physical and academic requirements, and overall Air Force needs (use USAFA Form 94.)

2.3.1. Nonrated AFSC Availability. HQ AFPC/DPPAO sends HQ USAFA/DPYC an annual listing of all nonrated AFSCs each graduating class may enter.

2.3.2. Assignment Preference. After the classification process, all non-UFT-bound graduating cadets indicate assignment preferences. HQ USAFA/DPY ranks preferences based upon board order of merit. Only persons monitoring the record system in the performance of official duties and the conduct of official business may use board information (specifically board ranking). **(This is not waivable.)**

2.3.3. Trading Nonrated Slots. Graduating cadets may not trade AFSCs/bases/class dates. **(This is not waivable.)**

2.4. Assignment to a USAFA Casual Job. UFT/intel selectees with class start dates of October or later of their graduation year will perform casual duty at the USAF Academy. HQ USAFA/DPYC:

2.4.1. Distributes a memorandum throughout the Academy requesting job descriptions.

2.4.2. Ensures all job requests are submitted to HQ USAFA/DPYC by the suspense date.

2.4.3. Ensures a list of jobs is made available to the Cadet Wing after the UFT base and date selections have been announced.

2.5. Assignment to Other Casual Jobs. Casual status at a location other than USAFA is normally not available. Exceptions may be approved by the Superintendent. If approved, the TDY unit will normally provide a TDY fund cite.

2.6. Assignment to Graduate Education:

2.6.1. The Cadet Awards and Graduate Studies Office (HQ USAFA/DFSAA) manages selection for graduates applying for graduate education through scholarships, fellowships, the Graduate School Program, and the medical education program. Selections are based on merit and Air Force requirements.

2.6.2. Graduates may enter scholarship and fellowship programs (as approved by the Graduate Scholarship Committee) as an initial assignment, provided:

2.6.2.1. They are volunteers.

2.6.2.2. They are academically qualified and accepted by AFIT and the academic institution they will be entering.

2.6.2.3. The USAF Academy recommends them for the program.

2.6.3. HQ USAFA/DFSAA prepares all required documents and forwards them to HQ USAFA/DPYC.

2.6.4. HQ USAFA/DFRR forwards to HQ AFIT/RR and HQ AFPC a list of graduates recommended for the Honor Graduate Program (Blue Chip) (reference AFCAT 36-2223).

2.6.5. HQ USAFA/DFSAA forwards the names of scholarship winners to HQ USAFA/DPYC for processing as quickly as possible upon receipt.

2.6.6. HQ USAFA/DPYC processes and forwards to HQ AFIT acceptance applications of graduates recommended for programs in this paragraph.

2.7. Assignment to Medical School. A maximum of 4 percent of the graduating class may enter medical school programs as an initial assignment.

2.7.1. Upon HQ USAFA/CC final approval, the Biology Department (HQ USAFA/DFB) forwards HQ USAFA/DPYC a listing of first class cadets recommended for medical school programs.

2.7.2. HQ USAFA/DPYC processes and forwards to HQ AFPC acceptance memorandums of graduates accepted to medical school. Medical school acceptance normally cannot be accomplished after graduation.

3. Taking Graduation Leave. USAF Academy graduates are authorized 60 days nonchargeable graduation leave, military requirements permitting (i.e., provided it does not conflict with their reporting instructions). This leave must be taken and completed within 90 days of graduation (Title 10, U.S.C.). Graduation leave may not be carried forward beyond the reporting date to the first permanent duty station or to a port of embarkation for permanent duty outside the United States or in Alaska or Hawaii. Graduating cadets must provide HQ USAFA/DPYC with leave address and telephone number so that HQ USAFA/DPYC can maintain accountability records.

4. Taking Graduation Leave Overseas. Graduates taking leave in foreign countries must contact the main post office passport division for procedures on entering foreign countries and other requirements of the Foreign Clearance Guide.

5. Issuing PCS Orders. HQ AFPC furnishes graduate assignment instructions to HQ USAFA/DPYC through the Personnel Data System (PDS). HQ AFIT furnishes HQ USAFA/DPYC and HQ AFPC additional assignment instructions for those entering graduate education programs. HQ USAFA/DPYC compares assignment information received with the graduates' assignment choices to ensure assignments are generally consistent with the graduates' order of preference. HQ USAFA/DPYC complies with all assignment instructions and sends PCS orders to all graduates in a timely manner.

6. Form Prescribed: USAFA Form 94.

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