

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-169**

17 JULY 2002

Personnel

**APPLY FOR AND ADMINISTERING CADET
TURNBACK PROGRAMS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, by prescribing ways to administer the Administrative Turnback and Medical Turnback Programs, and it applies to all USAFA cadets and agencies involved in these programs. USAFAI 36-169 requires Academy agencies to collect and maintain information protected by the Privacy Act of 1974. Title 10, U.S.C., Sections 9331 and 9349, authorizes these agencies to maintain and collect data prescribed in this publication. Letter formats and questionnaires contain a Privacy Act Statement required by AFI 33-332, *Air Force Privacy Act Program*. Units are responsible to comply in accordance with AFI 37-138 (Records Disposition Procedure and Responsibilities) and AFMAN 37-139 (Records Disposition Schedule) for maintaining and disposing of electronic or paper records kept on file.

SUMMARY OF REVISIONS

Format change to letter in **Attachment 2**. A “|” indicates revised material since the last edition.

1. Glossary of References and Terms. See **Attachment 1**.

2. Administrative Turnbacks. The Administrative Turnback program is for cadets who encounter a temporary hardship. It affords these cadets the opportunity to be away from the Academy for one or two semesters in order to resolve these hardships. The program is intended to prevent resignations of cadets otherwise able to successfully complete graduation and commissioning requirements. Requests for administrative turnbacks are cadet initiated through the squadron air officer commanding (AOC) and must be fully supported by the 34th Training Wing Commander (34 TRW/CC). Final authority for all administrative turnback requests rests with the Superintendent. Requests for turnback are considered on a case-by-case basis depending on the particular circumstances of each cadet. Factors to be considered in evaluating requests for administrative turnback include, but are not limited to: degree of hardship, estimated duration of hardship, and commitment of cadet to return to the cadet wing.

2.1. Applying for and Processing Administrative Turnbacks. Cadets interested in applying use **Attachment 2** as a format and send the completed application through the 34th Training Wing beginning with the squadron AOC, group AOC, 34th Training Group Commander (34 TRG/CC), to 34 TRW/CC. The 34 TRW/CC then recommends approval or disapproval of the request to the Superintendent.

2.2. USAFA Form 34, Cadet Separation Clearance/Referral (PA). If the request is recommended for approval by 34 TRW/CC, the squadron AOC is responsible for instructing the cadet to complete USAFA Form 34. After receiving a completed USAFA Form 34 from the cadet, both the squadron and group AOCs will assign a rating. When this is complete, the cadet will be notified by the squadron AOC that the cadet must contact HQ USAFA/JACD to set up an appointment. The cadet must hand-carry the request and endorsements to HQ USAFA/JACD, who is responsible for processing it.

2.3. HQ USAFA/JACD:

2.3.1. Briefs the cadet on turnback requirements and schedules an outprocessing appointment for the cadet with Cadet Personnel (HQ USAFA/DPYQ).

2.3.2. Forwards the request to the Superintendent for approval or disapproval. The Superintendent may refer the case to the Academy Board for advice prior to making a decision.

2.3.3. Notifies the 34 TRG/CC of the Superintendent's decision. Notification will flow through the 34 TRG Chain of Command to the squadron AOC. The squadron AOC will instruct the cadet to contact HQ USAFA/JACD.

2.3.4. Schedules an outprocessing appointment for the cadet with HQ USAFA/DPYQ.

2.3.5. Briefs the cadet on all requirements for outprocessing and departing the Academy.

2.3.6. Contacts the cadet in advance of his or her scheduled return date to confirm the cadet's intention to return. In the event the cadet elects not to return, processes the cadet's undated letter of resignation. If the cadet resigns, the cadet is not relieved of any previously acquired service commitment.

2.3.7. Schedules a return date, in coordination with the squadron AOC, (typically one day prior to the projected cadet wing return) for cadets reporting back in January and August. Coordinates a projected return date with Cadet Summer Program Branch (34 TRS/DOS) for cadets reporting back in June or July.

3. Medical Turnbacks:

3.1. A medical turnback involves a cadet suffering from a temporary disqualifying medical condition that can be completely resolved within two semesters away from the Academy. A request for medical turnback is typically not cadet initiated. Instead, if the Cadet Medical Evaluation Board (CMEB) determines that a cadet is qualified for medical turnback, the CMEB forwards the recommendation to the Command Surgeon (10 MDG/CC). However, a cadet may respond to a CMEB recommendation for disenrollment by requesting a medical turnback in lieu of disenrollment.

3.2. Once a CMEB has met, 10 MDG/CC will forward a recommendation concerning whether turnback is appropriate through the group AOC and TRG/CC to 34 TRW/CC.

3.3. After 34 TRW/CC has reviewed the recommendation, 34 TRW/CC may permit the cadet to depart the Academy in a leave without pay status before the Superintendent considers a medical turn-

back. If early departure is recommended by 34 TRW/CC, the cadet will be permitted to outprocess and depart the Academy prior to the Superintendent granting the medical turnback. If the Superintendent disapproves the medical turnback, the cadet will be processed for medical disenrollment.

3.4. 10th Aerospace Medicine Squadron (10 AMDS/SGP) notifies HQ USAFA/JACD when the CMEB report is returned from 34 TRW/CC and appeal rights have been acknowledged by the cadet.

3.5. If a medical turnback is denied by the Superintendent or declined by the cadet, the cadet will be processed for medical disenrollment.

3.6. If the medical turnback is approved by the Superintendent and accepted by the cadet, HQ USAFA/JACD will contact the squadron AOC who will instruct the cadet to schedule an appointment to begin turnback outprocessing.

3.7. HQ USAFA/JACD schedules a return date, in coordination with the squadron AOC, (typically one day prior to the projected cadet wing return) for cadets reporting back in January and August. Coordinates a projected return date with 34 TRS/DOS for cadets reporting back in June or July.

4. Agreeing to the Conditions of Acceptance for Both Administrative and Medical Turnbacks.

Before cadets can depart on any type of turnback, they must agree to:

4.1. Store all uniforms at the Academy during the turnback period. Squadron AOC is responsible for securing this property during the absence of the cadet.

4.2. Make all travel arrangements to and from the Academy and pay all expenses.

4.3. Remain in a leave without pay and allowances status while on turnback.

4.4. Retain their ID cards and all active duty benefits, such as commissary, BX, and medical and dental care.

4.5. Surrender any government travel/credit cards to the squadron AOC.

4.6. Go to the nearest military facility for medical or dental care. However, in an emergency which could result in a loss of life, limb, or sight they may go to a civilian medical facility at the government's expense in accordance with existing military health care (Tricare) restrictions. (Civilian medical facilities send requests for payment to 10th Medical Group/SGSR, 4102 Pinion Drive, Colorado Springs CO 80840-4000.)

4.7. Sign and submit relevant attachments to this instruction, as determined by HQ USAFA/JACD.

4.8. Keep the HQ USAFA/DPYQ and the squadron AOC apprised of current mailing address and phone number at all times during the period of turnback status.

4.9. For pregnancy turnbacks, submit the following legal documentation before returning to the Academy:

4.9.1. Proof of complete relinquishment of parental duties and rights (i.e. adoption certificate, and not powers of attorney, contract for care, etc.) sufficient to permanently extinguish any and all obligations to the child under the laws of the United States.

| 5. Inprocessing Returnees:

5.1. 10 AMDS/SGP:

5.1.1. Contacts cadets on medical turnback to certify their medical problems have been corrected and they are medically qualified for reentry into the cadet wing.

5.1.2. Starts disenrollment procedures if a medical turnback cadet is not qualified for reentry.

5.2. HQ USAFA/DPYQ:

5.2.1. Contacts summer returnees in March of the academic year and spring returnees in October of the academic year to determine their eligibility and desire to return.

5.2.2. Mails the appropriate checklist at [Attachment 3](#) or 4 to the cadet to complete and return.

5.2.3. Contacts HQ USAFA/JACD regarding any positive responses to the questionnaire ([Attachment 3](#) or [Attachment 4](#)). HQ USAFA/JACD will coordinate with 34th Training Group, Policy and Evaluation Office (34 TRG/PE), or 10 AMDS/SGP to resolve as appropriate.

5.2.4. Schedules a return date, in coordination with the squadron AOC, (typically one day prior to the projected cadet wing return) for cadets reporting back in January and August. Coordinates a projected return date with 34 TRS/DOS for cadets reporting back in June or July.

5.2.5. Contacts 34 TRG/PE for new squadron assignments for returning cadets.

5.2.6. Before the return date, notify the following agencies: 34 TRG/CC, applicable group and squadron AOC, JACD, Institutional Research & Assessments Division (HQ USAFA/XPR), Athletics (HQ USAFA/AH), 34 TRG/PE, Advanced Information Technology (34 SPTG/AIT), and Customer Service (HQ USAFA/DFRR), stating each cadet's date of return, new class year, and squadron of assignment. **NOTE:** For cadets who decide not to return, HQ USAFA/DPYQ notifies HQ USAFA/JACD to process the undated resignation letter.

5.2.7. Inprocesses cadets through Air Force Academy agencies upon their return.

5.3. HQ USAFA/JACD:

5.3.1. Dates and processes the tender of resignation for any administrative or medical turnback cadet who elects not to return to the Academy.

6. Establishing Return Dates. A cadet should not return to the Academy any earlier than 1 duty day before the scheduled return date. The Superintendent must approve or disapprove the request if a cadet wants an earlier return date.

6.1. Requesting an Earlier Return Date: The cadet sends a memorandum for record (MFR) requesting an earlier return date to HQ USAFA/DPYQ at least 2 months before the beginning of the semester in which the cadet wants to return.

6.2. HQ USAFA/DPYQ:

6.2.1. Staffs the MFR with the cadet's original turnback request to 34 TRW/CC for a recommendation and to the Superintendent for approval.

6.2.2. Notify the cadet of the Superintendent's decision and, if applicable, coordinate the cadet's return with Admissions (HQ USAFA/RR) as described in paragraph [5.2](#).

7. Form Adopted. USAFA Form 34, Cadet Separation Clearance/Referral (PA).

JAMES E. MOODY, Col, USAF
Staff Judge Advocate

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*.

Terms

Academy Board—Presided over by the Superintendent, including members representing the 34th Training Wing, Dean of the Faculty (HQ USAFA/DF), and Directorate of Athletics (HQ USAFA/AH).

Administrative Turnback —Turnback requested by a cadet because of a hardship of a temporary nature.

Leave Without Pay and Allowances—Leave status granted to cadets for the purpose of participating in turnback programs. Cadets are not eligible for pay and allowances during this period, but they will retain their ID cards and all active duty benefits.

Medical Turnback—Turnback recommended by a Cadet Medical Evaluation Board (CMEB) for cadets who are temporarily medically disqualified for continuation at the Academy. Cadets are recommended for this program only if it is anticipated that their medical problem can be corrected within 1 year.

Temporary Hardship—A temporary hardship generally involves an exceptional set of circumstances, involving an individual cadet, family member, or person having significant influence in the cadet's life that cannot be resolved if the cadet remains in attendance at USAFA or during a short period of leave from USAFA. Temporary hardships must normally be resolved within two semesters and allow for the cadet's complete return to cadet duties at the end of the absence. Examples of temporary hardships include, but are not limited to: pregnancy, family emergency, or other personal crisis.

Attachment 2

SAMPLE APPLICATION FOR ADMINISTRATIVE TURNBACK

(Use Appropriate Letterhead)

Date

MEMORANDUM FOR HQ USAFA/CC

FROM: CS-01 (C3C Smith, Xavier J., 999999999)

SUBJECT: Request for Administrative Turnback

1. Request I be granted administrative turnback status for the following reason:

(EXPLAIN WHY TURNBACK SHOULD BE GRANTED)

2. I have the following family members, but they cannot assist for the reasons indicated:

OR

I HAVE NO FAMILY MEMBERS

3. I understand that, if this request is approved, I will not be authorized travel pay nor will I be entitled to pay and allowances during the period I am away from the United States Air Force Academy (USAFA). I also understand that I will not be permitted to withdraw my accrued funds from my Cadet Personal Investment Trust Fund account either prior to or during the turnback period.

4. I understand that I may incur additional expenses for uniforms, equipment, etc. upon my return.

5. I understand that upon my return to the Academy, disenrollment procedures may begin against me if :

a. I was arrested, convicted, or fined for a violation of the law.

b. I did not uphold the Cadet Honor Code or behave in a manner unacceptable to the status of a USAFA cadet.

c. I acquired dependents or a legal responsibility to support or care for dependents.

6. I will be required to sign an undated tender of resignation and understand and agree that this resignation will be dated and processed in the event that:

- a. I do not return on the scheduled date; or
- b. I request (in writing) that USAFA accept my resignation; or
- c. I do not respond to attempts to contact me.

C3C XAVIER J. SMITH
999-99-9999, CS-01

AUTHORITY: Title 10 USC 9331 and 9349.

PRINCIPAL PURPOSE: For member to state his/her reasons for requesting an absence from the Academy.

ROUTINE USE: To evaluate member's request for Administrative Turnback.

DISCLOSURE IS VOLUNTARY. However, failure to provide the requested information could result in denial of Administrative Turnback.

1st Ind, CWDS-1

TO: CWD-1

Concur/Nonconcur.

(AOCs Signature Block)
Commander, Cadet Squadron One

2d Ind, CWD-1

TO: 34 TRG/CC

Concur/Nonconcur.

(Group AOCs Signature Block)
Commander, Cadet Group One

3rd Ind, 34 TRG/CC

TO: HQ USAFA/JACD

Concur/Nonconcur.

(Signature Block)
Commander, 34 Training Group

4th Ind, 34 TRW/CC

TO: HQ USAFA/JACD

I recommend approval/disapproval of Cadet Smith's request. Early departure is granted/denied.

(Signature Block)
Commander, 34 TRW/CC

Attachment 3

**QUESTIONNAIRE: ADMINISTRATIVE/MEDICAL TURNBACK RETURNEE
(Do Not Use This Questionnaire for Administrative Turnbacks for Pregnancy)**

PART I

() I desire to reenter the Cadet Wing and will report for a reentrance medical examination.

(Signature)

(Date)

PART II

Answer with a "yes" or "no" the following questions. During your absence, did you:

- 1. Use, possess, or distribute cocaine, marijuana, LSD, or any other illegal substance as defined by Article 112a, UCMJ?
- 2. Get married?
- 3. Acquire a legal obligation to support a dependent?
- 4. Get arrested, convicted, or fined for any violation of the law, to INCLUDE traffic violations?
- 5. Commit any breach of conduct as defined by Air Force, USAFA, or Cadet Wing instructions?

If you answered "YES" to any question, provide complete details to include, if applicable, the time and date of an incident, the name and location of the court, and disposition of the case.

(Signature)

(Date)

PART III

() I decline to return to the USAF Academy and request my resignation be accepted.

(Signature)

(Date)

AUTHORITY: Title 10 USC 9331 and 9349.

PRINCIPAL PURPOSE: For member to disclose whether he/she is qualified to return to the Academy.

ROUTINE USE: To evaluate member's application to return to the Academy.

DISCLOSURE IS VOLUNTARY. However, failure to provide the requested information could result in disenrollment.

Attachment 4

QUESTIONNAIRE: ADMINISTRATIVE TURNBACK FOR PREGNANCY RETURNEE**PART I**

() I desire to reenter the Cadet Wing and will report for a reentrance medical examination.

(Signature)

(Date)

PART II

Answer with a "yes" or "no" the following questions. During your absence, did you:

1. Use, possess, or distribute cocaine, marijuana, LSD, or any other illegal substance as defined by Article 112a, UCMJ?
2. Get married?
3. Regarding dependents:
 - a. Lose all legal obligation to support a child or children?
 - b. Obtain documentation to prove your status? (*please include a copy*)
4. Get arrested, convicted, or fined for any violation of the law, to INCLUDE traffic violations?
5. Commit any breach of conduct as defined by Air Force, USAFA, or Cadet Wing instructions that would disqualify you from returning to the Academy?

If you answered "YES" to any question, provide complete details to include, if applicable, the time and date of an incident, the name and location of the court, and disposition of the case.

(Signature)

(Date)

PART III

() I decline to return to the USAF Academy and request my resignation be accepted.

(Signature)

(Date)

AUTHORITY: Title 10 USC 9331 and 9349.

PRINCIPAL PURPOSE: For member to disclose whether he/she is qualified to return to the Academy.

ROUTINE USE: To evaluate member's application to return to the Academy.

DISCLOSURE IS VOLUNTARY. However, failure to provide the requested information could result in disenrollment.
