

**BY ORDER OF THE
CHIEF NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION
36-2002**



1 OCTOBER 2012

Personnel

**ENLISTMENT AND REENLISTMENT IN
THE AIR NATIONAL GUARD AND AS A
RESERVE OF THE AIR FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms. Wanda R. Langley)

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. This instruction prescribes the eligibility requirements and procedures for enlisting and reenlisting in the Air National Guard (ANG) and as a Reserve of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) and Executive Order (E.O.) 9397 (SSN), as amended by E.O. 13478, Amendments to Executive Order 9397 Relating to Federal Agency use of Social Security Numbers, November 18, 2008. The applicable Privacy Act System of Records Notices (SORNs) **F036 AF PC N, Unit Assigned Personnel Information**, and **F036 AF PC C, Military Personnel Records Systems**, **F036 AF PC Q, Personnel Data System (PDS)** and **F036 AETC R, Air Force Recruiting Information Support System (AFRISS) Records** is available at <http://privacy.defense.gov/notices/usaf>. Maintain and dispose of all records created as a result of the prescribed processes IAW AFI 33-332, *Air Force Privacy Act Program*.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Changes were made to **Table 1.6**, Grade Determination for Non-Prior Service Enlistees., Rule 5, paragraph **A2.1.5**, and paragraph **A7.2.4**, to reflect proper information. An appeal process has been added to the ANG reenlistments. Also, Air Force (AF) Forms and National Guard Bureau (NGB) Forms have been changed to reflect that they are now Information Management Tools (IMTs). The Enlistment Questionnaire and Reenlistment/Extension Questionnaire were merged and made into NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension*. The Dependency Statement for Enlistment was made into NGB Form 3622, *Dependency Statement for Enlistment*.

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Chapter 1

QUALIFICATIONS AND CRITERIA FOR ENLISTMENT

1.1. GENERAL Responsibilities.

1.1.1. The National Guard Bureau (NGB), Directorate of Manpower, Personnel and Services(NGB/A1) has overall responsibility for providing guidance. NGB/A1 is the approval authority for assignment exceptions not authorized in this instruction and is responsible for monitoring overall assignment statistics and data.

1.1.2. Adjutant General (AG). Each AG is responsible for implementing the policies and procedures within the state as outlined in this instruction.

1.1.3. Unit commanders will ensure their personnel are assigned to authorized positions within their unit and that a viable personnel force management plan is in place as provided for in this instruction.

1.1.4. The Force Support Squadron (FSS) is responsible for ensuring each unit assigned is complying with this instruction. They are also responsible for providing guidance, monitoring and assisting each unit commander with developing a force management plan. FSSs are responsible for updating all assignment actions in the Personnel Data System (PDS) correctly and in a timely manner.

1.1.5. The state Human Resource Office (HRO) is responsible for monitoring the assignment of Active Guard Reserve (AGR) members and military technicians.

1.1.6. Recruiting and Retention Personnel are responsible for the pre-screening and processing of applicants who enlist into the ANG utilizing established policies and procedures.

1.1.7. When the term "State" or "States" is addressed, this term includes all 50 states and territories; Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

1.2. Preliminary Screening. Before being processed for enlistment, each applicant will be advised that he or she will be applying for enlistment into an Air Reserve Component (ARC) of the United States Armed Forces. As a member of a ready reserve unit, the applicant must be briefed and fully understand, he or she will be considered immediately available for active federal service in the event of mobilization. Both recruiters and applicants alike must understand that the enlistment of any applicant who is not immediately available for federal active service when called upon is not compatible with the worldwide mission of the Air National Guard of the United States (ANGUS). Each applicant will be thoroughly screened and every effort made to ensure that only the most capable, dedicated and conscientious persons are selected for enlistment under the established enlistment priority programs. Applicants will be tentatively qualified using this instruction of basic accession eligibility criteria and the specific program chapter under which they are being accessed. Use of the recruiting tool-CCMAPPEDDS. Using CCMAPPEDDS may be obtained over the telephone after briefing the Privacy Act of 1974. Annotate the current NGB/A1Y approved Lead Management System. It is imperative that only the most qualified applicants are enlisted to achieve and maintain the highest possible skill level, consistent with Unit Manpower Document (UMD) requirements. If "Yes" is indicated for

any question on the NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension of Enlistment*, review Table 1.3. to determine enlistment eligibility.

1.2.1. Recruiters are the only authorized personnel able to conduct pre-enlistment interviews of all applicants in order to determine their qualifications for enlistment. Recruiters will not process an individual believed to be mentally, morally, or physically unacceptable for the service as outlined in this instruction. If an individual insists on being processed, and the recruiter believes that refusal may embarrass the ANG, he or she will suspend all preliminary screening and seek guidance from his or her supervisor.

1.2.1.1. Applicants who will require a waiver or Exception to Policy (ETP) as identified in Tables 1.3. or 1.4., will not be scheduled for a physical until final approval is received from the appropriate approval/disapproval authority. This policy does not apply to rules 22, 29 and 38 in Table 1.3.

1.2.2. Under no circumstances will job interviews be conducted at unit level. The Adjutant General (TAG) will authorize in writing whether unit orientation briefings for new applicants will be conducted. If authorized, these briefings will consist of informing the applicant of squadron/flight unique requirements. If during the briefing, the briefer discovers information they feel may be disqualifying for enlistment, or the applicant declines to accept requirements of the Air Force Specialty Code (AFSC), the FSS Officer should be notified immediately to verify whether or not such information is in fact disqualifying. If the state AG chooses to utilize unit orientation briefings, it is incumbent upon the state to ensure that the briefings are accomplished for all applicants, information covered in the briefings are not discriminatory, and the orientation is presented in a fair and equitable manner.

1.2.3. The military records of a Prior Service (PS) applicant must be closely examined to determine the manner in which the service was performed and progression within their previous skill. When considering a PS applicant for enlistment, all service documents will be obtained and reviewed to determine the reason for discharge or separation from each previous military service. An applicant's enlistment eligibility will be determined only after an overall view of previous military service (see paragraph 1.17).

1.2.3.1. Each of the following criteria will be considered on each document issued by the previous branch of military service; Type of Separation, Character of Service, Separation Program Designator (SPD), Reenlistment Eligibility (RE) code, and Narrative Reason for Separation.

1.2.3.2. To obtain prior military service records, use SF Form 180, *Request Pertaining to Military Records* (see paragraph 2.1.8.). An obvious need for further training or the necessity to train in an entirely new career field should be carefully weighed along with any other factors that have a bearing on the individual's potential value to the unit in light of the criteria specified in this and other governing directives.

1.2.4. The Air National Guard (ANG) policy for Pre-service Drug Abuse, including Pre-service marijuana usage and self-admission to drug involvement is outlined in Attachment 4.

1.2.5. Applicants will not be processed at any United States Military Entrance Processing Command (USMEPCOM) Military Entrance Processing Station (MEPS) (this applies to the physical portion only) or ANG Medical Group whose last admitted Pre-Service Marijuana

use is within 45 days of application. Processing may continue after 46 days or more have elapsed and the requirements of paragraph 2.7.6. have been met.

1.2.6. After the initial screening process, applicants testing positive for any illegal substance at MEPS or ANG Medical Group will be permanently barred from enlistment into the ANG. NO WAIVER OR ETP WILL BE GRANTED.

1.3. ANG Enlistment Authority. The Secretary of the Air Force (SAF) under Title 10 USC § 12102(b) may approve or deny the enlistment of qualified, effective, and able-bodied persons into the ANG.

1.4. Enlistment/Reenlistment Waiver Authority. The Chief, National Guard Bureau (CNGB) may waive disqualifying factors not set by statute, Department of Defense (DoD) policy, or otherwise stated in this instruction. The CNGB has delegated the enlistment/reenlistment waiver authorities for the ANG as indicated in Chapters 1, 2, and 4 of this instruction.

1.4.1. The ANG Surgeon General may waive physical standards for enlistment In Accordance With (IAW) Air Force Instruction (AFI) 48-123, *Medical Examination and Standards*.

1.5. Citizenship Requirement. All documents must be original, notarized true copies of the source document, or certified true copies by the issuing agency. The burden of proof of United States (US) citizenship rests with the applicant.

1.5.1. Definition of citizenship:

1.5.1.1. Derived: Anyone born abroad from US citizen parents. Valid source documents:

1.5.1.1.1. FS Form 240, *Report of Birth Abroad of a Citizen of the United States of America (Consular Report of Birth)*;

1.5.1.1.2. A full validity (non-temporary) US Passport (five years for minors - ten years for adults);

1.5.1.1.3. DS Form 1350, *Certification of Birth*.

1.5.1.2. US Born (Title 8 USC § 1401):

1.5.1.2.1. Anyone born in the US and subject to its jurisdiction;

1.5.1.2.2. American Indians and other aboriginal people born in the US.

1.5.1.2.3. Anyone born outside the US, if at least one parent is a US citizen and certain residency or physical presence requirements were fulfilled by the citizen parent or parents prior to the child's birth;

1.5.1.2.4. Anyone who is found in the US while under five years of age, whose parents cannot be identified, and who is not shown prior to his or her 21st birthday to have been born outside the US.

1.5.1.3. Naturalized: Anyone renouncing their former citizenship and obtaining US citizenship via naturalization process and obtaining one or the other of the following forms:

1.5.1.3.1. Immigration and Naturalization Service (INS) Form N-550, *Certification of Naturalization*, or

1.5.1.3.2. INS Form N-570, *Certificate of Naturalization*, (replacement to the INS Form N-550).

1.5.1.3.3. Applicants must be a:

1.5.1.3.3.1. US citizen or possess a valid INS Form I-551/I-151, *Alien Registration Card*, which does not expire within two years from the Date of Enlistment (DOE), or

1.5.1.3.3.2. US national born in American Samoa or Swains Island, or

1.5.1.3.3.3. Lawfully admitted resident alien who possesses an alien registration form (I-551) issued for a period of ten years, or

1.5.1.3.3.4. Foreign national citizen of the Federated States of Micronesia or the Republic of the Marshall Islands.

1.5.2. Treat American Indians born in Canada as immigrant aliens; they must present a birth certificate. (**NOTE:** Type the following in the Remarks (Section VI) of the DD Form 1966, *Record of Military Processing - Armed Forces of the United States*, and have the applicant initial, "I am an American Indian born in Canada as defined in Immigration and Naturalization Service Regulation 8 Code of Federal Regulation (CFR) 289.1.")

1.5.3. Do not process in any way (including preliminary qualifications testing) aliens who do not possess one of these forms, since they are ineligible for enlistment. Advise them to contact the INS and to obtain the applicable form.

1.5.4. Reproduction of any INS form except for official use is prohibited.

1.5.5. Non-prior service (NPS) applicants who are not US citizens but maintain an INS Form I-551/I-151 without an expiration date may be enlisted, but will not receive a security clearance until they become US citizens.

1.5.6. PS applicants who are not US citizens are not eligible for enlistment.

1.5.7. Individuals who have dual citizenship may be enlisted into the ANG; however they will not be placed into an AFSC that is not open to non-US citizens IAW Attachment 4 of *Air Force Enlisted Classification Directory (AFECD)*. Also, they will not be eligible for a security clearance until they denounce their citizenship of the other country.

1.6. Physical Standards. All applicants will meet the medical standards contained in AFI 48-123. Fitness standards will be IAW AFI 36-2905, *Fitness Program*, except for applicants that fall under paragraph 1.6.1.3.

1.6.1. All PS applicants are subject to the enlistment standards IAW Department of Defense Instruction 6130.03, *Standards for Appointment, Enlistment, or Induction in the Military Services*, provided they have been separated 180 days or less and have a current physical (within last five years), and a DD Form 2807-1, *Report of Medical History*, with complete documented medical history, which has been completed within the last six months or, if separated from the Air Force, active or reserve component, a current Preventative Health Assessment (PHA)/Reserve Component Periodic Health Assessment (RCPHA) within 12

months; and a current health history, SF 507, *Clinical Record-Continuation Sheet*, or Continuation of SF overprint or RCHRA. Applicants separated for more than 180 days are subject to enlistment standards as indicated in AFI 48-123.

1.6.1.1. All PALACE CHASE/PALACE FRONT or Air Force Reserve (AFRES) applicants who do not have current passing AF fitness scores, as outlined in AFI 36-2905, are ineligible for accession into the ANG. A copy of "My Fitness" test history will be provided documenting the fitness score as part of the application process. The fitness scores can be obtained in the Air Force Fitness Management System (AFFMS) on AF Portal under "Fitness and Health Links".

1.6.1.2. All other current members of any branch of the United States Armed Forces applying for enlistment in the ANG must provide official documentation indicating a passing fitness level from their service branch. The fitness level exams must not exceed 12 months.

1.6.1.3. All NPS and PS with a break in service (regardless of length), or those who cannot show approved fitness score levels, applying for enlistment in the ANG must meet the Body Mass Index standards in DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, Table E2.T1.

1.6.2. Any applicants not meeting continued military service or enlistment standards will not be enlisted. Waivers may only be requested through NGB/SGPA.

1.6.2.1. A completed MEPS physicals, DD Form 2807, *Report of Medical History*, DD Form 2808, *Report of Medical Examination*, are acceptable for evaluation of physical qualification. When physical qualification IAW AFI 48-123 is in question, supporting medical documents must be submitted (**Paragraph 2.1.7**)

1.7. Age Requirements for Enlistment. All applicants, except where otherwise specified in this chapter, are required to meet the following standards:

1.7.1. NPS applicant must be at least 17 years old, but not have reached age 40 on DOE. Parental consent is required for those persons who are 17, but less than 18 years of age, unless married (See DD Form 1966). NO WAIVER OR ETP WILL BE GRANTED.

1.7.2. PS applicants will not be enlisted unless they have sufficient, documented, creditable PS for retirement purposes to enable them to accrue 20 years of creditable service for retirement upon reaching age 60 IAW Title 10 USC § 12731. NO WAIVER OR ETP WILL BE GRANTED.

1.8. Aptitude and Educational Requirements. All Aptitude and Educational Requirements for entry into the ANG are listed in Tables 1.1. and Table 1.2. Additional clarification of education types is found in Attachment 1 of this instruction under definition of High School Graduate.

1.8.1. Home School Applicants. Recruiters must review any state's home school requirements as part of the verification process. Compliance with the state's legal requirements creates a presumption the home school program is legitimate.

1.8.1.1. DoD accession policy recognizes that one-on-one instruction allows home-school students to complete high school requirements at an accelerated pace. In general,

the ANG will consider an applicant as home schooled if he or she meets one of the following:

1.8.1.1.1. Programs that consist of thirty-six continuous months of high school level home school.

1.8.1.1.2. One year of traditional high school followed by at least three years of high school level home school.

1.8.1.1.3. Two years of traditional high school followed by at least two years of high school level home school.

1.8.1.1.4. Three years of traditional high school followed by at least nine continuous months of high school level home school.

1.8.1.2. To ensure the integrity of data collected by DoD to support home school accessions, Air Force Recruiting Information Support System (AFRISS) must reflect “MEPCOM Education Level” as code “H” and “Air Force Education Level” as code “Z.”

Table 1.1. APTITUDE REQUIREMENTS FOR ENLISTMENT.

R U L E	A	B	C	D
	If applicant is	Then administer	For minimum qualifying scores of:	Notes:
1.	NPS	a current version of the Armed Services Vocational Aptitude Battery (ASVAB)	31 or higher on the Air Force Qualifying Test (AFQT). Must meet all AFSC criteria and a minimum aptitude index as shown in the AFECD, for career field subdivision in which considered for enlistment.	2, 3, 6
2.	PS	a current version of the ASVAB		1, 2, 4, 5, 7

NOTES:

- Applicants who separated prior to implementation of the automatic ASVAB conversion (Jul 86) must have their scores converted or be retested prior to enlistment. Those who were separated after Jul 86 have already had their scores converted, and their scores are valid for ANG enlistment.
- A NPS individual who can furnish documentary proof of completion of any version of the ASVAB within the preceding two years and who meets minimum requirements in Column C is exempt from retesting.
- ASVAB scores attained by junior and senior high school students are valid for two years from date of test. Applicants who fail to qualify for enlistment may retest after 30 days has elapsed. If they fail to qualify again, they may retest 30 days after the second test. Thereafter they may not retest until 6 months from date of the third test. When applicants (PS or NPS) are tested or

retested, the resulting scores become the score of record.

4. If there is a break in service, all PS applicants with AFQT scores of 30 or below must retest prior to being enlisted. If they attain a higher score, they may be enlisted. The retest becomes the score of record. A waiver of the minimum AFQT score will not be permitted.

5. The AFQT requirement does not apply to immediate reenlistment or extension of enlistment for PALACE CHASE applicants, PALACE FRONT applicants, United States Air Force Reserve (USAFR) transfers, current ANG members or ANG members transferring from one state to another IAW paragraph 1.2 and 2.1.8.1.

6. PS or NPS applicants enlisting for the sole purpose of being commissioned are not required to take an ASVAB, unless they fail to obtain a commission.

7. PS ANG/ USAFR/ USAF personnel enlisting into a previously held AFSC will not be required to retest as long as they qualify with a 3-skill level or higher. Appropriate skill level will be determined IAW AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*.

Table 1.2. EDUCATIONAL REQUIREMENTS FOR ENLISTMENT

R U L E	A	B	C
	If applicant is:	The minimum education requirement is:	Notes:
1.	NPS	High school graduate, General Education Diploma (GED) recipient or home school applicant	1, 3, 4
2.	PS (not currently in the ANG)		1, 2, 3, 4
3.	NPS who has begun the first semester of high school senior year	Official statement from school officials that individual has or will obtain sufficient acceptable credits to be awarded a high school diploma	3, 5

NOTES:

1. Applicants in mental Category 1 (93-99) or mental Category 2 (65-92) may be enlisted without a high school diploma or equivalent. Applicants enlisted without a high school diploma or equivalent must also meet classification requirements IAW the AFECDD.

2. AF PS or PALACE CHASE/FRONT personnel may be enlisted without a high school diploma or equivalent provided they have obtained a 3-skill level or higher.

3. Prior to departure for BMT, a copy of the high school diploma will be included in the member's temporary record. The FSS will ensure the high school diploma is updated in PDS.

4. All home-schooled applicants must provide a notarized transcript that lists dates of home-school attendance, courses taken, grades earned, date graduated, teacher/instructor name and phone number, and a parent or guardian signature and all transcripts from other institutions. All home-schooled applicants must provide proof of compliance with the applicable state laws for

home-schooling (<http://www.hslda.org/laws/default/asp>).

5. For home school students, applicants must submit a letter from the parent or a certified home school official stating the applicant has completed his/her junior year of home school and the date he/she is scheduled to graduate.

1.9. Applicants with Dependents. Service in the ANG and the United States Air Force (USAF) entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of mobilization, the demands of shift work, and 24-hour availability to accomplish the mission. For applicants (PS or NPS) use Table 1.4., to determine eligibility. PS personnel enlisting from another service component with no break in service, do not require a waiver, but must be briefed on AFI 36-2908, *Family Care Plans*, and complete AF IMT 357, *Family Care Certification*.

1.10. Other Requirements for Enlistment. All applicants must agree in writing to a Military Service Obligation (MSO), ANG Service Commitments IAW ANGI 36-2101, *Assignments within the Air National Guard*, training requirements (if applicable), satisfactory participation requirements, and status as a member of the ready reserve. NPS members enlisting in the ANG will commence Initial Active Duty Training (IADT) within 365 days of enlistment. The provisions of this paragraph do not apply to applicants who enlist with the intent of going to Academy of Military Science (AMS) rather than Basic Military Training (BMT). NO WAIVER OR ETP WILL BE GRANTED.

1.11. Applicants Ineligible to Enlist. The criteria for determining ineligibility of applicants, or conditions that require specific authority for enlistment are contained in **Table 1.3** and **Table 1.9**. All telephone or e-mail inquires/questions concerning ineligibility criteria for enlistment will be addressed to the State or Territory Recruiting and Retention Superintendent (RRS). The RRS in turn may call NGB, Chief, Force Management Division (NGB/A1P) for further information or clarification.

1.12. Personnel Security Investigations. Security clearance investigations will be submitted IAW AFI 31-501, *Personnel Security Program Management*. The processing of all security clearances will be a coordinated effort between the recruiter, the FSS, the projected Unit and Wing Security Managers.

1.12.1. Security Clearance Requirements. Recruiters are responsible for providing enlistees with Electronic Questionnaires for Investigations Processing (e-QIP).

1.12.1.1. A National Agency Check, Local Agency Checks and Credit Check (NACLCL), or Single Scope Background Investigation (SSBI) will need to be initiated on all NPS members. The type of security clearance will be based on individual career field classification. All first time NPS military accessions require a NACLCL, and the NACLCL will be used to access secret information. An SSBI will be initiated if the member is going to require access to Top Secret information (A NACLCL will not be initiated if Top Secret access is required). The projected Unit Security Manager will ensure the completed e-QIP is submitted to the Wing Security Manager, with notification of the submission to the FSS, no later than 2 Unit Training Assemblies (UTA) after enlistment. The member should not report to BMT without a completed e-QIP, which has been validated and submitted by the Wing Security Manager. Check with the Wing Security Manager for e-QIP status.

1.12.1.2. A NACLIC, a SSBI or a Periodic Re-investigation will be initiated on all PS members. PS applicants, who previously held a security clearance, will need to have the security clearance verified by Wing Security Manager prior to initiating the paperwork. If the PS applicant has not had a break in service longer than 24 months, Wing Security Manager will research and determine if the clearance can be reinstated. If the break is longer than 24 months, the member must initiate the appropriate paperwork. The projected Unit Security Manager will ensure the completed paperwork is submitted to Wing Security Manager, with notification of the submission to the FSS no later than 3 working days after enlistment. Check with the Wing Security Manager on the status on prior clearance and e-QIP status.

1.12.2. Security clearance processing. FSS enlistment representatives are responsible for ensuring members initiate their e-QIP, with the projected Unit Security Manager as part of their in processing. The projected Unit Security Manager must ensure the completed forms are forwarded to the Wing Security Manager no later than 3 workdays after enlistment. The Wing Security Manager will track progression of submitted forms until the investigation has been completed.

1.13. Terms of Enlistment. An individual who enlists in the ANG must concurrently enlist as a Reserve of the Air Force in the same grade for a period equal to the ANG enlistment. The term of enlistment for all NPS applicants will be for a period of 6 years (see [Table 1.5](#)).

1.14. Grade Determination, NPS and PS Enlisted Personnel. For NPS personnel, use Table 1.6., for PS personnel, use [Table 1.7](#).

1.15. Grade Determination, Former Commissioned Officers:

1.15.1. Former commissioned officers with no prior enlisted service may be enlisted in the ANG and as a Reserve of the Air Force up to the grade of E-5; lower grade is at the discretion of the commander.

1.15.2. Former commissioned officers with prior enlisted service may be enlisted in the highest permanent enlisted grade held or E-5, whichever is higher, lower grade is at the discretion of the commander. (See [Table 1.7.](#), Note 6).

1.16. Date of Rank (DOR). For determining the appropriate DOR for enlistment into the ANG use [Table 1.8](#).

1.17. Enlistment of Applicants with PS:

1.17.1. Normally, applicants who can substantiate satisfactory PS may be enlisted. Refer to [Table 1.3](#), to determine enlistment eligibility based on PS and [Table 1.9.](#), to determine the qualifying or disqualifying RE code. The purposes of both tables are to allow the possible enlistment of members who have previously served satisfactorily as a member of the United States Armed Forces. Enlistment waivers should not be processed unless specifically authorized by the table or in case of extenuating circumstances (e.g., RE codes obviously issued in error). When considering an applicant for a waiver, you must consider his or her overall service record and the manner in which all service was performed. For waivers or exceptions to policy previously approved for enlistment in any branch of the United States Armed Forces see [paragraphs 2.6.1.1](#) and [2.6.1.2](#).

1.17.2. An applicant who's NGB 22, *Report of Separation and Record of Service*, shows no positive statement indicating eligibility for reenlistment, will not be enlisted until the reason for discharge/separation is verified. If the reason for discharge was for cause, the applicant will not be enlisted unless a waiver is authorized under **Table 1.3**. If a waiver is not authorized, applicants should be encouraged to submit requests for correction of military records as indicated in Table 1.9., Note 2 in order to qualify for enlistment.

1.17.3. Applicants who do not have 84 days of Active Duty (AD)/IADT and who have completed a recognized BMT course may be enlisted and immediately placed on AD/IADT for the balance of the 84 day period when approved by the Director of Staff (DS). A two week military orientation course will not be considered as a recognized BMT. All applicants who have not completed a recognized BMT course will be required to attend USAF BMT. UTAs will not be considered as qualifying duty time.

1.17.4. PS Navy Reserve or United States Coast Guard applicants who attended an orientation course and have completed 5 or more consecutive years of satisfactory service, are eligible for enlistment up to the grade of E-5. Enlistment in a lower grade is at the discretion of the commander.

1.18. Key Employee Certificate of Availability:

1.18.1. There is no requirement to obtain a Certificate of Availability from all members who are federal employees. A key position is a government or statutory civilian position, which requires at least 90 days of specialized training or experience in a federal, state, or local government agency or defense-supporting industry. There is a requirement to obtain a *Certificate of Availability of Key Employees* (**Figure 1.1**) on those applicants who have been designated in a category as a key federal employee. A key employee is a civilian employee of a federal, state, or local government agency or defense-supporting industry who is in a key position for which no qualified replacement is immediately available, and whose duties cannot be reassigned to other employees. A Certificate of Availability is required to verify that recall to military duty would not seriously impair the functioning and continuity of the employing agency or industry.

1.18.2. Key employee status is determined by the employer. If an employer notifies a unit that a member is a key employee, the member must be reassigned to the appropriate section at the Air Reserve Personnel Center (ARPC) IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, within 90 days unless the employer rescinds the designation or an appeal is approved.

1.18.3. If designated a key employee (**Figure 1.2**) by their employer, a member who wants to stay in the unit may:

1.18.3.1. Ask the unit commander for help in resolving the matter with the employer.

1.18.3.2. Ask the unit commander to file an appeal based on military needs. The appeal will be processed only if the commander can be assured that the member will be a usable resource at mobilization. This appeal must be filed within 30 days after the receipt of the employer's notification that the individual is a key employee, and sent to the TAG for approval/disapproval.

1.18.4. The unit commander's endorsement to the appeal must verify the information that has been provided by the member. The appeal must go through the member's chain of command before TAG's review. Each endorser should either:

1.18.4.1. Recommend approval based on overriding military need and forward the appeal to the next higher headquarters, or:

1.18.4.2. Disapprove the appeal and send it back through channels to the unit commander who must then inform the member.

1.18.5. An appeal is filed by the member within 30 days after receipt of the employer's notification. The member must recognize that an appeal is to maintain membership in the ANG and not to challenge an employer's decision that a position is key. The member's civilian employment must not be placed in jeopardy. An appeal must include but is not limited to:

1.18.5.1. A statement of the member's desire to remain in the ANG.

1.18.5.2. A statement that the matter could not be resolved with the employer.

1.18.5.3. A summary of the actions which have been taken to resolve the matter with the employer. If the member prefers that the agency not be contacted, the member should so state.

1.18.5.4. The member's primary and secondary AFSC, and the authorized grade and AFSC of the position to which assigned.

1.18.5.5. A summary of the member's participation, to include the number of satisfactory years of service for retirement.

1.18.5.6. An appropriate statement of the essentiality and of the military necessity of remaining a member of the unit. This area should be jointly worked with the military supervisor or commander.

1.18.5.7. A statement on assignment in a mobility position, and if the assignment has appropriate back up with member not currently filling a mobility position number.

1.18.6. The Federal Emergency Management Agency determines which business firms are defense supporting and surveys members of the Ready Reserve who are in key positions.

1.18.7. Key employees of the Federal Aviation Administration will not be approved for continued membership. Members with a MSO will be processed IAW AFI 36-3209.

Table 1.3. ENLISTMENT INELIGIBILITY FACTORS.

R U L E	A	B	C
	INELIGIBILITY FACTOR	EXPLANATION/DETERMINATION GUIDELINES	NOTES:
1.	Morally Unacceptable - Category 2 Offenses	Persons convicted by a civilian court under circumstances as indicated below:	

	(Attachment 5)	Four or less offenses.	3, 4
		Category 2 offenses included in a pattern of misconduct may not be waived by DS and must be submitted to NGB/A1P IAW Rule 4.	4
2.	Morally Unacceptable - Category 3 Offenses (Attachment 5)	Persons convicted by a civilian court under circumstances as indicated below:	
		One or more offenses except First Offense Driving Under Influence (DUI).	2, 4
		First Offense DUI.	3, 4
		Category 3 offenses included in a pattern of misconduct must be submitted to NGB/A1P IAW Rule 4.	4
3.	Morally Unacceptable - Category 4 Offenses (Attachment 5)	A person convicted by civilian court of an offense classified as a felony under state or federal statutes or convicted of one or more Category 4 offenses.	1
4.	Morally Unacceptable – Pattern of Misconduct (Attachment 5)	Multiple offenses that constitute a pattern of misconduct must be considered together IAW DoD Directive Type Memorandum (DTM) 08-018, <i>Enlistment Waivers</i> . A pattern of misconduct consists of:	
		One Category 3 offense and four Category 2 offenses.	2, 4
		Five or more Category 2 offenses.	2, 4
5.	Juvenile Delinquents (No Waivers or ETP for Category 4 Moral Offenses, see Attachment 5)	Adjudication that a person is, or has been a juvenile delinquent, youthful offender, wayward minor, or an equivalent determination by a court having jurisdiction over juvenile is not a bar to enlistment if the applicant is currently eligible. Prior to enlistment, all applicants will be asked if they have ever been in custody of juvenile authorities or caused to appear before a court having jurisdiction over juvenile cases. If admitted or suspected, enlistment will be held in abeyance pending complete investigation of the facts of the case. Investigation and request for waiver will be made IAW paragraph 2.6.	3

		Requests for waiver of juvenile delinquency will be submitted to the DS, but not until restraint has been terminated, if applicable.	
6.	Sexual Conduct	Sexual conduct to include transexualism and other gender identity disorders, paraphilia, exhibitionism, transvestitism, and voyeurism.	
7.	Without Social Security Number (SSN)	Self-explanatory.	1
8.	High school students	Except those in their senior year at time of application for enlistment. (See Table 1.2., Rule 3.)	1
9.	Conscientious objectors	Self-explanatory.	1
10.	Persons against whom charges have been filed	If persons have criminal charges filed or pending against them alleging a violation of state or federal statute but whom, as an alternative to further prosecution, indictment, or incarceration for such violation, are granted a release from the charge by a court on condition that they will apply and are accepted for enlistment or continued in their present military status.	3
		Unpaid fines are a bar to enlistment.	1
		If a fine has been paid in reference to the charge, a waiver is required prior to enlistment.	3
		EXCEPTION: Category 4 offenses.	1

11.	Willfully/intentionally failed to register with the Selective Service required by law	Self-explanatory.	1
12.	Persons under restraint to include parole, probation, or suspended sentence	See Attachment 1, Terms.	1
13.	Under the influence of alcohol or drugs (Title 10 USC 504)	Persons who are under the influence of alcohol or drugs any time during the accession process will not be processed.	1
14.	Drug/alcohol testing (Title 10 USC 978)	Applicants who refuse to be tested will not be enlisted.	1
15.	Positive test for illegal substances	Applicants who test positive are permanently barred from enlistment. (See Paragraph 1.2.6. and Attachment 4)	1
16.	Drug users/Drug abusers/Self-Admission	1. Pre-Service Marijuana usages. (See Paragraphs 1.2.5, 2.7.6., and Attachment 4)	
		2. Self-Admission to drug involvement. (Attachment 4)	
17.	Alcoholics/Alcohol Rehabilitation Program	Persons known to be addicted to alcohol.	1
		Individuals who have documentation indicating successful completion of rehabilitation program, who have maintained sobriety for a minimum of two years and are medically qualified.	3
18.	Human Immuno-deficiency Virus (HIV) Positives	Applicants with serologic evidence of HIV infection as a result of Western Blot Test or medically confirmed HIV Infection.	1
19.	Mental illness	A person with a documented history of mental illness or with a history of anti-social behavior (including history of psychosis).	1

20.	Excessive or detracting tattoos/brands (IAW AFI 36-2903)	Applicants who fall under any of the following categories are ineligible for enlistment: Unauthorized (Content): 1. Tattoos/brands anywhere on the body that are obscene, advocate any type of sexual, racial, ethnic or religious discrimination are prohibited in and out of uniform. 2. Tattoos/brands that are prejudicial to good order and discipline or that are of a nature that tends to bring discredit upon the USAF/ANG are prohibited in and out of uniform. Using uniform items to cover unauthorized tattoos/brands is not an option.	1, 9-16
		Inappropriate (Military Image): 1. Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. 2. Excessive is defined as any tattoos/brands that exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing any AF uniform. 3. Applicants should not be allowed to display excessive tattoos/brands that would detract from an appropriate professional image while in uniform.	10
	Body Alteration or Modifications	Body Alteration or Modifications. If it is intentional and results in a visible, physical affect that would detract from a professional image. In questionable cases, forward digital photograph(s) to NGB/RS and NGB/A1P for enlistment eligibility determination.	1
21.	Any applicant having one or more dependents under age 18	See Table 1.4. and Paragraph 1.9., for eligibility determination and waiver processing procedures.	3, 5
22.	Separated from last service for physical	A person separated by reason of physical disability from a prior period of service with any of the Armed Forces. Waiver may be requested by ANG Clinic	

	disability	personnel through NGB/SGPA. If approved by NGB/SGPA, applicant is eligible to enlist.	
23.	Certain family members	For policy governing family members see ANGI 36-2101.	1
24.	Deserters	Deserter from any branch of the Armed Forces.	1
25.	Non US Citizen	An alien who has not been lawfully admitted to the US for permanent residence. (Paragraphs 1.5.1.)	1
		Dual citizenship see paragraph 1.5.7.	
		For those who received their naturalized citizenship after discharge from military service see paragraph 1.5.1.3.	3
		For those who have not received their citizenship since their discharge from military service see paragraph 1.5.6. and Table 1.9.	1
26.	National security risk	A person who admits or whose available records show engagement in any acts designed to destroy or weaken the US. In addition, a person will be denied enlistment if their acceptance is not clearly consistent with the interest of the national security IAW AFI 31-501, <i>Personnel Security Program Management</i> .	1
27.	Service academy students	Students of any US military academy.	1
28.	Reserve Officer Training Corps (ROTC) students	Students enrolled in the advanced course of AF ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. Does not include those enrolled in AF ROTC courses under the sponsorship of a state program that uses AF ROTC as a commissioning source.	1
29.	Members who have a "4" profile in any area of the PULHESX Criteria or on a AF Form 469	Are ineligible for enlistment in the ANG.	1
		Exception: 4T Profile for pregnancy.	3
30.	Active service	Any member of the Armed Forces, other than ANG,	1

	personnel	while in active federal service.	
		Applicants approved for and accessed as Palace Chase IAW AFI 36-3205, <i>Applying for the PALACE CHASE and PALACE FRONT Programs</i> , are exempt.	
31.	Persons previously separated or discharged by reason of dependency or hardship from any of the Armed Forces	Waivers may be requested if the circumstances that caused the hardship discharge have been removed.	
		The fact that immediate re-entry into the ANG or AD (Annual Training/Mobilization) would not cause recurrence of the hardship condition must be conclusively established.	17
		If hardship waiver is approved, the waiver of the RE code that designates hardship discharge also is waived.	2
32.	Persons last separated from Extended Active Duty (EAD) military service or any reserve component	A former member of the US Armed Forces who received any discharge other than an honorable discharge for the last period of service; or whose discharge was due to: Unfitness, Inaptitude, Fraud, Misconduct, or Unsuitability. Source of verification is DD Form 214, <i>Certificate of Release or Discharge from Active Duty</i> , or the appropriate separation/discharge documentation issued by the previous service component. See Table 1.9., for eligibility and ineligibility criteria concerning RE codes.	2, 6
33.	Officers	Persons who currently hold a commission or warrant in any United States Armed Forces.	1
34.	Officers removed from AD for cause	Former officer separated from AD for unsuitability, misconduct, in lieu of court-martial/administrative board action, asked to show cause for retention, or other factors that indicates officer left under unfavorable terms.	1, 6
35.	Members assigned to the retired reserve pending attainment of age 60 for Title 10	Members of retired reserve not receiving pay. (Paragraph 3.6.)	8

	USC 12731 retirement		
36.	Personnel who retired from Active Duty as a member of the US Armed Forces	Person receiving retirement or retainer pay from any branch of the Armed Forces, except that special authority may be extended by the SAF in certain critical specialties to permit enlistment of airmen retired from the Regular Air Force (RegAF) under the provisions of Title 10 USC 8914 after completion of 20, but less than 30 years service. (Paragraph 3.7.)	2
37.	Certain professional students	Persons without PS who are enrolled in a course of graduate study or training leading to a doctoral degree in medicine, dentistry, podiatry, veterinary medicine, osteopathy, or optometry.	1
38.	Eliminated from BMT for medical reasons	Persons who were previously eliminated from BMT (in any other armed force) for medical reasons. Waiver may be submitted to NGB/SGPA when evaluation shows that the disqualifying medical condition no longer exists.	19
39.	Eliminated from BMT other than medical	Persons who were previously eliminated from BMT (in any other armed force) for other than medical reasons.	2
40.	Former service personnel separated for failure to meet training requirements	Persons previously discharged for failure to meet minimum military, technical, or academic training requirements imposed as conditions of enlistment. Does not include applicants separated from a Delayed Entry Program (DEP).	2, 6, 7
41.	Former members of the Army or Air National Guard	Persons not recommended for reenlistment by entry on last NGB Form 22, <i>Report of Separation and Record of Service</i> . (Table 1.9. for Army National Guard RE codes , Table 4.4. for Air National Guard RE codes)	2
		Persons who received an RE-3 from the Army National Guard (ARNG), the following will have to be determined:	
		(1) If the reason for discharge/separation was within the members control.	2, 7

		(2) If the reason for discharge/separation was beyond the members control.	
		(3) If reason for discharge/separation was due to State Statutes. Unsatisfactory Participants see Rule 51.	3, 7
42.	PS members discharged for drug abuse	Members discharged from any component through drug identification process. (Attachment 4, A4.1.2.6.)	1
43.	Members who have previously enlisted in the United States Armed Forces, but have not completed full BMT program	Individuals are ineligible to enlist if they have not completed an entire BMT program of at least six weeks in one of the US military services, to include 84 days of AD/IADT for training (does not include UTAs). Member must be placed on AD/IADT to complete 84 days consecutive training (Title 10 USC 12103.). Navy Reserve and Coast Guard Reserve members who attended an orientation course and have completed 5 or more years of consecutive satisfactory service may be enlisted IAW Paragraph 1.17.4.	3
44.	PS personnel with lost time	Persons who have 5 days or more lost time during their last period of active federal service under Title 10 USC 972 or prior corresponding provision of the law.	3
45.	PS personnel in grade of E-4 or below	PS applicants in pay grade of E-4 after 10 or more years of AD or active reserve service, or PS applicants separated in pay grade of E-3 or below after 6 years of AD or active reserve service.	3
46.	Members who cannot attain 20 years for retirement purposes by age 60	Members who do not have sufficient, documented, creditable service for retirement purposes to enable them to accrue 20 years of creditable service for 10 USC 12731 retirement upon reaching age 60, unless a waiver was previously granted by NGB/A1P.	1
47.	Conviction of "Crime of Domestic Violence" (See Attachment 1, Terms)	Individuals with a qualifying conviction of domestic violence, which occurred prior to or after 30 Sep 96. To determine if a particular conviction meets the domestic violence crime criteria, consult with the local Staff Judge Advocate who will assist with the	1

		determination. (See Attachment 3, A3.3.1.)	
48.	Served in other country's armed forces	Waivers will only be considered if service was with a country that does not have a questionable history of opposition to the US.	2
49.	Former Members of the Peace Corps	See ANGI 36-2101, <i>Assignments Within the Air National Guard</i> .	
50.	Unsatisfactory participants	Consider only the current or last period of service.	1
51.	Individuals discharged/separated due to failure to meet the standards of any applicable United States Armed Forces' fitness program.	All PS applicants will comply with AFI 36-2905	3

NOTES:

1. No waiver or ETP will be permitted.
2. Submit a waiver request to NGB/A1P. All waivers will be submitted IAW Chapter 5, Figure 5.1 and must include all pertinent additional documents. Copies of an approved waiver will be permanently attached to the DD Form 4 and filed in the Automated Resource Management System (ARMS).
3. Waiver authority is the DS. This waiver authority will not be further delegated beyond the DS. Copies of an approved waiver will be permanently attached to the DD Form 4 and filed in ARMS.
4. If the incident occurred while the member was in the United States Armed Forces and punishment was received under Article 15 or other judicial/administrative action and is otherwise qualified for enlistment IAW Table 1.9., no waiver required.
5. Waiver authority may be delegated to the installation commander. Copies of an approved waiver will be permanently attached to the DD Form 4 and filed in ARMS.
6. Brief applicants to submit a DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*, to the Board for Correction of Military Record (BCMR) if separation is believed to be in error. The application will be mailed to the address on page two of the form for the appropriate department.

7. Those last separated from the ANG or ARNG must first apply for review IAW state statutes.
8. Retired Reservists may be accessed only IAW the procedures explained in Paragraph 3.6.
9. Individuals who intentionally alter or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional image are disqualified from joining the ANG. Examples include (but are not limited to) tongue splitting or forking, tooth filing, residual piercing holes to include “gauging” (large enough to where you can see day light) acquiring visible or disfiguring skin implants.
10. What is considered an exposed body part? **Arms:** Approximately one inch above the elbow to the fingertips (with fingers extended). **Legs:** Top of the kneecap to just below the ankle. If the authorized tattoo(s) covers more than 1/4 (25%) of the entire exposed body part or if it detracts from an appropriate professional image while in uniform, the applicant is not qualified to enter the ANG.
11. There are no provisions to allow an applicant with disqualifying body markings to process and proceed to BMT on the condition that the markings will be removed once on AD.
12. Recruiters must question applicants about tattoos/brands/markings, piercings, and/or body modifications during their interview/job counseling and prior to departure for BMT. When tattoos/brands/markings are likely to be seen in uniform, recruiters must view and evaluate them using these criteria. Recruiters must also view potentially unauthorized tattoos/ brands/ markings even if they will not be seen in uniform, using the guidance in this table.
CAUTION: A recruiter of the opposite gender will not view tattoos/brands/ markings that are in the “undergarment area.” When necessary, ask personnel (same gender as applicant) to assist you.
Example: You have an all male recruiter staff and a female applicant has questionable tattoos/brands/markings in an “undergarment area”, you must request that a female recruiter or service member view the tattoos/brands/markings and then describe them to you.
13. All applicants should be briefed by their recruiter that once they are qualified, additional tattoos/brands/markings or body modifications may render them unqualified for service.
14. Any member obtaining unauthorized tattoos will be required to remove them at his/her own expense. Using uniform items to cover unauthorized tattoos is not an option. Members failing to remove or alter unauthorized tattoos in a timely manner may be subject to disciplinary action or involuntary separation.
15. All current members of the Active Duty USAF (PALACE CHASE/PALACE FRONT) and AFRES members with existing tattoo/brand(s) applying for enlistment into the ANG must show approved documentation that current or existing tattoo/brand(s) were approved by their present USAF or AFRES commander. The gaining ANG commander may approve enlistment based on the criteria outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. All gaining ANG Commanders will use these guidelines in

determining appropriate military image and acceptability of tattoo/brand(s) displayed by members in uniform when considering their enlistment.

16. All other PS members (those with a break in service, regardless of length) and current members from other military branches will comply with NPS enlistment standards on tattoos and brands.

17. Applicant must provide written explanation/documentation detailing the reason for the previous hardship and why the hardship condition no longer exists.

18. Provided otherwise qualified, and at applicant's request, send the request for eligibility determination to NGB/A1P. The request requires a signed statement from the applicant attesting to duties performed, character of service, and other relevant information.

19. Exceptions to policy will only be entertained by NGB/A1P for members eliminated for reasons beyond their control, if approved these member will attend BMT. Copies of an approved ETP will be permanently attached to the DD Form 4 and filed in ARMS.

Table 1.4. Enlistment Eligibility Based Upon Dependency Status Of Applicants.

R U L E	If the applicant is	and the applicant	then status is		Enlistment Waiver Authorized		See Notes
			Eligible	Ineligible	Yes	No	
1	Single	Has no family members	X		N/A	N/A	
2		Has any family members incapable of self-care		X	X		1,3
3	Divorced	Has no family members	X		N/A	N/A	
4		Has any family members incapable of self-care		X	X		1,3
5	Separated	Has no family members	X		N/A	N/A	
6		Has any family members incapable of self-care		X	X		1,3
7	Married to a Civilian	Has no family members	X		N/A	N/A	
8		Has one family member incapable of self-care	X		N/A	N/A	
9		Has two or more family members in capable of self-care		X	X		1,3
10	Married to Military Member	Has no family members	X		N/A	N/A	
11		Has any family members incapable of self-care		X	X		1,2,3

12	PS & married to military member	Has any family members incapable of self-care and is concurrently enlisting from AD/EAD or active participation in a Reserve or Guard component		X	X		1,3
13	PS and is either single; divorced; separated; or married to a civilian	Has any family members incapable of self-care	X		N/A	N/A	1,2,4,5,6

NOTES:

1. Member must be thoroughly briefed on family care responsibilities IAW AFI 36-2908, *Family Care Plans*, and complete AF IMT 357, *Family Care Certification*. This will be forwarded to the Wing/GSU Commander or their designee for approval.
2. Member must be thoroughly briefed on family care responsibilities IAW AFI 36-2908 and complete AF IMT 357. No Wing/GSU Commander approval is necessary.
3. Waiver authority is DS, and must be in writing.
4. Applicants who, upon separation from active status, were single member parents require no waiver if they are otherwise qualified for enlistment; were a single member parent on active status at the time of separation from the armed forces, regardless of how the person became a single parent; and dependency was not a factor in the person's discharge or release from active status.
5. Single PS applicants with dependents who, at the time of separation, were married to a military member will qualify for enlistment with a DS waiver.
6. The need for a court order to release custody of children in order to qualify for enlistment would only apply to PS applicants who were discharged due to dependency complications. Applicants will be required to complete NGB Form 3622, *Dependency Statement for Enlistment*, before enlisting. The person signing as witness may be anyone other than the recruiter (i.e. family member (other than minors), FSS personnel, First Sergeant, commander, etc.). The form will be filed in ARMS. Dependent care arrangement requirements for reenlistment/extension are contained in AFI 36-2908. Completion and verification of dependent care arrangements by personal contact with the care provider will be made prior to enlistment by Unit Commander, First Sergeant or FSS Superintendent.

Table 1.5. Terms of Enlistment.

R	A	B	C	D
U				
L	If the applicant is	Possesses an MSO?	Then enlist for:	Notes:

E				
1.	NPS	Yes	6 years	1
2.	PS	Yes/No	3 or 6 years	2, 3, 4, 5, 6, 7

NOTES:

1. The remaining two years of an eight year MSO will be served as a member of the Obligated Reserve Section (ORS), IAW AFI 36-2115, *Assignments Within the Reserve Components*.
2. AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, applies to the enlistment of PALACE CHASE applicants. The term of enlistment is a minimum of twice the length (years, months, and days) of the unfulfilled AD service commitment or term of enlistment, but may neither be less than one nor more than 6 years. Members who physically relocate from another state may enlist for the remaining years, months, and days of the unexpired PALACE CHASE contract, but not less than one year.
3. At the commander’s discretion, ANG members from another state may be enlisted for years, months, and days to complete the time remaining on their current enlistment contract, but not less than one year.
4. Member enlisting in an AFSC which requires formal training and in which they are not qualified must enlist for a minimum of three years and agree to attend technical training unless a classification waiver is obtained.
5. PS applicants who have never been members of the ANGUS are eligible for a one year enlistment, and this applies only to an initial ANG enlistment. Applicants retraining into a career field with a mandatory technical training school are not eligible for this enlistment.
6. Rules reflect minimum terms required for examples above, and may not apply for other programs such as incentives, Montgomery G.I. Bill (MGIB), etc.
7. PS applicants (this does not include PALACE CHASE or State-to-State Transfers) may enlist for one year (“Try One”) provided they meet all criteria listed in this chapter to include:
 - a. Fully qualified in the Duty Air Force Specialty Code (DAFSC) to which enlisted.
 - b. Will not be retrained, require refresher training, or other training at ANG expense.
 - c. Understand they will not be promoted during this period.
 - d. Must process the required security clearance for entry.
 - e. Enlisted into a valid UMD position, and will not be excess or overgrade.
 - f. Will not be eligible for incentives.

Table 1.6. Grade Determination for NPS Enlistees.

R U L E	A	B	C
	If applicant:	The enlistment grade authorized is:	Notes:

1.	Presents General Billy Mitchell Award certificate showing successful completion of the Civil Air Patrol (CAP) training program.	E-3	1, 2
2.	Has completed one or more years of college ROTC and possesses a letter of recommendation from the ROTC detachment commander.		1
3.	Has satisfactorily completed the entire 3-year high school junior ROTC program, is a high school graduate, presents official certificate of completion from the service component or the school conducting the program.		1, 2
4.	Is a former service academy student with at least one year of service.		1
5.	NPS Critical Skills Promotion (CSP) program - Enlists into an AFSC listed CSP eligible in the Fiscal Year Recruiting & Retention Initiatives for the fiscal year in which the applicant enlists.		1, 2
6.	Has at least 45 semester hours or at least 67-quarter hours of accredited junior college/college credits.		1, 4
7.	Has satisfactorily completed at least two years of high school ROTC program, is a high school graduate, and presents written evidence of program participation from the service component or the school conducting the program.	E-2	1, 2
8.	Is a former service academy student with over 90 days of service but less than one year.		1, 3
9.	Have at least 20 but less than 45 semester hours or at least 30 but less than 67 quarter hours of accredited junior college/college credits.		1, 4
10.	Recipients of the Boy Scout Eagle Award or the Girl Scout Gold Palm.		1, 2

11.	Other than above.	E-1	
NOTES:			
<p>1. Documents presented after enlistment processing is completed may not be used as a basis for changing the enlistment grade, except as specifically authorized in Note 2. (NO WAIVER OR ETP WILL BE CONSIDERED) Every effort must be made to ensure the applicant is enlisted into the appropriate grade at the time of the enlistment process. Advise applicants who present documents for a higher enlistment grade after enlistment to submit a request to the AF BCMR.</p> <p>2. An individual enlisted in the senior year of high school will be enlisted in grade E-1. A high school senior will not enlist into any grade higher than E-1, there will be no exceptions. Immediately upon graduation from high school and upon receipt of the required documents, the individual may be promoted to the grade reflected in Column B, with an effective date of graduation. These actions must be completed prior to entry into BMT. This process will be incorporated as part of the out-processing procedures for attendance at BMT. ANG recruiters will brief the new member that it is the new member’s responsibility to bring their high school diploma or acceptable high school credential in upon graduation/completion of high school. The recruiter will ensure an FSS Career Development and Force Development representative receives a copy of the diploma/credential. Failure to complete this action will result in the individual appealing to the AF BCMR using DD Form 149, <i>Application for Correction of Military Records</i>.</p> <p>3. Unless separated for cause or highest grade held was E-1.</p> <p>4. Certification of completed college semester hours is required. Examples are a certified college transcript or a validated letter from the college.</p>			

Table 1.7. Grade Determination for PS Enlistees.

R U L E	A	B	C	D
	If applicant enlists;	and last served in	Highest enlisted grade	Notes:
1.	Prior to sixth anniversary of Date of Separation (DOS)	Air Force component	Grade held on separation	1, 2, 4, 5, 6, 7, 8
2.	Prior to sixth anniversary of Date of Separation (DOS)	Other than an Air Force component	Grade held on separation	1, 2, 4, 5, 6, 7, 8
3.	After sixth anniversary of Date of Separation (DOS)	Any component	Maximum Grade: SSgt/E-5	2, 3, 4, 5, 6, 7, 8
NOTES:				
1. The grades listed in Column C are highest grades authorized for enlistment.				

- a. All other provisions of this instruction and ANGI 36-2101, *Assignments within the Air National Guard*, must be met prior to enlistment of an individual in the grades of E-6 and above.
 - b. Individuals enlisted in the grade of E-6 and above into a valid unit vacancy, will require a written recommendation from the gaining Unit/Squadron Commander. The recommendation will be forwarded to the Wing Commander for final approval before enlistment.
 - c. Individuals enlisted in the grade of E-5 accessed in the ANG from other services are required to successfully complete Airman Leadership School (ALS) as soon as possible after enlistment in the ANG even if he/she completed other services' Professional Military Education (PME) course IAW ANGI 36-2301, *Professional Military Education*.
 d. Individuals enlisted in the grade of E-6 accessed in the ANG from other services are required to successfully complete Non-Commissioned Officer Academy (NCOA) as soon as possible after enlistment in the ANG even if he/she completed other services PME course IAW ANGI 36-2301.
 - e. Individuals enlisted in the grade of E-7 or E-8 accessed in the ANG from other services and who have not completed other services' senior level PME will complete the Air Force Senior Non-Commissioned Officer Academy as soon as possible after enlistment.
2. Individuals in the grades of E-1 through E-5 may be enlisted regardless of UMD vacancy.
 3. Lower grade determination is at the commander's discretion.
 4. Prior service applicants who qualify for enlistment in pay grade E-4 will be enlisted as senior airmen, even if the applicant previously held NCO status in an Air Force component.
 5. Refer to Table 1.8, to determine time-in-grade/date of rank/grade effective date.
 6. Former commissioned officers with no prior enlisted time may be enlisted up to E-5/Staff Sergeants. Those with prior enlisted service may be enlisted in highest enlisted grade held or E-5/Staff Sergeant; whichever is higher, see paragraph 1.14, Refer to Table 1.8, to determine date of rank. Warrant officers are considered commissioned officers for enlistment purposes.
 7. For PS Naval Reservist or United States Coast Guard applicants see paragraph 1.16.4
 8. If the individual holds or has held a grade higher than the Unit Manning Document (UMD) position authorized, enlist the member at that higher grade, and then immediately demote to the grade authorized on the UMD under the provision of ANGI 36-2503. The higher grade held at the time of enlistment will not be updated in MILPDS, only the grade to which the individual was demoted. All time in grade at the higher grade held prior to the demotion action will be documented on the DD Form 4, Section 8b. Example: MSgt (E-7) with a date of rank of 1 January 1990 enlisted on 30 August 2002, then demoted to TSgt (E-6). Entry in section 8b: Time in Grade as MSgt (E-7) 1 January 1990 to 29 August 2002. This procedure will allow the adjustment of DOR, when the member is subsequently promoted back to the grade previously held.

Table 1.8. DOR Adjustment.

R	A	B	C
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U L E	If applicant is:	Then DOR will be:	Notes:
1.	Currently an enlisted member of USAF, AFRES, or ANG	The same as that currently held.	
2.	A former enlisted member of the USAF, USAFR, or ANG	The same DOR as held adjusted to deduct breaks in regular or reserve service.	1, 2, 3
3.	Former commissioned officer (any branch)	DOE.	4
4.	All other United States Armed Forces	The same DOR as held adjusted to deduct breaks in regular or reserve service.	1, 2, 3, 4

NOTES:

1. The DOR adjustment will be accomplished and entered into the PDS within 5 workdays of the enlistment.
2. If a DOR adjustment is not accomplished on the DOE, the member will be required to submit an appeal to the AF BCMR using DD Form 149, *Application for Correction of Military Records*.
3. The DOR adjustment will be documented on the DD Form 4, Section 8b.
4. The Current Grade Effective Date will be the DOE.

Table 1.9. Acceptability of Applicants With Previous Military Service.

R U L E	A.	B.	C.	D.		E.
	Service Comp	RE		Narrative Reason	Eligible	
			Yes		No	
1.		1A	Ineligible to reenlist, but condition waived.	X		
2.		1J	Eligible to reenlist, but elects separation.	X		
3.		1K	Eligible to reenlist, Career airmen, selected by the commander under the Selective Reenlistment Program (SRP) and 13 months or less remain before completing 20 years Total Active Federal Military Service (TAFMS).	X		
4.		1M	Eligible to reenlist, second-term or career airmen not yet considered under the SRP.	X		
5.		1P	Eligible to reenlist, second-term or career airmen with less than 19 years TAFMS, selected by the	X		

	RegAF		commander under the SRP, and either 13 months or less remain before original Expiration Term of Service (ETS), or the airmen are serving on an extension of enlistment.			
6.		1Q	Eligible to reenlist, career airmen with more than 20 years TAFMS, selected by the commander under the SRP, and either 13 months or less remain before original ETS, or the airmen are serving on an extension of enlistment.	X		
7.		1R	Eligible to reenlist, First-term airmen selected for reenlistment under the SRP.	X		
8.		1S	Eligible to reenlist, ANG and USAFR airmen serving in a Title 10 status with the NGB Statutory Tour program.	X		
9.		1T	Eligible to reenlist, ANG and USAFR airmen serving on voluntary or involuntary EAD.	X		
10.		2A	Headquarters Air Force Personnel Center (HQ AFPC) denied reenlistment opportunity for quality reasons.		X	1, 8
11.		2B	Ineligible to reenlist, separated with a General or Under Other Than Honorable Conditions (UOTHC) discharge.		X	2, 8
12.		2C	Ineligible to reenlist, involuntarily separated with an honorable discharge; or entry level separation without characterization of service.		X	1, 8
13.		2D	Ineligible to reenlist, returned prisoner with less than 6 months of service since return to duty.		X	2, 8
14.		2E	Ineligible to reenlist, undergoing, or separated while undergoing rehabilitation in a DoD regional confinement facility under the direction of HQ AFSFC/SFC.		X	2, 8
15.		2F	Ineligible to reenlist, serving a period of probation and rehabilitation.		X	2, 8
16.		2G	Ineligible to reenlist, participating in Track 4 or 5 of the Substance Abuse Reorientation and Treatment (SART) program for drugs, or has failed to complete Track 4.		X	2, 8
17.		2H	Ineligible to reenlist, participating in Track 4 or 5 of the Substance Abuse Reorientation and Treatment (SART) program for alcohol, or has		X	2, 8

		failed to complete Track 5.			
18.	2J	Ineligible to reenlist, under investigation by military or civilian authority, the outcome of which may result in discharge or court-martial action.		X	1, 8
19.	2I	Ineligible to reenlist, non-US citizen serving on initial enlistment.		X	3, 8
20.	2K	Ineligible to reenlist, has been formally notified by the unit commander of initiation of involuntary separation action.		X	1, 8
21.	2L	Ineligible to reenlist, civil court charges pending for an offense for which the MCM authorizes confinement for the same or most closely related offense, or court-martial charges have been preferred, or court-martial action is under appellate review.		X	1, 8
22.	2M	Ineligible to reenlist, serving a sentence or suspended sentence of court-martial; or separated while serving a sentence or suspended sentence of court-martial.		X	2, 8
23.	2N	Ineligible to reenlist, conscientious objector whose religious convictions preclude unrestricted assignment. Update this RE code when the airman requests separation or is discharged for this reason.		X	2, 8
24.	2P	Ineligible to reenlist, Absent Without Leave (AWOL); deserter or Dropped From Rolls (DFR).		X	2, 8
25.	2Q	Ineligible to reenlist, personnel medically retired or discharged.		X	4, 8
26.	2R	Ineligible to reenlist, airman is within 23 months of 55th birthday, completed at least 18 years, 1 month of TAFMS, and 13 months or less remain until DOS.	X		
27.	2S	Ineligible to reenlist, airman is within 23 months of 55th birthday completed at least 18 years, 1 month of TAFMS, and more than 13 months remain until DOS.	X		
28.	2T	Ineligible to reenlist, airman possesses a High Year Tenure (HYT) date of at least 20 years TAFMS, is within 23 months of HYT date, and 13 months or less remain until DOS.	X		
29.	2U	Ineligible to reenlist, airman possesses a HYT date of at least 20 years' TAFMS, is within 23 months of	X		

			HYT date, and more than 13 months remaining until DOS.			
30.		2V	Ineligible to reenlist, applied for retirement, or retirement has been approved.	X		
31.		2W	Ineligible to reenlist, retired and recalled to active duty.		X	5, 8
32.		2X	Ineligible to reenlist, first-term, second-term, or career airman considered but not selected for reenlistment under the SRP.		X	2, 8
33.		3A	Ineligible to reenlist, first-term airman who separates before completing 36 months (60 months for a 6-year enlistee) on current enlistment and who has no known disqualifying factors or ineligibility conditions except grade, skill level, and insufficient TAFMS. OR Ineligible to reenlist, first-term, NPS, females who enlisted into the Air Force and "it was later discovered they were pregnant before their enlistment," and were immediately discharged.	X		
34.		3B	Ineligible to reenlist, first-term, second-term or career airman who was ineligible to reenlist, the ineligibility condition no longer exists, and the airman requires SRP consideration or reconsideration.	X		
35.		3C	Ineligible to reenlist, first-term airman not yet considered under the SRP.	X		
36.		3D	Ineligible to reenlist, second-term or career airman who refused to get PCS or TDY assignment retainability.	X		
37.		3E	Ineligible to reenlist, second-term or career airman who refused to get retainability for training or retraining or declined to attend Professional Military Education (PME).	X		
38.		3I	Ineligible to reenlist, airman selected for reenlistment, but HQ AFPC removed the airman's name from the CJR waiting list within 5 months of DOS.	X		
39.		3K	Ineligible to reenlist, reserved for use by HQ AFPC or the AF BCMR when no other RE code applies or	X		

		is appropriate.			
40.	3S	Ineligible to reenlist, separated with SSB.	X		
41.	3V	Ineligible to reenlist, separated with VSI.	X		
42.	4A	Separated for hardship or dependency reasons.		X	6, 8
43.	4B	Ineligible to reenlist, separated (honorably) for exceeding body fat standards.		X	1, 8
44.	4C	Ineligible to reenlist, separated for concealment of juvenile records, minority, failure to meet physical standards for enlistment, failure to attain a 9.0 reading grade level as measured by the Air Force Reading Abilities Test (AFRAT) or void enlistments.		X	1, 8
45.	4D	Ineligible to reenlist, grade is Senior Airman or Sergeant, completed at least 9 years' TAFMS, but fewer than 16 years' TAFMS, and has not been selected for promotion to Staff Sergeant.	X		
46.	4E	Ineligible to reenlist, grade is airman first class or below and airman completed 31 or more months (55 months for 6-year enlistees), if a first-term airman; or, grade is airman first class or below and the airman is a second-term or career airman.		X	1, 8
47.	4F	Ineligible to reenlist, five or more days lost time during current enlistment.		X	2, 8
48.	4G	Ineligible to reenlist, no AFSC skill level commensurate with grade.		X	1, 8
49.	4H	Ineligible to reenlist, serving suspended punishment pursuant to Article 15, UCMJ.		X	2, 8
50.	4I	Ineligible to reenlist, serving on the Control Roster.		X	2, 8
51.	4J	Ineligible to reenlist, entered into Phase I of the Air Force Weight Program, or the unit commander has declared the airman ineligible to reenlist for a period of Phase II or probation.		X	1, 8
52.	4K	Ineligible to reenlist, medically disqualified for continued service, or the airman is pending evaluation by Medical Evaluation Board (MEB)/ Physical Evaluation Board (PEB).		X	4, 8
53.	4L	Ineligible to reenlist, separated commissioning program eliminee (Officer Training School, AECP, and so on).		X	1, 8

54.		4M	Ineligible to reenlist, Air Force breach of enlistment/reenlistment agreement.	X		
55.		4N	Ineligible to reenlist, convicted by civil authorities.		X	1, 8
56.	AFRES	YY	Ineligible to reenlist because Air Force Member has not yet been considered under the Selective Retention Process.	X		
57.		5B	Ineligible to reenlist because Air Force Member has been selected, undecided about reenlistment.	X		
58.		5C	Ineligible to reenlist because Air Force Member enrolled in the weight management program according to AFI 40-502.		X	1
59.		5E	Ineligible to reenlist because Air Force Member has been denied reenlistment based on unsatisfactory participation/performance, attitude, bearing, or behavior.		X	2
60.		5F	Ineligible to reenlist because Air Force Member is an immigrant alien who enlisted on or after 1 May 1985 and has not attained US citizenship.		X	3
61.		5H	Ineligible to reenlist because Air Force Member is serving in grade E-3 (A1C) or below.		X	1
62.		5I	Ineligible to reenlist because Air Force Member is under consideration for administrative discharge.		X	1
63.		5K	Ineligible to reenlist because Air Force Member has applied for or is approved for retirement or is within 23 months of mandatory retirement.		X	1
64.		5L	Ineligible to reenlist because Air Force Member is undergoing article 15 action.		X	1
65.		5M	Ineligible to reenlist because Air Force Member has been selected but declined reenlistment.	X		
66.		5N	Ineligible to reenlist because Air Force Member is a conscientious objector, or a person with religious convictions that would prevent unrestricted assignment.		X	2
67.		5O	Ineligible to reenlist because Air Force Member is assigned to NARS but is not eligible to take part for points.		X	1
68.		5P	Ineligible to reenlist because Air Force Member is assigned to ISLRS.	X		

69.		5Q	Ineligible to reenlist because Air Force Member is awaiting HQ ARPC waiver consideration of a physical disqualification.		X	4
70.		5R	Ineligible to reenlist because Air Force Member is preparing for the ecclesiastical ministry in an accredited or recognized theological seminary.		X	1
71.		5S	Ineligible to reenlist because Air Force Member is eligible for HYT continuation.	X		
72.		5T	Ineligible to reenlist because Air Force Member is selected for HYT continuation.	X		
73.		5U	Ineligible to reenlist because Air Force Member is not selected for HYT continuation.	X		
74.		5V	Ineligible to reenlist because Air Force Member has declined HYT continuation.	X		
75.		1	Applies to a Person completing their term of active service that IS considered qualified to reenter the U.S. Army. The person is eligible for enlistment if all other criteria are met.	X		
76.		1A	Individuals with over 6 years of service for pay. Fully qualified for enlistment. Ineligible to reenlist for 93 days after date of separation.	X		
77.		1B	Individuals who have not been tested to verify primary MOS during current term of service. Fully qualified for enlistment.	X		
78.		1C	Individuals separated who do not possess scores of 90 or higher in any 3 or more aptitude areas of the ASVAB If tested prior to 1 Oct 1980, or scores of 85 or higher in any 3 or more aptitude areas of the ASVAB if tested on or after 1 Oct 80. Fully qualified for enlistment provided otherwise qualified.	X		
79.	Regular Army (USA), Army Reserve (USAR), and Army National Guard (ARNG)	2	Individuals separated for the convenience of the Government IAW Chapter 5, AR 635-200, (Chapter 5, 6, 8, 9, 11, and 12) and reenlistment is not contemplated. Fully qualified for enlistment/reenlistment.	X		
80.		2A	Individuals with over 6 years of service for pay who have incurred an additional service requirement and who decline to meet the additional service requirement through reenlistment or extension and were separated prior to 15 Aug 1977.	X		

		Fully qualified for enlistment. Ineligible to reenlist in grade and for 93 days after date of separation.			
81.	2B	Individuals who were fully qualified when last separated. However, reenlistment not authorized at time of separation under enlisted year group management plan. Fully qualified for enlistment.	X		
82.	2C	Individuals who were fully qualified when last separated. However, reenlistment not authorized at time of separation under reenlistment control policy. Civilian: fully qualified for enlistment.	X		
83.	3	Applies to a person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waiverable. The person is ineligible unless a waiver is granted.		X	7, 8
84.	3A	Individuals who do not possess scores of or higher in any 3 or more aptitude areas of the AQB or the ACB.	X		
85.	3B	Individuals who have time lost during their last period of service.		X	2, 8
86.	3C	Individuals who have completed over 4 months service who do not meet the pay grade requirements of Chapter 2), or who have been denied enlistment under Qualitative Screening Process pursuant to Chapter 4 AR 600-200.		X	1, 8
87.	3D	Ineligible to reenlist, individual refused to get PCS or TDY assignment retainability.		X	1, 8
88.	3E	Ineligible to reenlist, individual refused to get retainability for training.		X	1, 8
89.	3S	Ineligible to reenlist, separated with SSB.	X		
90.	3V	Ineligible to reenlist, separated with VSI.	X		
91.	4	Individuals separated from last period of service with a non-waiverable disqualification (refer to AR 601-280).		X	2, 8
92.	4A	Individuals who did not meet basic eligibility citizenship requirement of Chapter 2, AR 601-280, at time of last separation from active duty.		X	3, 8
93.	4R	Individuals retiring after 20 or more years of active Federal service (title 10, U.S. Code 3914 or 3917).		X	2, 8
94.	1A	Recommended and eligible. No restriction to	X		

			reenlistment.			
95.	Marine Corps (USMC) and Marine Corps Reserve (USMCR)	1B	Recommended eligible and requested retention but denied retention by CMC.	X		
96.		1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	X		
97.		2A	Transferred to FMCR prior to reaching maximum service limitation for grade.	X		
98.		2B	Retired.		X	2, 8
99.		2C	Transferred to FMCR at maximum service limitation for grade.	X		
100.		3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.		X	1, 8
101.		3B	When there is a military or civil record of in-service illegal drug involvement prior to 31 Aug 92 and there is potential for further service.		X	2, 8
102.		3C	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.		X	1, 8
103.		3E	Failure to meet education standards. Assign when single disqualifying factor only.	X		
104.		3F	Failure to complete recruit training.		X	1, 8
105.		3H	Hardship discharge.		X	6, 8
106.		3N	Pregnancy, single parenthood.	X		
107.		3O	Refused to extend or reenlist to deploy or to incur obligated service for orders received.	X		
108.		3P	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).		X	4, 8
109.		3S	The Marine is approved for separation and receives the SSB, lump sum payment. May only be assigned by CMC.	X		
110.	3V	The Marine is approved for voluntary separation and receives the VSI, annuity payment.	X			
111.	4	Not recommended for reenlistment.		X	1, 8	
112.	4B	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.		X	2, 8	

113.	Regular Navy (USN), Navy Reserve (USNR), Coast Guard (USCG), Coast Guard Reserve (USCGR)	R1	Recommended for preferred reenlistment.	X		
114.		1	Eligible for reenlistment.	X		
115.		1E	Eligible for reenlistment, but not reenlisted due to ENCORE regulations.	X		
116.		2	Ineligible for reenlistment because of the following status: Fleet Reserve, Retired (except for transfer to TDRL), Commissioned officer, or Warrant officer.		X	2, 8
117.		3	Eligible for reenlistment except for disqualifying factor. Add letter to indicate status at time of separation:		X	8
118.		3A	Alien (Discharged under MILPERSMAN 1910-120)		X	3, 8
119.		3B	Parenthood/Pregnancy/Childbirth	X		
120.		3C	Conscientious objector		X	2, 8
121.		3E	Inducted/Enlisted/Extended/Reenlisted in error	X		
122.		3F	Failed the physical readiness test (PRT)		X	1, 8
123.		3G	Condition (not physical disability) interfering with performance of duty.		X	1, 8
124.		3H	Hardship/Dependency		X	6, 8
125.		3K	Disenrolled from Naval Academy or other officer program		X	1, 8
126.		3M	Ineligible for reenlistment in current rating	X		
127.		3P	Physical disability (includes discharge and transfer to TDRL)		X	4, 8
128.		3Q	Disqualified for officer candidate training (not physically qualified for appointment as officer in the naval service)		X	4, 8
129.		3R	Not meeting the professional growth criteria (See OPNAVINST 1160.5B)	X		
130.		3S	Surviving family member	X		
131.		3T	Obesity		X	1, 8
132.		3U	Minority age	X		
133.	3X	Non-swimmer	X			
134.	3Y	Received Voluntary Separation Incentive (VSI)	X			
135.	3Z	Received SSB	X			

136.		4	Not eligible for reenlistment without prior approval of CHNAVPERs		X	1, 8
137.		5	USNR released after serving 90 or more days of Active Duty for Training (ADT). Returned to Reserve Unit/activity without RE being determined.	X		
138.		6	Ineligible or denied reenlistment due to High Year Tenure	X		
139.		7	Completing the initial 2-year active duty obligation under the 2x8 Naval Reserve Program.	X		

Notes:

1. Applicant may be eligible for a waiver if the conditions that caused the discharge or separation no longer exist and the applicant possesses potential for further service. When considering an applicant for a waiver, you must consider his or her overall service record and the manner in which all service was performed. Waivers will be submitted to NGB/A1P IAW Chapter 5. All requests must include documentation concerning the disqualifying factor (ex. Article 15, commander’s correspondence, fitness test results).
2. Applicant is not eligible for a waiver or ETP. If applicant believes the RE code was issued unjustly or in error, refer the member to the BCMR (or Discharge Review Board if appropriate) for the respective service that issued the RE code. If a BCMR succeeds in changing the code then no waiver is required. If the BCMR does not grant relief, the applicant is ineligible. Retiree accessions are only permitted from Air Force Components; retirees from other Services are not eligible.
3. If the applicant has obtained US citizenship after separation, then he or she is eligible for enlistment. No waiver for the RE code is required.
4. Applicants receiving a medically related discharge will required a review by NGB/SGPA IAW Paragraphs 1.6.3. and 2.6.1.2. If NGB/SGPA clears the applicant for enlistment, no waiver for the RE code is necessary.
5. Applicants may be eligible for enlistment IAW Paragraphs 3.6 or 3.7. If applicants are accepted for enlistment IAW either of these paragraphs no waiver for the RE code is required.
6. Applicants discharged for hardship may be eligible for a waiver if they can substantially prove that the condition which caused the hardship no longer exists. Waivers will be submitted to NGB/A1P IAW Chapter 5.
7. PS Army Component applicants are eligible for enlistment without a waiver if they have RE Code – 3 with one of the following SPDs: JBK; JCC; KCA; KCC; KCF; KDR; JBK; KBD; KBK; LCC; MBK; MCA; MCC; MCF.
8. PS applicants are eligible for enlistment without a waiver if they have any applicable RE Code with one of the following SPDs: BRA, GRA, HRA, JRA, KRA, BRB, GRB, HRB, JRB, KRB, BRC, GRC, HRC, JRC, KRC.

Figure 1.1. Certificate of Availability of Key Employees (Sample Format.

(Appropriate Letterhead)	
	Date:
MEMORANDUM FOR (Guard Unit /Address)	
FROM: (Agency)	
SUBJECT: Certificate of Availability of Key Employee	
<p>I concur in the Ready Reserve assignment of (name/military grade) who is employed as (job title of civilian position General Schedule (GS) grade, etc., at (location of civilian employment).</p>	
<p>In the event of a partial or full mobilization, the member will be available for active military duty. I certify that this agency will not request a delay in the entry on active military duty with the Air National Guard if alerted or ordered to AD/IADT during a period of national emergency as declared and authorized under current law.</p>	
<p>I understand that this certificate remains effective for the period the above named person maintains their membership in the Air National Guard unless withdrawn by this agency by letter of notification to the Commander of the Air National Guard unit of assignment.</p>	
<p>I further understand that this letter cannot be withdrawn if the member is either alerted or involuntarily ordered to AD as a result of an emergency proclaimed by the President or declared by Congress or as a result of any involuntary call to AD ordered by the President under provisions of law.</p>	
<p>_____ (Signature of supervisor or other designated official)</p>	
<p>Type name of supervisor and title of position</p>	
NOTES:	

1. This certificate is prepared in a single copy on official letterhead stationery and signed by the member's supervisor or other designated official authorized to certify to the availability of the employee.
 2. Properly completed and signed, the letter is forwarded to the Air National Guard unit of assignment and filed in ARMS.
 3. Member must obtain a new certificate each time their position as a Key Employee changes.
- Distribution: (1) ARMS (1) Commander (1) Member (1) Employer

Figure 1.2. Military Status of Key Employee (Sample Format.

(Appropriate Letterhead)

Date:

MEMORANDUM FOR (Appropriate ANG Unit Commander)

FROM: (Agency)

SUBJECT: Military Status of Key Employee

This is to certify that the employee named below occupies a key position requiring a minimum of 90 days of specialized training or experience and which:

- a. Is necessary to the mobilization or emergency functions of this agency or firm;
- or,
- b. Is essential to the continuity of operations or the leadership of this agency or firm.

There is a current shortage of qualified personnel within this agency or firm to the extent that no adequate replacement exists for this employee and the duties cannot be reassigned to other employees. It is therefore recommended that they not be considered available for active military duty in a national emergency under the provisions pertaining to Key Employees contained in your ANGI 36-2002.

Pertinent data as to the employee is as follows:

- a. Name of employee (last, first, middle initial).
- c. Military grade.
- d. Military unit to which assigned.
- e. Title of employee's civilian position.

- f. Salary level (rounded to nearest whole) of civilian position.
- g. Date hired or assigned to position.
- h. Statement if employee has or has not been notified of this action.

(Signature, Typed name and title of department chief, agency, office
or director of personnel office of defense supporting industry)

Distribution: (1) ARMS (1) Member (1) Commander (1) Employer

Chapter 2

PROCESSING PROCEDURES

2.1. Pre-qualifying Applicants:

2.1.1. A recruiter will interview applicants to determine their qualifications for enlistment. Thoroughly investigate any facts that may disqualify the applicant before continuing processing. All PS claims must be verified from separation documents, such as DD Form 214 or NGB 22, before enlistment (see **paragraph 2.1.8**, **Table 1.3**, and **Table 1.9**).

2.1.1.1. It is mandatory for the applicant to complete the NGB Form 3621 prior to any enlistment actions. If the applicant answers “Yes” to any questions, they may be ineligible for enlistment. Therefore, it is beneficial, not mandatory, to have the applicant complete this form during the recruiter’s initial interview. If this option is used, the applicant will recertify his/her answers prior to completing enlistment actions. Use Table 1.3., to determine eligibility. More information may be requested from the member to make a final determination. File a copy in ARMS as an attachment to the DD Form 4.

2.1.2. Verification of age. (The burden of proof is on the applicant.) The only acceptable documents for verification of age are:

2.1.2.1. Birth certificate including hospital or delayed birth/court certificate.

2.1.2.2. Statement by State Registrar of Vital Statistics or similar State official.

2.1.2.3. DD Form 214, NGB 22, or other separation document for PS applicants. Accept date of birth recorded thereon as a verified date (cannot be used for proof of citizenship).

2.1.2.4. DD Form 372, *Request for Verification of Birth*.

2.1.2.5. Official US Passport identifying the holder as a US citizen.

2.1.3. Identity. Ensure that the applicant is the same person whose name is recorded on the document substantiating his/her age; verify name with social security card, driver's license, etc.

2.1.4. Parental consent. Do not process for enlistment any unmarried applicant, who has not reached his/her 18th birthday, until the consent of the parents or legal guardian is obtained on DD Form 1966.

2.1.5. Mental testing. (See Table 1.1., for aptitude requirements). Applicants will be administered the ASVAB IAW DoD Directive 1304.12, *Armed Services Vocational Aptitude Battery (ASVAB)*, and AFI 36-2605, *Air Force Military Personnel Testing System*, at a MEPS or a Mobile Examining Test (MET) site with the following exceptions:

2.1.5.1. When a unit is more than 50 miles or a one hour drive from a MEPS or MET site, units may consider, with DS approval, sending applicants to a different MEPS or MET. Justification must include record of efforts to resolve the problem through the local interservice recruitment committee.

2.1.5.2. The Enlistment Screening Test (EST) should be used to screen applicants to determine those most qualified and consequently those who should be scheduled for the

ASVAB. Test control officers can obtain the EST by ordering AFPT 900/901, *Test Booklet*; Air Force Proficiency Test (AFPT) 902, *Answer Sheet*; and AFPT 903, *Answer Key*.

2.1.6. Vacancy. Enlist only to fill valid UMD position vacancies or against a projected vacancy, IAW ANGI 36-2101. Ensure applicant is qualified for entry into career field IAW the *AFECD*.

2.1.7. Medical examination. Applicants will be given, or must possess, a current qualifying medical examination IAW procedures and standards outlined in DoDI 6130.03. Physical examination may be obtained from any military medical facility or authorized contract physician.

2.1.7.1. All "working copy" MEPS physicals used for enlistment require the completion of both the front and backsides of DD Form 2807 and DD Form 2808. Upon receipt of a MEPS "working copy" physical by the ANG Recruiting Activity, the applicant may be accessed on a "conditional enlistment" pending the results of all lab tests including HIV. Final approval of the MEPS medical examination will be determined by the MEPS Facility upon receipt of all lab tests. Original DD Form 2807, DD Form 2808, and all supporting documentation will then be retrieved by the ANG Recruiting Activity. ANG recruiters are responsible for providing the MEPS approved DD Form 2807, DD Form 2808, and all supporting documentation to the ANG Medical Facility for classification purposes verifying the profile. Those members undergoing enlistment physicals at the ANG medical clinic may be accessed on a "conditional enlistment" pending the results of all lab tests including HIV if the physical is otherwise complete and qualified. Final approval of the ANG clinic medical examination will be determined by the ANG medical clinic upon receipt of all lab tests. Individuals enlisted under this "conditional enlistment" provision will not attend training, to include UTAs, annual field training, or formal training, until final approval of the medical examination has been received from the MEPS Facility or ANG medical clinic. The following statement will be included in bold print on the DD Form 4 - Armed Forces of the United States, in the remarks section for all ANG applicants enlisting under a "conditional enlistment": "I FULLY UNDERSTAND THAT MY ENLISTMENT INTO THE AIR NATIONAL GUARD IS CONTINGENT UPON FINAL APPROVAL OF MY PHYSICAL EXAMINATION. ANY MEDICAL FINDINGS OF AN EXISTING PRIOR TO SERVICE (EPTS) CONDITION OR ANY OTHER DISQUALIFYING MEDICAL CONDITION UNLESS WAIVED PURSUANT TO PARAGRAPH 1.3., OF ANGI 36-2002, RENDERS THIS ENLISTMENT CONTRACT NULL AND VOID AND WILL RESULT IN MY INELIGIBILITY TO COMPLETE ENLISTMENT INTO THE ANG." Recruiters will ensure that this statement is specifically briefed and the consequences explained to the applicant and both the applicant and recruiter initial and date the statement.

2.1.8. PS personnel. It is the responsibility of the enlisting activity to verify all PS claims made by prospective enlistees. The applicant must complete and sign SF 180, *Request Pertaining to Military Records*. Verification of PS for individuals separated since calendar year 1973 may be obtained by writing the Defense Manpower Data Center (DMDC), Monterey, CA 93940, or by phoning the DMDC 1-800-538-5916 for units outside California or 1-800-682-4825 for units in California or Defense Switch Network (DSN) 878-2111 from 0700-1600 hours daily (Pacific Standard Time). Verification for individuals separated before

calendar year 1973 may be obtained from official documents in possession of the individual, or written verification requested from the appropriate service agency as listed on the reverse side of the SF 180. The enlisting activity will use DD Form 214, NGB 22, or other separation documents to determine applicant's enlistment eligibility. Individuals with RE codes listed as acceptable in Table 1.9., may be enlisted, provided they are otherwise eligible. All others require NGB/A1P approval.

2.1.8.1. Classification. See AFI 36-2101.

2.1.8.2. Grade/skill relationship. See AFI 36-2101, *Classifying Military Personnel*, and the *AFECD*.

2.1.9. Enlistment of applicants with current military status:

2.1.9.1. Members of other reserve components may be enlisted in the ANG if a conditional release is obtained before enlistment. These applicants must meet all eligibility requirements of this instruction for enlistment in the ANG. Other criteria and processing procedures are contained in AFI 36-2115, and AFI 36-2004, *Interservice Transfer of Officers to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR)*. A copy of the enlistment contract will be forwarded back to the releasing reserve component within five workdays for their appropriate separation/discharge or transfer action.

2.1.9.2. ANG State-to-State transfers will be processed IAW **Paragraph 3.8**.

2.1.9.3. PALACE CHASE/PALACE FRONT will be processed IAW AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*. Ensure all PALACE CHASE applicants complete an *Air National Guard Service Commitment Agreement* upon enlistment.

2.1.9.4. RegAF members who have a current PHA or RCPHA, which indicates that the member meets all medical qualifications for worldwide deployment, may transfer from one ANG unit to another ANG unit (intrastate or interstate) without State Air Surgeon (SAS) review. Likewise, RegAF and AFRES members who meet all medical qualifications for unrestricted worldwide military service may be accessed without SAS review of their medical records prior to transfer or enlistment. The local ANG medical unit must certify in each transfer's medical record that the record has been reviewed and that a current PHA/RCPHA, unrestricted and without waiver, is in the medical record. All applicants with disqualifying or potentially disqualifying medical conditions, regardless of waiver status and including those on a Deployment Availability Code- 42 (DAC-42) or Assignment Limitation Code- C (ALC-C), absolutely must be reviewed and certified by the gaining SAS and then forwarded prior to accession, to NGB/SGPAPA.

2.1.9.5. Authority to perform equivalent training may be a part of the conditional release granted by the losing unit, subject to the concurrence of DS of both states (reference ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*).

2.1.9.6. Upon enlistment of the applicant, the gaining enlistment activity will immediately send a copy of the DD Form 4 to the losing FSS, from which the conditional release was received.

2.1.10. Reserve Service Required for Eligibility for Retired Pay for Non-Regular Service.

2.1.10.1. Ensure each PS member is briefed concerning the reserve service eligibility requirements: Effective 1 October 2002, the FY 03 National Defense Authorization Act (NDAA) changed the reserve qualifying service for a reserve retirement from the last eight years to the last 6 years. Prior to 5 October 1994, an individual needed the last eight years in the Reserves to qualify for a reserve retirement. From 5 October 1994 through 31 December 2001 the requirement was temporarily changed to the last 6 years.

2.2. MSO and Participation Requirements:

2.2.1. Before enlistment, applicants will be advised of the MSO which they will incur under provisions of Title 10 USC, Section 651, as implemented by Department of Defense Instruction (DODI) 1304.25, *Fulfilling the Military Service Obligation (MSO)*, and AFI 36-2115. These direct that every person, on initial entry into the ANG, shall serve a total of eight years to be fulfilled IAW paragraph 2.2. This obligation shall be initiated from the DOE for all persons entering after 1 June 1984. Policy and procedures for members being separated prior to completion of eight years of service are in AFI 36-3209.

2.2.2. Applicants with MSOs are subject to recall or adverse action if they become unsatisfactory participants and will be so advised before enlistment.

2.3. Service Numbers. The service number of an applicant will be the applicant's SSN preceded by the letters "FG."

2.4. Categories of Personnel Whose Enlistment Requires Special Authority Prior to Enlistment. The following categories of personnel will be enlisted only upon written request signed by the applicant, before enlistment, in which it is specifically stated that the applicant desires to waive exemption from militia duty (10 USC § 312):

2.4.1. Officers in the judicial and executive branches of the states and territories; Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

2.4.2. Customhouse clerks.

2.4.3. Persons employed by the US in the transmission of the mail.

2.4.4. Workers employed in armories, arsenals, and naval shipyards of the US.

2.4.5. Pilots on navigable waters.

2.4.6. Mariners in the sea service of an American flag shipping line or a member of the US Merchant Marine.

2.5. Formal Training Exception to Policy (FTETP) Program. The Formal Training Exception to Policy (FTETP) Program is intended to supplement the traditional consecutive enlistment when no Technical Training School (TTS) dates are available in the member's enlistment AFSC or if available course dates place an undue hardship of the member. The FTETP should be requested as soon as the condition becomes known; but not later than 270 days from date of enlistment.

2.5.1. Follow education requirements and terms of enlistment IAW [Table 1.2](#) and [Table 1.5](#) respectively.

2.5.2. Individuals who have completed BMT with another component and wish to transfer to the ANG are eligible for this program.

2.5.3. Members eligible for MGIB benefits may begin drawing benefits following satisfactory completion of IADT.

2.5.4. Members eligible for a NPS enlistment bonus will not receive initial payments until satisfactory completion of IADT.

2.5.5. Members attending BMT and TTS will be in Title 10 USC 12301(d) status.

2.5.6. Upon enlistment, all NPS personnel will normally be scheduled for BMT and TTS without a training interruption. Force Development Superintendent (FDS) should only offer the FTETP Program when consecutive BMT and TTS classes are unavailable or a documented hardship is approved by the gaining squadron commander.

2.5.7. Members will be classified and have TTS booked upon enlistment unless a request for an FTETP will be processed. Reclassification at the member's convenience following initial classification will not be permitted.

2.5.8. If BMT and TTS are scheduled under FTETP then the member shall be scheduled to commence BMT within 365 days from enlistment. Members who fail to commence BMT within 365 days from enlistment must be discharged from the ANG IAW AFI 36-3209.

2.5.9. Once a member has been scheduled for BMT that will require a student to await training, the FDS will coordinate with member and the gaining chain of command to ensure the FTETP is completed. All members requiring a FTETP will have the request completed according to Figure 2.1. The FDS will process, monitor and send all FTETP requests to NGB/A1DC for approval/disapproval. The FDS will establish a tracking method to ensure all approved FTETP members are scheduled for TTS within 365 days from the member's BMT graduation date.

2.5.10. Applicants for enlistment will be made aware of the following:

2.5.10.1. TTSs can be booked up to one year in advance pending release of FY quotas; therefore, the possibility exists that schools may be canceled, extended in length, or dates may be changed. Reclassification should be used as a last resort.

2.5.10.2. Members are obligated to complete training regardless of changes and meet AF fitness standards IAW AFI 36-2905.

2.5.10.3. If after enlistment and prior to TTS, a TTS course or quota is canceled, and is not offered prior to the 365th day following the individual's graduation date from BMT, then the individual must be notified immediately, and may request to be reclassified.

2.5.11. Accelerated promotion programs, such as CSP program, and Grade Determination listed in Table 1.6., will be administered IAW existing guidelines.

2.5.12. Members failing to complete BMT or TTS will be processed for entry-level separation IAW AFI 36-3209. If after completion of BMT, a member refuses to attend TTS, process the member for an entry-level separation IAW AFI 36-3209.

2.5.13. A member whose IADT includes a training interruption will remain in the student flight and upon return to TTS is considered to be in a pipeline status. All restrictions that are imposed in this status remain in effect.

2.5.14. Members who complete BMT and are scheduled for TTS at a later date do not, repeat, do not remain on active duty orders. Upon completion of BMT, the member reverts to traditional status. NPS members are not authorized to participate in annual training until after completion of TTS. NPS may only perform up to 48 UTA prorated period per fiscal year IAW ANGI 36-2001.

2.5.14.1. During UTAs, supervisors should conduct training on apprentice (3-Skill Level) tasks as outlined in the appropriate Career Field Education and Training Plan.

2.5.14.2. This training may not be used as justification for a waiver of entry-level technical training requirements.

2.5.15. When preparing orders due to a FTETP, prepare the BMT order for only the BMT portion of the IADT. For the TTS prepare another BMT order for only the TTS portion. In the school portion of the order replace the default BMT information with the TTS information. In the remarks section, add the following statement: "Individual is NPS, member is in Phase II of IADT due to Formal Training Exception to Policy (FTETP). BMT completed on [insert date]".

2.5.16. Reporting Procedures:

2.5.16.1. All airmen with a FTETP will report the Monday, prior to the week of the Course Start Date (CSD) (7-12 days prior). This is due to Air Education and Training Command (AETC) needing a week to properly in-process and ensures member receives mandatory briefings.

2.5.16.2. All airmen with a FTETP must travel and report to their training squadrons (not billeting) in uniform. They must return with all items they left BMT with and in the same condition. No unit patches and all uniforms.

2.5.16.3. All airmen with a FTETP will utilize government transportation to and from all phases of IADT.

2.5.17. Members must still complete 84 days of IADT. If the member has not completed a cumulative 84 days of IADT following technical school, the member will remain in IADT status at their unit of assignment until this requirement is fulfilled.

Figure 2.1. Formal Training Exception to Policy (FTETP) Request.

(Place on Unit Letterhead)	
MEMORANDUM FOR: NGB/A1DC	
FROM:	100 MXS/CC 110 NCO Drive So. Manchester, ME 06166

SUBJECT: Formal Training Exception to Policy (FTETP) Request for A1C Timothy A. Fox

1. The 100 AW requests that A1C Timothy A. Fox, (1234), be approved for an FTE. A1C Fox enlisted into the XXXXXX career field on XXXXXX. Currently there are no FY11 dates available to send him to technical training. Request A1C Fox be scheduled for basic military training (BMT) on XXXXXX and then attend Tech Tng when a slot becomes available. A1C Fox understands that he must attend the F-16 Aircraft Armament Apprentice course within 365 days from his graduation date of BMT. Upon approval of this waiver the Base Education and Training Manager will input an Out of Cycle Process request. This request is IAW NGB/A1 policy letter _____.
2. Questions or concerns, please contact myself at DSN 200-1200, Commercial 201-200-1200 or email at master.sergeant@ang.af.mil. Thank you for your assistance with this matter.

MASTER L. SERGEANT, Colonel, MEANG
Commander, 100th Maintenance Group

2.6. Waiver or ETP Processing for Enlistment:

2.6.1. Reporting: It is mandatory for the RRS to report waiver data quarterly to NGB/RS using the format provided in Attachment 6 no later than the 15th of the month. NGB/RS will combine all reports and submit to OUSD(P&R)/MPP.

2.6.1.1. Waivers or ETPs previously approved for enlistment (except as indicated in [paragraph 2.6.1.1.1](#)) in any branch of the US Armed Services do not require a subsequent waiver for ANG enlistment, provided they were approved at the same/similar or higher level as required by this instruction. A copy of the previous waiver will be filed in ARMS as an attachment to the DD 4 after the enlistment process is complete. If a copy of the previous waiver cannot be located, a waiver request must be forwarded to NGB/A1P as outlined in [Chapter 5](#).

2.6.1.1.1. If a PS applicant has received an approved waiver or ETP for enlistment into another branch of the US Armed Services and the reason was due to Unfitness, Inaptitude, Fraud, Misconduct (i.e. Drug Abuse), Unsatisfactory Performance or Unsuitability, a review is required by NGB/A1.

2.6.1.2. If the waiver or ETP is for physical/medical reasons, every request will be forwarded through medical channels to NGB/SGPA for approval.

2.6.2. Waiver or ETP requests will be in letter format as shown in Figure 5.1., with routing as explained in [Chapter 5](#). Attach a copy of the completed SF 180 signed by both the applicant and a recruiter or FSS representative authorizing the ANG access to PS records, when appropriate.

2.6.3. Applicants under restraint, under sentence of a court, or who have been found guilty of a felony under federal, local or state laws, or where confinement exceeded one year (not necessarily imposed), are not eligible for waiver or ETP.

2.6.4. In evaluating an arrest record, information indicating acquittal, dropped charges, expunged record, case dismissal, or that the individual was the subject of a "*nolle prosequi*," does not negate the significance of the underlying conduct. Therefore, to protect the interests of the ANG, base eligibility determinations on available information concerning a person's conduct and actions rather than the legal outcome of a criminal proceeding:

2.6.4.1. These factors may mitigate disqualifying information. Consider them in the waiver process:

2.6.4.1.1. Immaturity attributable to the age of the individual at the time of the offense.

2.6.4.1.2. Circumstances surrounding the offense.

2.6.4.1.3. Isolated nature of the conduct.

2.6.4.1.4. Incident occurred in one's youth with no subsequent criminal conduct.

2.6.4.1.5. Temporary conditions contributed to the conduct, (such as parents' divorce, serious illness, or death in immediate family, etc.) with no subsequent criminal conduct.

2.6.5. When reviewing waivers of juvenile delinquency, DS should request the following:

2.6.5.1. Nature of offenses and dates committed.

2.6.5.2. Number of offenses and age of applicant at time of offenses.

2.6.5.3. Copy of the report of investigation completed by juvenile authorities, juvenile courts, police authorities, detention homes, reformatories, or any other appropriate source of information as to the applicant's character and rehabilitation, the actual offenses committed, circumstances in the case, disposition by the courts, actual confinement served, and whether any form of civil restraint still exists.

2.6.5.4. Present reputation in community in which residing, as evidenced by three letters of recommendation from reputable citizens other than relatives.

2.6.5.5. Work and school record since date of offense or release from restraint, detention, or supervision by civil authorities.

2.7. Completing Forms and Documents. Recruiter and FSS are required to complete the following forms in AFRISS:

2.7.1. DD Form 4, *Enlistment or Reenlistment Agreement - Armed Forces of the United States*. This form will be completed for each applicant IAW **Attachment 9**. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.

2.7.1.1. The *Applicant Briefing Item on Separation Policy* in Attachment 2 must be added as an annex to the DD Form 4.

2.7.2. DD Form 1966, *Record of Military Processing, Armed Forces of the United States*. The recruiter will complete this form using the instructions provided in **Attachment 10**.

Parents or legal guardian will complete item 40, if applicant is less than 18 years old and unmarried. The applicant will initial in Section 3 as required. Exception: DD Form 1966 is not required for personnel presently in the ANG who transfer from another state, PALACE CHASE/ FRONT individuals, or transfers from an USAFR unit when no break in service occurs. In these instances, documentation should already exist. Applicants who require waivers must have waiver code annotated on DD Form 1966; see Attachment 11.

2.7.3. DD Form 372, *Request for Verification of Birth*. This form may be used when the applicant is unable to furnish evidence for initial enlistment, see paragraph 2.1.2.3., for PS applicant.

2.7.4. DD Form 369, *Police Records Check*. This form will be prepared early during the enlistment process for all NPS applicants and those PS applicants requiring a new security investigation. After results have been received:

2.7.4.1. If applicant is enlisted, forward the form, along with the SF Form 86, *Questionnaire for National Security Position*, SF Form 86A, *Questionnaires for Non-Sensitive, Public Trust and National Security Positions*, to the FSS activity accomplishing the enlistment. This activity is responsible for ensuring that the member takes the forms to the assigned unit security manager or designee for completion, then to Wing Security Manager, or the authorized requestor for security clearance processing. All personnel security investigation forms must be typed. If applicant decides not to enlist or is denied enlistment, attach to the file copy of DD Form 1966 and dispose of IAW AFMAN 33-363.

2.7.4.2. Recruiters will not violate statutes or local restrictions that prohibit obtaining or maintaining police record data, nor will they involve themselves beyond a normal DD Form 369 request. The information obtained from local or state agencies is subject to rigid control and is not releasable to persons outside of recruiting channels. The applicant is responsible for paying any fees and for taking any further action to obtain required data.

2.7.5. DD Forms 2807-1 and 2808 and supporting documentation will be completed (by medical personnel) on each initial enlistee IAW AFI 48-123.

2.7.6. AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*. All initial ANG accession interviews will require that every applicant, PS and NPS, complete the front side of AF IMT 2030. ANG Recruiting personnel will review the completed form to determine if the applicant is eligible for enlistment (See [Attachment 4](#)).

2.7.6.1. All NPS personnel will recertify their AF IMT 2030, (Reverse Side) in the Remarks Section, before departing for BMT. If the member admits to using any illegal drug/substance after the first certification, they will be immediately discharged IAW AFI 36-3209.

2.7.7. AF 357, *Family Care Certification*. AFI 36-2908 will be used to counsel all applicants on ANG policy concerning family care and AF 357 will be completed as appropriate. (See [paragraph 1.9](#) and [Table 1.4](#))

2.7.8. Reemployment Rights. There are specified statutory provisions governing reemployment rights for veterans and applicants for military service. It is absolutely

essential that applicants for enlistment be advised of their reemployment rights before processing (See [Figure 2.1](#)).

2.7.9. Bonus Eligibility Verification. Prior to enlistment processing into a bonus AFSC, the Retention Office Manager (ROM) will evaluate the information and determine bonus program eligibility.

2.7.10. All NPS personnel will be required to complete an *Air National Guard Service Commitment Agreement* at the time of enlistment.

2.7.11. No other forms, except as noted above, are required to be completed prior to enlistment or by the recruiter.

2.8. Administering the Oath of Enlistment. Ensure that the oath on DD Form 4 is administered by a commissioned officer of the National Guard of the State or Territory, or District of Columbia, as the case may be in a dignified manner and in appropriate surroundings, or by any other person authorized by law of the jurisdiction concerned to administer oaths of enlistment in the National Guard. The US flag will be prominently displayed near the person administering the oath. (Title 32 USC 304) In unusual circumstances, and when state statute does not prohibit, a federally recognized officer of the United States Armed Forces may administer the oath.

2.9. NPS Enlistment Guidance – Establishment of Pay Date. All NPS enlistees must be given credit for at least one (paid or non-paid) Inactive Duty Training (IDT) on the DOE. Performance of the IDT is required to establish a Pay Date that coincides with the DOE. FSS personnel overseeing the enlistment process will accomplish certification of IDT using the AF 40a, *Record of Individual Inactive Duty Training* or NGB 105, *Authorization for Individual Inactive Duty for Training*. The only exception is for Geographically Separated Unit (GSU) enlistments for which recruiting personnel will certify the training if no 3S0X1 personnel are assigned.

2.10. Distribution of Records. Distribution of all enlistment records will be IAW AFI 36-2608, *Military Personnel Records Systems*.

2.10.1. The NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension* and any enlistment/accesion waiver letters are attached to the DD Form 4 or AF Form 1411 and filed in the ARMS.

2.11. Applicants Who Decline or Are Found Not Qualified for Enlistment. The following procedures will be followed for those applicants who decline or are found disqualified for enlistment in the ANG:

2.11.1. The enlisting activity will tactfully interview applicants who decline to complete processing to determine their reasons. Counsel them to alleviate their misgivings and emphasize the opportunities in the ANG. If applicant continues to decline to enlist, retain application on file for the period specified in AFMAN 33-363.

2.11.2. For applicants found not qualified for enlistment, the recruiter or FSS representative will tactfully explain to them the reasons for disqualification. If the reason for disqualification is medical, the recruiter should seek counseling assistance from medical personnel. Dispose of the applications IAW AFMAN 33-363.

2.11.3. For members of other components or members of other ANG units found physically disqualified send the complete examination results to the unit of assignment.

2.12. AFRISS/PDS Accessions Procedures.

2.12.1. The following steps will be accomplished by both the servicing Recruiter and Personnel Technician to gain the member in the PDS:

2.12.1.1. The applicant's recruiter will begin the ANG enlistment process using AFRISS.

2.12.1.2. The applicant's recruiter is responsible for projecting/forwarding the enlistment information and pre-built file/record to the FSS via AFRISS.

2.12.1.3. The FSS will use AFRISS/PDS interface to complete the enlistment accession process. Once the enlistment documentation process is completed all add-on PDS gain transactions must be completed within 5 duty days.

2.12.1.4. The applicant is required to sign an addendum to the DD Form 4 recognizing that technical training school dates will not be selected until fully gained in PDS. Also an annotation will be made on the addendum to the DD Form 4, indicating the desired timeframe the applicant is requesting to commence BMT and TTS.

2.12.1.5. Upon accession of an applicant into PDS, the FDS will be given the member's enlistment package.

2.12.1.6. The FDS will then select the first available school dates based on member's desired timeframe or approved FTETP as annotated on Addendum DD Form 4.

Figure 2.2. Reemployment Rights Information (Sample Format).

(Non-Prior Service Applicants)

Statutes of Law (38 USC 2021-2027) provides a reemployment rights program for men and women who leave jobs with private employers, the Federal Government, or a State or local government to enter into the US Armed Forces. To be entitled to reemployment rights, a veteran may serve for not more than 4 years (plus a one year extension for the convenience of the Government), satisfactorily complete the period of AD, be qualified to perform the duties of the former position, and make timely application for reemployment after completion of service. The Department of Labor, through its office of Veteran's Reemployment Rights, is responsible for providing information about the rights you have and any assistance you need in connection with exercising them. We are cooperating to bring this important matter to your attention, but there are certain conditions you must meet. If you are found not qualified for enlistment, your reemployment rights may be impaired if you have not requested a leave of absence from your employer. Consequently, as a precautionary measure, if you are interested in protecting your reemployment rights, you should request a leave of absence from your employer before missing work to seek entry into the US Armed Forces. If you have notified your employer of your intention to enter into the Armed Forces, nothing further needs to be done. If you have not, you are strongly urged to do so.

The following is a suggested format for requesting a leave of absence.

REQUEST FOR LEAVE OF ABSENCE

Date:

TO:

(Name of Employer)

Pursuant to section 9(g)(4) of the Universal Military Training and Services Act, as amended, I hereby request a leave of absence for the purpose of being processed for entry into the Armed Forces of the United States.

(Sign Here)

NOTE TO EMPLOYER: Information concerning the eligibility requirements or the rights to be accorded under the reemployment rights program may be obtained from the US Department of Labor, Washington, DC 20210.

Chapter 3

ENLISTMENT FOR SPECIFIC OPERATIONS AND OF SPECIAL CATEGORY PERSONNEL

3.1. Flying and Officer Training Applicants. Applicants enlisting to attend the USAF flying training in an officer grade or to attend AMS as an airman must be enlisted prior to approval for appointment, attendance at Medical Flight Screening or AMS.

3.1.1. Applications for appointment and attendance at flying training in officer grade or for enlistment to attend the AMS will be prepared and submitted under the appropriate Air Force directives and instructions issued by NGB.

3.1.2. If the application for appointment and/or attendance at USAF flying training or officer training is disapproved or terminated without prejudice, the member will be given the option of being discharged under AFI 36-3209 or remain in the ANG under the regular enlistment program. If a member desires to remain in enlisted status with the ANG, he/she will be required to complete the remaining portion of the enlistment, and BMT, if applicable (see **Table 1.1**, Note 6.).

3.1.3. Waivers approved for appointment automatically qualify as enlistment waivers. All waivers requested for officer candidates will be requested under appointment directives.

3.2. Applicants Drawing Certain Other Compensation from the US Government. Applicants for enlistment drawing disability compensation from the US Government through the Veterans' Administration, or retired persons excluded under the provisions of **Table 1.3**, Rule 22 or Rule 35, who are otherwise qualified for enlistment, must waive either their retired pay or disability compensation for the days for which they receive pay for performance of military duty, or otherwise waive/decline the military compensation. A copy of the certificate of waiver of compensation will be filed in ARMS as an attachment to the DD Form 4. Each applicant will be advised that it is their responsibility to preclude dual payment for disability compensation or retired pay and Federal pay for their services in the ANG for the same period.

3.3. NPS Applicants for ANG Bands. An applicant for an ANG band, otherwise qualified for enlistment, is required to audition before enlistment. The applicant must pay all expenses in connection with pre-enlistment auditioning. The band director will audition the applicant using AFI 35-110, *U.S. Air Force Band Program*, for guidance.

3.4. Enlistment of Ex-Military Service Academy Students. Applicants for enlistment who were former military service academy students who have completed 90 days or more of AD/IADT do not have to attend BMT; however, they may need to attend formal technical training.

3.5. ROTC Participants. Former ROTC participants who complete the program and decline their commission must attend BMT and formal technical training.

3.6. Enlistment of Members of the Retired Reserve. Members of the Retired Reserve awaiting pay at age 60 are normally not available for enlistment. However, members of the Retired Reserve who have not reached maximum service and are not receiving retired pay may

request unit assignments based on the detailed process below. Former enlisted members who have exceeded the mandatory age requirement (Age 60) are not eligible for enlistment. Headquarters Air Reserve Personnel Center, Director of Personnel (HQ ARPC/DP) is the approval authority for the transfer of any member from the Retired Reserve IAW AFI 36-2115, *Assignments Within the Reserve Components*.

3.6.1. Applicants must meet the following criteria (No Waivers or ETPs will be considered):

3.6.1.1. Must be accessed to fill a valid vacancy IAW ANGI 36-2101 and will not be assigned as excess or overgrade.

3.6.1.2. Must be fully qualified in DAFSC to include same or higher skill-level.

3.6.1.3. Must be physically qualified.

3.6.1.4. Must be able to complete a minimum of 3 year enlistment.

3.6.1.5. Must not have been selectively non-retained under ANGI 36-2606, *Selective Retention of Air National Guard Officer and Enlisted Personnel*, within the state/territory in which requesting to enlist.

3.6.2. The state RRS may submit a request to enlist a member of the Retired Reserve to NGB/A1P. The following information is required:

3.6.2.1. Cover letter. Follow the format in Figure 5.1., must be titled "Enlistment of Retired Reserve Member".

3.6.2.2. A completed AF IMT 1288.

3.6.2.3. Record of current physical examination.

3.6.2.4. Copy of member's retirement order.

3.6.2.5. Letter signed by the gaining commander justifying the assignment and manning statistics.

3.6.2.6. Endorsement by State AG (may be delegated no lower than DS).

3.6.2.7. NGB 22.

3.6.2.8. Copies of any other documents relevant to the request.

3.6.3. If approved, HQ ARPC/DP Assignments Section will contact the servicing FSS to request a copy of the DD Form 4. Upon receipt of the DD Form 4, the record will be projected to the gaining unit in PDS.

3.7. Enlistment of Active Duty Retirees.

3.7.1. Members must meet the following criteria:

3.7.1.1. Must be accessed to fill a valid vacancy IAW ANGI 36-2101 and will not be assigned as excess or overgrade.

3.7.1.2. Must be fully qualified in DAFSC to include same or higher skill-level.

3.7.1.3. Must be physically qualified. A copy of the member's retirement physical will be included. If a copy cannot be provided, the assigned medical facility must provide a medical review.

3.7.1.4. Must have sufficient retainability (3 years) to complete one term of enlistment.

3.7.1.5. Must be entitled to a regular military retirement (20 years active duty) and retired not more than five (5) years. Members projected for retirement may apply, but will provide proof of approved retirement (i.e., copy of retirement order, approval Report of Individual Personnel data (RIP)).

3.7.2. The state RRS may submit a request to enlist a member of the Retired Reserve to NGB/A1P. The following information is required:

3.7.2.1. Attach a cover letter that includes endorsements from the Wing/GSU Commander and TAG. Authority cannot be delegated below TAG.

3.7.2.2. A completed AF IMT 1288.

3.7.2.3. Copy of applicant's retirement physical examination. If the applicant cannot provide a copy, the gaining medical facility will conduct a medical review.

3.7.2.4. Copy of applicant's active duty retirement order.

3.7.2.5. Letter signed by the gaining commander justifying the assignment and manning statistics. Justification must include the unique or unusual circumstances that render the applicant's service as "indispensable" to satisfy the requirements of 10 USC § 10145. Include a synopsis of actions pursued to fill the vacancy through valid recruiting pools, retraining current members, or accession from the Retired Reserve.

3.7.2.6. Copies of the applicant's last 5 Enlisted Performance Reports.

3.7.2.7. Copy number four of DD Form 214, *Certificate of Release of Discharge from Active Duty*.

3.7.2.8. Copies of any other documents relevant to the request.

3.7.2.9. Applicants projected for retirement will present proof of approved retirement date and pertinent qualification documents (AF Form 2096, RIP, AF Form 623).

3.8. ANG State-to-State Transfers. When an ANG member indicates a desire to transfer to another ANG unit in a different state, the losing state will supply the gaining state with an affiliation packet containing the following: a list of ANG units in the state the member wishes to transfer to, ROM points of contact in that state, conditional release form (AF 1288) a copy of the latest record review RIP, last AF 526, *ANG/USAFR Point Credit Summary*, DD Form 93, *Record of Emergency Data*, DD Form 214s and NGB 22s, copies of all promotion orders, most current RCPHA within 12 months, latest physical, latest direct deposit form and any other pertinent or necessary documents. The only enlistment document required to be accomplished by the gaining state is a new DD Form 4. State transferees must meet retention physical standards; if the members RCPHA is due, then a current RCPHA must be completed prior to enlistment. Members may be accessed IAW ANGI 36-2101.

3.8.1. A State-to-State transfer must meet AF fitness standards. If the applicant does not currently meet standards, the gaining unit commander must be notified of the current status and has the decision authority for accepting the member.

3.8.2. Members may be accessed IAW ANGI 36-2101.

Figure 3.1. Enlistment Application for ANG Bands (NPS).

	Date:
MEMORANDUM FOR: (Servicing FSS)	
FROM: (Designation and Location of Band)	
SUBJECT: Enlistment Application for Air National Guard Bands	
<ol style="list-style-type: none"> 1. (Name) was auditioned and found qualified on (instrument) AFSC () under the provisions of AFI 35-203/ANG Sup 1 (for guidance only). 2. There is/is not a vacancy in this band. 3. Request individual be assigned to this band if otherwise qualified for enlistment in the Air National Guard and as a Reserve of the Air Force. 	
Name:	
Grade:	
Band Director:	
1st Ind,	Date:
TO: (Director of Band)	
<ol style="list-style-type: none"> 1. (Applicant) was found qualified for and enlisted in the Air National Guard and has been assigned to your organization. He/she is scheduled to attend basic military training on (date) and will return to your organization upon completion. 2. (Applicant) did not enlist in the Air National Guard for the following reasons: 	

Name:

Grade:

Title:

Chapter 4

REENLISTMENT AND EXTENSION OF ENLISTMENT

4.1. No individual will reenlist or extend their enlistment without the concurrence of the unit commander. A commander may approve or deny reenlistments and extension of enlistments to any member of his or her command. Continued retention in the ANG is a command prerogative and is not an inherent right of any individual unless the member has between 18 and 20 years of satisfactory service towards a reserve retirement. In those cases, only the SAF may deny retention. Reenlistments and extension may not exceed a member's HYT except as explain in **Paragraph 4.5**.

4.1.1. Individuals rendered ineligible for reenlistment or extension of enlistment IAW Table 4.1, will be separated on their ETS.

4.2. Complete the following forms before each reenlistment or extension of enlistment action:

4.2.1. NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension of Enlistment*. The member will complete this mandatory questionnaire prior to any reenlistment or extension actions. If the member answers "Yes" to any questions, they may be ineligible for reenlistment or extension of enlistment. Therefore, it is beneficial, not mandatory, to have the member complete this form prior to the supervisor initiating the AF Form 418, *Selective Reenlistment Program (SRP) Consideration for Airmen in the Regular Air Force/Air Force Reserve*. If this option is used, the member will recertify his/her answers prior to completing reenlistment/extension actions. Use Table 4.1., to determine eligibility. More information may be requested from the member to make a final determination. File a copy in ARMS as an attachment to the DD Form 4 or AF IMT 1411, as applicable.

4.2.2. AF 2030, *USAF Drug and Alcohol Abuse Certificate*. The member will complete this form prior to any reenlistment or extension of enlistment actions. Self-admission to any illegal drugs, after enlistment in the ANG, will result in immediate discharge IAW AFI 36-3209. If the member answers yes to any questions, they may be ineligible for reenlistment or extension of enlistment. Use Table 4.1., to determine eligibility. File a copy in ARMS.

4.2.3. AF Form 418, *Selective Reenlistment Program (SRP) Consideration for Airmen in the Regular Air Force/Air Force Reserve*. The member's supervisor and commander will complete this form prior to any reenlistment actions. File a copy in ARMS.

4.2.3.1. Supervisors may initiate AF Form 418 (optional) and make recommendations by initialing or placing an "X", in the appropriate item of Section II, sign and date the forms, and forward to the unit commanders.

4.2.3.2. Unit commanders document their decision by placing an "X" or initials in the appropriate item of Section III, and entering their rationale if not selecting for reenlistment (mandatory). Commanders sign and date the forms and attach any supporting documentation to substantiate non-selection decisions. If not selecting an individual for reenlistment, but, wants to authorize an extension of enlistment IAW Table 4.2, the commander will indicate as such in the Remarks section and include the rule

number and reason. (**NOTE:** When airmen are TDY and won't return within 30 days of the decision date, commanders include the following statement in the upper margin of the AF Form 418: "Airman is TDY until (expected return date)".) Commanders send all copies of the form to the orderly rooms for return to the FSS. Commanders will schedule airmen for personal interviews and accomplish the following:

- 4.2.3.2.1. Ensure selected airmen complete Section IV and keep the second copy of the forms. Commanders keep the first copy and send the originals to the orderly rooms for return to the FSS.
 - 4.2.3.2.2. Discuss the following items with non-selected airmen: specific reasons for non-selection, areas needing improvement, appeal opportunity, and the possibility of future reconsideration and selection.
 - 4.2.3.2.3. Ensure non-selected airmen complete Section IV, and render their appeal intent in Section V by the next scheduled Unit Training Assembly (UTA). When airmen intend to appeal, commanders send all copies of the completed AF Forms 418 to the CSS. When airmen don't intend to appeal, commanders keep the first copy, give airmen the second copy, and send the originals to the orderly rooms for return to the FSS.
- 4.2.4. DD Form 4. Use this form if member is reenlisting. Type this form for each applicant who reenlists IAW Attachment 9. Ensure that each entry is accurate and verified by the applicant or by substantiating documents. File a copy in ARMS.
- 4.2.5. AF Form 1411, *Extension or Cancellation of Extensions of Enlistment in the REGAF/AFRES/ANG*. Use this form to document extensions of enlistments. Instructions for completing the form are included at Attachment 8.

4.3. Reenlistment in the ANG.

- 4.3.1. Terms of reenlistment within the ANG may be for any unspecified term, not less than one year, not more than 6 years, and meet the requirements in **Table 4.3**.
- 4.3.2. Individuals not selected for reenlistment and not eligible for an extension of enlistment IAW **Table 4.2** will be separated on their ETS.
- 4.3.3. Commanders may complete a second AF Form 418 changing the member's selection or non-selection status at any time prior to the ETS.
- 4.3.4. Individuals who reenlist in the ANG must concurrently reenlist as a Reserve of the AF in the same grade for a period equal to their ANG reenlistment.

4.4. Voluntary Extension of Enlistment in the ANG.

- 4.4.1. To determine the authorized terms for extension of enlistments, refer to Table 4.2. More than one extension is authorized on a current enlistment contract; however, the total of all such extensions on the current enlistment contract will not exceed four years IAW 10 USC § 509. No exceptions can be considered to extend a member's enlistment beyond four years.
- 4.4.2. Extensions of enlistment become effective the day following current ETS.

4.4.3. ETPs will not be granted for extensions in order to qualify for the ANG Incentive Program.

4.4.4. Unit commanders and members have the authority to cancel extensions to enlistment when the original reason for extension no longer exists provided the member has not entered the extension period. Cancelled extensions will result in the ETS reverting to the previous date as if the extension never occurred.

4.5. Extension of Enlistment Beyond Eligibility for Retired Pay. The ANG establishes its HYT for all enlisted members at age 60. The HYT is commensurate with members' eligibility to receive retired pay IAW Chapter 67, Title 10, United States Code (USC).

4.5.1. 10 USC § 12308 restricts members from participating for pay and points beyond their sixtieth birthday without the approval of the SAF. However, NGB/A1 may approve participation beyond age 60, but no later than age 62, in the following situations:

4.5.1.1. Extension to qualify for a Reserve Retirement. Enlisted members with 18 but less than 20 years of satisfactory service may request retention beyond age 60 to qualify for a Reserve Retirement provided the member did not waive retirement eligibility upon enlistment and extenuating circumstances precluded eligibility before the member reached his or her sixtieth birthday.

4.5.1.2. Extension to qualify for an Active Duty Retirement. Enlisted members with 18 but less than 20 years of Total Active Federal Military Service (TAFMS) may request retention beyond age 60 to qualify for an Active Duty Retirement provided the member did not waive retirement eligibility upon enlistment and extenuating circumstances precluded eligibility before the member reached his or her sixtieth birthday.

4.5.1.3. Extension to qualify for a Civil Service Annuity. Enlisted members serving as dual status technicians may request retention beyond age 60 to qualify for a civil service annuity. Requests for extension must include verification of civil service annuity eligibility date from the state HRO. Members applying for extension under this provision must understand that they will only receive pay, not points, for service beyond age 60.

4.5.1.4. Extension due to Medical Hold. Enlisted members who are approved for a medical hold IAW AFI 41-210, *Patient Administration Functions*, may request retention beyond age 60 until the expiration of the medical hold. The approved medical hold must be included with the request. Members applying for extension under this provision must understand that they will only receive pay, not points, for service beyond age 60.

4.6. Administrative Extension of Enlistment. Enlisted members can be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the Uniform Code of Military Justice (UCMJ) or the State Military Code, or to allow sufficient time for a member who is hospitalized, or when affected by the provisions of "Stop-Loss."

4.6.1. Members may be extended, at the discretion of TAG, when a member has been denied reenlistment and has a pending complaint or grievance in their behalf that will not be adjudicated prior to their ETS. In this instance, the member will be extended for six months or until adjudication is received.

4.6.2. Do not involuntarily retain a member beyond ETS for the processing of an administrative discharge action as outlined in AFI 36-3209.

4.7. Processing Nonselection Appeals. Airmen must submit their appeal to the CSS no later than 10 calendar days from the day they complete AF Form 418, Section V.

4.7.1. Airmen will appeal to their respective group commanders. (**EXCEPTIONS:** Airmen appeal to their Wing/GSU Commander when their group commanders made the reenlistment nonselection decision or to DS-Air when their Wing/GSU Commander made the reenlistment nonselection decision.)

4.7.2. When airman submit their written appeal:

4.7.2.1. The CSS will construct case file containing (as a minimum) all copies of the AF Form 418, documentation submitted by the airman and commander, the airman's last 5 EPRs (if applicable), and any other pertinent information. (**NOTE:** Give airman 3 workdays to rebut any new information added to the case file after they submit their appeal.) Within 5 workdays, CSS send the case files to the base legal office for review. The CSS includes the legal advisories in the case files and send them to the airman's group commander within 5 workdays.

4.7.2.2. When group commander is the final appeal authority, they approve or disapprove the appeal and complete AF Form 418, Section VII. Refer to **Paragraph 4.7.3** for processing instructions. When Wing/GSU Commander is the final appeal authority, the group commander may approve the appeal and complete AF Form 418, Section VII, or recommend disapproval. Refer to Paragraph 4.7.3 when group commanders approve appeals.

4.7.2.3. When group commanders recommend disapproval, the CSS sends the case file to the airman's Wing/GSU Commander. When the Wing/GSU Commander is the final appeal authority, they approve or disapprove the appeal and complete AF Form 418, Section VII. Refer to **Paragraph 4.7.3** for processing instructions.

4.7.2.4. When DS-Air is the final appeal authority, the Wing/GSU Commander may approve the appeal and complete AF Form 418, Section VII, or recommend disapproval. Refer to **Paragraph 4.7.3** when Wing/GSU Commander approves appeal. When the Wing/GSU Commander recommends disapproval, the CSS forwards the case file to the FSS. The FSS will review the case file for administrative accuracy and verify the airman was eligible for reenlistment consideration; send the case file to the Military Personnel Management Office (MPMO) who will staff to the state legal office for review; and include legal advisory in the case file; send the case file to DS-Air through established headquarters procedures.

4.7.2.5. DS-Air approves or disapproves the appeal and completes AF Form 418, Section VII. The MPMO returns appeal cases to the servicing FSS for processing according to **Paragraph 4.7.3**.

4.7.3. Appeal approval restores reenlistment eligibility. Appeal disapproval continues the reenlistment ineligibility. The FSS sends all copies of the AF Forms 418 to the unit commander, who ensures the airman complete AF Form 418, Section VIII within 5 workdays. Unit commanders return the originals to the FSS, retain the first copy, and give

the airman the second copy. The FSS updates the appropriate RE codes and forward the AF Forms 418 for file in ARMS. (**NOTE:** FSS will give the airmen and unit commanders a copy of the completed case files upon request.)

Table 4.1. Reenlistment and Extension Ineligibility Factors.

R U L E	A	B	C
	INELIGIBILITY FACTOR	EXPLANATION/DETERMINATION GUIDELINES	Notes:
1.	Morally Unacceptable - Category 2 Offenses (Attachment 5)	Persons convicted by a civilian court under circumstances as indicated below:	
		Four or less offenses.	3, 4
		Category 2 offenses included in a pattern of misconduct may not be waived by DS and must be submitted to NGB/A1P IAW Rule 4.	4
2.	Morally Unacceptable - Category 3 Offenses (Attachment 5)	Persons convicted by a civilian court under circumstances as indicated below:	
		One or more offenses except First Offense DUI.	2, 4
		First Offense DUI.	3, 4
		Category 3 offenses included in a pattern of misconduct must be submitted to NGB/A1P IAW Rule 4.	4
3.	Morally Unacceptable - Category 4 Offenses (Attachment 5)	A person convicted by civilian court of an offense classified as a felony under state or federal statutes or convicted of one or more Category 4 offenses.	1, 5
4.	Persons under restraint to include parole, probation, or suspended sentence	See Attachment 1, Terms).	1

5.	Members under investigation by military or civilian authorities (including Office of Special Investigation (OSI) pending the outcome of which may result in administrative discharge processing	When ETS is imminent, and members are under investigation, they may voluntarily extend their enlistment for 6-month periods using this rule as authority and following the procedures in this instruction to remain as members in the ANG until the case is decided. If they elect not to extend and the commander chooses not to extend them administratively, they will be separated on ETS and reenlistment is barred. (Appropriate comment will be made on NGB 22, Remarks).	1
6.	Under the influence of alcohol or drugs (Title 10 USC 504)	Persons who are under the influence of alcohol or drugs will not be processed.	1
7.	Drug users/Drug abusers	Members identified through the drug identification process are ineligible for reenlistment/extension.	1
8.	Alcoholics/Alcohol Rehabilitation Program	1. Persons known to be addicted to alcohol.	1
		2. Individuals who have documentation indicating successful completion of rehabilitation program, who have maintained sobriety for at least two years and are medically qualified.	3
9.	Mental illness	A person with a documented history of mental illness or with a history of anti-social behavior (including history of psychosis).	1, 6
10.	National security risk	Persons who admit or whose available records show that they have engaged in any act or acts designed to destroy or weaken the US. In addition, persons will be denied reenlistment if the acceptance is not clearly consistent with the interest of national security IAW AFI 31-501.	1
11.	Immigrant alien members	Immigrant aliens who enlist in the ANG must acquire US citizenship status during their initial enlistment to be eligible for	1

		reenlistment/extension.	
12.	ROTC Students	Students enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. This does not include those enrolled in Air Force ROTC courses under the sponsorship of a state program that uses Air Force ROTC as a commissioning source.	1
13.	Not selected for retention	Individuals not selected for retention by commander at ETS on the AF Form 418 or not retained under state selective retention programs. This bar may be lifted if the member has an approved medical hold.	
14.	Conviction of "Crime of Domestic Violence" (See Attachment 1, Terms.)	Individuals with a qualifying conviction of domestic violence, which occurred prior to or after 30 Sep 96. To determine if a particular conviction meets the domestic violence crime criteria, consult with the local Staff Judge Advocate (SJA). (See Attachment 3)	1

NOTES:

1. No waiver or exception to policy will be permitted.
2. A waiver request will be submitted to NGB/A1P.
3. Waiver authority is the DS. This waiver authority will not be further delegated beyond the DS.
4. If the incident occurred while the member was in the ANG and punishment was received under Article 15 or other judicial/administrative action and the member is otherwise qualified for reenlistment/extension, no waiver is required.
5. Category 4 offenses are a bar to reenlistment/extension regardless of when the offense was committed.
6. Airmen classified as Wounded Warriors and diagnosed with Post Traumatic Stress Disorder (PTSD) are not barred from reenlistment or extension. Airmen must have 9WXXX as secondary or tertiary AFSC for this note to apply.

Table 4.2. Terms of Extension to Enlistment.

R U L E	A	B	C
	Are selected by their commander and applicant is:	Then extend for:	Notes:
1.	Selected for service commitment that requires specific retainability.	See ANGI 36-2101 for extension requirements.	1, 2, 3
2.	An airman who accepts a Statutory/AGR Tour.	A period that will coincide with an AD tour that will not exceed four years.	3
	Accepts a subsequent Statutory/AGR Tour.	For AD tours over four years see Table 4.3., Rule 1.	3
	Extended Active Duty (EAD) Tour application approved by AFPC.	For AFPC approved EAD tours: Time required by AFPC, not to exceed the member's HYT.	3
3.	Ineligible for reenlistment based on failure to attain physical fitness standards as outlined in AFI 36-2905	Minimum extension period is seven months and maximum extension period is twelve months. (See paragraph 4.2.3.2.)	
4.	MGIB-Selected Reserve (SR)	The number of years, months, and days that total a 6 year SR commitment from the date of eligibility.	1, 2, 3
5.	MGIB-Selected Reserve (SR) Kicker	The number of years, months, and days that total a 6 year SR commitment from the date of eligibility.	1, 2, 3
6.	MGIB-Chapter 33	The number of years, months, and days that total a 4 year SR commitment from the date of eligibility.	1, 2, 3
7.	An individual who will not be qualified for retirement upon reaching age 60, but will qualify before attaining age 62. (See Paragraphs 4.5.1.1. or 4.5.1.2.)	Waiver must be submitted to NGB/A1P for consideration.	3, 4

8.	An individual who is a technician who is extending beyond age 60 for the purpose of qualifying for a technician annuity. (See Paragraph 4.5.1.3.)	Waiver must be submitted to NGB/A1P for consideration.	3
9.	An airman whose ETS occurs while under investigation or awaiting trial for violation of the UCMJ or State Military Code.	Involuntarily extend for a period sufficient to allow for conclusion of the trial or investigation. (Paragraph 4.6. and AFI 36-3209)	3
10.	Affected by "Stop-loss" Provision (Title 10 USC 12305).	Member will be involuntarily extended. (See Paragraph 4.6.)	3, 5
11.	An airman who is hospitalized, temporarily physically disqualified, or pending DES, MEB or PEB.	A period that coincides with approved medical hold IAW AFI 41-210.	3, 4
12.	An airman who requires retainability for deployment.	A period that includes the estimated tour length, accrued leave, reconstitution time, plus 30 days IAW AFI 10-403 or 6 months, whichever is longer.	3
13.	Extension required IAW ANGI 36-2606	See ANGI 36-2606	3

NOTES:

1. Member is required to complete an ANG Service Commitment Agreement.
2. Member may extend ANG enlistment for a period of at least 6 months to coincide with the MSO.
3. No extensions may be executed for a period of less than 6 months.
4. For a member whose medical condition will extend beyond their 60th birthday, the extension request must be forwarded through the chain of command to NGB/A1P for approval IAW Paragraph 4.5.1.4.
5. Members affected by Stop-Loss must be released from an involuntary extension immediately upon the lifting of the Stop-Loss Provision (Title 10 USC 12305).

Table 4.3. Terms of Reenlistment.

R	A	B	C
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U L E	Are selected by their commander and applicant is:	Then reenlist for:	Notes:
1.	Participating in Statutory Tour/ AGR Program, EAD tour application approved by AFPC or due to mobilization.	A period that will coincide with their Active Duty tour. Those mobilized may reenlist for a period that exceeds the period to which ordered to AD. The effective date will occur on the date of the reenlistment.	2
2.	An airman who is reenlisting within 30 days or less prior to ETS.	A period requested by the member and approved by the unit commander. The effective date of reenlistment will occur the next day after current ETS. Example: ETS is 30 Jan 10, member reenlists on 11 Jan 10 for three years; their new DOE will be 31 Jan 10 and their ETS will become 30 Jan 13.	
3.	An airman who is reenlisting within 31 to 90 days prior to ETS.	A period requested by the member and approved by the unit commander. The effective date will occur on the date of the reenlistment.	1
	Exception: An airman drawing a bonus is ineligible to reenlist/extend under this rule.	Example: ETS is 30 Jan 10; member reenlists on 14 Dec 09 for three years, their new DOE will be 14 Dec 09 and their ETS will become 13 Dec 12.	
4.	Selected for service commitment that requires specific retainability.	See ANGI 36-2101 for reenlistment requirements. The effective date will occur on the date of the reenlistment.	1, 3
5.	To meet retainability requirement for MGIB eligibility (SR, SR-Kicker, or Chapter 33)	A period that will coincide with their retainability requirement. The effective date will occur on the date of the reenlistment.	1
6.	State Selective Retention Board, reenlisting more than 90 days prior to ETS	Reenlist for 1 year, ONLY if member has/will exceed total of 48 months of extensions on current enlistment contract.	1

NOTES:

1. Persons who are participants in the ANG Incentive Program are ineligible to reenlist until completion of the contract for which they enlisted with the incentive, unless such reenlistment is to qualify for attendance at an in-residence training school or state educational benefits (not

MGIB).

2. Members who are in an incentive eligible AFSC as identified by NGB/RSR and who are partially mobilized under the provisions of Title 10 USC § 12302 may reenlist early for six years to establish eligibility for a reenlistment bonus, provided they are not currently in the cash bonus program, and meet all other criteria for a reenlistment bonus.

3. Member is required to complete an ANG Service Commitment Agreement.

Table 4.4. ANG RE Codes.

R U L E	A	B	C	D	E
	Narrative Reason	Eligible to reenlist	Eligible to extend	PDS code entry:	Notes:
1.	Eligible to reenlist/extend - Selected by Commander	Yes	Yes	6A	
2.	Eligible to reenlist - Member elected separation or discharge	N/A	N/A	6B	
3.	RE under Review	No	No	6C	1
4.	Under Investigation by Mil/Civ authority which may result in discharge.	No	Yes	6D	2
5.	Serving period of probation and rehabilitation	No	Yes	6E	
6.	Pending Discharge - Voluntary	N/A	N/A	6G	
7.	Pending Discharge - Involuntary	No	No	6H	
8.	Retirement Application has been submitted	N/A	Yes	6I	
9.	Was ineligible to reenlist - Condition Waived	Yes	Yes	6J	
10.	Career Airman Refused 7-Level Training	No	No	6K	
11.	Poor Fitness Score – Formerly “Weight Control Program”	No		6L	
12.	Separation – Poor Fitness Category for greater than 24 months – Formerly “Unsatisfactory Progress in Weight Management Program”	No	No	6M	
13.	Formal School Eliminee being separated	No	No	6N	

14.	Medically disqualified - Pending Waiver	No	Yes	6P	
15.	On conditional release pending enlistment other unit	Yes	Yes	6Q	
16.	Immigrant Alien failed to obtain US Citizenship in first enlistment	No	No	6R	3
17.	Pending Grad from Acad Mil Science/Flt Screening Program	No	No	6S	4
18.	Unsatisfactory Participant/Potential Unsatisfactory Participant	No	No	6T	
19.	Not selected for retention by Commander	No	No	6U	5
20.	ANG Member will reach age 60 in 12 months	Yes	Yes	6V	6
21.	No AFSC awarded which is commensurate with grade	No	Yes	6W	7
22.	ANG Eligible not yet considered	No	No	99	8

NOTES:

1. Member currently within the 12 months reenlistment eligibility review window as outlined in ANGI 36-2607, *Air National Guard Retention Programs*. Once commander has made final selective retention decision update the appropriate RE Code as determined by the commander.
2. Member may be administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the UCMJ or the State Military Code.
3. This code will be updated on those ANG members who fail to apply or do not obtain US citizens during initial enlistment.
4. This code will be updated on those members scheduled to attend AMS or the Flight Screening Program.
5. This code will be updated on those members who have been non-retained under the guidance of ANGI 36-2607 or ANGI 36-2606, *Selective Retention of Air National Guard Officer and Enlisted Personnel*.
6. This code will be updated for those members approaching retirement eligibility and require 12 or less months of retainability.
7. Members can be extended provided they have been approved for retraining. RE Code 6W will remain in the PDS until RE has been approved by commander.
8. PDS generated RE Code at the time of initial accession gain is completed. Do not extend or reenlist a member until commander has recommended reenlistment or denial of reenlistment.

Chapter 5

ROUTING OF WAIVER REQUESTS/EXCEPTIONS TO POLICY

5.1. Procedures for submitting a Waiver Request or an ETP. In an attempt to avoid excessive delays in processing waivers or exceptions to current ANG policies, it is very important they are processed in the correct manner by the proper offices and that each request is forwarded through the appropriate command echelons as indicated below:

5.1.1. An Enlistment/Reenlistment/Extension waiver request will be submitted IAW **Figure 5.1**.

5.1.2. A request for an ETP will be submitted IAW **Figure 5.1**. The approving authority for ETP is NGB/A1P. ETPs will not be granted in circumstances that specify that no waiver is permitted. The Unit Commander and FSS Officer must sign each request forwarded to NGB/A1P.

5.1.3. Each request must be routed through command echelons to the Air Division in the Office of the State AG for a decision, or a written recommendation of approval or disapproval as required by the appropriate Table(s) within this instruction. The Director of Staff- Air or Military Personnel Management Officer will ensure each request has been properly routed and contains a written endorsement prior to forwarding the waiver or ETP to NGB/A1P as required. The failure to comply with these instructions will result in a delay or the request being returned to the appropriate state without action.

5.2. Offices of Primary Responsibility – OPRs:

5.2.1. Enlisted Force Management Section: NGB/A1P, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762

5.2.2. ANG Liaison Office, Federal Records Center (FRC): Federal Records Center, DARP-PRR-L, 9700 Page Boulevard, Saint Louis, MO 63132-5200

5.3. Documentation required for Waiver/ETP Submittal. The documents listed below are mandatory when submitting a request. Not all documents listed are required for each request; however, you must ensure that all pertinent documents for the purpose of the request are included. The required documents are as follows:

5.3.1. Cover letter with proper coordination and written approval from each level of authority as indicated by the appropriate chapter, paragraph, table and note in this instruction.

5.3.2. Mandatory format (**Figure 5.1**).

5.3.3. Applicant's statement of incident/reason (**Figure 5.2**).

5.3.4. DD Form 369 or other federal, state, or local government documents.

5.3.5. Letters of recommendation from reputable citizens in the community (other than relatives). Examples: clergy, social organizations, local police/fire departments, government representatives (**Figure 5.3**).

5.3.6. Résumé of applicant's employment since discharge/separation.

5.3.7. Letter of recommendation from school or employer (**Figure 5.4** and **Figure 5.5**).

5.3.8. Letter of recommendation from civilian counselor concerning alcohol rehabilitation (**Figure 5.6**).

5.3.9. Letter of evaluation concerning the use of illegal drug/substance or alcohol. This is only required if the offense/statement of incident involved an illegal drug/substance or alcohol (**Figure 5.7**).

5.3.10. Other appropriate documents as required: DD Form 214, NGB 22, Enlistment Performance Reports/Evaluations, SF 180, original plus two copies of SF 88/93 or DD Form 2807, DD Form 2808, and any Article 15/UCMJ documentation. **NOTE:** a minimum of three letters of recommendation will accompany each package. The applicant may use the examples in **Figure 5.3**, **Figure 5.4**, or **Figure 5.5**.

Figure 5.1. Mandatory Format for Requesting Enlistment/Reenlistment/Extension Waivers or Exceptions to Policy.

(LETTERHEAD)		Date
MEMORANDUM FOR Unit Commander or FSS Officer		
Wing/GSU Commander State/Territory Approving Authority NGB/AIP (if required) IN TURN		
FROM: Commander or FSS Officer		
SUBJECT: Enlistment Waiver Request or Exception to Policy - JOHN H. DOE		
The following statements are required for each type of request:		
1. The following request is being submitted to permit the (enlistment, reenlistment, or extension) of (name) JOHN H. DOE, to fill the vacant position of E-4 SRA, Personnel Accounting Symbol (PAS): XX123456, AFSC 3S0X1.		
2. Current Wing/GSU manning in this AFSC is 6 authorized / 5 assigned.		
3. The following information is provided:		
a. Prior Service (if applicable, then list branch, component and periods of service. Include any inactive reserve time):		

Branch	Component	Periods of Service
USAF	USAFR	01 Jul 04 - 15 Aug 05
<p>b. Good years for retirement: years, months, and days</p> <p>c. Projected enlistment grade: E-2</p> <p>d. AFQT score and mental category: 58, Mental Category III</p> <p>e. Current Military Status: None-Civilian Traditional AGR Technician</p> <p>f. Current DOE: (Date of last DD4, for requests pertaining to extensions or reenlistments)</p> <p>g. Current ETS: (Requests pertaining to extensions or reenlistments)</p>		
<p>4. State exactly what is to be waived, the authority to waive the requirement (cite table/paragraph listed in this instruction), and a complete and detailed justification for the request.</p>		
<p>5. Point of contact is MSgt Kurt Mitchell, 112 FW/DPR, E-Mail address, Voice DSN 111-1111, Fax DSN: 111-1112.</p>		
<p>6. After an extensive interview and to the best of my knowledge, the individual named herein is otherwise qualified for enlistment/reenlistment/extension into the Air National Guard.</p>		
<p>Signature of Commander or FSS Officer</p>		
<p>Attachments: (list each separately)</p>		
<p>NOTES:</p> <p>1. Each waiver will be signed by the gaining unit commander or the FSS Officer. Each echelon of command will endorse the letter; provide their rationale to support their recommendation and point of contact at the state level.</p> <p>2. Each request will include all the documentation that is listed within the applicable section of this instruction and the applicable chapter, paragraph, table and note.</p>		

Figure 5.2. Statement of Incident/Reason.

<p>(Each Statement of Incident will be typed)</p>	<p>Date:</p>
<p>Description of Incident(s):</p>	

(If two or more incidents are being explained, they will be in chronological order with the specific dates)

I was at a party with some friends of mine on July 4, 2003. Some individuals at the party asked me if I wanted to go out to their car and try some marijuana. Unfortunately, I said yes. I was in their car. There was one person in the driver's seat and two in the back seat. The two people in the back asked me if I wanted to buy some marijuana, which they passed to me. At this point the police flashed a light in the car. I dropped what I had on the floor under the back seat. All of us were arrested. We were all fined \$200.00 and placed on probation for six months.

Individual's role/involvement and the outcome of the incident(s):

I was, in what I feel was an experimental stage of drug use. I had tried marijuana approximately four or five times prior to my arrest.

Events from arrest to current date:

I don't associate with anyone that I think might possibly be involved with drugs. I am presently enrolled in night classes at Prince Charles Community College and have completed an Associate's Degree in Business Administration. I have been employed with the Calverton Board of Education since November 5, 2003.

Final Mandatory Statement

(This statement will included)

"I understand my omission of any information required for a thorough evaluation of this waiver request could result in the disapproval of my application for enlistment into the Air National Guard. Also, I understand that the omission of any information that is later discovered after enlistment could result in a discharge from the Air National Guard."

(Signature of Applicant/Member)

(Signature of Recruiter/FSS Representative)

Figure 5.3. Letter of Recommendation (Other Than Relatives).

(Letterhead preferred)

Fort Worth Volunteer Fire and Rescue
PO Box 1234
Fort Worth, Kansas 20614

TO: (ANG Recruiter)

I have known Jim Jackson for three years, and he is considered to be a model citizen in our community. He has been a member of our Volunteer Fire Department for two and a half years and is dependable, resourceful, and enthusiastic in supporting the mission of our department.

Jim is a man of commendable character, is well liked in the community, and has the respect of all of us in the Fire Department. I have personally recommended him for employment at Chrysler Corporation, the firm that I work for, and would recommend him for enlistment in the Air National Guard.

Respectfully submitted,

John Doe
Chief, Fort Worth Volunteer
Fire and Rescue

Figure 5.4. Letter of Recommendation (School).

(Letterhead preferred)

Glenn Park High School
123 Alt Street
Parkdale, Missouri

This letter comes in behalf of Jane Public, a senior at Glenn Park High School. I have known Jane since her freshman year, when I was assigned as her counselor and she was also in my geometry class. She was a very conscientious student.

Since then, I've known her as a friend throughout her high school years. Jane has found time to do volunteer work with the Salvation Army and Southern Hospital Center.

With all her involvements, Jane is a friendly and healthy young person and would be a fine candidate for the Air National Guard.

Sincerely,

Ms. Jennifer A. Smith
Student Counselor

Figure 5.5. Letter of Recommendation (Employer).

(Letterhead preferred)

BRADEN POLICE DEPARTMENT

Date:

TO: (ANG Recruiter)

Mr. John Doe has been employed by the Braden County Police Department since June 2, 2006. His position in the Services Division involves photography and evidence handling. He is entrusted with highly confidential information and interacts daily with police officers and the general public.

Throughout the period of his employment, he has shown himself to be prompt and trustworthy. He is eager to learn and works well within the parameters of his employment. We would recommend him highly for any position in the Air National Guard.

Sincerely,

Mark D. Simmons
Police Chief
Braden Police Department

Figure 5.6. Letter of Civilian Counseling (Sample Format).

(Letterhead Preferred)

LIFE MANAGEMENT CENTER
Brandon Clinic

Date:

Re: (Applicant’s Name)

TO: (ANG Recruiter)

This letter is to attest to the fact that Mr. John Doe entered the Alcohol Abuse Services Program, Brandon Clinic, Brandon, Maryland, on January 22, 2008, as a self-referral. He had experienced some difficulty in the past year or two while in the military service and was seeking help to enable him to live an alcohol-free life. After initial screening and evaluation, Mr. Doe was seen for additional counseling. Mr. Doe has made excellent progress and the prognosis is very favorable. He now has an extended period of at least fifteen (15) months of sobriety.

Sincerely,

Rita Scott

Alcoholism Counselor
Brandon Clinic, Life Management Center

Figure 5.7. Letter of Evaluation (Use of Illegal Drug/Substance or Alcohol).

(Unit Letterhead)

Date:

MEMORANDUM FOR TAG/DS or NGB/A1P

FROM: Major Phil D. Pinter, FSS Officer or Military Equal Opportunity (MEO) Staff Officer

SUBJECT: Example - Drug Abuse Evaluation (Could be used for Alcohol Abuse or Rehabilitation)

1. I talked with John Smith on 1 March about his use of marijuana. He explained that his involvement with the drug mainly was experimental and he was under pressure in college. He understands very well the implications it has in the military.
2. I have interviewed his ANG coworkers, supervisors, and commander. None of these individuals have noticed personal or professional deviances that would contraindicate experimental use by John Smith.
3. I have interviewed his civilian coworkers and supervisors. None of these individuals have noticed personal or professional deviances that would contraindicate experimental use by John Smith.
4. It is my opinion that this young man has learned from his mistakes. Further, I see no reason why Mr. Smith should not be enlisted in the Air National Guard.

PHIL D. PINTER, Major, MDANG
FSS Officer or MEO Staff Officer

Harry M Wyatt III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- Title 8 USC Section 1401, *Nationals and citizens of the United States at birth*, 3 January 2012
- Title 10 USC Section 67, *Retire Pay for Non-Regular Service*, 3 January 2012
- Title 10 USC Section 312, *Militia duty: exemptions*, 3 January 2012
- Title 10 USC Section 504, *Enlistments; Persons Not Qualified*, 3 January 2012
- Title 10 USC Section 509, *Voluntary extension of enlistments; periods and benefits*, 3 January 2012
- Title 10 USC Section 972, *Members; effect of time lost*, 3 January 2012
- Title 10 USC Section 978, *Drug and alcohol abuse and dependency; testing of new entrants*, 3 January 2012
- Title 10 USC Section 8914, *Twenty to thirty Years; enlisted members*, 3 January 2012
- Title 10 USC Section 12103, *Reserve Components: Terms*, 3 January 2012
- Title 10 USC Section 12301, *Reserve Components: Generally*, 3 January 2012
- Title 10 USC Section 12305, *Authority of President to suspend certain laws relating to promotion, retirement, and separation*, 3 January 2012
- Title 10 USC Section 12731, *Age and service requirements*, 3 January 2012
- Title 18 USC Section 922, *Unlawful Crimes*, 3 January 2012
- Title 32 USC Chapter 3, *Personnel*, 3 January 2012
- Title 32 USC Section 304, *Enlistment Oath*, 3 January 2012
- DoDI 1304.25, *Fulfilling the Military Service Obligation (MSO)*, 25 August 1997
- DoDI 6130.03, *Standards for Appointment, Enlistment, or Induction in the Military Services*, 28 April 2010
- Air Force Enlisted Classification Directory (AFECD)
- AFI 31-501, *Personnel Security Program Management*, 27 January 2005
- AFI 35-110, *U.S. Air Force Band Program*, 22 January 2010
- AFPD 36-20, *Accession of Air Force Military Personnel*, 22 December 2008
- AFI 36-2004, *Interservice Transfer of Officers to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR)*, 17 July 2003
- AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, 14 June 2010
- AFI 36-2115, *Assignments within the Reserve Components*, 8 April 2005
- AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008
- AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

AFI 36-2608, *Military Personnel Records Systems*, 30 August 2006

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 36-2908, *Family Care Plans*, 1 October 2000

AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 June 1994

AFI 36-3202, *Separation Documents*, 22 November 2005

AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 48-123, *Medical Examination and Standards*, 24 September 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 19 October 09

ANGI 36-2101, *Assignments within the Air National Guard*, 10 April 12

ANGI 36-2502, *Promotion of Airmen*, 9 February 12

ANGI 36-2503, *Administrative Demotion of Airmen*, 24 February 10

Prescribed Forms

NGB Form 3621, *ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension*

NGB Form 3622, *Dependency Statement for Enlistment*

Abbreviations and Acronyms ***AI - Manpower, Personnel and Services***

AIP—Chief, Force Management Division

AD—Active Duty

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AG—Adjutant General

AGR—Active Guard Reserve

ALC—Assignment Limitation Code

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGUS—Air National Guard of the United States
AFMS—Air Force Fitness Management System
AFPT—Air Force Proficiency Test
AFRAT—Air Force Reading Abilities Test
AFRES—Air Force Reserve
AFRISS—Air Force Recruiting Information Support System
AFO—Accounting and Finance Office
AFPC—Air Force Personnel Center
AFQT—Air Force Qualifying Test
AMS—Academy of Military Science
ARMS—Automated Resource Management System
ARNG—Army National Guard
ARC—Air Reserve Component
ARPC—Air Reserve Personnel Center
ASVAB—Armed Services Vocational Aptitude Battery
AWOL—Absent Without Leave
BCMR—Board for Correction of Military Record
BETM—Base Education and Training Manager
BIT—Break-In-Training
BMT—Basic Military Training
CAP—Civil Air Patrol
CFR—Code of Federal Regulation
CNGB—Chief, National Guard Bureau
CSD—Course Start Date
CSP—Critical Skills Promotion
CSS—Commander’s Support Staff
DAC—Deployment Availability Code
DAFSC—Duty Air Force Specialty Code
DEP—Delayed Entry Program
DFR—Dropped From Rolls
DMDC—Defense Manpower Data Center
DoD—Department of Defense

DODI—Department of Defense Instruction
DOE—Date of Enlistment
DOS—Date of Separation
DOR—Date of Rank
DS—Director of Staff
DSN—Defense Switch Network
DTM—Directive Type Memorandum
DUI—Driving Under Influence
EAD—Extended Active Duty
EO—Executive Order
EPTS—Existing Prior to Service
E-QIP—Electronic Questionnaires for Investigations Processing
EST—Enlistment Screening Test
ETP—Exception to Policy
ETS—Expiration Term of Service
FDS—Force Development Superintendent
FSS—Force Support Squadron
FTETP—Formal Training Exception to Policy
GED—General Education Diploma
GS—General Schedule
GSU—Geographically Separated Unit
HIV—Human Immuno-deficiency Virus
HQ—Headquarters
HRO—Human Resource Office
HYT—High Year Tenure
IADT—Initial Active Duty Training
IAW—In Accordance With
IDT—Inactive Duty Training
IMT—Information Management Tool
INS—Immigration and Naturalization Service
ISLRS—Inactive Status List Reserve Section
MEB—Medical Evaluation Board

MEPS—Military Entrance Processing Station
MET—Mobile Examining Test
MGIB—Montgomery G.I. Bill
MPMO—Military Personnel Management Office
MSO—Military Service Obligation
NACLC—National Agency Check, Local Agency Checks and Credit Check
NCO—Noncommissioned Officer
NDAA—National Defense Authorization Act
NGB—National Guard Bureau
NPS—Non-Prior Service
OPR—Office of Primary Responsibility
ORS—Obligated Reserve Section
OSI—Office of Special Investigation
PAS—Personnel Accounting Symbol
PDS—Personnel Data System
PEB—Physical Evaluation Board
PHA—Preventative Health Assessment (AD)
PME—Professional Military Education
PS—Prior Service
PTSD—Post Traumatic Stress Disorder
RCPHA—Reserve Component Periodic Health Assessment
RE—Reenlistment Eligibility
RegAF—Regular Air Force
RIP—Report of Individual Personnel
ROM—Retention Office Manager
ROTC—Reserve Officer Training Corps
RRS—Recruiting and Retention Superintendent
SAF—Secretary of the Air Force
SART—Substance Abuse Reorientation and Treatment
SAS—State Air Surgeon
SDAP—Special Duty Assignment Pay
SF—Standard Form

SJA—Staff Judge Advocate

SPD—Separation Program Designator

SR—Selected Reserve

SRP—Selective Reenlistment Program

SSB—Special Separation Benefit

SSBI—Single Scope Background Investigation

SSN—Social Security Number

TAFMS—Total Active Federal Military Service

TAG—The Adjutant General

TTS—Technical Training School

UCMJ—Uniformed Code of Military Justice

UMD—Unit Manpower Document

UOTHC—Under Other Than Honorable Conditions

US—United States

USA—United States of America

USAF—United States Air Force

USAFR—United States Air Force Reserve

USC—United States Code

USMEPCOM—United States Military Entrance Processing Command

UTA—Unit Training Assembly

VSI—Variable Separation Incentive

Terms

ACTIVE DUTY (AD)— Full-time duty in the active military service of the US, performed while assigned to a regular component or full-time duty with the National Guard. This term should not be confused with extended active duty (EAD).

ACTIVE DUTY FOR TRAINING (ADT)— A tour of AD under orders which provide for automatic return to the National Guard of Reserve unit on completion. It includes annual training, school, or special tours. UTA (drill) are not ADT. May also be referred to as IADT.

ACTIVE STATUS— Full Time AD or reserve of the AF status other than Inactive Status List Reserve Section (ISLRS) (or comparable status of other service branch) or retired reserve.

ADVERSE ADJUDICATION (Adult of Juvenile)— A finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted, the adjudicating authority places a condition of restraint that leads to dismissal, dropped charges, or acquittal the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. Voluntary or recommended

attendance at classes, counseling, or as part of a sentence are not bars to enlistment as long as non-attendance or incomplete attendance has no impact on a suspended sentence. If a person is charged and convicted with violating any federal (including UCMJ offenses), state, or municipal law or ordinance, that conviction is considered adverse adjudication.

AIRMAN— A person who has enlisted in the USAF, ANG, or AFRES.

ARMED FORCES— The United States Army, USAF, United States Navy, United States Marine Corps, including reserve components of each of the aforementioned. The Coast Guard, including the Coast Guard Reserve is an uniformed service.

AIR NATIONAL GUARD— The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands. Guam, Puerto Rico that is in an Air Force.

AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS)— A reserve component of the Air Force. Membership in the ANGUS is acquired by enlistment in the federally recognized ANG of the State and concurrent enlistment as Reserve of the Air Force in the same grade.

AIR RESERVE COMPONENT (ARC)— The ANG and USAFR.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)— A series of ten tests (or battery) administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB is graded in five areas: mechanical (M), administrative (A), general (G), electronic (E), and Armed Forces qualification test (AFQT).

BASIC MILITARY TRAINING (BMT)— Training provided to NPS airmen to effect an orderly transition from civilian to military life.

RESERVE OF THE AIR FORCE— The common federal status possessed by members of the ANGUS and the AFRES. This term is not used to identify an Air Force component or organization.

COMMANDER— Unless otherwise specified, refers to the immediate commander of the member concerned and includes officially appointed squadron section commanders.

CONDITIONAL RELEASE— An approval from a Reserve component of the Armed Services of USPHS releasing the individual from that particular branch of service for the purpose of enlisting or accepting a commission in another branch (DD Form 368, *Request for Conditional Release*, only valid for enlisted members).

CONSCIENTIOUS OBJECTOR— An individual who has a firm, fixed, and sincere objection to participation in war in any form, or to the performance of military service because religious training or beliefs.

CONVERSION LIST— List showing the conversions of jobs specialties in the Army, Navy, Air Force, Marine Corps and Coast Guard to AFSCs.

CONVICTION— The act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trail.

DEPENDENT— For the purpose of this regulation and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a dependent is: (a) a spouse, (b) any unmarried, natural, or adopted child of the applicant (including the live fetus of a pregnant spouse or cohabitant) under the age of 18 years. For male applicants, the term natural child includes any child born out of wedlock (includes the live fetus) that the applicant claims or a court order determines is his (c) stepchild (including spouse's natural, adopted, or stepchild) under 18 years of age who resides with the applicant or spouse, (d) any brothers, sisters, nephews, nieces, or any person under the age of 18 whom the applicant or spouse has legal or physical custody, (e) any person over the age of 18 incapable of self care for whom the applicant has assumed responsibility for care.

EXCEPTION:—If applicant can furnish proof or permanent transfer of legal custody of minor dependents to another individual as a result of adoption, provided actual transfer of custody has occurred, the dependents are not considered dependents for enlistment purposes.

NOTE:— For the purpose of pay and allowance, recruiters will not give an opinion on whether a person will qualify as a dependent. If applicant makes such an inquiry, the recruiter should obtain all available facts and evidence pertaining to the issue of dependency and forward the question to nearest Accounting and Finance Office (AFO) providing pay services to the unit the applicant is being recruited into.

DISCHARGE— Total release from the Armed Forces of the US

DOMESTIC VIOLENCE—

CRIME OF DOMESTIC VIOLENCE— Means an offense that has its factual basis, the use or attempted use of physical force or threatened use of deadly weapon; committed by current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, parent or guardian; or by a person similarly situated to a spouse, parent or guardian of the victims.

MISDEMEANOR CRIME OF DOMESTIC VIOLENCE— A “crime of domestic violence” that is classified as a misdemeanor under State or Federal law.

FELONY CRIME OF DOMESTIC VIOLENCE— A “crime of domestic violence” that is classified as a felony under State or Federal law.

QUALIFYING CONVICTION— Applies to any of the following:

a.—A State or Federal conviction for a “misdemeanor crime of domestic violence”.

b.—A State or Federal conviction for a “felony crime of domestic violence” adjudged on or after the date of this memorandum.

c. Any general or special court—martial conviction for a Uniform Code of Military Justice offense which otherwise meets the elements of a “crime of domestic violence”, even though not classified as a misdemeanor or felony.

d. A person shall not be considered to have a qualifying conviction unless the convicted offender was represented by counsel and, if entitled to have the case tried by jury or before court—members, the case was actually tried by a jury or court members or the person

knowingly and intelligently waived the right to have the case tried by a jury or court members, and;

e.—A person shall not be considered to have a qualifying conviction if the conviction has been expunged (as defined by law identified in the court case) or set aside, or the convicted offender has been pardoned for the offense or had civil rights restored, unless the pardon, expungement or restoration of civil rights provide that the person may not ship, transport, possess, or receive firearms.

DRILL STATUS GUARDSMAN— Unit members who participate in UTA, traditionally one weekend per month and a two-week annual training period. Member's status can be verified through member's servicing personnel office. Also known as Traditional Guardsman.

ENLISTMENT— Voluntary entry or reentry into ANG enlisted status from civilian or military status, including immediate reenlistment and extension unless otherwise specified.

EXCEPTION— A request involving a policy, procedure, or other action in this instruction, which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

EXTENDED ACTIVE DUTY (EAD)— This is AD (normally more than 90 days) performed by a reservist or guardsman for whom strength accountability changes from the Reserve to the regular military component.

FAMILY MEMBER/EXTENDED FAMILY MEMBER— A family relationship to a military member including father, mother, son, daughter, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, half brother, half sister.

HIGH SCHOOL GRADUATE— Applicant who has successfully completed 12 full years of formal education in a secondary school program, including all academic and residency requirements, or the equivalent, and can provide one of the following documents:

TIER ONE-HIGH SCHOOL GRADUATE— (a) High school diploma - a diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed the program requirements. The following documents may also be used to validate traditional high school graduation: a notarized or certified true copy of the diploma by the issuing agency or a letter on high school letterhead stationary certifying the graduation and the date of graduation and signed by the principal, vice principal, guidance counselor, or registrar. (b) Completed one semester of college - the status of an individual who is a non-high school graduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester hours or 22 quarter hours of college level credit. Credit earned through testing, for pursuit of high school equivalency preparation is not applicable. In addition, credit must be earned at a school accredited by one of the following agencies: New England Association of College and Secondary Schools, North Central Association of Colleges and Secondary Schools, Middle States Association of Colleges and Secondary Schools, Northwest Association of Secondary and Higher Schools, Southern Association of Colleges and Schools, Western Association of Schools and Colleges. Official college transcripts must be embossed with the school seal and sealed in an envelope to be opened by Recruiting and Retention personnel only.

(c) Adult Education Diploma - A secondary school diploma awarded on the basis of attending and completing an adult education or “external” diploma program, regardless of whether or not the diploma was issued by a State or by a secondary or post-secondary educational institution.

TIER TWO-ALTERNATIVE CREDENTIAL HOLDER— (a) Test-based equivalency diploma – a diploma or certificate of general education development (GED) or other test based high school equivalency diploma. This includes state wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not considered a high school diploma. This is considered an alternate high school credential. Applicant must present an original or notarized true copy of the state sanctioned GED certificate. (b) High school certificate of attendance - an attendance based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate high school credential. (c) Correspondence school diploma - a secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a State, or secondary or postsecondary educational institution. This is considered an alternate high school credential. (d) Occupational program certificate – a certificate or diploma awarded for attending a non-correspondence or vocational, technical, or proprietary school for at least 6 months. An individual so designated must also have completed 11 years of regular day school. This is considered an alternate high school credential. (e) Home School is defined as a structured, curriculum-based, instruction-oriented academic experience, involving regular parental/adult instruction and supervised educational activities. Each state maintains legal requirements for home schooling within its jurisdiction.

TIER THREE-NON HIGH SCHOOL GRADUATE— (a) Status of an individual who is not currently attending high school and who is neither a high school graduate nor an alternate high school credential holder. (b) Applicants educated in other than US educational institutions (such as the Philippines or Kenya) must have an educational-level evaluation before enlistment to qualify as a Tier One- High school graduate. Such evaluations may be obtained through a state’s department of education, a college or university listed in the current AIPE directory, or an authorized credentials evaluation agency. The evaluation must specify the applicant’s educational level (HS graduate or higher). Applicants are responsible for any fees required. (The credentials evaluation agency must be a member of the National Association of Credential Evaluation Services found at <http://www.naces.org/> under “current members.”)

HIGH YEAR TENURE (HYT)— An established date by which an enlisted member is mandatorily separated from active service.

HOUSEHOLD— The principle place of abode of an applicant.

IMMEDIATE REENLISTMENT— Occurs when a member of the ANG reenlists within 90 day before or 24 hours after expiration of term of service (ETS) from the ANG. Also, applies to current ANG members moving between states via conditional release.

INACTIVE STATUS LIST RESERVE SECTION (ISLRS)— The inactive status section of the Standby Reserve. ISLRS includes: officers who are assigned from the KNARS or NNTP’S

or have been released from AD under specific provisions of AFR 36-12, *Administrative Separation of Commissioned Officers*; enlisted members without an AFSC residing outside the USA, or dual status members.

MILITARY COUPLE WITH DEPENDENTS— Service members married to each other who are jointly or singularly responsible for the care of dependent(s), as defined in paragraph 1-2e, who physically reside(s) in the household with members or who have legal custody of a dependent regardless of physical residence.

MILITARY SERVICE OBLIGATION (MSO)— The MSO is an eight year period of service members are obligated to serve in a component of the Armed Forces. The MSO starts at the time an individual first attains military status. The MSO ends when the member is discharged or completely severed from military status. Persons discharged before the expiration of their military service obligation (MSO) retain the unused portion of the MSO. Reentry into an active or reserve component revives the MSO minus prior service performed. This provision is not applicable to females who initially entered service before 1 February 1978 or to anyone 26 years of age or older before 10 November 1979 (see MSO).

“NOLLE PROSEQUI”— A formal entry upon the record, by the plaintiff in a civil suit, or more commonly, by the prosecuting officer in a criminal action, by which he declares that he "will no further prosecute" the case, either as to some of the defendants or altogether. *“Nolle prosequi”* is a formal entry on the record by the prosecuting officer by which they declare that they will not prosecute the case any further.

NON-PRIOR SERVICE PERSONNEL (NPS)—An applicant who has no previous military service or a former member of the US Armed Forces who has 83 days or less of AD/IADT.

OBLIGOR— An NPS or PS person who has a remaining MSO to serve as a member of a Regular or Reserve Component of the Armed Services for specified period as required by law.

PAROLE/PROBATION— Any sentence or condition set by an adjudicating authority that imposes restraint, confinement, work detail, restriction of freedom of movement, or supervised period as a result of an adverse adjudication. The following are not considered forms of restraint or restriction of freedom of movement and are not bars to enlistment: (1) summary or unsupervised parole or probation, (2) a fine, suspended or not, (3) an unconditional suspended sentence.

PULHESX— Physical condition, upper extremity, lower extremity, hearing-ears, vision-eyes, neuropsychiatric-stability, physical work capacity.

PRIOR SERVICE PERSONNEL (PS)— An applicant who has served 84 days or more of AD/IADT with the US Armed Services, and such service included completion of a recognized BMT course of at least 6 weeks in duration.

RESTRAINT— As used in this regulation, restraint means court imposed restrictions, such as confinement, supervised parole or probation, or work detail. The following are not considered forms of restraint: (a) a fine, whether or not suspended, (b) an unconditional suspended sentence, (c) unsupervised, unconditional parole or probation.

SATISFACTORY SERVICE— Satisfactory service includes both the service one performs as a member of a regular component or as a member of an ARC unit (50 or more points per year are required for a satisfactory year). Regular component service is the active service recorded on

DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF 526, by his or her service in the regular component. (Satisfactory reserve service accrues in one year increments only.)

SEPARATION— Release from a component of the Armed Forces of the US with a further military status or obligation or MSO.

SINGLE PARENT— An applicant who has no spouse but who has minor dependents under the age of 18 who reside in household with member or for whom the applicant has legal or physical custody; or incapable of self care who physically reside in household with member or for whom the applicant has legal or physical custody.

SOLE SURVIVOR— The only surviving son or daughter in a family where the father, or mother, or one or more sons or one or more daughters, served in the United States Armed Forces, and as a direct result of the hazards of duty in the Service, the father, or mother, or one or more sons or daughters: Was killed, or ; died as a result of wounds, accident or disease, or; is in a captured or missing-in-action status, or; is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the Department of Veterans Affairs or one of the Military Services, and is not gainfully employed, because of that disability.

STATE or STATES— All 50 states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

UNIFORMED SERVICES— The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, Public Health Service, and Merchant Marines.

UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND (USMEPCOM)— A DoD support agency that provides Armed Forces recruiting commands and services with testing, medical examination, and administrative actions through its MEPS located throughout the US and some oversea locations.

WAIVE OR WAIVER— To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.

Attachment 2**APPLICANT BRIEFING ITEM ON SEPARATION POLICY****Figure A2.1. Applicant Briefing Item on Separation Policy.**

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the United States Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. The fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some acceptable conduct may be grounds for involuntary separation, such as:

Failure to participate satisfactorily, i.e., attends a minimum of 48 UTA periods, and 15 annual training days per year, as directed by your commander.

You establish a pattern of disciplinary infractions, or discreditable involvement with civil or military authorities, or you cause dissent, or disrupt or degrade the mission of your unit. This may include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment of deployment.

You fail to meet Air Force Fitness Standards.

The illegal or improper use of drugs by Air National Guard members is a serious breach of discipline and is not compatible with service in the Air National Guard. Individuals confirmed to be drug users/abusers will be discharged from the Air National Guard.

You sexually harass or discriminate against anyone.

The Armed Forces do not tolerate harassment or violence against any service member, for any reason. You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

“I HAVE READ AND UNDERSTAND THE ABOVE SEPARATION BRIEFING AS REQUIREMENTS ESTABLISHED FOR MY ENLISTMENT INTO THE ANG, AND HEREBY STATE THAT I AGREE TO COMPLY WITH THOSE REQUIREMENTS, WHICH ARE NOT LIMITED TO THIS BRIEFING ALONE”

SIGNATURE OF MEMBER

DATE _____

FSS REPRESENTATIVE'S SIGNATURE

DATE _____

Attachment 3

ANG POLICY FOR IMPLEMENTATION OF DOMESTIC VIOLENCE MISDEMEANOR AMENDMENT TO THE GUN CONTROL ACT (LAUTENBERG AMENDMENT)

A3.1. Part I. References:

A3.1.1. 18 USC § 922

A3.1.2. Memoranda dated 27 Nov 02 - DoD Policy for Implementation of Domestic Violence Misdemeanor Amendment to the Gun Control Act for Military Personnel

A3.2. Part II. Policy:

A3.2.1. This attachment, together with the 27 Nov 02 DoD policy memoranda, outlines AF policy for implementing the domestic violence amendment (hereinafter the Lautenberg Amendment) to the Gun Control Act of 1968 (18 USC § 922) for all military personnel (active duty, guard, and reserve). This policy supersedes all previous guidance provided. Commanders and supervisors shall take all reasonable and necessary steps to implement this policy with regard to their personnel.

A3.2.2. The Lautenberg Amendment makes it a felony for anyone who has been convicted of a “misdemeanor crime of domestic violence” to ship, transport, possess or receive firearms or ammunition, and prohibits sales or other dispositions of firearms and ammunition to such individuals. Violations may result in a maximum punishment of ten years of imprisonment and \$250,000 fine. It is incumbent upon commanders and supervisors to ensure compliance with the law.

A3.2.3. The statute concerns convictions for misdemeanor crimes of domestic violence in civilian courts. However, DoD policy has extended the prohibition to convictions for crimes of domestic violence tried by general or special court-martial, as well as civilian criminal felony convictions adjudged on or after 27 November 2002. The restrictions do not apply to the actions as a result of summary courts-martial, nonjudicial punishment pursuant to Article 15, UCMJ, or deferred prosecutions or similar alternative dispositions in civilian courts.

A3.2.4. Commanders will ensure annual unit training is conducted in order to inform personnel of the Lautenberg Amendment, its consequences, and this policy. Training will be incorporated into appropriate ANG curriculum. Each installation will provide notice about the Lautenberg Amendment by posting information in all facilities in which government firearms or ammunition are stored, issued, disposed of, or transported.

A3.2.5. Military personnel who have qualifying convictions will have no more than 120 calendar days to obtain an expungement or pardon of the qualifying conviction. Despite this period, all Government owned firearms and ammunition shall be retrieved and the member’s authority to access firearms and ammunition will be suspended until an expungement or pardon is obtained.

A3.3. Part III. Military Procedures:

A3.3.1. Upon becoming aware of a domestic violence misdemeanor conviction, commanders will immediately retrieve and deny the military member access to government-

owned firearms and ammunition. Commanders should also contact the local Staff Judge Advocate for further guidance regarding this policy, including determinations of whether a conviction meets the criterion set forth in the Act. Military members who have a qualifying conviction are ineligible for weapons training.

A3.3.2. Commanders will use the DD Form 2760. This form states that any statement made on the form will not be used in a prosecution for violating the Gun Control Act. Commanders will direct all military personnel who work with or are required to qualify on a firearm, destructive device, or ammunition to complete the DD Form 2760. The DD Form 2760 must be reaccomplished every time a military member is assigned to duties requiring the use of a firearm, destructive device, or ammunition. Commanders will maintain the completed DD Form 2760 in the member's Personal Information File (PIF).

A3.3.3. The ANG's procedures to discover whether an applicant for military service has a qualifying conviction for a crime of domestic violence shall continue in effect. Therefore, members with qualifying convictions, as defined in this memorandum, are ineligible for initial enlistment, direct commission, or entry into a program leading to a commission. No waivers are authorized.

A3.3.4. Members possessing a "misdemeanor crime of domestic violence" may not be administratively discharged solely on the basis of this policy. However, this does not preclude a commander from considering the underlying acts of domestic violence, or a civilian conviction, as an appropriate basis for administrative discharge IAW existing directives and instructions. All members with a qualifying conviction who are retained will be reassigned/ reclassified into duties that do not include either access to or possession of firearms or ammunition.

A3.3.5. Members with qualifying convictions who possess an AFSC that requires them to be qualified to bear a firearm will have their AFSC withdrawn IAW AFI 36-2101. If an AFSC is withdrawn, and unless administratively discharged, the member will be cross-flowed/retrained or reassigned into an AFSC that doesn't have a requirement to ship, transport, possess, or receive firearms or ammunition. There is no waiver to this provision.

A3.3.6. Members with qualifying convictions will be awarded a "T" assignment limitation code (ALC). Assignment limitation code "T" description: member not qualified to ship, transport, possess or receive firearms or ammunition. Effective date/duration of the code: date of domestic violence conviction/indefinite. Commanders will ensure that a copy of the completed DD Form 2760 for anyone who has a qualifying conviction is immediately forwarded to the FSS for update in the PDS. The DD Form 2760 will serve as the source document and will be filed in ARMS. If a member with an ALC of "T" is transferred to another ANG unit, the losing FSS will query the gaining commander for authority to process the ANG-to-ANG transfers.

A3.3.7. DAC "28" has been created to identify members who have a qualifying conviction. The DAC 28 should automatically reflect in the system once the ALC "T" is updated but commanders will direct the servicing FSS to ensure this code is updated in PDS. Members deployed to hazardous duty locations in support of national defense strategy and filling mobility positions subject to deployment may require small arms equipment and training. Members with qualifying convictions may not fill such requirements.

A3.3.8. Separation of military personnel shall comply with existing statutory military retirement sanctuaries (see 10 USC § 1176(a) (regular and reserve members); 10 USC § 637(a)(5)(regular officers); 10 USC § 12646(e)(1)(reserve commissioned); 10 USC § 12686 (reserves on active duty). A military member in any of these sanctuaries who has a “qualifying conviction” and would otherwise be separated under this policy shall be given meaningful duties that do not entail access to firearms or ammunition until they are retired upon first attaining eligibility.

A3.3.9. Members who have a qualifying conviction who are residing in military-provided housing on a military installation will lawfully dispose of all privately owned fire arms and ammunition immediately. Military members not residing on a military installation are legally required to do the same.

A3.3.10. FSSs and MWR functions will not permit anyone (including employees and customers) access to firearms, destructive devices, and/or ammunition (as defined in the attached list of key terms) unless the person has completed a DD Form 2760 certifying they have not been convicted of a qualifying crime of domestic violence.

A3.3.11. If a completed security clearance investigation reveals that a military member has a qualifying conviction; the investigation shall be referred to the individual’s commander for action consistent with this policy.

A3.3.12. This policy, and related policies referencing this memorandum, apply outside the territory of the US as a matter of policy. The DoD has construed the Lautenberg Amendment as inapplicable to major military weapon systems or “crew served” military weapons and ammunition (tanks, missiles, aircraft, etc.).

Attachment 4**ANG POLICY FOR PRE-SERVICE DRUG USE****A4.1. Part I. Guidance.**

A4.1.1. The following ANG policy standardizes Pre-service Drug Abuse, including Pre-service Marijuana usage and defines self-admission to drug involvement when accessing individuals into the ANG. This guidance will be used in conjunction with existing accession directives and instructions.

A4.1.2. The following categories of self-admission to drug involvement are not eligible for enlistment:

A4.1.2.1. Self-admits to, is convicted of, or is adversely adjudicated for selling, supplying, distributing, trafficking and transferring marijuana.

A4.1.2.2. Is psychologically dependent or chronic user or uses marijuana after signing the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*.

A4.1.2.3. Self-admits to, is convicted of, or adversely adjudicated for illegal possession, use, sale, or transfer of narcotics, cocaine, lysergic acid diethylamide (LSD), phencyclidine (PCP—"angel dust"), or any other hallucinogen or dangerous illegal drugs.

A4.1.2.4. Is convicted of, or adversely adjudicated for illegal possession, use, sale, or transfer of amphetamines (includes "speed", and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids.

A4.1.2.5. Self-admits to illegal sale or transfer of amphetamines (includes "speed" and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids.

A4.1.2.6. Self-admits to illegal drug use or involvement by a member of any component of the armed forces while a member (includes reserve and national guard) (use or involvement must be reported to the individual's commander).

A4.1.3. Waivers are permitted as described in Part II, Items 1-5. (below) only in very exceptional cases for otherwise highly qualified applicants whose pre-service drug use was limited in frequency and scope, experimental in nature, and unlikely to recur.

A4.2. Part II - Pre-Service Drug Use.

A4.2.1. Pre-service marijuana use is a bar to enlistment (a waiver is not permitted) when an applicant is determined by the medical certification authority to be psychologically dependent on or a chronic user of marijuana.

A4.2.1.1. An applicant convicted or adversely adjudicated for involvement with marijuana (to include drug paraphernalia) may be enlisted provided a waiver is requested and approved by NGB/A1P.

A4.2.1.2. Other pre-service marijuana use (excluding admitted use while a member of any component of the armed forces) does not require a waiver. The Director of Personnel will review all available information concerning prior marijuana use and may determine that selection of an individual for enlistment or appointment into a specific skill is not in the best interest of the ANG. When considering enlistment of an applicant into a specific

skill, certain factors should be weighed as to the extent, frequency and the recent usage of marijuana.

A4.2.2. If an applicant admits to pre-service marijuana use on the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate* as part of the accession interview the following procedures will apply:

A4.2.2.1. If the applicant admits to pre-service marijuana use and the number of times as indicated on the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*, is one to 15 times no action is required. Member may continue processing.

A4.2.2.2. If the applicant admits to pre-service marijuana use and the number of times as indicated on the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate* is 16 or more times, then waiver action is required as outlined below in Part III. Processing of applicant is not continued until a waiver is approved.

A4.2.3. Use of inhalants (paint, glue or aerosol substances) will not be a bar to enlistment provided the medical certification authority determines the applicant is medically qualified.

A4.2.4. Individuals who self-admit to illegal or wrongful use of amphetamines (includes “speed” and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids may be accessed into the ANG only after an applicant is determined by the medical certification authority not to be psychologically dependent on or a chronic user. The FSS Officer will review all available information concerning use and may determine that selection of an individual for enlistment or appointment into a specific skill is not in the best interest of the ANG. When considering enlistment or appointment of an applicant into a specific skill certain factors should be weighed as to the extent, frequency and recent usage. A waiver must be requested and forwarded to NGB/A1P for final action.

A4.2.5. Waivers will not be considered for pre-service use of other illegal drugs and narcotics, to include, but not limited to narcotics, cocaine, lysergic acid diethylamide (LSD), phencyclidine (PCP—“angel dust”), opiates or any other hallucinogen or dangerous illegal drugs. Additionally, waivers will not be considered for an applicant who previously used any illegal drug, to include marijuana, while a member of any active or reserve component of the armed forces.

A4.3. Part III - Waiver Requirements.

A4.3.1. If a waiver is being considered the member will be required to complete an interview with the FSS Officer who will make a determination as to the extent of the pre-service marijuana use, and document the findings utilizing **Figure 5.7** of this instruction. If a decision is rendered that the applicant’s usage of marijuana was only experimental and they should be considered for a waiver the following actions will take place:

A4.3.2. Applicants must explain pre-service drug use with a handwritten statement in the remarks section of the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*, which will be reviewed by the FSS Officer. Applicant’s handwritten statement will give complete circumstances surrounding the drug use. The statement will include (as a minimum) specific drugs used, dates and circumstances surrounding each occurrence, specific reasons for the incidents, method the drug was used (orally, injected, skin-popping, sniffing, etc.), effects produced by the drug (none, relaxation, irritability, time or visual perception distortion,

panic, sleepiness, flashback, restlessness, loss of consciousness, increased insight), residual effects, current feelings toward drug abuse or use, and whether or not the applicant would use them again. Include any other information that would be helpful in evaluating a waiver. The recruiter must ensure the statement is safeguarded according to the same procedures used for police record checks. On the top and bottom of each page of the statement, print or stamp "for official use only".

A4.3.3. The waiver will require written concurrence by the FSS Officer and Wing/GSU Commander, who in turn will forward the request to TAG for a final determination.

A4.3.3.1. If the waiver is approved, the applicant may continue the accession process.

A4.3.3.2. A copy of the waiver will be placed in the Automated Records Management System (ARMS) after the enlistment/appointment process is complete. **NOTE:** TAG is the approval authority and this authority may not be delegated.

A4.3.4. Any self-admission to or the result of a positive test of any illegal substance given by appropriate medical authorities after the AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate* is initially signed by the applicant will result in immediate and permanent disqualification from enlistment into the ANG. Any self-admission to or a positive test of any illegal substance given by appropriate medical authorities after enlistment in the ANG prior to IADT will result in immediate discharge IAW AFI 36-3209.

A4.3.5. Individuals who test positive after arrival at BMT will be returned to the appropriate unit for immediate discharge.

Attachment 5

CATEGORIZATION AND CODING OF CONDUCT WAIVERS

A5.1. Refer to [Table 1.3](#) or [4.1](#) as applicable for waiver authority.

A5.1.1. CATEGORY 1: TRAFFIC OFFENSES

A5.1.2. CATEGORY 2: NON-TRAFFIC OFFENSES

A5.1.3. CATEGORY 3: MISCONDUCT OFFENSES

A5.1.4. CATEGORY 4: MAJOR MISCONDUCT OFFENSES. **NOTE:** “**Felony offenses.**” Any offense classified as a felony under State or Federal jurisdiction shall be counted as a major misconduct offense for DoD purposes regardless of similar charges listed.)

A5.2. If unable to find a similar charge, apply the following:

A5.2.1. If the adjudicating authority can impose a maximum period of confinement that exceeds A5.2.1 year, treat the offense as a major misconduct offense (Category 4).

A5.2.2. If the adjudicating authority can impose a maximum period of confinement that exceeds 6 months but is not more than 1 year, treat the offense as a misconduct offense (Category 3).

A5.2.3. Treat all other offenses as other non-traffic offenses (Category 2) or traffic offenses (Category 1) depending on the nature of the offense.

Table A5.1. CATEGORY 1 - TRAFFIC OFFENSES.

OFFENSE CODE	<u>CATEGORY 1 - TRAFFIC OFFENSES</u>
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.

112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
135	Reserved for future use.
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.

140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

Table A5.2. CATEGORY 2 - NON-TRAFFIC OFFENSES.

OFFENSE CODE	<u>CATEGORY 2 - NON-TRAFFIC OFFENSES</u>
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court (all offenses except felony proceedings).
216	Failure to appear, contempt of court (felony proceedings).
217	Failure to stop and render aid after accident.
218	Fare and/pr toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.

221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of \$500 or less and no confinement).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of \$500 or less and no confinement).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other non-traffic offenses not specifically listed.
249	Reserved for future use.

250	Reserved for future use.
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Table A5.3. CATEGORY 3 - MISCONDUCT OFFENSES.

OFFENSE CODE	<u>CATEGORY 3 - MISCONDUCT OFFENSES</u>
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm).
302	Concealment or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery and/or violence not considered Lautenberg Amendment.
309	Driving while drugged or intoxicated; driving while ability impaired; permitting a DUI.
310	Illegal or fraudulent use of a credit card or bank card (value less than \$500).
311	Larceny or conversion (value of less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing to include e-mail of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia.
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a misconduct offense when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly received (value less than \$500).

323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other misconduct offenses not listed.
331	Reserved for future use.
332	Reserved for future use.

Table A5.4. CATEGORY 4 - MAJOR MISCONDUCT OFFENSES.

OFFENSE CODE	<u>CATEGORY 4 - MAJOR MISCONDUCT OFFENSES</u>
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds (firearm).
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.

414	Domestic battery and/or violence as defined in the Lautenburg Amendment.
415	Embezzlement.
416	Extortion.
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).
418	Grand larceny or larceny (value of \$500 or more).
419	Grand theft auto.
420	Hate crimes.
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).
422	Indecent acts or liberties with a child; molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426	Manslaughter.
427	Murder.
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).
429	Negligent or vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive devise to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking (including intent to) of cannabis (marijuana) or any other controlled substance.
437	Sodomy.
438	Stolen property, knowingly received (value of \$500 or more).

439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not listed.
442	Reserved for future use.
443	Reserved for future use.

Attachment 6

OSD ENLISTMENT WAIVER FORMAT

SERVICE WAIVER DATA	
1. ALL WAIVER DATA	
(A) <u>Total Non-Prior Service Accessions.</u> Self-explanatory	
(B) <u>Total Non-Prior Service Accessions With a Waiver.</u> Count only the number of individuals that accessed with an approved waiver. A person with more than one waiver, e.g., a medical and a conduct waiver, would only count as one accession with a waiver.	
(B1) <u>Total Non-Prior Service Accessions With a Dependency Waiver.</u> Count only the number of individuals that accessed with an approved waiver.	
(C) <u>Total Non-Prior Service Accessions With a Medical Waiver.</u> Count only the number of INDIVIDUALS that accessed with an approved medical waiver. A person with more than one medical waiver would only count as one accession with a waiver.	
(D) <u>Total Number of Waivers.</u> Count the number of waivers approved in each of the four areas listed below. Applicants should only have one conduct, dependent, or drug waiver but can have more than one medical waiver. Multiple medical waivers are allowed for different medical conditions. Attachment 5 lists the appropriate codes for medical conditions requiring a waiver. If the waiver codes are identified by two different codes then report as two waivers; if not, report as only one. For example, if an applicant received a waiver for hearing (HCA) and for height (HAA), both should be entered and counted here. If the applicant received a waiver for hearing (HCA) and a heart murmur (HCA), then only one should be entered and counted here.	0
Medical	
Dependent	
Conduct	
Drug	
(E) <u>Conduct Waiver Breakdown.</u> Count the number of waivers approved for each offense category listed below. Applicants should only have one conduct waiver that is identified by the most serious offense. Keep in mind that all offenses should be considered in determining an individual's suitability	0

to serve.	
Law Violations of Major Misconduct Arrest(s) and/or Convictions: DEA, DFA	
Law Violations of Major Misconduct Arrest(s) and/or No Convictions: DEB, DFB	
Law Violations of Misconduct Offense(s) and/or Convictions: DDA	
Law Violations of Misconduct Offense(s) and/or No Conviction: DDB	
Law Violations of One Misconduct and Four Other Non-Traffic Offense(s): DCA	
Law Violations of Five or more Non-Traffic Offense(s): DCB	

OFFENSE CODE	<u>MAJOR MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATIONS
400	Aggravated assault; assault with dangerous weapon; maiming.		
401	Arson.		
402	Attempt to commit a felony.		
403	Breaking and entering with intent to commit a felony.		
404	Bribery.		
405	Burglary.		
406	Carjacking.		
407	Carnal knowledge of a child.		
408	Carrying of weapon on school grounds (firearm).		
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).		
410	Child abuse.		
411	Child pornography.		

412	Conspiring to commit a felony.		
413	Criminal libel.		
414	Domestic battery and/or violence as defined in the Lautenburg Amendment.		
415	Embezzlement.		
416	Extortion.		
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).		
418	Grand larceny or larceny (value of \$500 or more).		
419	Grand theft auto.		
420	Hate crimes.		
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).		
422	Indecent acts or liberties with a child; molestation.		
423	Indecent assault.		
424	Kidnapping or abduction.		
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).		
426	Manslaughter.		
427	Murder.		
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).		
429	Negligent or vehicular homicide.		
430	Perjury or subornation of perjury.		

431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.		
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.		
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.		
434	Riot.		
435	Robbery, to include armed.		
436	Sale, distribution, or trafficking (including intent to) of cannabis (marijuana) or any other controlled substance.		
437	Sodomy.		
438	Stolen property, knowingly received (value of \$500 or more).		
439	Terrorist threats including bomb threats.		
440	Violation of civil rights.		
441	Other major misconduct offenses not listed.		
442	Reserved for future use.		
443	Reserved for future use.		
Total		0	0
OFFENSE CODE	<u>MISCONDUCT OFFENSES</u>	Provide the number for each category below based on the final disposition	
		CONVICTIONS	OTHER ADVERSE ADJUDICATIONS
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).		

301	Carrying of weapon on school grounds (non-firearm).		
302	Concealment or failure to report a felony.		
303	Contributing to delinquency of minor.		
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).		
305	Criminal mischief (more than \$500 fine or restitution or confinement).		
306	Criminal trespass.		
307	Desecration of grave.		
308	Domestic battery and/or violence not considered Lautenburg Amendment.		
309	Driving while drugged or intoxicated; driving while ability impaired; permitting a DUI.		
310	Illegal or fraudulent use of a credit card or bank card (value less than \$500).		
311	Larceny or conversion (value of less than \$500).		
312	Leaving scene of an accident or hit and run.		
313	Looting.		
314	Mailbox destruction.		
315	Mailing to include e-mail of obscene or indecent matter.		
316	Possession of marijuana or drug paraphernalia.		
317	Prostitution or solicitation for prostitution.		

318	Reckless, careless, or imprudent driving (considered a misconduct offense when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).		
319	Reckless endangerment.		
320	Resisting arrest or eluding police.		
321	Selling or leasing weapons.		
322	Stolen property, knowingly received (value less than \$500).		
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.		
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.		
325	Unlawful carrying of firearms or carrying concealed firearm.		
326	Unlawful entry.		
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.		
328	Vandalism (more than \$500 fine or restitution or confinement).		
329	Willfully discharging firearm so as to endanger life; shooting in public.		
330	Other misconduct offenses not listed.		
331	Reserved for future use.		
332	Reserved for future use.		
Total		0	0

Attachment 7

INSTRUCTIONS FOR USE AND PREPARATION OF AF FORM 418, SELECTIVE REENLISTMENT PROGRAM CONSIDERATION

A7.1. AF Form 418, Dated OCT 1995 - General Instructions. This form is initially prepared by a member’s supervisor and unit commander. Members who are recommended for reenlistment does not require an AF Form 418; however, all members who are not selected for reenlistment must have a form completed and filed in ARMS.

A7.2. Responsibility for AF Form 418. The FSS Career Development Section is responsible for ensuring that this form is completed for all members who are not selected for reenlistment and the applicable Reenlistment Eligibility Code is updated in the PDS.

A7.3. Instructions for ANG members extending as a Reserve of the Air Force: The following instructions are to assist in completing the AF Form 418. Please read the instructions for each item prior to making an entry.

Figure A7.1. Specific Instructions for AF Form 418.

<u>ITEM</u>	<u>ENTRY AND/OR EXPLANATION</u>
I. AIRMAN UNDER CONSIDERATION	
NAME	Enter Last Name, First Name, Middle Initial, Jr., Sr., III, etc.
GRADE	Enter the pay grade that corresponds to the member’s rank. Example: E-7 = Master Sergeant.
SSN	Enter the last four (4) digits in the appropriate block.
UNIT OF ASSIGNMENT	Enter the member’s immediate organization or unit of assignment. Example: 112 MOF.
II. SUPERVISOR’S RECOMMENDATION	
RECOMMENDED FOR REENLISTMENT	Supervisor enters “X” in this block if the member is recommended for reenlistment.
NOT RECOMMENDED FOR REENLISTMENT	Supervisor enters “X” in this block if the member is not recommended for reenlistment.
NAME AND GRADE OF SUPERVISOR	Self explanatory.
SIGNATURE	Self explanatory.
DATE	Self explanatory.

III. UNIT COMMANDER/NCO DETACHMENT CHIEF ACTION	
SELECTED FOR REENLISTMENT	Unit commander enters "X" in this block if the member is recommended for reenlistment.
NOT SELECTED FOR REENLISTMENT	Unit commander enters "X" in this block if the member is not recommended for reenlistment.
REMARKS	Unit commander provides reason(s) for recommendation. If the member is not recommended, repeating "not recommended" or simply stating disciplinary issues, participation, performance, and force management decisions is not acceptable. Commanders must provide a detailed explanation for not recommending the member.
NAME AND GRADE OF UNIT COMMANDER/NCO DETCO CHIEF	Self explanatory.
SIGNATURE	Self explanatory.
DATE	Self explanatory.
IV. AIRMAN'S ACKNOWLEDGEMENT	
This section is not applicable to the ANG and does will not be completed.	
V. APPEAL INTENT FOR AIRMEN IN THE REGULAR AIR FORCE	
This section is not applicable to the ANG and does will not be completed.	
VI. MPF ACTION	
This section is not applicable to the ANG and does will not be completed.	
VII. ACTION BY APPEAL AUTHORITY	
This section is not applicable to the ANG and does will not be completed.	
VIII. AIRMAN'S ACKNOWLEDGEMENT OF APPEAL ACTION	
This section is not applicable to the ANG and does will not be completed.	

Attachment 8

INSTRUCTIONS FOR USE AND PREPARATION OF AF FORM 1411, EXTENSION OR CANCELLATION OF EXTENSIONS OF ENLISTMENT IN THE REGAF/AFRES/ANG

A8.1. AF Form 1411, Dated MMM 2009 - General Instructions. This form is initially prepared under the guidance of FSS or Commander Support Staff personnel.

A8.2. Responsibility for AF Form 1411. The FSS Career Development Section is responsible for ensuring that the information, including PDS updates, is accomplished properly IAW these instructions.

A8.3. Instructions for ANG members extending as a Reserve of the Air Force: The following instructions are to assist in completing the AF Form 1411. Please read the instructions for each item prior to making an entry. For the purposes of this form, the term “DOS” refers to a guardsman’s “ETS.”

Figure A8.1. Specific Instructions for AF Form 1411.

<u>ITEM</u>	<u>ENTRY AND/OR EXPLANATION</u>
I. IDENTIFICATION DATA	
NAME	Enter Last Name, First Name, Middle Initial, Jr., Sr., III, etc.
GRADE	Enter the member’s current rank.
SSN	Enter the 9 digits in the appropriate block.
UNIT OF ASSIGNMENT	Enter the member’s immediate organization or unit of assignment. Example: 112 MOF.
DUTY TYPE	For Drill Status/ Traditional Guardsmember select “TR”; For Military Technician select “ART”; For Active Guard/Reservist select “AGR”
TAFMSD	Total Active Federal Military Service Date. Enter service date from the PDS for AGRs and Stat Tour members. Not applicable to Drill Status Guardsmember or Military Technicians.
ETS:	Enter the member’s current Expiration Term of Service reflected in PDS.
HIGH YEAR TENURE DATE	Enter the member’s 60th birthday. If a waiver for retention above age 60 was granted by NGB/A1P IAW Chapter 4 of ANGI 36-2002, enter the approved HYT date.
REENLISTMENT ELIGIBILITY CODE	Enter the appropriate Reenlistment Eligibility Code from Table 4.4., ANG Reenlistment Eligibility Codes.
II. REQUEST FOR EXTENSION	
ANG Airmen enter	Complete Date of Enlistment, period or years and/or months of

relevant information.	enlistment, period of months of extension, and purpose of extension. Enter the appropriate rule from Table 4.2. Indicate how many times the current enlistment has been extended and the total number of months the enlistment has been extended.
III. EXTENSION COUNSELING	
ANG Airmen initial in the blocks to the right of each relevant statement.	The first five statements are relevant to all ANG airmen. The last three statements addressing lost time and leave are only applicable to AGRs, Stat Tour members, and other airmen serving on extended Title 10 tours.
IV. ADDITIONAL EXTENSION COUNSELING	
Additional counseling statements applicable only to RegAF members	Not applicable to the ANG.
V. CERTIFICATION	
MPS Representative	The MPS representative enters their name and grade, signs the form and enters current date.
Airman	The airman will sign the form and enter current date.
VI. UNIT COMMANDER/ NCO DETACHMENT CHIEF ACTION	
RECOMMEND APPROVAL	Initial or "X" the appropriate approval block IAW Chapter 4.
RECOMMEND DISAPPROVAL	Initial or "X" to recommend disapproval and clearly state the reason for disapproval in Section X. Remarks.
SIGNATURE LINE FOR UNIT CC/ NCO DET CHIEF	Approval/disapproval authority will type his or her name and grade, sign, and date at the bottom of the page.
VII. MILITARY PERSONNEL ACTION: STATEMENTS SUBMITTED BY THE AIRMAN AND RECORDED ABOVE WERE VERIFIED	
FSS or CSS personnel complete this section.	Initial or "X" the appropriate approval/disapproval block. Extension requests may be disapproved if the member is ineligible (Table 4.1.), does not fit the appropriate terms (Table 4.2), has an RE Code that makes the member ineligible for extension (Table 4.4), request is for less than 6 months, or causes the total number of extensions to exceed 48 months. DOS is used interchangeably with ETS; update the ETS data field in PDS and not the DOS.
VIII. REQUEST FOR CANCELLATION	
Airman or Unit CC/ DET Chief use this	Airman uses this area to request cancellation of extension if the reason for extension no longer exists. Airman must indicate the date the

<p>area to request a cancellation of extension.</p>	<p>extension was approved, the period of months, the purpose of extension, and reason for extension. Unit CC/DET Chief may request cancellation if the reason for extension no longer exists.</p>
<p>IX. MILITARY PERSONNEL ACTION OF REQUEST FOR CANCELLATION</p>	
<p>FSS or CSS personnel complete this section.</p>	<p>Initial or "X" the appropriate approval/disapproval block. FSS or CSS personnel may disapprove extensions if the reason for extension still exists or if the member has already entered the extension period. Indicate the airman's extended ETS and the original ETS before extension. Enter the applicable paragraph from Chapter 4. PDS will be updated to reflect the original ETS.</p>
<p>X. REMARKS, XI. REMARKS, AND XII. REMARKS</p>	
<p>This section may include comments by the airman, Unit CC/DET Chief, FSS or CSS personnel.</p>	<p>Disapproval at any level requires the disapprover to include the reason for disapproval in this section. Add any additional remarks relevant to the extension approval, disapproval, or cancellation as appropriate. Remarks are only required for disapprovals.</p>

Attachment 9

INSTRUCTIONS FOR USE AND PREPARATION OF DD FORM 4, ENLISTMENT OR REENLISTMENT DOCUMENT ARMED FORCES OF THE US

A9.1. Use of DD Form 4. For initial enlistments or reenlistments in the ANG.

A9.2. Preparation of DD Form 4:

A9.2.1. The DD Form 4 is prepared electronically or by typewriter. All signatures required will be made with ballpoint pen in dark ink. For electronically generated forms (AFRISS, Form flow, etc.), original signatures are mandatory on the first/original DD Form 4. Copies may be made; however, FSS personnel must certify every page of each copy as an original copy.

A9.2.2. As the basic document establishing a legal relationship between the US Government and the enlisted member, special care will be taken to ensure that all items are completed correctly without typewriter strikeouts.

A9.2.2.1. Any erasures or corrections will be initialed by the enlistee and the service representative. Erasures are not permitted in the DOE, term of service, or confirmation of enlistment sections. Errors in these sections will necessitate complete reaccomplishment of the agreement.

A9.2.2.2. Errors discovered after the member's enlistment will be corrected as follows:

A9.2.2.2.1. There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible airmen. Only NGB/A1P authorizes correction of contractual errors. The second is administrative, involving typographical errors, strikeouts, misspellings, etc.

A9.2.2.2.1.1. Contractual Errors. The FSS processes a case file to NGB/A1P. Include a signed memorandum from the airman outlining the facts of the situation and the airman's desires, and the unit commander's and FSS Superintendent's (or designated representative's) comments and recommendations. NGB/A1P resolves each case in the ANG's best interest and will either declare the contract valid or erroneous and without effect. Airmen may petition the AFBCMR if they don't agree with the final decision.

A9.2.2.2.1.2. Administrative Errors. The FSS may correct administrative errors discovered in any block of the DD Forms 4 if the airman and commander agree. The FSS will process case files according to [Paragraph A9.2.2.2.1.1](#) when there is disagreement. If the airman and commander agree, the FSS make corrections on all copies of the forms before distribution, or on the ARMS copies after distribution. Only remove those pages from ARMS requiring correction, not the entire set. Don't reaccomplish the DD Forms 4. The airman and FSS representatives must initial each correction. If the corrections were made on the ARMS copy of the forms, type *Corrected Copy* in the upper margin of the corrected pages, make a photo copy of the corrected forms and file the photo copy in ARMS. The FSS corrects PDS and if applicable.

A9.2.2.3. If an enlistment/reenlistment waiver was required, attach to the DD Form 4, and add in the remarks section that there is a waiver attached.

A9.2.2.4. When preparing this form for enlistment “X” or line out the word reenlistment, and vice versa.

A9.3. Distribution of DD Form 4. Distribution of the completed and executed form will be IAW AFI 36-2608 and this instruction.

A9.4. Specific Instructions for DD Form 4. The following instructions apply to completion of blank spaces:

Figure A9.1. Specific Instructions for DD Form 4, Item Title Explanation or Number Description Entry.

<u>ITEM</u>	<u>TITLE</u>	<u>ENTRY AND/OR EXPLANATION</u>
Section A. Enlistee/Reenlistee Identification Data		
1.	Name	Enter full last name, full first name, full middle name, and any suffixes, such as Jr., Sr., III, etc., as applicable.
2.	Social Security Number	Enter the 9 digits in the space provided. NOTE: Enlistment without a Social Security Number is not authorized.
3.	Home of Record	Indicate applicant's permanent residency.
4.	Place of Enlistment	Enter location of current enlistment.
5.	Date of Enlistment/ Reenlistment	Self-explanatory
6.	Date of Birth	Self-explanatory
7.	Previous military service upon enlistment/ reenlistment	Enter in the space provided total active and inactive military service completed. Enter the years, months, and days in two positions each. Precede the numbers 1 through 9 with a zero. If the enlistee has no prior military service, enter "000000." Complete all blocks. NOTE: Total Active Military Service in this situation means all documented active duty. Total Inactive Military Service is a result of subtracting Total Active Military Service from total service.
Section B. Agreements		
8.	Branch of Service (Complete for all enlistees/ reenlistees)	"X" out "United States" and enter "Air National Guard of United States". Period of Enlistment - Enter as Arabic number the period of years for which enlisting. Enter “00” for weeks. Pay Grade - Enter pay grade in which enlisting. AD Obligation - Enter_years_weeks serve in Reserve Component. Annex(es) - Any service document that defines/amplifies promises

		being made to enlistee regarding training/duty assignment in space duty assignment, geographical area, etc., will be used as annexes. In space provided following "and annex(es)", identify by letter (A, B, C, etc.) each annex to be attached to enlistment/reenlistment document. If no annexes, enter NONE".
8a.	For enlistment in DEP	NA for ANG enlistments.
8b.	Remarks	Enter unit and location of assignment on day of enlistment. Example: 112 Student Flight, Barksdale AFB, LA.
8c.	Initials of enlistee	All applicants will complete this item.
Section C. Partial Statement Of Existing US Laws		
9-12	Initials of enlistee	All applicants will complete this item.
	Page Heading Record	Enlistee's/reenlistee's full name (last, first, and middle name sequence) and SSN in blocks provided at top of DD Form 4/2. See instructions for items 1. and 2. above.
Section D. Certification And Acceptance		
13a.	Certification	The entire form, to include items 9-12 on the reverse side of page 4/1 must be read before the individual signs.
13b.	Signature of Enlistee/ Reenlistee	Applicant will sign full first, middle, and last name (Example: Alan James Kennedy)
13c.	Date signed	Example: 20090929.
14a.	Branch of service	Strike out "United States" and enter "Air National Guard".
14b.	Name of service representative	Enter in last name, first name, middle initial sequence.
14c.	Pay grade	Example: E-7.
14d.	Unit/command name	Enter service representative's unit of assignment. Example: 112 FSS/FSMPD.
14e.	Signature	Prior to signing, accepting individual will verify correctness of entries and explain all applicable paragraphs of enlistment documents to applicant. Individual identified in 14b will sign his/her name in first, middle, last name sequence (initials and last name are acceptable).
14f.	Date signed	Example: 20090929.

14g.	Unit/command address	Example: Barksdale AFB, LA 71110-0000.
Section E. Confirmation Of Enlistment Or Reenlistment		
15.	Confirmation of Enlistment/ Reenlistment	Not completed for ANG applicant.
16.	Confirmation of Enlistment/ Reenlistment	Immediately following "I" in space provided, enter enlistee's/reenlistee's full name in first, middle, and last name sequence, State of/Governor Enter name of state, territory, or commonwealth, as applicable, in two spaces provided.
17.	Acknowledgment of Enlistment/ Reenlistment	Complete for all ANG applicants. Date Enter day of month, followed by "ND", "ST", "RD", or TH", as appropriate. Do not precede numbers with a zero. Spell out month and enter four-digit calendar year. Examples: 22nd day of July 2009, 7th day of August 2009. State name - Enter name of state, territory, or commonwealth, as applicable. Example: OREGON; GUAM; KENTUCKY. Branch of Service - Enter "AIR FORCE". Reserve Component - Enter "AIR". Enlistment period - Enter period of enlistment. Example: 6 years, 0 months and 0 days.
18a.	Signature	Enlistee/reenlistee will sign full name in first, middle, and last name sequence. (Example: Alan James Kennedy)
18b.	Date signed	Example: 20090929.
19a.	Name	Enter name of commissioned officer (in last name, first name, and middle initial sequence) who administered oath of enlistment.
19b.	Pay grade	Example: 0-5.
19c.	Unit/command name	Example: 112 FW/CC.
19d.	Signature	Officer identified in item 19b above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).
19e.	Date signed	Example: 20090929.
19f.	Unit/command	Example: Barksdale AFB, LA 71110-0000.

Attachment 10

DD FORM 1966, RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE US

A10.1. DD Form 1966, Dated MAR 2007 - General Instructions. This form is initially prepared under the guidance of recruiting personnel, with an accompanying SF86/SF86A enlistment of individuals into the ANG.

A10.2. Responsibility for DD Form 1966. The Production Recruiter is responsible for ensuring that the information, including coding, is provided properly IAW these instructions.

A10.3. Instruction for ADP Pages (DD Form 1966, Dated MAR 2007):

A10.3.1. This form is prepared by recruiting personnel as part of the application for enlistment of individuals into the Armed Forces. The DD Form 1966/1 (ADP), is used by the ANG FSS to enter accession records into the PDS. It is also used to record enlistment processing.

A10.3.2. RESPONSIBILITY FOR THE FORM. The Recruiting Service is responsible for ensuring that the information is provided properly IAW these instructions.

A10.4. Instructions for Service Applicants (DD Form 1966, Dated MAR 2007): The following instructions are to assist in completing the Record of Military Processing - Armed Forces of the US. Please read the instructions for each item prior to making an entry. AFRISS is the primary means of completing this form. If AFRISS is unavailable, type or print using ball point pen with black or blue-black ink. Print firmly to make sure all copies are readable.

Figure A10.1. Specific Instructions for DD Form 1966.

<u>ITEM</u>	<u>TITLE</u>	<u>ENTRY AND/OR EXPLANATION</u>
A.	Service	Enter "DFG"
B.	NR Days Prior Total Service	Enter an "X" in the first block (Yes) if the applicant has prior service. Enter number of days.
		Enter an "X" in the second block (No) Enter "Zero".
C.	Selective Service Classification	Applicable only when applicants are being classified by the Selective Service System IAW the Military Selective Service Act. Otherwise, leave blank.
D.	Selective Service Registration	Enter registration number, if applicable; otherwise leave blank. Service applicants not registered will be automatically registered upon completing DD Form 4 and accession into military service. Females: Not applicable.
Section I - Personal Data		
1.	Social Security	Enter the 9 digits in the appropriate blocks. NOTE: Enlistment without a Social Security Number is not authorized.

2.	Name	<p>Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.</p> <p>Examples:</p> <p>(a) SMITH, JOHN ROBERT, JR.</p> <p>(b) JOHNSTON, MARY LOU (BROWN)</p> <p>If you have had your name changed from that shown on your birth certificate through court action, record your original name in Section IV, REMARKS (page 1966/3). If preferred enlistment name is not the same as on your birth certificate and has not been changed by legal procedure described by state law, complete item 36. If preferred enlistment name is different from name shown on your Social Security Number card, you must, complete OAAN Form 7003, <i>Request for Change of Social Security Record</i>, and submit it to the nearest Social Security District Office to change your Social Security Record.</p>
3.	Current Address	<p>Enter street, city, county, state, country, and zip code as of date of application.</p>
4.	Home of Record	<p>Enter street, city, county, state, country, and zip code of the address declared your permanent home or actual home at time of enlistment. Do not enter a temporary address. If the Home of Record address is the same as the current address shown in Item 4, enter "Same as Item 4".</p>
5.	Citizenship	<p>a. Enter "X" in the "US at Birth" block if you are a citizen of the US by birth., also mark:</p> <p>(1). Enter "X" in the "Native Born" block if you are a citizen of the US by birth.</p> <p>Or</p> <p>(2). Enter "X" in the "Born Abroad of US Parents" block if citizenship was acquired at birth through being born abroad of US parents.</p> <p>b. Enter "X" in the "US Naturalized" block if a naturalized citizen.</p> <p>c. Enter "X" in "US Non-Citizen National" block if not a citizen of the US but owe principal allegiance to the USA (for example, if born in America Samoa or Swains Islands).</p> <p>d. Enter "X" in "Immigrant Alien (specify)" block if</p>

		<p>an immigrant alien and specify your country of citizenship.</p> <p>e. Enter "X" in the "Non-Immigrant Foreign National (specify)" block if non-immigrant foreign national and allowed to enlist in the service (such as citizens of the Northern Mariana Islands (NMI), Republic or the Marshall Islands RMI), or Federated States of Micronesia (FSM), who are treated as though they are US citizens, or citizens of the Republic of the Philippines (RP) authorized enlistment in the Navy).</p>
6.	Sex	Enter "X" in the appropriate block.
7a.	Racial Category	<p>Enter "X" in the appropriate block indicating your origin of descent.</p> <p>(1) Enter "X" "American Indian" if Red or American Indian race also includes Alaskan native.</p> <p>(2) Enter "X" in "Asian" if Yellow or Mongoloid race.</p> <p>(3) Enter "X" in "Black" if Negroid or African race.</p> <p>(4) Enter X in "White" if Caucasian or White race</p>
7b.	Ethnic Category	<p>Select from the following list within a descent category</p> <p>(1) Hispanic or Latino</p> <p style="padding-left: 40px;">Cuban Latin American with Hispanic Descent Mexican Puerto Rican Other Hispanic Descent</p> <p>(2) Not Hispanic or Latino</p> <p>(3) Other - Member of an ethnic group other than one listed above.</p>
8.	Marital Status	Select from the following list:
		<p>Annulled Divorced Interlocutory Legally Separated Married Single Widowed</p>

9.	Number of Dependents	<p>Enter the number of persons totally or partially dependent on you for their support. If none, enter "0."</p> <p><i>Note:</i> A determination of your eligibility for dependent allowance will be made after your enlistment. The fact that you indicate dependents here does not necessarily qualify them for financial assistance or allowances and imposes no liability on the Armed Forces for their support.</p>	
10.	Date of Birth	<p>Enter date as six digits in year, month, and day format. (Example: If you were born on April 5, 1990, enter "900405.")</p>	
11.	Religious Preference	<p>THIS ITEM IS OPTIONAL; YOU DO NOT HAVE TO ANSWER IT.</p>	
		<p>If you choose to answer this item, refer to the consolidated list of religious preference shown below.</p> <p>If religious preference is shown within the list, enter it as shown. If religious preference is not in the list, enter the complete formal name of your religious preference in Item 13.</p>	
		Advent Christian Church	Independent Baptist Bible Mission
		African Methodist Episcopal Church	Independent Baptist Churches
		African Methodist Episcopal Zion Church	Independent Churches Affiliated
		American Baptist Association	Independent Denominational Endorsing Agencies
		American Baptist Churches	Independent Fundamental Bible Churches
		American Baptist of USA	Independent Fundamental Churches of America
		American Baptist Convention	Independent Lutheran Church
		American Council of Christian Churches	International Church of the Foursquare Gospel
American Lutheran Church, The	Jehovah's Witnesses		

	Anglican Orthodox Church, The	Judaism
	Asbury Bible Church	Kansas Yearly Meeting of Friends
	Assemblies of God	Lutheran Churches
	Associated Reformed Presbyterian Church (General Synod)	Evangelical Lutheran Church in America
	Associated Gospel Churches	Lutheran Church Missouri Synod
	Atheist	Lutheran Church Council in the USA
	Baptist Bible Fellowship	Methodist Churches
	Baptist Churches, Other	Methodist Protestant Church
	Baptist General Conference	Militant Fundamental Bible Churches
	Baptist Missionary Association of America	Missionary Church, The
	Bible Presbyterian Church	Church Association
	Bible Protestant Church	Moravian Church
	Brethren in Christ Fellowship	Muslim
	Brethren Church	National Association of Congregation
	Buddhism	Christian Churches
	Central Bible Church	National Association of Free-will Baptists
	Christian Church (Disciples of Christ)	National Baptist Convention of America
	Christian Church and Churches of Christ	National Baptist Convention, USA
	Christian Crusade	No Preference Recorded

		Christian Methodist Episcopal Church	No Religious Preference
		Christian and Missionary Alliance	North American Baptist Conference
		Christian-No Denominational Preference	Ohio Yearly Meeting of Friends Open Bible Standard Churches, Inc
		Christian Reformed Church	Orthodox Judaism
		Christian Science (First Church of Christ, Scientist)	Orthodox Presbyterian Church, The
		Church of Christ	Other Religions
		Church of God	Pentecostal Churches
		Church of God (Anderson, IN)	Pentecostal Church of God of America, Inc.
		Church of God (Cleveland, OH)	Pentecostal Holiness Church
		Church of God General Conference	Plymouth Brethren
		Church of God in Christ	Presbyterian Churches
		Church of God in North America	Presbyterian Churches in America
		Church of God in Prophecy	Presbyterian Churches in the USA
		Churches of Jesus Christ of Latter Day Saints (LDS)	Presbyterian Council for Chaplains and Military Personnel
		Church of Nazarene	Primitive Methodist Church, The
		Church of United Brethren in Christ	Primitive Methodist Church, USA
		Progressive National Baptist	Churches of Christ Convention, Inc.
		Churches of Christ in Christian Union	Protestant Episcopal Church
		Congregational	Protestant-No Denomination

	Methodist Church	Preference
	Conservation Congressional Christian Conference	Protestant - Other Churches
	Conservative Judaism	Reform Judaism
	Cumberland Presbyterian Church	Reformed Churches
	Eastern Orthodox Churches	Reformed Churches in America
	Elim Fellowship	Reformed Church in the USA
	Elim Missionary Assemblies	Reformed Episcopal Church
	Evangelical Church Alliance, The	Reform Presbyterian Church Evangelical Synod
	Evangelical Church of North America	Reorganized Church of Jesus Christ of Latter Day Saints
	Evangelical Congregational Church	Roman Catholic Church
	Evangelical Covenant Church in America	Salvation Army, The
	Evangelical Free Church of America	Schwenkfelder Church, The
	Evangelical Friends Alliance	Seventh Day Baptist Convention
	Evangelical Lutheran Church Association	Southern Baptist Convention
	Evangelical Methodist Church of America Southwest Baptist Fellowship	Southern Methodist Church
	Fellowship of Grace Brethren Churches	Southern Baptist Convention
	Free Lutheran Congregations	Swedenborgian Church, General
	The Association of	Conference of the Tioga

		Free Methodist Church of North America	River Christian Conference
		Free Will Baptist	Ukrainian Evangelical Baptist Conference
		Free Will Baptist, NC State Convention of Friends	Unitarian Universal Association
		Full Gospel Pentecostal Assoc., The	United Christian Church
		Fundamental Methodist Church, Inc.	United Church of Christ
		General Association of General Baptists	United Methodist Church, International
		General Association of Regular Baptist Church	United Pentecostal Church, International
		General Conference of the Brethren Church	United Presbyterian Church, Evangelical Synod
		General Conference of Seventh Day Adventists	United Presbyterian Church in the USA
		General Commission of Chaplains and Armed Forces Personnel	Unknown
		Grace Gospel Fellowship	Wesleyan Church, The
		Hindu	World Baptist Fellowship
12.	Education	<p>Enter the highest grade of formal education successfully completed; this is "12" if you graduated from high school or have received a certificate of equivalence from a recognized education jurisdiction, "14" if you have completed two years of college, etc.</p> <p>Note: You will have to provide a document that verifies the level of education claimed such as a diploma, transcript, or certificate, etc.</p>	
13.	Proficient in Foreign	<p>If yes, enter foreign languages, up to two, that you are able to read, write, or speak. If no, enter "NONE."</p>	

	Language	
14.	Valid Driver's License	If you hold a valid driver's license, enter "Yes" and identify the state that issued the license, its number, and expiration date. If you do not have driver's license, enter "NO."
15.	Place of Birth	Enter city, state, and country of your birth.
Section II - Examination and Entrance Data Processing Codes (Entered by the Recruiter)		
16.	Aptitude Test	Completed by Recruiter and FSS Personnel
17.	Delayed Enlistment Program	Not used by ANG
18. Accession Data		
a.	Date of Enlistment	Enter in YYYYMMDD format.
b.	Active Duty Service Date	N/A.
c.	Pay Entry Date	Enter in YYYYMMDD format. Compute according to AFI 36-3212.
d.	Military Service Obligation	Enter in YYYYWW format.
e.	AD/RC Obligation	Enter Reserve Component Obligation in YYMMWWDD format.
f.	Waiver (Attachment 11)	<p>Waiver codes shall be entered on the DD Form 1966, block 18(f)(1-6), "Accession Data/Waiver." All waivers shall be documented there regardless of when they were approved.</p> <p>(i.) Conduct Waivers. Report only the most severe waiver. For example, if an applicant has a conviction for a major misconduct offense and three misconduct offenses, report these only as a "major misconduct" waiver; however, all offenses should be considered when evaluating an applicant for suitability to serve.</p> <p>(ii.) Dependent Waivers. Report only waivers approved for individuals with minor dependents. For OUSD(P&R) purposes, military members that are married to another military member are treated the</p>

		<p>same as those married to a civilian; however, the Services may be more restrictive in their requirements concerning this issue and may require a Service review.</p> <p>(iii.) Drug Waivers. Report only waivers approved for individuals with a positive DAT result.</p> <p>(iv.) Medical Waivers. Multiple waivers are allowed for different medical conditions. Attachment 11 lists the appropriate codes for medical conditions requiring a waiver. If the waiver codes are identified by two different codes, report the two as two waivers; if they are not, report them as one. For example, if an applicant receives a waiver for hearing (HCA) and for height (HAA), both codes should be entered. If an applicant receives a waiver for hearing (HCA) and a heart murmur (HCA), only one code should be entered on the DD Form 1966.</p>
g.	Pay Grade	Enter authorized enlistment pay grade and level based on the following examples: If enlisting as E-1, enter EO1; if enlisting as E-2, enter E02, etc.
h.	Date of Grade	Enter in YYYYMMDD format.
i.	Entry Status	N/A.
j.	Education	Enter highest grade completed on the date of enlistment. (Example: High school diploma graduate is 12)
k.	Recruiter Identification	Enter identification code of recruiter credited with the enlistment.
l.	Station ID	Wing Identifier (Ex: 112FW) is automatically updated by AFRISS.
m.	Program Enlisted For	N/A.
n.	Training Enlistment Military Occupations Specialty (TEMOS)	Enter the projected AFSC and any suffix. If no suffix, leave blank.
o.	Primary	Enter PAFSC.

	MOS/AFS	
p.	Youth Program	N/A.
q.	Option Analysis Code	N/A.
r.	State Guard	Two digit state identification code. (Ex: ID=Idaho)
s.	Service Annex Codes	N/A.
t.	Replaces Annexes	N/A.
u.	Transfer to (UIC)	N/A.
19.	Service Required Codes	N/A
20.	Name	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.
21.	Social Security	Enter the 9 digits in the appropriate blocks. Note: Enlistment without a Social Security Number is not authorized.
Section III – Other Personal Data		
22-26.	Self Explanatory	Applicants must answer questions truthfully and to the best of his or her ability.
27.	Name	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.
28.	Social Security	Enter the 9 digits in the appropriate blocks. Note: Enlistment without a Social Security Number is not authorized.
Section IV – Certification		
29.	Certification of Applicant	Applicant's signature in Block 29c must be witnessed by a recruiter. Do not sign this item until all required items have been completed and a recruiter is present to witness the signature.
30.	Data Verification by Recruiter	This item will be completed by a recruiter and other personnel who will be involved in completing the Record of Military Processing.
31.	Certification of Witness	This block will be completed by the recruiter involved in processing your Record of Military Processing.
32.	Specific Option/Program	Enter your initials in Item 32c. Be sure you fully understand all entries in Item 32a and have carefully

	Assignment	read Item 32b.				
33.	Certification of Recruiter or Acceptor	This item will be completed by your recruiter, guidance counselor, liaison petty officer/noncommissioned officer or acceptor.				
Section V – Recertification						
34.	Recertification by Applicant and Correction of Data	This item will reflect any change or correction prior to entry on active duty. It also serves as a recertification that all entries on the form are correct. Applicant will sign item 34d(1) in the presence of a witness.				
35.	Name	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.				
36.	Social Security	Enter the 9 digits in the appropriate blocks. Note: Enlistment without a Social Security Number is not authorized.				
Section VI - Remarks (Entered by the Recruiter)						
For use as an item continuation and/or brief statement of service						
FROM	TO	BRANCH	COMPONENT	GRADE	TYPE	SOURCE DOC
(YYMMDD)	(YYMMDD)	USAF	IL ANG	E5	HONORABLE	1LTAG055
()	()	USA	WI ARNG	E7	HONORABLE	NGB 22
()	()	USAF	IL ANG	E7	HONORABLE	DD 214
Section VII - Statement of Name for Official Records						
37.	Name Change name other than	This item is provided in the event your military record should reflect a as shown on the birth certificate. If the name for the military record is the same as the name on the birth certificate, enter "N/A" in Items 41a., 41b., and 41c. if this page is used. If the name in Item 2. is different from the name on the birth certificate, enter the name as it is on the birth certification in Item 41a. Place name shown on SSN Card in 41b. THE APPLICANT'S SIGNATURE IN BLOCK 41d(1) MUST BE WITNESSED BY THE RECRUITER OR A NOTARY PUBLIC. This section may not be used by aliens whose enlistment name and military record must match INS records.				
Section VIII - Parental/Guardian Consent for Enlistment						
38.	Name	Enter Last, First, Middle Name (and Maiden, if any),				

		Jr., Sr., III, etc.
39.	Social Security	Enter the 9 digits in the appropriate blocks. Note: Enlistment without a Social Security Number is not authorized.
40.	Parent/ Guardian Statements	Complete for all 17-year-old applicants prior to MEPS Medical or enlistment except those 17-year-old applicants who can present proof of marriage or emancipation. Note: No amendment or strikeouts of wording ("I/we," "his/her," etc.) is required.
40a.-f.	(cont.)	Enter name of applicant. Enter Branch of Service. (c) and (e) Both parents (guardians) sign the appropriate block and each signature is notarized or witnessed in (d) and (f) by an officer or noncommissioned officer. If parents are separated or divorced, consent of the parent or legal guardian having sole custody of the applicant is acceptable, provided a copy of the court order adoption papers awarding custody is verified by the counselor.
41.	Verification of Single Signature Consent	(a) When signed by only one parent because the other parent is absent for an extended period, attach a notarized statement from the parent signing the form showing: (1) the specific reason for the absence of the other parent, and (2) that the absent parent is aware of and consents to the enlistment. When one parent cannot be contacted (that is, desertion of one party), the signing parent provides a notarized statement giving the reason and period for the other parent's absence. (b) When one parent is deceased, consent of the surviving parent is acceptable provided either a death certificate or notarized statement by the surviving parent is also provided. The notarized statement must attest to the fact that the other parent is deceased.

Attachment 11

ENLISTMENT WAIVER CODES

Table A11.1. Enlisted Waiver Codes.

	CODE	EXPLANATION
* THESE CODES ARE RESERVED FOR THE TRACKING AND REPORTING OF WAIVERS AS REQUIRED BY OSD.		
	AYA	AGE maximum exceeded for enlistment purposes waiver granted by the highest authority I level.
	AYB	AGE maximum exceeded for enlistment purposes waiver granted by the Recruiting Command Headquarters level.
	AYC	AGE maximum exceeded for enlistment purposes waiver granted by the U.S. Marine Corps command level.
	AYD	AGE maximum exceeded for enlistment purposes waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	AYE	AGE maximum exceeded for enlistment purposes waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
	AYF	AGE maximum exceeded for enlistment purposes waiver granted by the U.S. Coast Guard Recruiting Center.
	BAA	Dependency of a military SPOUSE WAIVER granted by the highest authority level.
	BAB	Dependency of a military SPOUSE WAIVER granted by the Recruiting Command Headquarters level.
	BAC	Dependency of a military SPOUSE WAIVER granted by the U.S. Marine Corps Regional Command level.
	BAD	Dependency of a military SPOUSE WAIVER granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	BAE	Dependency of a military SPOUSE WAIVER granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
	BAF	Dependency of a military SPOUSE WAIVER granted by the U.S. Coast Guard Recruiting Center.
*	BBA	Dependency due to number of DEPENDENTS WAIVER granted by the highest authority level.
*	BBB	Dependency due to number of DEPENDENTS WAIVER granted by the

		Recruiting Command Headquarters level.
*	BBC	Dependency due to number of DEPENDENTS WAIVER granted by the U.S. Marine Corps Regional Command level.
*	BBD	Dependency due to number of DEPENDENTS WAIVER granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	BBE	Dependency due to number of DEPENDENTS WAIVER granted by the U.S. Army Battalion, U.S. Navy District, U.S. Air Force Squadron level, or U.S. Marine Corps Recruiting Station.
*	BBF	Dependency due to number of DEPENDENTS WAIVER granted by the U.S. Coast Guard Recruiting Center.
	CYA	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the highest authority level.
	CYB	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the Recruiting Command Headquarters level.
	CYC	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the U.S. Marine Corps Regional Command level.
	CYD	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	CYE	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	CYF	Mental qualification – meets ASVAB testing requirements (AFQT & sub test) waiver granted by the U.S. Coast Guard Recruiting Center.
	DAA	Law violations of adjudicated TRAFFIC offense(s) waiver granted.
	DAB	Not Used
	DAC	Not Used
	DAD	Not Used
	DAE	Not Used
	DAF	Not Used
	DBA	Not Used
	DBB	Not Used
	DBC	Not Used
	DBD	Not Used
	DBE	Not Used

	DBF	Not Used
*	DCA	Law violation of one MISCONDUCT and four NON-TRAFFIC offenses that were adversely adjudicated waiver granted.
*	DCB	Law violation of five or more adversely adjudicated NON-TRAFFIC offense(s) waiver granted.
	DCC	Not Used
	DCD	Not Used
	DCE	Not Used
	DCF	Not Used
*	DDA	Law violations of MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a misconduct waiver granted by the appropriate authority level as established by the Services.
*	ddb	Law violations of MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a misconduct waiver granted by the appropriate authority level as established by the Services.
	DDC	Not Used
	DDD	Not Used
	DDE	Not Used
	DDF	Not Used
*	DEA	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver granted by the highest authority level as established by the Services.
*	DEB	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in an adult major misconduct waiver granted by the highest authority level as established by the Services.
	DEC	Not Used
	DED	Not Used
	DEE	Not Used
	DEF	Not Used
*	DFA	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a juvenile major misconduct waiver granted by the highest authority level as

		established by the Services.
*	DFB	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a juvenile major misconduct waiver granted by the highest authority level as established by the Services.
	DFC	Not Used
	DFD	Not Used
	DFE	Not Used
	DFF	Not Used
	EEA	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the highest authority level.
	EAB	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the Recruiting Command Headquarters level.
	EAC	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the U.S. Marine Corps Regional Command level.
	EAD	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	EAE	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the US Army Battalion, US Navy District, US Marine Corps Recruiting Station, or US Air Force Squadron level.
	EAF	Previous military separation, does not apply to DEP separation, RE-ENLISTMENT ELIGIBILITY reason waiver granted by the U.S. Coast Guard Recruiting Center.
	EBA	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the highest authority level.
	EBB	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the Recruiting Command Headquarters level.
	EBC	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the U.S. Marine Corps Regional Command level.
	EBD	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.

EBE	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EBF	Previous military separation, does not apply to DEP separation, PAY GRADE waiver granted by the U.S. Coast Guard Recruiting Center.
ECA	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the highest authority level.
ECB	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the Recruiting Command Headquarters level.
ECC	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the U.S. Marine Corps Regional Command level.
ECD	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
ECE	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
ECF	Previous military separation, does not apply to DEP separation, LOST TIME waiver granted by the U.S. Coast Guard Recruiting Center.
EDA	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the highest authority level.
EDB	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the Recruiting Command Headquarters level.
EDC	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the U.S. Marine Corps Regional Command level.
EDD	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
EDE	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EDF	Previous military separation, does not apply to DEP separation, condition that EXISTED PRIOR TO SERVICE waiver granted by the U.S. Coast Guard Recruiting Center.
EEA	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the highest authority level.

EEB	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the Recruiting Command Headquarters level.
EEC	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the U.S. Marine Corps Regional Command level.
EED	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the US Army Brigade, US Marine Corps District, US Navy Area, or US Air Force Group level.
EEE	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
EEF	Previous military separation, does not apply to DEP separation, SKILL REQUIREMENT waiver granted by the U.S. Coast Guard Recruiting Center.
FAA	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the highest authority level.
FAB	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the Recruiting Command Headquarters level.
FAC	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the US Marine Corps Regional Command level.
FAD	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
FAE	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
FAF	Drug involvement not considered a law violation with ALCOHOL ABUSE waiver granted by the U.S. Coast Guard Recruiting Center.
FBA	Drug involvement not considered a law violation with MARIJUANA USAGE waiver granted by the highest authority level.
FBB	Drug involvement not considered a law violation with MARIJUANA USAGE waiver granted by the Recruiting Command Headquarters level.
FBC	Drug involvement not considered a law violation with MARIJUANA USAGE waiver granted by the U.S. Marine Corps Regional Command level.
FBD	Drug involvement not considered a law violation with MARIJUANA USAGE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
FBE	Drug involvement not considered a law violation with MARIJUANA USAGE

		waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	FBF	Drug involvement not considered a law violation with MARIJUANA USAGE waiver granted by the U.S. Coast Guard Recruiting Center.
	FCA	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the highest authority level.
	FCB	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the Recruiting Command Headquarters level.
	FCC	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the U.S. Marine Corps Regional Command level.
	FCD	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	FCE	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	FCF	Drug involvement not considered a law violation with OTHER DRUG USAGE waiver granted by the U.S. Coast Guard Recruiting Center.
*	FDA	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the highest authority level.
*	FDB	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the Recruiting Command Headquarters level.
*	FDC	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the U.S. Marine Corps Regional Command level.
*	FDD	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	FDE	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
*	FDF	Drug involvement not considered a law violation with DAT POSITIVE waiver granted by the U.S. Coast Guard Recruiting Center.
*	HAA	Medical disqualification HEIGHT WAIVER by the highest authority level.
*	HAB	Medical disqualification HEIGHT WAIVER granted by the Recruiting Command Headquarters level.
*	HAC	Medical disqualification HEIGHT WAIVER granted by the U.S. Marine Corps Regional Command level.
*	HAD	Medical disqualification HEIGHT WAIVER granted by the U.S. Army

		Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	HAE	Medical disqualification HEIGHT WAIVER granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
*	HAF	Medical disqualification HEIGHT WAIVER granted by the U.S. Coast Guard Recruiting Center.
*	HBA	Medical disqualification WEIGHT WAIVER granted by the highest authority level.
*	HBB	Medical disqualification WEIGHT WAIVER granted by the Recruiting Command Headquarters level.
*	HBC	Medical disqualification WEIGHT WAIVER granted by the U.S. Marine Corps Regional Command level.
*	HBD	Medical disqualification WEIGHT WAIVER granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	HBE	Medical disqualification WEIGHT WAIVER granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
*	HBF	Medical disqualification WEIGHT WAIVER granted by the U.S. Coast Guard Recruiting Center.
*	HCA	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the highest authority level.
*	HCB	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the Recruiting Command Headquarters level.
*	HCC	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the U.S. Marine Corps Regional Command level.
*	HCD	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
*	HCE	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
*	HCF	Medical disqualification DISEASE CLASSIFICATION (ICD-9) waiver granted by the U.S. Coast Guard Recruiting Center.
	JYA	SOLE SURVIVING family member waiver granted by the highest authority level.
	JYB	SOLE SURVIVING family member waiver granted by the Recruiting

		Command Headquarters level.
JYC		SOLE SURVIVING family member waiver granted by the U.S. Marine Corps Regional Command level.
JYD		SOLE SURVIVING family member waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
JYE		SOLE SURVIVING family member waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
JYF		SOLE SURVIVING family member waiver granted by the U.S. Coast Guard Recruiting Center.
KYA		MINIMUM EDUCATION requirement waiver granted by the highest authority level.
KYB		MINIMUM EDUCATION requirement waiver granted by the Recruiting Command Headquarters level.
KYC		MINIMUM EDUCATION requirement waiver granted by the U.S. Marine Corps Regional Command level.
KYD		MINIMUM EDUCATION requirement waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
KYE		MINIMUM EDUCATION requirement waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
KYF		MINIMUM EDUCATION requirement waiver granted by the U.S. Coast Guard Recruiting Center.
LYA		ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the highest authority level.
LYB		ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the Recruiting Command Headquarters level.
LYC		ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Marine Corps Regional Command level.
LYD		ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force

		Group level.
	LYE	ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	LYF	ALIENS who have traveled or resided in a nation whose interests are inimical to those of the United States (also applies to aliens whose spouse, parent, brother, sister, or children currently reside in such a nation) waiver granted by the U.S. Coast Guard Recruiting Center.
	MYA	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the highest authority level.
	MYB	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the Recruiting Command Headquarters level.
	MYC	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Marine Corps Regional Command level.
	MYD	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	MYE	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.
	MYF	Refusal or failure to complete a LOYALTY CERTIFICATE (includes derogatory information entered on a loyalty certificate) waiver granted by the U.S. Coast Guard Recruiting Center.
	NYA	Conscientious objector waiver granted by the highest authority level.
	NYB	CONSCIENTIOUS OBJECTOR waiver granted by the Recruiting Command Headquarters level.
	NYC	CONSCIENTIOUS OBJECTOR waiver granted by the U.S. Marine Corps Regional Command level.
	NYD	CONSCIENTIOUS OBJECTOR waiver granted by the U.S. Army Brigade, U.S. Marine Corps District, U.S. Navy Area, or U.S. Air Force Group level.
	NYE	CONSCIENTIOUS OBJECTOR waiver granted by the U.S. Army Battalion, U.S. Navy District, U.S. Marine Corps Recruiting Station, or U.S. Air Force Squadron level.

NYF	CONSCIENTIOUS OBJECTOR waiver granted by the U.S. Coast Guard Recruiting Center.
PYA	ARMY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the highest authority level.
PYB	ARMY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Recruiting Headquarters level.
PYD	ARMY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Army Brigade level.
PYE	ARMY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Army Battalion level.
QYA	AIR FORCE Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted by the highest authority level.
QYB	AIR FORCE Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted by the Recruiting Headquarters level.
QYD	AIR FORCE Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted by the U.S. Air Force Group level.
QYE	AIR FORCE Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted by the USAF Squadron level.
RYA	NAVY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the highest authority level.
RYB	NAVY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Recruiting Headquarters level.
RYD	NAVY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Navy Area level.
RYE	NAVY Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Navy district level.
SYA	U.S. COAST GUARD Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Recruiting Center level.
XYA	MARINE CORPS Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the highest authority level.
XYB	MARINE CORPS Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Recruiting Headquarters level.
XYC	MARINE CORPS Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the Regional Command (USMC only) level.
XYD	MARINE CORPS Service Administrative Waiver – SERVICE-UNIQUE waiver policy granted at the USMC District level.
XYE	MARINE CORPS Service Administrative Waiver – SERVICE-UNIQUE

		waiver policy granted at the USMC Recruiting Station level.
	XXB	MARINE CORPS Service Administrative Waiver – USMC Medical Rehabilitation Program (MREP) granted at the Recruiting Headquarters level.
	XXE	MARINE CORPS Service Administrative Waiver – USMC Medical Rehabilitation Program (MREP) granted at the USMC Recruiting Station level.
	XXF	MARINE CORPS Service Administrative Waiver – USMC Medical Rehabilitation Program (MREP) granted at the US Coast Guard Recruiting Center.
	YYY	NO condition currently exists requiring a WAIVER; however, there may be administrative conditions that exist.