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CHIEF, NATIONAL GUARD BUREAU

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Personnel

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

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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. The records established by this instruction are to be included in the Air Force Military Personnel Records system that is authorized under Title 44 United States Code (USC) 3101. Use of the social security number (SSN) is authorized by Executive Order (EO) 9379, 27 November 1943. The Privacy Act of 1974 affects this instruction. Each form that is required by this instruction contains a Privacy Act statement, either incorporated in the body of the document or in a separate statement accompanying it.

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. Also, Air Force Forms and National Guard Bureau (NGB) Forms have been changed to reflect that they are now Information Management Tools (IMTs).

SUMMARY OF CHANGES

This interim change eliminates all references to homosexual conduct, as defined by Title 10 U.S.C. Section 654, including a statement he or she is a homosexual or bisexual (or words to that

effect), homosexual acts, or marriage or attempted marriage to a person known to be of the same biological sex. This interim change implements policy on the repeal of Title 10, U.S.C. Section 654, and will be effective on the date of repeal of Title 10, U.S.C. Section 654 which is 20 September 2011.

Current guidance in ANGI36-2002 remains in effect with the addition of the following changes. In most instances, removing reference to "homosexual conduct" throughout the instruction is intended with this interim change. The following table details updated guidance and/or revision to amend references therein and delete those no longer valid.

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Chapter 1

QUALIFICATIONS AND CRITERIA FOR ENLISTMENT

1.1. Preliminary Screening. Before being processed for enlistment, each applicant will be advised that they will be applying for enlistment into an Air Reserve Component of the United States Armed Forces. As a member of a ready reserve unit, they must be briefed and fully understand, they 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. It is imperative that only the most qualified applicants be enlisted to achieve and maintain the highest possible skill level, consistent with Unit Manpower Document Active (UMDA) requirements. For the required Enlistment Questionnaire See **Figure 1.1**.

1.1.1. The military records of a Prior Service (PS) applicant (**Attachment 1**, Terms) 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 prior service documents will be reviewed to determine the reason for discharge or separation. An applicant's eligibility will be determined only after an overall view of previous service (see **paragraph 1.16**). Each of the following criteria will be considered; Type of Separation, Character of Service, Separation Program Designator (SPD), Reentry Code (RE Code), and Narrative Reason for Separation. 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.

1.1.2. 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, they will suspend all preliminary screening and seek guidance from their supervisor.

1.1.3. 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 Director of Personnel should be notified immediately to verify whether or not such information is in fact disqualifying. If the Adjutant General 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.

1.1.4. The Air National Guard policy for Pre-service Drug Abuse, including Pre-service Marijuana usage and self-admission to drug involvement is outlined in **Attachment 7**.

1.1.5. 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 Squadron 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.

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

1.2. Air National Guard 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 Air National Guard.

1.2.1. 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.

1.3. Enlistment/Reenlistment Waiver Authority. The Chief, National Guard Bureau may waive disqualifying factors not set by statute or otherwise stated in this instruction. The Chief, National Guard Bureau has delegated the enlistment/reenlistment waiver authorities for the Air National Guard as indicated in **Chapter 1**, **Chapter 2**, and **Chapter 4** of this instruction.

1.3.1. The Air National Guard Surgeon General may waive physical standards for enlistment in accordance with AFI 48-123, *Medical Examination and Standards*, and Attachment 10.

1.4. 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.

1.4.1. Definition of citizenship:

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

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

1.4.1.1.2. A full validity (nontemporary) US Passport (five years for minors - ten years for adults);

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

1.4.1.2. US Born (Title 8 USC 1401):

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

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

1.4.1.2.3. 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;

1.4.1.2.4. 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.

1.4.1.3. Naturalized: Anyone renouncing their former citizenship and obtaining US American citizenship via naturalization process and obtaining one or the other of the following forms: (see **Table 1.3**, Rule 23)

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

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

1.4.2. Applicants must be a:

1.4.2.1. 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, or

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

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

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

1.4.3. 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.")

1.4.4. 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.

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

1.4.6. 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.

1.4.7. PS applicants who are not US citizens will not be enlisted.

1.4.8. Individuals who have dual citizenship may be enlisted into the Air National Guard, however they will not be placed into an Air Force Specialty Code (AFSC) that is identified as “Alien Ineligible”. Also, they will not be eligible for a security clearance until they denounce their citizenship of the other country.

1.5. Physical Standards. All applicants will meet the medical standards contained in AFI 48-123 and Weight/Body Fat Program standards in accordance with ANGI 40-502, *The Weight and Body Fat Management Program*.

1.5.1. All Prior Service applicants are subject to the retention standards of AFI 48-123, Attachment 2, provided they have been separated 180 days or less and have a current physical (within last five years), and a Standard Form (SF) 93, *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 Preventive Health Assessment (PHA)/Reserve Component Periodic Health Assessment (RCPHA) within 12 months; a current AF 422, *Physical Profile Serial Report*, must be within 12 months; and a current health history, SF 507, Medical Record - Report on _____ 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, Attachment 3.

1.5.2. Any applicants not meeting continued military service or enlistment standards will not be enlisted. Waivers may only be requested by military physicians supporting the enlistment of the individual with a narrative summary. Signed SF 88, *Report of Medical Examination*; SF 93; or 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 in accordance with AFI 48-123 is in question, supporting medical documents must be submitted. (**Paragraph 2.1.7**)

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

1.6.1. Non-Prior Service (NPS). Applicant must be at least 17 years old, but not have reached age 40 on date of enlistment. Parental consent is required for those persons who are 17, but less than 18 years of age, unless married. (See DD Form 1966, Section VII, Items 39 and 40) WAIVERS OF THIS PROVISION WILL NOT BE GRANTED.

1.6.2. Prior Service (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 in accordance with Title 10 USC 12731. WAIVERS OF THIS PROVISION WILL NOT BE GRANTED.

1.7. Aptitude and Educational Requirements. All Aptitude and Educational Requirements for entry into the ANG are listed in **Table 1.1** and **Table 1.2**.

1.8. Applicants with Dependents. Service in the ANG and the 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. Prior service personnel enlisting from another service component, and no break in service, do not require a waiver.

1.9. Other Requirements for Enlistment. All applicants must agree in writing to a Military Service Obligation (MSO), ANG Service Commitments in accordance with ANGI 36-2101, *Assignments within the Air National Guard*, (see **Chapter 5**, **Table 5.1**), 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 270 days of enlistment, will not exceed 365 days. Extensions beyond this period will not be granted. The provisions of this paragraph do not apply to those who enlist with the intent of going to Academy of Military Science (AMS) rather than Basic Military Training (BMT).

1.10. 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**. 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 Recruiting and Retention Superintendent in turn may call Air National Guard, Personnel Management Section (ANG/DPFOM) for further information or clarification.

1.11. Personnel Security Investigations. Security clearance investigations will be submitted in accordance with AFI 31-501, *Personnel Security Program Management*, Attachment 3. The processing of all security clearances will be a coordinated effort between the Recruiter, the Military Personnel Flight (MPF), the projected Unit Security Manager and Security Forces Squadron.

1.11.1. Security Clearance Requirements. Recruiters are responsible for providing enlistees with the appropriate Electronic Personnel Security Questionnaires (EPSQ).

1.11.1.1. A National Agency Check, Local Agency Checks and Credit Check (NACLC), 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 NACLC, and the NACLC 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 NACLC will not be initiated if Top Secret access is required). The projected Unit Security Manager will ensure the completed EPSQ is submitted to the Security Forces Squadron, with notification of the submission to the MPF no later than 3 working days after enlistment. The member should not report to basic training without a completed EPSQ, which has been validated and submitted by Security Forces. Check with the Security Forces Squadron for EPSQ status.

1.11.1.2. A National Agency Check, Local Agency Checks and Credit Check (NACLC), a Single Scope Background Investigation (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 Security Forces Squadron prior to initiating the paperwork. If the PS applicant has not had a break in service longer than 24 months, Security Forces 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 Security Forces Squadron, with notification of the submission to the MPF no later than 3 working days after enlistment. Check with the Security Forces Squadron on the status on prior clearance and EPSQ status.

1.11.2. Security clearance processing. MPF enlistment representatives are responsible for ensuring members initiate their EPSQ, 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 Security Forces Squadron no later than 3 workdays after enlistment. Security Forces will track progression of submitted forms until the investigation has been completed.

1.12. 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 his/her ANG enlistment. The

term of enlistment for all NPS applicants will be for a period of not less that 6 years see **Table 1.5**.

1.13. Grade Determination, Non-Prior Service Personnel (NPS) and Prior Service (PS) Enlisted Personnel. For NPS personnel, use **Table 1.6**, for PS personnel, use **Table 1.7**.

1.14. Grade Determination, Former Commissioned Officers:

1.14.1. 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.

1.14.2. 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.)

1.15. Date of Rank. For determining the appropriate date of rank for enlistment into the Air National Guard (ANG) use **Table 1.8**.

1.16. Enlistment of Applicants with Prior Service:

1.16.1. Normally, applicants who can substantiate satisfactory PS may be enlisted. Refer to **Table 1.9**, to determine the qualifying or disqualifying reentry code (RE). The purpose of this table is to allow the 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 there are extenuating circumstances (e.g., RE codes obviously issued in error). When considering an applicant for a waiver, you must consider their overall service record and the manner in which this service was performed.

1.16.2. An applicant whose NGB 22, *Report of Separation and Record of Service*, shows no positive statement indicating he/she is eligible 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 3 in order to qualify for enlistment. All telephone or e-mail inquires/questions concerning **Table 1.3** and **Table 1.9**, will be addressed to the State or Territory RRS. The RRS in turn may call ANG/DPFOM for further information or clarification.

1.16.3. Applicants who do not have 84 days of 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 Adjutant General (TAG). A 2-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. Unit Training Assembly (UTA) will not be considered as qualified duty time.

1.16.4. 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, lower grade is at the discretion of the commander.

1.17. Key Employee Certificate of Availability:

1.17.1. 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 1.2**) 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 with regard to:

1.17.1.1. Production and research vital to the national defense effort.

1.17.1.2. Activities necessary to the maintenance of the national health, safety, or interest.

1.17.2. 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) in accordance with 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.

1.17.3. If designated a key employee (**Figure 1.3**) by their employer, a member who wants to stay in the unit may:

1.17.3.1. Ask the commander for help in resolving the matter with the employer.

1.17.3.2. Ask the 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.

1.17.4. The commander's endorsement must verify the information that has been provided by the member. Each higher commander should either:

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

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

1.17.5. 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 Guard 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:

1.17.5.1. A statement of the member's desire to remain in the Air National Guard.

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

1.17.5.3. 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.

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

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

1.17.5.6. 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.

1.17.5.7. 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.

NOTES:

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

2. Key employees of the Federal Aviation Administration will not be approved for continued membership. Members with a statutory participation requirement (MSO) will be processed in accordance with AFI 36-3209.

Table 1.1. APTITUDE REQUIREMENTS FOR ENLISTMENT.

RULE	A	B	C
	If applicant is	**Then administer**	**For minimum qualifying scores of:**
1.	Non-prior Service	a current version of the ASVAB (Notes 2., 3., and 6.)	31 or higher on the AFQT. Must meet all AFSC criteria and a minimum aptitude index as shown in AFMAN 36-2108, *Enlisted Classification*, for career field subdivision in which considered for enlistment.
2.	Prior Service	a current version of the ASVAB (Notes 1., 2., 4., 5., and 7.)	

NOTES:

1. 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.

2. 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.

3. ASVAB scores attained by junior and senior high school students are valid for two years from date of test.

3.1. 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.

3.2. When applicants (PS or NPS) are tested/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/extension of PALACE CHASE applicants, PALACE FRONT applicants, USAFR transfers, current ANG members or ANG members transferring from one state to another in accordance with **paragraph 2.1.9.2**.

6. Prior service or non-prior service applicants enlisting for the sole purpose of being commissioned are not required to take an ASVAB, unless they fail to obtain a commission.

7. Prior service 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 in accordance with AFI 36-2101, *Classifying Military Personnel (Officers and Airmen).*

Table 1.2. EDUCATIONAL REQUIREMENTS FOR ENLISTMENT.

RULE	A	B
	If applicant is:	**The minimum education requirement is:**
1.	Non-prior Service (Note 1.)	High school graduate or equivalent
2.	Prior Service; (not currently in the ANG) (Notes 1. and 2.)	
3.	Non-prior Service in high school senior year (Note 3.)	Official statement from school officials that individual has or will obtain sufficient acceptable credits to be awarded a high school diploma

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 in accordance with AFMAN 36-2108.

2. Air Force (AF) prior service 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 Unit Personnel Record Group (UPRG). The MPF will ensure the high school diploma is updated in MILPDS.

Table 1.3. ENLISTMENT INELIGIBILITY FACTORS.

RULE	A INELIGIBILITY FACTOR	B EXPLANATION/DETERMINATION GUIDELINES
1.	Morally Unacceptable (Category 1 Offenses) (Attachment 2)	(1) A person convicted by civilian court of an offense punishable by death or convicted of one or more Category 1 offenses. (Note 1.) (2) A person under restraint (See Attachment 1 for definition) (Note 1.) *(3) Has questionable moral character, or with a history of anti-social behavior (including history of psychosis), frequent difficulties with law enforcement agencies, transexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism, and other paraphilic conduct. (Note 1.)
2.	Morally Unacceptable (Category 2, 3, 4, and 5 Offenses) (Attachment 2) (Note 4.)	Persons convicted by a civilian court under circumstances as indicated below: (1) First Offense, Category 2. (Note 2.) (2) First offense DUI/DWI only, Category 2. (Note 3.) (3) Two or more offenses in Category 2. (Note 2.) (4) One or more offenses in Category 3. (Note 3.) (5) Two convictions or adverse adjudications in the last three years, or three or more convictions or adverse adjudications of Category 4, in a lifetime. (Note 3.) (6) Conviction or adverse adjudication of 6 or more Category 5 offenses in a 365-day period in the last three years. (Note 5.)

3.	Juvenile Delinquents (No Waivers to Category 1 Moral Offenses, Attachment 2)	An 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 in accordance with Chapter 5. Requests for waiver of juvenile delinquency will be submitted to the state Adjutant General, but not until restraint has been terminated, if applicable. (Note 3.)
4	Without SSN	Self-explanatory. (Note 1.)
5.	High school students	Except those in their senior year at time of application for enlistment. (See Table 1.2., Rule 3.) (Note 1.)
6.	Conscientious objectors	Self-explanatory. (Note 1.)
7.	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. (Note 3.) Unpaid fines are a bar to enlistment. (Note 1.) If a fine has been paid in reference to the charge, a waiver is required prior to enlistment. (Note 3.) EXCEPTION: Category 1 offenses. (Note 1.)
8.	Willfully/intentionally failed to register with the Selective Service required by law	Self-explanatory. (Note 1.)

9.	Persons under parole, probation, or suspended sentence	Self- explanatory. (Note 1.) (See Attachment 1, Terms).
10.	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. (Note 1.)
11.	Drug/alcohol testing (Title 10 USC 978)	Applicants who refuse to be tested will not be enlisted. (Note 1.)
12.	Positive test for illegal substances	Applicants who test positive are permanently barred from enlistment. (Note 1., paragraph 1.1.6., and Attachment 7)
13.	Drug users/Drug abusers/ Self-Admission	1. Pre-Service Marijuana usages. (Paragraphs 1.1.5., 2.7.6., and Attachment 7) 2. Self-Admission to drug involvement. (Attachment 7)
14.	Alcoholics/Alcohol Rehabilitation Program	1. Persons known to be addicted to alcohol. (Note 1.) 2. Individuals who have documentation indicating successful completion of rehabilitation program, who have maintained sobriety for a minimum of two years and are medically qualified. (Note 3.)
15.	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. (Note 1.)
16.	Mental illness	A person with a documented history of mental illness. (Note 1.)
17.	Excessive or detracting tattoos/ brands	Applicants who fall under any of the following categories are ineligible for enlistment: (Note 1. applies to each) 1. Tattoos/brands anywhere on the body that are obscene, advocate any type of sexual, racial, ethnic or religious discrimination. 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. 3. Any tattoos/brands that are visible above the collarbone and readily visible when wearing an open collar uniform. 4. Any combination of tattoos/brands that exceed one fourth or more of the surface of the exposed body part, when exposed from any type of military uniform or detract from a proper military image.
	Body Alteration or Modifications	Body Alteration or Modifications. If it is intentional and results in a visible, physical effect that would detract from a professional image. (Notes 1. and 10.) In questionable cases, forward digital photograph(s) to ANG/DPFOM for enlistment eligibility determination. (Note 2.)
18.	Separated from last period of service with separation pay	Persons whose last report of separation shows that separation pay was received from other than a physical disability. (Not applicable to Special Separation Benefit (SSB)/Variable Separation Incentive (VSI) (Note 7.)
19.	Any applicant having one or more dependents under age 18	See Table 1.4. and paragraph 1.8., for eligibility determination and waiver processing procedures. (Note 3.)
20.	Separated from last service for physical disability	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 personnel through TAG to ANG/DPFOM. ANG/DPFOM will forward to ANG, Surgeon General Operations (ANG/ SGO). The original copy of the physical plus two copies will accompany each waiver request. If approved by ANG/SGO, applicant is eligible to enlist.
21.	Certain family members	For policy governing family members see ANGI 36-2101. (Note 2.)
22.	Deserters	Deserter from any branch of the Armed Forces. (Note 1.)

23.	Non US Citizen	(1) An alien who has not been lawfully admitted to the United States for permanent residence. (Paragraphs 1.4.6., 1.4.7., and Note 1.) (2) Dual citizenship see paragraph 1.4.8. (3) For those who received their naturalized citizenship after discharge from military service see paragraph 1.4.1.3. (Note 3.) (4) For those who have not received their citizenship since their discharge from military service see paragraph 1.4.7. and Table 1.9. (Note 10.)
24.	National security risk	A person who admits or whose available records show engagement in any acts designed to destroy or weaken the United States. In addition, a person will be denied enlistment if their acceptance is not clearly consistent with the interest of the national security in accordance with AFI 31-501. (Note 1.)
25.	Service academy students	Students of any United States military academy. (Note 1.)
26.	Reserve Officer Training Corps (ROTC) students	Students enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. Does not include those enrolled in AFROTC courses under the sponsorship of a state program that uses Air Force ROTC as a commissioning source. (Note 1.)
27.	Members who have a “4” profile in any area of the PULHESX Criteria or on a AF 422	Are ineligible for enlistment in the ANG. (Note 1.) Exception: 4T Profile for pregnancy. (Note 3.)
28.	Active service personnel	(1) Any member of the Armed Forces, other than ANG, while in active federal service. (Note 1.) (2) Applicants approved for and assessed as Palace Chase in accordance with AFI 36-3205, Applying for the PALACE CHASE and PALACE FRONT Programs, are exempt.

29.	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 on AD would not cause recurrence of the hardship condition must be conclusively established. If hardship waiver is approved, the waiver of the RE Code that designates hardship discharge also is waived. (Note 3.)
30.	Persons last separated from extended AD 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, Certificate of Release or Discharge from Active Duty, or the appropriate separation/discharge documentation issued by the previous service component. (Note 1.). See Table 1.9., for eligibility and ineligibility criteria concerning reenlistment codes.
31.	Officers	Persons who currently hold a commission or warrant in any Armed Forces of the United States. (Note 1.)
32.	Officers removed from Active Duty 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. (Note 1.)
33.	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 Secretary of the Air Force in certain critical specialties to permit enlistment of airmen retired from the Regular Air Force under the provisions of Title 10 USC 8914 after completion of 20, but less than 30 years service. (See ANGI 36-2101) (Note 2.)
34.	Members assigned to the retired reserve pending attainment of age 60 for Title 10 USC 12731 retire-	Members of retired reserve not receiving pay. (Note 9.)

	ment	
35.	Certain professional students	Persons without prior service 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. (Note 1.)
36.	BMT eliminees for medical reasons	Persons who were previously eliminated from AF BMT or its equivalent in any other armed force for medical reasons. (See Rule 20.) Waiver may be submitted through TAG to ANG/ DPFOM when evaluation shows that the disqualifying medical condition no longer exists. ANG/DPFOM will forward to ANG/SGO.
37.	Eliminees from BMT other than medical	Persons who were previously eliminated from AF BMT or its equivalent in any other armed force for other than medical reasons. (Note 2.)
38.	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 DEP. (Notes 2., 6., and 8.)
39.	Former members of the Army or Air National Guard	Persons not recommended for reenlistment by entry on last National Guard Bureau (NGB) Form 22, Report of Separation and Record of Service. (Notes 2. and 6.) Persons who received an RE-3 from the ARNG, the following will have to be determined: (1) If the reason for discharge/separation was within the members control. (Notes 2. and 8.) (2) If the reason for discharge/separation was beyond the members control. (Notes 3. and 8.) (3) If reason for discharge/separation was due to State Statutes. (Notes 3. and 8.) Unsatisfactory Participants see Rule 48.
40.	Prior Service members discharged for drug abuse	Members discharged from any component through drug ID process. (Note 1. and Attachment 7, Part I,

		Item A7.1.2.6.)
41.	Members who have previously enlisted in the US 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) (Note 3.). Member must be placed on AD/IADT to complete 84 days consecutive training (Title 10 USC 12103.). Navy Reserve and Coast Guard members who attended an orientation course and have completed 5 or more years consecutive satisfactory service may be enlisted up to the grade of E-5. (See paragraph 1.16.4.)
42.	Prior service 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. (Note 3.)
43.	Prior service personnel in grade of E-4 or below	Prior service applicants in pay grade of E-4 after 10 or more years of AD or active reserve service, or prior service applicants separated in pay grade of E-3 or below after 6 years of AD or active reserve. (Note 3.)
44.	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 ANG/DPFOM. (Note 1.)
45.	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 SJA, who will assist with the determination. (See Attachment 6, Part III, Item A6.3.1.) (Note 1.)
46.	Served in other country's armed forces	(Note 1.)
47.	Former Members of the Peace Corps	See ANGI 36-2101, paragraph 2.6.

48.	Unsatisfactory participants	(Note 1.)
49.	Individuals not retained under state selective retention programs	Members who are not retained under state selective retention programs. (Notes 2. and 6.)
50.	Individuals discharged/separated due to failure on a Weight/Body Fat Program	Prior Service applicants will be provided the current Weight/Body Fat Standards in accordance with ANGI 40-502. They must provide a signed letter from their private civilian physician/dietician stating they have lost and maintained their weight/body fat for 6 months since being discharged. (Note 3.)

NOTES:

All waivers will be submitted in accordance with 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.

1. No waiver will be permitted.
2. Submit a waiver request to ANG/DPFOM.
3. The waiver authority is TAG, and must be in writing. This waiver authority will not be delegated below TAG.
4. If the incident occurred while the member was in the Armed Forces and punishment was received under Article 15 or other judicial/administrative action and is otherwise qualified for enlistment under Table 1.9., no waiver required. (RE code must be an enlistable code; no exceptions.)
5. Waiver authority is TAG and may be delegated to the installation commander.
6. Waiver must be submitted through and favorably endorsed by the Commander or Director of Personnel and TAG, to ANG/DPFOM, see Chapter 5, Figure 5.1. Waiver requests must include extensive documentation that details extenuating circumstances that lead to their discharge under these categories. The member must also provide documentation that proves those circumstances will not re-occur (this must include three letters of recommendation from reputable citizens in the community (other than relatives), civic leaders, church leaders, etc. Waivers of these categories are exception to policy and will only be approved on an infrequent basis under uncommon circumstances.
7. MPF personnel must brief applicant that when/if retirement eligibility occurs, previous separation payments to applicant may be retrieved from the applicants retirement pay.
8. Those last separated from the ANG or ARNG must first apply for review in accordance with state statutes.
9. An Exception to Policy (ETP) waiver may be submitted to ANG/DPFOM. The following information is provided:

    9.1. Members of the Retired Reserve who have not reached maximum service and are not receiving retired pay may request unit assignments. The member applies by submitting an application (AF 1288, Application for Ready Reserve Assignment) to the Air National

Guard recruiter who forwards the application through the gaining MPF to the unit and wing commander. This process is not waiver to enlistment, but an exception to policy. ANG/DPFOM must then review for final determination. Former enlisted member must not have exceeded the mandatory age requirement (Age 60).

9.2. 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, in accordance with AFI 36-2115, Assignments Within the Reserve Components, Chapter 1, Paragraph 1.18. Processing time is a minimum of two weeks.

9.3. Members must meet the following criteria:

9.3.1. Must be assessed to fill a valid vacancy, will not be assigned excess.

9.3.2. Must be fully qualified in Duty Air Force Specialty Code (DAFSC).

9.3.3. Must be physically qualified.

9.3.4. Will not be assessed as overgrade.

9.3.5. The application will include:

9.3.5.1. Cover letter. Follow the format in Chapter 5, Figure 5.1., must be titled “Exception to Policy Enlistment of Retired Reserve Member”.

9.3.5.2. A completed AF 1288.

9.3.5.3. Record of current physical examination.

9.3.5.4. Copy of member's retirement order.

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

9.3.5.6. Indorsement by State Adjutant General or designated representative.

9.3.5.7. NGB 22.

9.3.5.8. Copies of other documents relevant to the request.

9.3.6. Each request will be forwarded to ANG/DPFOM, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231. Faxed copies will be accepted. NOTE: Once HQ ARPC/DP approves the request, the Assignments Section will contact the servicing MPF with the approval and request a copy of the DD Form 4. Upon receipt of the DD Form 4, the record will be projected HQ ARPC in MILPDS.

10. 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. Examples include (but are not limited to) tongue splitting or forking, tooth filing, acquiring visible or disfiguring skin implants.

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

RULE		**A**	**B**
	If applicant is:	**and the**	**then member is:**

RULE		A	B
	If applicant is:	**and the**	**then member is:**
1.	Divorced/ Separated	applicant has custody of two or more dependents with no prior service	ineligible (Notes 1. and 3.)
2.		applicant has custody of dependents and has prior service with dependents as a single member	eligible (Notes 2 and 6.)
3.	Married with more than two dependents	spouse is military	ineligible (Notes 1 and 3.)
4.	Single	applicant has no prior service with dependent(s)	ineligible (Notes 1 and 3.)
5.		applicant has prior service with dependent(s)	eligible (Notes 2, 4, 5, and 6.)

NOTES:

1. Member must be thoroughly briefed on family care responsibilities in accordance with AFI 36-2908, *Family Care Plans*, and complete AF 357, *Family Care Certification*. This will be forwarded to the Wing Commander or their designee for approval.

2. Member must be thoroughly briefed on family care responsibilities in accordance with AFI 36-2908 and complete AF 357. No Wing Commander approval is necessary.

3. Waiver authority is TAG, and must be in writing.

4. Applicants who, upon separation from active status, were single member parents require no waiver if they are:

4.1. Otherwise qualified for enlistment;

4.2. 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

4.3. Dependency was not a factor in the person's discharge or release from active status.

5. Single prior service applicants with dependents who, at the time of separation, were married to a military member will qualify for enlistment with a TAG waiver.

6. The need for a court order to release custody of children in order to qualify for enlistment would only apply to prior service applicants who were discharged due to dependency

complications. Applicants will be required to complete **Figure 1.4**, before enlisting. 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 Military Personnel Flight (MPF) Chief.

Table 1.5. Terms of Enlistment.

RULE	A	B	C
	If the applicant is	**Possesses an MSO?**	**Then enlist for:**
1.	Non-prior service	Yes	6 years (Note 1.)
2.	Prior service	Yes/No	3 or 6 years (Notes 2. thru 6.)

NOTES:

1. The remaining two years of an eight year Military Service Obligation (MSO) will be served as a member of the Obligated Reserve Section (ORS), in accordance with AFI 36-2115, Chapter 5, Paragraph 5.3.1.1, Table 5.1, Rule 38.

2. AFI 36-3205, 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. Prior service 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.

Table 1.6. Grade Determination for Non-Prior Service (NPS) Enlistees.

R	**A**	**B**	**C**

U L E	If applicant: (Note 1)	The enlistment grade authorized is:	Notes:
1.	Presents General Billy Mitchell Award certificate showing successful completion of the 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 in the Fiscal Year Recruiting & Retention Initiatives 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:
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 WAIVERS 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 Air Force Board for Correction of Military Records.

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 Basic Military Training. 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 representative receives a copy of the diploma/credential. Failure to complete this action will result in the individual appealing to the Air Force Board for Correction of Military Records using DD Form 149, *Application for Correction of Military Records*.

3. Unless separated for cause or highest grade held was E-1.

4. Certification of completed college semester hours is required. Examples are a certified college transcript or a validated letter from the college.

Table 1.7. Grade Determination for Prior Service Enlistees.

RULE	A	B	C
	If applicant enlists;	**and last served in**	**Highest enlisted grade**
1.	Prior to sixth anniversary of Date of Separation (DOS)	Air Force component	Grade held on separation (Notes 1., 2., 4. through 7.)
2.	Prior to sixth anniversary of Date of Separation (DOS)	Other than an Air Force component	Grade held on separation (Notes 1., 2., 4. through 7.)
3.	After sixth anniversary of Date of Separation (DOS)	Any component	Maximum Grade: SSgt/E-5 (Notes 2. through 7.)

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) within twenty four months of enlistment in the ANG even if he/she completed other services' Professional Military Education (PME) course IAW ANGI 36-2301, *Professional Military Education*. Failure to meet this requirement will result in demotion IAW ANGI 36-2503, *Administrative Demotion of Airmen*.

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) within twenty four months of enlistment in the ANG even if he/she completed other services PME course IAW ANGI 36-2301. Failure to meet this requirement will result in demotion IAW ANGI 36-2503.

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 within twenty-four months of enlistment. Failure to meet this requirement will result in demotion IAW ANGI 36-2503.

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, *Administrative Demotion of Airmen*. 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. Date of Rank Adjustment.

RULE	A	B
	If applicant is:	**Then Date of Rank (DOR) will be:**
1.	Currently an enlisted member of United States Air Force, Air Force Reserve, or Air National Guard	The same as that currently held.
2.	A former enlisted member of the AF, USAFR, or ANG	The same DOR as held adjusted to deduct breaks in regular or reserve service. (Notes 1. through 4.)
3.	Former commissioned officer (any branch)	Date of enlistment. (Note 4.)
4.	All other US services	The same DOR as held adjusted to deduct breaks in regular or reserve service. (Notes 1. through 4.)

NOTES:

1. The date of rank adjustment will be accomplished and entered into MILPDS within 5 workdays of the enlistment. No date of rank adjustment will be permitted after the date of enlistment (NO WAIVERS WILL BE CONSIDERED).

2. If a date of rank adjustment is not accomplished on the date of enlistment, the member will be required to submit an appeal to the Air Force Board for Correction of Military Records using DD Form 149, Application for Correction of Military Records using DD Form 149.

3. The Date of Rank adjustment will be documented on the DD Form 4, Section 8b.

4. The Current Grade Effective Date will be the Date of Enlistment (DOE).

5. All telephone or e-mail inquires/questions concerning **Table 1.8**, will be addressed to the State or Territory RRS. The RRS in turn may call ANG/DPFOM for further information or clarification.

Table 1.9. Acceptability Of Applicants With Previous Military Service.

(NOTE: This table must be used in conjunction with paragraph 1.1.1.)			
RULE	**A**	**B**	**C**
	If last period of documented service was in the	**and entry in RE Code on DD Form 214 is: (Notes 1., 2., and 3)**	**Then, if otherwise qualified, applicant may**

(NOTE: This table must be used in conjunction with paragraph 1.1.1.)			
RULE	**A**	**B**	**C**
	If last period of documented service was in the	**and entry in RE Code on DD Form 214 is: (Notes 1., 2., and 3)**	**Then, if otherwise qualified, applicant may**
1.	Air Force	1, 1J, 1T, 3A, 3C, 3D, 3E, 3I, 3J, 3S, 3V, 4M	Enlist (Notes 1, 2, 3, 4, 6, 7, 8, and 10.)
2.	Army	1, 1A, 1B, 1C, 2, 2A, 2B, 3, 3A, 3S, 3V	Enlist (Notes 1, 2, 3, 4, 9, and 10.)
3.	Marines	Recommended for reenlistment: 1A,1B, 3S, 3V	Enlist (Notes 1, 2, 3, 4, and 10.)
4.	Navy	Recommend for reenlistment: 1, 3K, 3E, 3S, 3R, 3T, 3U, 3X, 5, 7, R1	Enlist (Notes 1, 2, 3, 4, and 10.)
5.	Coast Guard	Recommend or eligible for reenlistment: R1, 1, 3J, 3X	Enlist (Notes 1, 2, 3, 4, and 10.)
6.	Other than Air Force	Other than Rules 3., 4., 5., and 6., or no entry	Not enlist (Notes 1, 2, 3, 4, 5, 7, and 10.)
7.	Any Reserve component of the US.		(Notes 1, 2, 3, 4, 5, 7, and 10.)
8.	Air National Guard or Army National Guard	and entry on the last issued NGB 22 is a bar to enlistment/reenlistment or no entry, then see notes 1, 2, 3, 4, 5, 7, 8, 9, 10, and **Table 1.3**.	

NOTES:

1. If unable to verify reason for separation, ask applicant what they believe was the reason for separation and forward eligibility verification request to the ANG Liaison Office, ATTN: DARP-PPR-L, St. Louis MO 63132-5200. If response from the ANG Liaison Office confirms a bar to enlistment, see Note 2. If unable to verify reason for discharge after checking with ANG Liaison Office, discontinue enlistment. Applicants last separated from a Delayed Enlistment Program (DEP) for failure to enlist in the Regular Component are NPS and may be enlisted if otherwise qualified.

2. An entry in RE code block other than those identified in Column B is a bar to enlistment. Waivers should be considered only when there is very clear evidence that the RE code was issued in error, member was discharged under hardship, insufficient retainability, or other similar non-misconduct type situation. Forward waivers as necessary. Otherwise, advise applicant of procedures in Note 3.

3. Persons who were last separated from the US Armed Forces with a characterization of discharge or condition of separation that is a bar to enlistment should be advised of the procedure for review of discharge (AFI 36-3202, *Separation Documents*, Attachment 5). Favorable action by a discharge review board may make the applicant eligible for enlistment if otherwise qualified. Applicant may obtain DD Form 293, *Application for Review of Discharge or Dismissal from the Armed Forces of the United States*, from any armed forces installation or the Federal Records Center (MPF-AF), 9700 Page Boulevard, St Louis, Missouri, 63132.

4. If separated for hardship, see **Table 1.3**, rule 29.

5. If last period of documented service was in any reserve component, eligibility determination will be verified through appropriate component or through appropriate separation documentation. If eligibility determination cannot be made at the local level, forward all available information and documents to ANG/DPFOM for final determination.

6. A waiver may be requested if an individual was separated with an Honorable Discharge and a DD Form 214 or DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*, RE Code of 2/91, 3/91, 4, 15, 20, which was issued under the authority of AFI 36-3208, *Administrative Separation of Airmen*, AFI 36-3209 and AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

7. If the individual has an RE Code 2 Series and were discharged:

7.1. Voluntarily (e.g., expiration of term of service, early release program, and similar releases), then the individual must appeal to the Air Force Board for Correction of Military Records using DD Form 149, Application for Correction of Military Records, under the provisions of Title 10 US Code, Section 1552.

7.2. Involuntary separated with RE Code 2 Series member must appeal to the appropriate discharge review board using DD Form 293. Normally, these individuals have RE Code 2B or 2C, or 2P if separated prior to 14 Jan 83.

8. RE Code 4D and 4E can be waived by The Adjutant General after complete review of the applicant's records. Also, the member's file must not reflect any derogatory information on his/her records, e.g., UIF, Article 15, Control Roster action, etc. Applicants who received separation pay of any type, require TAG waiver and must be briefed by MPF personnel that when/if member becomes retirement eligible; separation pay may be collected from the member's retirement pay.

9. RE Code 3 is only valid if the following SPD codes are used (applies to single digit RE 3 ONLY):

9.1. JCC/KCC/LCC/MCC - Reduction in Force

9.2. KCA/MCA - Voluntary Separation

9.3. MCF/KCF - Early release for Schooling

9.4. MDF – Pregnancy

9.5. KDS - Defective enlistment

9.6. LBK - Voluntary/Expiration of Term of Service.

10. PS applicants discharged regardless of RE code for "Failure to obtain citizenship" may be considered for enlistment, if they are able to meet the following requirements:

10.1. Applicant possesses a valid INS document indicating current approved residency does not expire within the proposed period of enlistment.

10.2. Applicant applies for citizenship prior to enlistment.

10.3. Applicant must obtain citizenship during initial enlistment.

10.4. Applicant must possess or be eligible for a secret clearance.

11. All telephone or e-mail inquires/questions concerning **Table 1.3** through **Table 1.9**, will be addressed to the State or Territory RRS. The RRS in turn may call ANG/DPFOM for further information or clarification.

Figure 1.1. Enlistment Questionnaire.

In connection with my enlistment in the (State/Territory) Air National Guard, I certify that the following is a true and correct statement of eligibility for enlistment in accordance with current requirements of ANGI 36-2002.

1. Have you ever been involved, arrested, indicted, or convicted for any violation of civil or military law, including nonjudical punishment pursuant to Article 15 of the Uniform Code of Military Justice (UCMJ) or minor traffic violations?
Yes_____ No _____ (Initials)

2. Are you a conscientious objector? (A conscientious objector is defined as one who refuses to serve in the Armed Forces or bear arms on the grounds of moral or religious principles.) Yes_____ No_____ (Initials)

3. Are you a sole survivor? Yes_____ No_____ (Initials)

4. If you are an immigrant alien who enlisted on or after 1 June 1983, have you since that time acquired US citizenship status? Yes_____ No_____ (Initials)

5. Are you currently enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC, or are you a scholarship student in these programs?

Yes_____ No_____ (Initials)

6. Have you ever been separated or are you pending separation from any branch of the uniformed services for cause? Yes_____ No_____ (Initials)

7. Have you engaged in any act or acts designed to destroy or weaken the United States? Yes_____ No_____ (Initials)

8. Are you under investigation by military or civilian authorities?

Yes_____ No_____ (Initials)

9. Are you under the influence of drugs or alcohol? Yes____ No_____ (Initials)

10. Have you ever tested positive for an illegal drug/substance?
Yes _____ No_____(Initials)

11. Are you an alcoholic? Yes_____ No_____ (Initials)

12. If you are an alcoholic, are you in a rehabilitation program?

Yes_____ No_____ (Initials)

13. Have you ever completed a drug and/or alcohol rehabilitation program?

Yes_____ No_____ (Initials)

14. Do you have a history of mental illness? Yes_____No_____ (Initials)

_____

Signature of Applicant/Date

_____

Signature of ANG Recruiter/Date

NOTE: Giving false or misleading information which may affect your eligibility for enlistment and may result in separation from the (State) Air National Guard on the basis of fraudulent/erroneous enlistment.

Distribution: (Original) UPRG (1) Applicant (1) State File

Figure 1.2. Certificate of Availability of Key Employees.

(Appropriate Letterhead)

Date:

MEMORANDUM FOR (Guard Unit/Address)

FROM: (Agency)

SUBJECT: Certificate of Availability of Key Employee

I concur in the Ready Reserve assignment of (name/military grade/SSN) who is employed as (job title of civilian position GS grade, etc., at (location of civilian employment).

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.

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.

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.

_____

(Signature of supervisor or other designated official)

Type name of supervisor and title of position

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 the member's UPRG.

3. Member must obtain a new certificate each time their position as a Key Employee changes.

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

Figure 1.3. Military Status of Key Employee.

(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).

b. Social Security Number.

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) UPRG (1) Member (1) Commander (1) Employer

Figure 1.4. Dependency Statement for Enlistment.

I hereby acknowledge that no representative or agent including any recruiter of the (state's name) Air National Guard has in any way convinced me to give up custody of my minor dependents in order to qualify for Air National Guard membership. I have been advised that in addition to meeting the enlistment requirements as they pertain to dependency, I must meet all other requirements which include, but are not limited to: physical condition, test scores, background, qualifications for a specific job, tenure on a waiting list as maintained by the unit of application, availability of a quota to allow me to attend Basic Military Training and Technical Training School (if applicable) along with other governing enlistment criteria.

I realize that if I am required to give up custody of minor dependents that does not assure my enlistment in the (State's name) Air National Guard. I understand that, in order to enlist, I may not now or in the future, have other disqualifications, which would prevent my enlistment.

The recruiters have advised me against giving up custody of my minor dependents. I realize that once I give up custody, the possibility exists that another person or persons may attempt to gain (or regain) custody of said dependents.

I hereby waive any claim I now have or may hereafter acquire against the (State's name) Air National Guard, its agents or representatives including any recruiters by reason of foregoing, and hereby release the (state's name) Air National Guard, its agents and representatives including recruiters, from any and all liabilities which may arise from any advice given to me concerning my decision and options involving custody of my minor dependents.

TYPED NAME OF APPLICANT AND SSN
_____

_____ _____

(Signature) (Date)

NAME OF WITNESS _____

(Signature)_____

I certify that the above individual signed this of his/her own free will.

TYPED NAME OF WITNESS
_____

(Signature)_____

DATE

THIS FORM ONLY TO BE USED FOR MEMBERS REQUIRED TO OBTAIN COURT ORDER in accordance with **Table 1.4**.

Chapter 2

PROCESSING PROCEDURES

2.1. Pre-qualifying Applicants:

2.1.1. A recruiter will interview applicants to determine their qualifications for enlistment. Investigate thoroughly any facts that may disqualify them 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**). All telephone or e-mail inquires/questions concerning **Table 1.3** through **Table 1.9**, will be addressed to the State or Territory RRS. The RRS in turn may call ANG/DPFOM for further information or clarification.

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 in accordance with AFR 33-7, *Military Entrance Processing Station (MEPS)*, 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 TAG 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 Unit Manning Document Guard (UMDG) position vacancies or against a projected vacancy, in accordance with ANGI 36-2101. Ensure applicants are qualified for entry into career field of enlistment in accordance with AFMAN 36-2108.

2.1.7. Medical examination. Applicants will be given, or must possess, a current qualifying medical examination in accordance with procedures and standards outlined in AFI 48-123. Physical examination may be obtained from any military medical facility or authorized contract physician (see **paragraph 1.5.2**). All ANG applicants for enlistment must meet weight/body fat measurement standards.

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 assessed 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 assessed 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 enlistment eligibility codes listed as acceptable in **Table 1.9**, may be enlisted, provided they are otherwise eligible. All others require ANG/DPFOM approval.

2.1.8.1. Classification. See AFI 36-2101.

2.1.8.2. Grade/skill relationship. See AFI 36-2101 and AFMAN 36-2108.

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 in accordance with **Chapter 4**, **paragraph 4.2**.

2.1.9.3. PALACE CHASE/PALACE FRONT will be processed in accordance with AFI 36-3205. Ensure all PALACE CHASE applicants complete an *Air National Guard Service Commitment Agreement* upon enlistment.

2.1.9.4. The PHA/RCPHA; current AF 422 within 12 months and associated paperwork will be reviewed by the medical personnel of the gaining unit.

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 TAG 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 Military Personnel Flight (MPF), 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. Military Service Obligation (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, United States Code, Section 651, as implemented by Department of Defense (DoD) Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO),* and

AFI 36-2115, Table 5.2. (**Attachment 1**, Terms). These direct that every person, on initial entry into the Air National Guard, shall serve a total of eight years to be fulfilled in accordance with this Instruction. This obligation shall be initiated from the date of enlistment 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 Social Security Number (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 he/she specifically states that he/she desires to waive his/her 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 United States in the transmission of the mail.

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

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 United States Merchant Marine.

2.5. Split Training Option (STO) Program. The STO Program is intended to supplement the traditional consecutive enlistment and training process currently in place.

2.5.1. Follow education requirements and terms of enlistment in accordance with **Table 1.2** and **Table 1.5** respectively.

2.5.2. Individuals who have completed Basic Military Training (BMT) with another component and wish to transfer to the ANG are not eligible for this program.

2.5.3. Members eligible for Montgomery GI Bill (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 Technical Training School (TTS) will be in Title 10 USC 12301(d) status (IADT not TDY).

2.5.6. Upon enlistment, all NPS personnel will normally be scheduled for BMT/TTS that is back-to-back.

2.5.7. Members will be classified and have TTS booked upon enlistment. Reclassification at the member’s convenience following initial classification will not be permitted.

2.5.8. If BMT/TTS are scheduled under the STO then the member shall be scheduled to commence BMT within 270 days from enlistment. Members who fail to commence BMT

within 365 days from enlistment must be discharged from the ANG in accordance with AFI 36-3209.

2.5.9. Once a member has been scheduled for BMT that will require a student to await training, all efforts must be made to schedule TTS within 365 days from the member's BMT graduation date.

2.5.10. Applicants for STO should be made aware of the following:

2.5.10.1. TTS's 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 all weight and body fat requirements in accordance with ANGI 40-502, *The Weight and Body Fat Management Program.*

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 Stripes for Skills, and Grade Determination listed in **Table 1.6**, will be administered in accordance with existing guidelines.

2.5.12. Members failing to complete BMT or TTS will be processed for entry-level separation in accordance with AFI 36-3209. If after completion of BMT, a member refuses to attend TTS, process the member for an entry-level separation in accordance with AFI 36-3209. Members should be made aware that they would receive a Separation Program Designator (SPD) Code that will render them ineligible for future enlistment in any branch of the military.

2.5.13. A member whose IADT is split remains 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 in accordance with ANGI 36-2001, paragraph 2.5., dated 15 January 1997.

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 for a split IADT 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 Non-Prior Service, member is in Phase II of IADT. BMT completed on _____.

2.5.16. Reporting Procedures:

2.5.16.1. All Split Training airman needs to report the Monday, prior to the week of the Course Start Date (CSD) (7-12 days prior). This is due to Air Education Training Command (AETC) needing a week to properly in process and ensure member receive mandatory briefings.

2.5.16.2. All Split Training Option airman 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. They are not TDY.

2.5.17. Transactions in MILPDS will be as follows:

2.5.17.1. Initial gain of member: Update ANG-BASIC-MIL-TNG-STAT to code 6 if member is performing UTAs prior to BMT, or update to code 8 if member is not performing UTAs. Also update TNG-STAT-ID to code Y.

2.5.17.2. Member departs for BMT: Update TNG-STAT-ID to code K, and ANG-BASIC-MIL-TNG-STAT to code 7.

2.5.17.3. Member returns from BMT: Update TNG-STAT-ID to code M, and ANG-BASIC-MIL-TNG-STAT to code 6.

2.5.17.4. Member departures for Technical Training School: Update TNG-STAT-ID to code K, and ANG-BASIC-MIL-TNG-STAT to code 7.

2.5.17.5. Member returns from Technical Training School: Update TNG-STAT-ID to code B and ANG-BASIC-MIL-TNG-STAT to code 1.

2.5.17.6. Upon completion of both BMT and TTS: Update Active-Duty (ACDU) Status to code B.

2.5.18. 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.

2.5.19. For those members who complete IADT under the STO, only one DD Form 214 will be accomplished. The servicing MPF will issue a DD Form 214 after completion of Technical Training School.

2.6. Waiver or Exception to Policy (ETP) Processing for Enlistment:

2.6.1. Reporting: All enlistment waivers or ETPs will be entered into MILPDS by the MPF personnel representative as part of the accession updates. Recruiting Retention Superintendents (RRS) are required to submit a fiscal year summary report for all waivers/exceptions to policy accomplished within their respective state. Summaries will include the following information: State, unit, enlistee name, PS/NPS, request type (what was waived, cite table/paragraph), enlistment or reenlistment waiver, if the request was approved/disapproved, office of approval/disapproval. This information is required for each type of request, and is due at the end of each fiscal year to ANG/DPFOM, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231. Fiscal year summaries should be sent electronically e-mail preferably in Microsoft Access or Microsoft Excel or faxed to DSN: 327-1066. Requests for waiver, where specifically authorized in this instruction, will be submitted in accordance with **Chapter 5** and the following:

2.6.1.1. If the waiver or exception to policy is for physical reasons, the request will be forwarded through medical channels to ANG/SGO, Andrews AFB MD 20762-5157 for approval.

2.6.1.2. Waivers or exceptions to policy previously approved (except as indicated in **paragraph 2.6.1.3**) for enlistment 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. If a copy of the previous waiver cannot be located, a waiver request must be forwarded to ANG/DPFOM as outlined in **Chapter 5**.

2.6.1.3. If a PS applicant has received an approved waiver or exception to policy 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 ANG/DP.

2.6.1.4. Members who were previously discharged with a Reenlistment Code of 2 are ineligible to enlist, they must request a correction of their military record as shown in **Table 1.9**, Note 7.

2.6.1.5. All telephone or e-mail inquires/questions concerning waivers or ETPs will be addressed to the State or Territory RRS. The RRS in turn may call ANG/DPFOM for further information or clarification.

2.6.2. Waiver or Exception to Policy 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 MPF representative authorizing the ANG access to prior service records, when appropriate.

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

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 Air National Guard, 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, TAG should request the following:

2.6.5.1. Nature of offenses and dates committed. If applicant is enlisted, forward the form, along with the EPSQ package to MPF activity accomplishing the enlistment. The MPF enlistment representative is responsible for ensuring members submit the EPSQ to their projected Unit Security Manager during in processing. The projected Unit Security Manager will assist the member in the completion of the EPSQ. After completion of the EPSQ, the projected unit security manager will ensure the completed paperwork is to the Security Forces Squadron, with notification to the MPF of the submission no later than 3 working days after enlistment. If applicant decides not to enlist or is denied enlistment, attach to file copy of the DD Form 1966 and dispose of in accordance with AFI 37-138, *Records Disposition – Procedures and Responsibilities*.

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. The following documents will be prepared as required by the MPF, Recruiter, and applicant:

2.7.1. DD Form 4, *Enlistment or Reenlistment Agreement - Armed Forces of the United States*. Type this form for each applicant in accordance with **Attachment 3**. 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" (see **Attachment 5**) 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*. Most of the items in this form are to be completed by the applicant with a typewriter or legibly printed in his/her own handwriting using the instructions provided in **Attachment 4**. Certain items, however, must be completed by other ANG personnel, such as recruiters and the MPF. ***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. Parents or legal guardian will complete items 39 and 40, if applicant is less than 18 years old and unmarried.

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 is not mandatory, but strongly encouraged. 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 MPF 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 Security Forces Squadron, 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 in accordance with AFI 37-138.

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. SFs 88, 93, and supporting documentation will be completed (by medical personnel) on each initial enlistee.

2.7.6. AF 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 2030. ANG Recruiting personnel will review the completed form to determine if the applicant is eligible for enlistment (See **Attachment 7**).

2.7.6.1. All NPS personnel will recertify their AF 2030, (Reverse Side) in the Remarks Section, before departing for Basic Military Training (IADT). If the member admits to using any illegal drug/substance after the first certification, they will be immediately discharged in accordance with 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 1.8** 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 will evaluate the information and determine bonus program eligibility.

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

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

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 United States 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. Non-Prior Service Enlistment Guidance – Establishment of Pay Date. All NPS enlistees must be given credit for at least one (paid or non-paid) IDT point prior to attending BMT. This credit will be given to the member on the date of enlistment. This will ensure the pay date is established on the date of enlistment. MPF 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 to this will be Geographically Separated Unit (GSU) type enlistments for which recruiting personnel will certify the training, only if there is no assigned personnelist. This process should be accomplished on an AF 40a or NGB 105s for NPS enlistees at GSUs. Those members who do not participate prior to BMT will have their pay date reflected as the same date entered BMT versus their date of enlistment.

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

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 Air National Guard:

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 AFI 37-138.

2.11.2. For applicants found not qualified for enlistment, the recruiter or MPF 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 in accordance with AFI 37-138.

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

Figure 2.1. Reemployment Rights Information.

(Non-Prior Service Applicants)

Statues 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 US Air Force flying training in an officer grade or to attend the Academy of Military Science (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 the National Guard Bureau.

3.1.2. If the application for appointment and/or attendance at Air Force 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 AD/IADT, 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 United States 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 20 or Rule 33., who are otherwise qualified for enlistment, must waiver either their retired pay or disability compensation for the days for which they receive pay for performance of military duty, or otherwise waiver/decline the military compensation. A copy of the certificate of waiver of compensation will be filed in the Master Personnel Records. 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 Air National Guard 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 preenlistment auditioning. The band director will audition the applicant using AFI 35-203/ANG Sup 1, *Air National Guard Band Program,* for guidance. If the applicant is found to be qualified, the band director will prepare the Enlistment Application for Air National Guard Band (**Figure 3.1**) and forward it to the enlisting activity for processing.

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.

Figure 3.1. Enlistment Application for Air National Guard Bands (NPS).

Date:

MEMORANDUM FOR: (Servicing MPF)

FROM: (Designation and Location of Band)

SUBJECT: Enlistment Application for Air National Guard Bands

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)

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

ENLISTMENT, EXTENSION AND STATE-TO-STATE TRANSFERS

4.1. Voluntary Reenlistment or Extension of Enlistment. When an individual desires to continue in his/her ANG status without a break in service, they may request to reenlist or extend their current enlistment. This request will be initiated by the member to their commander. No individual will be reenlisted or extended without the concurrence of the commander. A commander may approve or deny reenlistment or extension to any member of their command. Continued retention in the ANG is a command prerogative and is not an inherent right of any individual.

4.1.1. Extensions will be for a minimum period of 6 months and a maximum period of 4 years per extension. 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. (Title 10 USC 509) Exceptions to this rule not listed in **Table 4.2**, require approval by ANG/DPFOM. Retention beyond age 60 is not authorized except under **paragraphs 4.1.3** or **4.1.4**, below. Extensions will be accomplished in four copies using the NGB 66, *Extension of Enlistment in the Air National Guard and as a Reserve of the Air Force*.

4.1.2. Terms of reenlistment within the ANG may be for a period of 1, 2, 3, 4, 5, or 6 years. An individual who reenlists in the ANG must concurrently reenlist as a Reserve of the Air Force in the same grade for a period equal to their ANG reenlistment.

4.1.3. A member may not extend an enlistment/reenlistment to qualify for the ANG Incentive Program.

4.1.4. An individual who will not be qualified for retirement under Chapter 67, Title 10, USC upon reaching age 60, but will qualify before attaining age 62, and is otherwise qualified for retention, may be extended for the number of years, months, and days required to qualify for retirement. This provision applies only when a waiver for retention beyond age 60 in accordance with this instruction was granted by ANG at the time of enlistment. Otherwise action will be taken to affect the discharge of the member at the end of their current enlistment. This type of extension request will be forwarded to ANG/DPFOM for final action.

4.1.5. Retention beyond age 60 is not authorized if a member is then qualified for retired pay under Chapter 67, Title 10, USC Exceptions for extensions beyond age 60 for retirement eligible members for the purpose of qualifying for a technician annuity will be approved on a case by case basis by ANG/DPFOM. The Human Resources Office (HRO) at State Headquarters will indorse waivers of this nature.

4.1.6. Members who are hospitalized, temporarily physically disqualified, or pending a medical/physical evaluation board, may be extended beyond age 60. Justification for extension should be submitted through the unit commander to TAG, in letter format. Request must include, as a minimum, synopsis of the problem, prognosis, and anticipated get well/completion date. The synopsis must be from a military provider.

4.1.7. Members who fail to attain physical fitness standards as outlined in AFI 36-2905, Fitness Program, may be rendered ineligible for reenlistment by the commander on the AF Form 418, Selective Reenlistment Program Consideration. This allows the flexibility of authorizing an individual to extend their reenlistment for seven but no more than twelve months to improve their fitness level. Individuals non-selected for reenlistment are not allowed to extend for any reason and will separate on their expiration term of service (ETS). Commanders may complete a second AF Form 418 changing the member's ineligibility or non-selection status at any time.

4.1.8. Extensions of enlistment become effective the day following current ETS. Members cannot reenlist any earlier than 90 days prior to their ETS. (Exceptions do exist within the Montgomery G.I. Bill (MGIB) Program as outlined by ANG/DPFOM. Waivers (other than exceptions noted) must be approved by ANG/DPFOM prior to reenlistment.

4.2. 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, recruiting 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 assessed in accordance with ANGI 36-2101. When the new member transfers, the gaining state will code that member as overgrade or excess (if applicable) in MILPDS.

4.2.1. A State-to-State transfer must meet Weight/Body Fat Management Program (WBFMP) standards. If the member does not meet Weight/Body Fat standards, the applicant will normally not be allowed to enlist under these circumstances, the ANG recruiter will contact the losing unit to determine if the member is enrolled in WBFMP. If the applicant is currently enrolled, the gaining unit commander must be notified of their current status in the WBFMP. The final decision on accepting the member will be that of the gaining unit commander.

4.2.2. Members may be assessed in accordance with ANGI 36-2101.

4.3. Separation from the ANG and Assignment to Air Reserve Personnel Center (ARPC), Non-Affiliated Reserve Section (NARS). For the purpose of transfer to the Retired Reserve, the member must have at least six months retainability in the Military Personnel Data System (MILPDS) at time of ANG separation. A person with less retainability may be administratively extended for an appropriate period to affect the transfer to the Retired Reserve. Administrative extensions contracted solely for this purpose may be accomplished without ANG/DPFOM approval. This action will ensure ARPC sufficient time to take the administrative actions required to transfer an ANG airman to the Retired Reserve before the member's ETS. This action is also necessary for members who are over fifty-nine and one-half years of age. Members will not perform any active or inactive duty, with or without pay, after their 60th birthday.

4.4. Involuntary Extension of Enlistment. An enlistment may be involuntarily or 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 (see **Table 4.2**, Rule 9.), or to allow sufficient time for a member who is hospitalized, temporarily physically disqualified, or pending a medical/physical evaluation board (see **Table 4.2**, Rule 12.), or when affected by the provisions of "Stop-Loss" or due to Mobilization. (see **Table 4.2**, Rule 10.)

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

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

4.5. NGB 66, E xtension of Enlistment in the Air National Guard and as a Reserve of the Air Force. Instructions for completing the form are located on the reverse and are self-explanatory, except as follows:

4.5.1. Involuntary administrative extension for the purpose of allowing sufficient retainability under the provisions of “Stop-Loss”, for the conclusion of a trial or investigation due to a violation of the Uniform Code of Military Justice (UCMJ) or the State Military Code: If the member is not available for signature or refuses to sign, type the following statement: "NOT AVAILABLE FOR SIGNATURE - SEE REMARKS." In the remarks section type the following explanation: "Administrative extension to accommodate the 6 months’ retainability requirement for the purpose of (state reason) in accordance with ANGI 36-2002."

4.5.2. Administrative extensions may be accomplished for the following reasons: hospitalized, temporarily physically disqualified, pending a medical/physical evaluation board or retirement retainability. Have the member sign the completed form, if capable. If the member is unavailable, unable, or refuses to sign, type the following statement: "NOT AVAILABLE FOR SIGNATURE - SEE REMARKS." The Commander or Director of Personnel may sign the form and in the remarks section type the following: "Administrative extension to (state reason).”

4.6. NGB 17, Statement for Reenlistment/Extension in the Air National Guard: Will be completed for all reenlistments and extensions.

4.7. AF 2030, USAF Drug and Alcohol Abuse Certificate: Will be completed for all reenlistments and extensions in the Air National Guard.

4.8. DD Form 4, Enlistment or Reenlistment Agreement - Armed Forces of the United States. This form will be used if member is reenlisting. Type this form for each applicant who reenlists in accordance with **Attachment 3**. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.

4.9. Terms of Reenlistment. An individual who reenlists in the ANG must concurrently reenlist as a Reserve of the Air Force in the same grade for a period equal to their ANG reenlistment. (See **Table 4.3**)

4.10. NGB 22, Report of Separation and Record of Service. This form is not mandatory for members who immediately reenlist; therefore a form does not need to be completed unless

requested by the member. If an NGB 22 is requested, complete the form in accordance with ANGI 36-3201, *Air National Guard Separation Documents*.

4.11. Reenlistment/Extension Questionnaire (**Figure 4.1**). This mandatory questionnaire will be completed for all reenlistments and extensions.

Table 4.1. Reenlistment and Extension Ineligibility Factors.

RULE	A INELIGIBILITY FACTOR	B EXPLANATION/DETERMINATION GUIDELINES
1.	Morally Unacceptable (Category 1 Offenses, see Attachment 2)	(1) A person convicted by civilian court of an offense punishable by death or convicted of one or more Category 1 offenses. (Note 1. and 6.) (2) A person under restraint. (See Attachment 1, Terms) (Note 1. and 6.) (3) Has questionable moral character, or with a history of anti-social behavior (including history of psychosis), frequent difficulties with law enforcement agencies, transexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism, and other paraphilic conduct. (Note 1. and 6.)”
2.	Morally Unacceptable (Category 2, 3, 4, and 5 Offenses, see Attachment 2) (Note 4.)	Persons convicted by a civilian court under circumstances as indicated below: (1) First offense, Category 2. (Note 2.) (2) First offense DUI/DWI only, Category 2. (Note 3.) (3) Two or more offenses in Category 2.(Note 2.) (4) One or more offenses in Category 3. (Note 3.) (5) Two convictions or adverse adjudications in the last three years, or three or more convictions or adverse adjudications of Category 4, in a lifetime. (Note 3.) (6) Conviction or adverse adjudication of 6 or more Category 5 offenses in a 365-day period in the last three years. (Note 5.) EXCEPTION: Note 2., applies for waivers on applicants being reenlisted or extended for subsequent appointment.
3.	Persons under parole, probation,	(See Note 1. and Attachment 1, Terms)

	or suspended sentence	
4.	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 involuntarily, they will be separated on ETS and reenlistment is barred. (Appropriate comment will be made on NGB 22, Remarks). (Note 1.) (Table 4.2., Rule 3.)
5.	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. (Note 1.)
6.	Drug users/Drug abusers	Members identified through the drug identification process are ineligible to extend/reenlist. (Note 1)
7.	Alcoholics/Alcohol Rehabilitation Program	1. Persons known to be addicted to alcohol. (Note 1.) 2. Individuals who have documentation indicating successful completion of a rehabilitation program, who have maintained sobriety for at least two years and are medically qualified. (Note 3.)
8.	Mental illness	A person with a documented history of mental illness. (Note 1.)
9.	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 United States. In addition, persons will be denied reenlistment if the acceptance is not clearly consistent with the interest of national security in accordance with AFI 31-501. (Note 1.)
10.	Immigrant alien members	Immigrant aliens who enlist in the ANG must acquire US citizenship status during their initial enlistment to be eligible for reenlistment/extension. (Note 1.)
11.	ROTC Students	Students enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. (Note 1.) 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.
12.	Not selected for retention	Individuals not selected for retention. (see Table 1.3., Rule 48., Notes 2., 7.)
13.	Members who cannot attain 20 years for retirement purposes by age 60	PS personnel (Note 1) see Table 1.3., Rule 44., unless otherwise as stated in paragraphs 4.1.3. or 4.1.4.
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), who will assist with the determination. (See Attachment 6, Part III, Items a, b, d through l) (Note 3)

NOTES:

1. No waivers will be permitted.

2. A waiver request will be submitted to ANG/DPFOM in accordance with Chapter 5. Copies of an approved waiver will be permanently attached to the DD Form 4/NGB 66 to which they pertain and filed in the Unit Personnel Record Group.

3. The waiver authority is TAG or designee, and must be in writing in accordance with Chapter 5. Copies of an approved waiver will be permanently attached to the DD Form 4/NGB 66 to which they pertain and filed in the Unit Personnel Record Group.

4. If the incident occurred while the member was in the Air National Guard 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. The waiver authority is TAG, who may delegate to installation commander.

6. Category 1 offenses are a bar to reenlistment/extension, no matter when the offense was committed.

Table 4.2. Terms of Extension/Exception/Categories.

RULE	**A**	**B**	**C**
	Are selected by their commander and applicant is:	**Then extend for (Notes 2 and 3)**	**Notes:**

1.	Selected for service commitment that requires specific retainability.	See ANGI 36-2101 for extension requirements.	1, 2
2.	An airman who accepts a Statutory/Active Guard Reserve (AGR) Tour. Accepts a subsequent Statutory/AGR Tour. Extended Active Duty Tour application approved by Air Force Personnel Center (AFPC).	A period that will coincide with an active duty tour that will not exceed four years.	
		For AD tours over four years see Table 4.3., Rule 1.	
		For AFPC approved EAD tours: Time required by AFPC, not to exceed the member's HYT.	
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 4.1.7.)	
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
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
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
7.	An individual who will not be qualified for retirement upon reaching age 60, but will qualify before attaining age 62.	Member may be extended for the number of years, months, and days required to qualify for retirement. (See Paragraph 4.1.4.)	4
8.	An individual who is a technician who is extending beyond age 60 for the purpose of qualifying for a technician annuity.	Waiver must be submitted to NGB/A1POE for consideration. (See Paragraph 4.1.5.)	
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. (AFI 36-3209 and this instruction, Paragraph 4.5.1)	3

10.	Affected by "Stop-loss" Provision (Title 10 USC 12305).	Member will be involuntarily extended. (See Paragraph 4.5.1.)	3, 5
11.	An airman who is hospitalized, temporarily physically disqualified, or pending a medical/physical evaluation board (MEB or PEB).	A period that coincides with approved medical hold.	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 in accordance with AFI 10-403 or 6 months, whichever is longer.	3

NOTES:
1. Member is required to complete an Air National Guard 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. Documentation must be provided from the servicing Medical Treatment Facility (MTF) to the FSS stating the anticipated date of medical release. 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/A1POE for approval and update in PDS.
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.

RULE	**A**	**B**
	If applicant is:	**Then reenlist for:**
1.	Participating in Statutory Tour or AGR Program	A period that will coincide with their Active Duty tour.

RULE	A	B
	If applicant is:	**Then reenlist for:**
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 02, member reenlists on 11 Jan 02 for three years; their new Date of Enlistment (DOE) will be 31 Jan 02 and their ETS will become 30 Jan 05. Reenlistment documents will not be forwarded to ARPC prior to the effective date of reenlistment.
3.	An airman who is reenlisting within 31 to 90 days prior to ETS. ***Exception:*** An airman drawing a bonus is ineligible to reenlist/extend under this rule.	A period requested by the member and approved by the unit commander. The effective date will occur on the date of the reenlistment. (Note 1.) ***Example:*** ETS is 30 Jan 02; member reenlists on 14 Dec 02 for three years, their new Date of Enlistment (DOE) will be 14 Dec 02 and their ETS will become 13 Dec 05.

NOTE:

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).

Figure 4.1. Reenlistment/Extension Questionnaire

In connection with my reenlistment/extension in the (State/Territory) Air National Guard, I certify that the following is a true and correct statement of eligibility for enlistment in accordance with current requirements of ANGI 36-2002, **Attachment 2**.

1. Have you been involved, arrested, indicted, or convicted for any violation of civil or military law, including nonjudical punishment pursuant to Article 15 of the UCMJ or minor traffic violations during your current Term of Enlistment/Extension? Yes_____ No _____ (Initials)

2. Are you a conscientious objector? (A conscientious objector is defined as one who refuses to serve in the Armed Forces or bear arms on the grounds of moral or religious principles.)
Yes_____ No_____ (Initials)

3. Are you a sole survivor? Yes_____ No_____ (Initials)

4. If you are an immigrant alien who enlisted on or after 1 June 1983, have you since that time acquired US citizenship status? Yes_____ No_____ (Initials)

5. Are you currently enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC, or are you a scholarship student in these programs?

Yes_____ No_____ (Initials)

6. Have you engaged in any act or acts designed to destroy or weaken the United States?
Yes_____ No_____ (Initials)

7. Are you under investigation by military or civilian authorities?

Yes_____ No_____ (Initials)

8. Are you under the influence of drugs or alcohol? Yes____ No_____ (Initials)

9. Are you an alcoholic? Yes_____ No_____ (Initials)

10. If you are an alcoholic, are you in a rehabilitation program?

Yes_____ No_____ (Initials)

11. Have you ever completed a drug and/or alcohol rehabilitation program?

Yes_____ No_____ (Initials)

12. Do you have a history of mental illness? Yes_____No_____ (Initials)

13. Are you currently on the Weight/Body Fat Management Program?
Yes_____No_____(Initials)

_____

Signature of Member/Date

_____

Signature of MPF Representative/Date

NOTE: Giving false or misleading information which may affect your eligibility for reenlistment/extension and may result in separation from the (State) Air National Guard on the basis of fraudulent/erroneous reenlistment/extension.

Distribution: (1) UPRG (1) Member (1) Commander

Chapter 5

ROUTING OF WAIVER REQUESTS/EXCEPTIONS TO POLICY

5.1. Procedures for submitting a Waiver Request or an Exception to Policy (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: (See **Attachment 1**, Terms)

5.1.1. An Enlistment/Reenlistment/Extension waiver request will be submitted in accordance with **Figure 5.1**.

5.1.2. A request for an Exception to ANG policy will be submitted in accordance with **Figure 5.1**. The approving authority for Exceptions to ANG policy is ANG/DPFOM. Exceptions to ANG policies will not be approved at a lower level. A disapproval may be at any level. The Unit Commander and Director of Personnel must sign each request forwarded to ANG/DPFOM.

5.1.3. Each request must be routed through command echelons to the Air Division in the Office of the Adjutant General for a decision, or a written recommendation of approval or disapproval as required by the appropriate Table(s) within this instruction. The Executive Support Staff Officer or Military Personnel Management Officer will ensure each request has been properly routed and contains a written indorsement prior to forwarding the waiver or exception to policy to ANG/DPFOM 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.

5.1.4. All telephone inquires or questions concerning waivers or ETPs will be addressed to the State or Territory RRS, who in turn may call ANG/DPFOM for further information or clarification.

5.2. Offices of Primary Responsibility - OPRs:

5.2.1. Personnel Operations Branch:

ANG/DPFOM
1411 Jefferson Davis Highway
Arlington VA 22202-3231

5.2.2. ANG Liaison Office, Federal Records Center (FRC):

Federal Records Center
DARP-PRR-L
9700 Page Blvd.
Saint Louis MO 63132-5200

5.3. Documentation required for Waiver/Exception to Policy (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 form 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 state, federal 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. Resume 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. 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 MPF Chief

Wing Commander

Adjutant General

ANG/DPFOM (if required)

IN TURN

FROM: Commander or MPF Chief

SUBJECT: Enlistment Waiver Request or Exception to Policy - JOHN H. DOE, 111-11-1111

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, 111-11-1111, to fill the vacant position of E-4 SRA, Personnel Accounting Symbol (PAS): XX123456, AFSC 3S0X1.

2. Current manning in this AFSC is 6 authorized/5 assigned.

3. The following information is provided:

a. Date of Birth: 1 FEB 60

b. 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 84 - 15 Aug 85

c. Good years for retirement: years, months, and days

d. Projected enlistment grade: E-2

e. AFQT score and mental category: 58, Mental Category III

f. Current Military Status: None-Civilian Traditional AGR Technician

g. Current ETS: (Requests pertaining to extensions or reenlistments)

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.

5. Point of contact is MSgt Diane Mitchell, 999 FW/DPR, E-Mail address, Voice DSN 111-1111, Fax DSN: 111-1112.

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.

Signature of Commander or MPF Chief

Attachments: (list each separately)

NOTES:

1. Each waiver will be signed by the Commander or the Director of Personnel. Each echelon of command will endorse the letter; provide their rationale to support their recommendation and point of contact at the state level.

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.

Figure 5.2. Statement of Incident/Reason.

(Each Statement of Incident will be typed)

Date:

Description of Incident(s):

(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, 1983. 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 Associates Degree in Business Administration. I have been employed with the Calverton Board of Education since November 5, 1983.

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/MPF 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,

Steve Trammell

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. Clark

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, 1981. 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,

John D. Simmons
Police Chief
Braden Police Department

Figure 5.6. Letter of Civilian Counseling.

(Letterhead Preferred)

LIFE MANAGEMENT CENTER

Brandon Clinic

Date:

Re: John Doe

DOB: May 1, 1955

SSN: 111-11-1111

TO: (ANG Recruiter)

This letter is to attest to the fact that Mr. John Doe of 111 Main Street, Brandywine, Maryland 22222, entered the Alcohol Abuse Services Program, Brandon Clinic, 8888 Lee Road, Brandon, Maryland 33333, on January 22, 1984, 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 Horner

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 or ANG/DPFOM

FROM: Major Phil D. Pinter, Director of Personnel 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
Director of Personnel or MEO Staff Officer

DANIEL JAMES III, Lt General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 8 USC Section 1401, *Nationals and citizens of United States at birth*

Title 10 USC Section 67, *Retired Pay for Non-Regular Service*

Title 10 USC Section 312, *Militia duty: exemptions*

Title 10 USC Section 504, *Enlistments; Persons Not Qualified*

Title 10 USC Section 509, *Voluntary extension of enlistments; periods and benefits*

Title 10 USC Section 972, *Members: effect of time lost*

Title 10 USC Section 978, *Drug and alcohol abuse and dependency: testing of new entrants*

Title 10 USC Section 8914, *Twenty to Thirty Years: enlisted members*

Title 10 USC Section 12103, *Reserve components: Terms*

Title 10 USC Section 12301, *Reserve components: Generally*

Title 10 USC Section 12305, *Authority of President to suspend certain laws relating to promotion, retirement, and separation*

Title 10 USC Section 12731, *Age and service requirements*

Title 18 USC Section 922, *Unlawful Crimes*

Title 32 USC Chapter 3, *Personnel*

Title 32 USC Section 304, *Enlistment oath*

DoDI 1304.25, *Fulfilling the Military Service Obligation (MSO)*

AFI 10-201, *Status of Resources and Training System*

AFI 31-501, *Personnel Security Program Management*

AFI 35-203/ANG Sup 1, *Air National Guard Band Program (for guidance only)*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 36-2004, *Interservice Transfer of Officers to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR)*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2608, *Military Personnel Records Systems*

AFI 36-2908, *Family Care Plans*

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

AFI 36-3202, *Separation Documents*

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

AFI 36-3208, *Administrative Separation of Airmen*

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

AFI 37-138, *Records Disposition - Procedures and Responsibilities*

AFI 48-123, *Medical Examination and Standards*

ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*

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

ANGI 36-2502, *Promotion of Airmen*

ANGI 36-2503, *Administrative Demotion of Airmen*

ANGI 40-502, *The Weight and Body Fat Management Program*

Abbreviations and Acronyms

AD—Active Duty

AETC—Air Education and Training Command

AF—Air Force

AF—Air Force Form

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGUS—Air National Guard of the United States

AFPT—Air Force Proficiency Test

AFRES—Air Force Reserve

AFO—Accounting and Finance Officer

AFQT—Air Force Qualifying Test

AMS—Academy of Military Science

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ASVAB—Armed Services Vocational Aptitude Battery

BMT—Basic Military Training

CAP—Civil Air Patrol

CFR—Code of Federal Regulation

CSD—Class Start Date

DAFSC—Duty Air Force Specialty Code

DEP—Delayed Entry Program

DEP—Delayed Enlistment Program

DIERC—Date of Initial Entry into a Reserve Component

DIS—Defense Investigative Service

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DOE—Date of Enlistment

DOS—Date of Separation

DOR—Date of Rank

DPFOM—Personnel Management Section

DS—Department of State

DSN—Defense Switch Network

ENTNAC—Entrance National Agency Check

EO—Executive Order

EPSQ—Electronic Personnel Security Questionnaire

EPTS—Existing Prior to Service

EST—Enlistment Screening Test

ETP—Exception to Policy

ETS—Expiration of Term of Service

FS—Foreign Service

GED—General Education Diploma

GS—General Schedule

GSU—Geographically Separated Unit

HIP—Health Improvement Period

HIV—Human Immuno-deficiency Virus

HRO—Human Resources Office

IADT—Inactive Duty Training

IAW—In accordance with

ID—Identification

INS—Immigration and Naturalization Service

IMT—Information Management Tool

ISLRS—Inactive Status List Reserve Section

JTR—Joint Travel

MEB—Medical Evaluation Board

MEPS—Military Entrance Processing Station

MET—Mobile Examining Test

MGIB—Montgomery G.I. Bill

MILPDS—Military Personnel Data System

MPF—Military Personnel Flight

MSO—Military Service Obligation

MTF—Medical Treatment Facility

NAC—National Agency Check

NACLC—National Agency Check, Local Agency Checks and Credit Check

NAQ—National Agency Questionnaire

NARS—Non-Affiliated Reserve Section

NCO—Noncommissioned Officer

NDAA—National Defense Authorization Act

NGB—National Guard Bureau

NLT—Not Later Than

NPS—Non-Prior Service

ORS—Obligated Reserve Section

OSI—Office of Special Investigation

PA—Privacy Act

PAS—Personnel Accounting Symbol

PEB—Physical Evaluation Board

PHA—Preventive Health Assessment (AD)

PRC—Presidential Reserve Call-up

PS—Prior Service

RCPHA—Reserve Component Periodic Health Assessment

RE—Reenlistment

RE-Code—Reenlistment Eligibility Code

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

SDAP—Special Duty Assignment Pay

SF—Standard Form

SGO—Surgeon General Operations

SPD—Separation Program Designator

SSB—Special Separation Benefit

SSBI—Single Scope Background Investigation

SSN—Social Security Number

STO—Split Training Option

TAG—The Adjutant General

TOE—Terms of Enlistment

TTS—Technical Training School

UCMJ—Uniformed Code of Military Justice

UIF—Unfavorable Information File

UMD—Unit Manning Document

UMDA—Unit Manning Document Active

UMDG—Unit Manning Document Grade

UPRG—Unit Personnel Records Group

US—United States

USA—United States of America

USA—United States Army

USAF—United States Air Force

USAFR—United States Air Force Reserve

USMEPCOM—United States Military Entrance Processing Command

USC—United States Code

UTA—Unit Training Assembly

VSI—Variable Separation Incentive

WMP—Weight Management Program

Terms

ACTIVE DUTY (AD)—Full-time duty in the active military service of the United States, 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 or Reserve unit on completion. It includes annual training, school, or special tours. Unit training assemblies (drill) are not ADT. May also be referred to as initial active duty for training (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 or Juvenile)—A finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or 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 United States Air Force, Air National Guard (ANG), or Air Force Reserve (AFRES).

ARMED FORCES—The United States Army, United States Air Force, 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, and 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 a Reserve of the Air Force in the same grade.

AIR RESERVE COMPONENTS (ARC)—The Air National Guard and United States Air Force Reserve.

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 non-prior service 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 or 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 of religious training or beliefs.

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

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 trial.

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 living 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 living 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, cousins, or any person under the age of 18 for 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 allowances, recruiters will not give an opinion on whether a person will qualify as a dependent. If an 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 the 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 United States.

DOMESTIC VIOLENCE—BLANK.

CRIME OF DOMESTIC VIOLENCE—means an offense that has its factual basis, the use or attempted use of physical force or threatened use of a deadly weapon; committed by a 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 State or Federal conviction for a "misdemeanor crime of domestic violence".

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

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.

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;

A person shall not be considered to have a qualifying conviction if the conviction has been expunged 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.

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 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. (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. (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. (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 study diploma - a secondary school diploma or certificate, typically awarded by a State, based upon certification by a parent or guardian that an individual completed their secondary education at home. This is considered an alternate high school credential.

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.

HOMOSEXUAL CONDUCT— DELETED.

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 FAR 36-12, *Administrative Separation of Commissioned Officers*; enlisted members without an MOS 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 initially entering 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 United States 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.

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 United States 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

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

A2.1. Moral Offenses. The following attachment contains a listing of offenses differentiated by degrees of seriousness and divided into categories:

Category 1 offenses are major offenses and cannot be waived for entrance.

Category 2 offenses are also major offenses, but of a relatively less serious nature. First offenses may be waived for entrance by ANG/DPFOM. First offenses for DUI/DWI only are waiverable by TAG. Second and additional offenses, including second DUI/DWI offenses must be submitted to ANG/DPFOM for approval/disapproval. However, disapproval may be at any level between the unit commander and TAG.

Category 3 offenses are serious offenses. The TAG may waive a conviction of any of these offenses. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard.

Category 4 offenses are less serious offenses. Two convictions in the last three years or three or more convictions in a lifetime may be waived by the TAG.

Category 5 offenses are traffic offenses. Six or more convictions in any 365-day period in the last three years may be waived by the TAG and may be delegated to installation commander. Quality and the best interests of the Air National Guard must be the overriding factor in the submission and approval of moral waivers.

A2.1.1. **Category 1 - Moral Offenses.** These offenses are major offenses and cannot be waived for entrance. Use this list of offenses as a guide. Consider a violation of a similar nature or seriousness as a Category 1 offense. A conviction or adverse adjudication for one or more of these offenses is disqualifying for entry into the Air National Guard.

Figure A2.1. Category 1 - Moral Offenses.

Item	Offense
1.	Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (Adjudicated as Adult only).
2.	Bribery (Adjudicated as Adult only).
3.	Burglary (Adjudicated as Adult only).
4.	Carnal knowledge of a child under 16.
5.	Draft evasion.

6. Drugs: possession, use, trafficking, sale or, manufacture of any illegal or illicit drug (except for marijuana use or possession - see Category 2).

7. Extortion (Adjudicated as Adult only).

8. Indecent acts or liberties with a child under 16, molestation.

9. Kidnapping, abduction.

10. Manslaughter.

11. Murder.

12. Perjury (Adjudicated as Adult only).

13. Rape.

14. Robbery (Adjudicated as Adult only).

15. Domestic Violence.

A2.1.2. **Category 2 - Moral Offenses.** These are also major offenses, but of a relatively less serious nature. Use this list of offenses as a guide. You must consider violations of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard. First offenses may be waived for entrance by ANG/DPFOM. First Offenses for DUI/DWI only are waiverable by TAG. Second and additional offenses, including second DUI/DWI offenses must be submitted to ANG/DPFOM for approval/disapproval. However, disapproval may be at any level between the unit commander and TAG.

Figure A2.2. Category 2 - Moral Offenses.

Item	Offense
1.	Arson.
2.	Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (Adjudicated as Juvenile only)
3.	Attempting to commit a felony.
4.	Breaking and entering a building with intent to commit a felony.
5.	Bribery (Adjudicated as Juvenile only).
6.	Burglary (Adjudicated as Juvenile only).

7. Carrying a concealed firearm or unlawful carrying of a firearm.

8. Carrying a concealed weapon (other than firearm), possession of brass knuckles.

9. Child pornography offenses.

10. Conspiring to commit a felony.

11. Criminal libel.

12. DUI/DWUI/DWI (Driving under the influence, while intoxicated, or impaired by drugs or alcohol).

13. Embezzlement.

14. Extortion (Adjudicated as Juvenile only).

15. Forgery: Knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages).

16. Grand larceny.

17. Grand theft.

18. Housebreaking.

19. Indecent assault.

20. Involuntary manslaughter.

21. Leaving the scene of an accident (hit-and-run) involving personal injury.

22. Lewd, licentious or lascivious behavior.

23. Looting.

24. Mail matters: Abstracting, destroying, obstructing, opening, secreting, stealing or taking.

25. Mail: Depositing obscene or indecent matter.

26. Maiming or disfiguring.

27. Marijuana: Simple possession or use.

28. Negligent homicide.

29. Pandering.

30. Perjury (Adjudicated as Juvenile only).

31. Public record: Altering, concealing, destroying, mutilating, obliterating, or removing.

32. Riot.

33. Robbery (Adjudicated as Juvenile only).

34. Sedition or soliciting to commit sedition.

35. Selling, leasing or transferring weapon to a minor or unauthorized individual.

36. Sexual harassment.

37. Willfully discharging firearms so as to endanger life or shooting in public place.

38. Possession of criminal tools, to include drug paraphernalia.

A2.1.3. **Category 3 Moral Offenses.** These are serious offenses. Use this list of offenses as a guide. Consider violations of a similar nature as Category 3 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds four months but not more that one-year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard. Waivers to these offenses may be approved by the TAG. Delegation of this waiver authority below TAG will not be authorized.

Figure A2.3. Category 3 - Moral Offenses.

Item	Offense
1.	Adultery.
2.	Assault (simple).
3.	Breaking and entering a vehicle.
4.	Check: Insufficient funds, worthless, or uttering with intent to defraud or deceive.
5.	Conspiring to commit misdemeanor
6.	Contempt of court (includes nonpayment of child support or alimony required by court order).
7.	Contributing to the delinquency of a minor (includes purchase of alcoholic beverages).
8.	Desecration of a grave.

9. Discharging firearm through carelessness or within municipal limits.

10. Drunk in public, drunk and disorderly, public intoxication.

11. Failure to stop and render aid after an accident.

12. Indecent exposure.

13. Indecent, insulting or obscene language communicated directly or by telephone.

14. Killing a domestic animal.

15. Leaving the scene of an accident (hit-and-run) with no personal injury involved.

16. Liquor or alcoholic beverages: Unlawful manufacture or sale.

17. Malicious mischief.

18. Resisting, fleeing or eluding arrest.

19. Removing property under lien or from public grounds.

20. Slander.

21. Shooting from highway or on public road.

22. Shoplifting, larceny, petty larceny, or theft (age 14 or older).

23. Stolen property or knowingly receiving stolen property.

24. Unlawful or illegal entry.

25. Unlawful use of long distance telephone lines.

26. Use of telephone to abuse, annoy, harass, threaten, or torment another.

27. Wrongful appropriation of motor vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle, treat as Grand Larceny).

A2.1.4. **Category 4 - Moral Offenses.** These are less serious offenses. Use this list of offenses as a guide. Consider traffic violations that are treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful Category 4, non-traffic cases treat similar offenses as Category 4 offenses when the maximum possible confinement under local law is four months or less. Two convictions or adverse adjudications in the last three years, or three or more convictions or adverse adjudications in a lifetime is disqualifying for entry into the Air

National Guard. Waivers to these offenses may be approved by the TAG. Delegation of this waiver authority below TAG will not be authorized.

Figure A2.4. Category 4 - Moral Offenses.

Item	Offense
1.	Abusive language under circumstances to provoke breach of peace.
2.	Altered identification when intent is to purchase alcoholic beverages.
3.	Curfew violation.
4.	Committing or creating nuisance.
5.	Damaging road signs.
6.	Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.
7.	Driving with suspended or revoked license or without license.
8.	Failure to appear, comply with judgment, answer or disobey summons.
9.	Failure to comply with officer's direction.
10.	Fare evasion (includes failure to pay turnstile fees).
11.	Fighting, participating in a brawl.
12.	Illegal betting or gambling: Operating illegal handbook, raffle, lottery, punch board or watching a cockfight.
13.	Juvenile noncriminal misconduct: Beyond parental control, incorrigible, runaway, truant or wayward.
14.	Liquor or alcoholic beverages: Unlawful possession or consumption in a public place.
15.	Littering or dumping refuse on or near highway or other prohibited place.
16.	Loitering.
17.	Petty larceny or petty theft (committed under age 14).
18.	Possession of indecent publications or pictures (other than child pornography).
19.	Purchase, possession or consumption of alcoholic beverages by a minor.

20. Racing, drag racing, contest for speed.

21. Shoplifting (committed under age 14).

22. Trespass on property.

23. Unlawful assembly.

24. Vagrancy.

25. Vandalism, defacing or injuring property.

26. Violation of fireworks law.

27. Violation of fish and game laws.

28. Check: Insufficient funds or worthless, $50 or less.

29. Careless or reckless driving.

A2.1.5. **Category 5 - Moral Offenses.** These are traffic offenses. Use this list of offenses as a guide. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. However, careless or reckless driving are considered Category 4 offenses. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Conviction or adverse adjudication of six or more Category 5 offenses in a 365-day period in the last three years is disqualifying for entry into the Air National Guard. Waivers to these offenses may be approved by the TAG and may be delegated to installation commander.

A2.2. Moving Violations.

Figure A2.5. Moving Violations.

Item	Offense
1.	Blocking or retarding traffic.
2.	Crossing yellow line, drifting left of center.
3.	Disobeying traffic lights, signs, or signals.
4.	Driving on shoulder.
5.	Driving with blocked or impaired vision.

6. Driving wrong way on a one-way street.

7. Failure to have vehicle under control.

8. Failure to keep right or in proper lane.

9. Failure to signal.

10. Failure to stop or yield to a pedestrian.

11. Failure to yield right-of-way.

12. Following too close.

13. Improper backing.

14. Improper passing.

15. Improper turn.

16. Operating overloaded vehicle.

17. Speeding (Contest for speed, racing or drag racing is Category 4 offense).

18. Spinning wheels, improper start.

19. Seat belt violation.

20. Zigzagging or weaving in traffic.

A2.3. Nonmoving Violations

Figure A2.6. Nonmoving Violations.

Item	Offense
1.	Driving uninsured vehicle.
2.	Driving with expired plates or without plates.
3.	Driving without license in possession.
4.	Driving without registration or with improper registration.
5.	Failure to display inspection sticker.
6.	Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).

7. Improper blowing of horn.

8. Improper parking (does not include overtime parking).

9. Invalid or unofficial inspection sticker.

10. Leaving key in the ignition.

11. License plates improperly displayed or not displayed.

12. Playing vehicle radio/stereo too loud (noise/sound pollution).

Attachment 3

INSTRUCTIONS FOR USE AND PREPARATION OF DD FORM 4, ENLISTMENT OR REENLISTMENT AGREEMENT ARMED FORCES OF THE UNITED STATES

A3.1. Use of DD Form 4. For initial enlistments or reenlistments in the Air National Guard.

A3.2. Preparation of DD Form 4:

A3.2.1. DD Form 4 will be prepared electronically or by typewriter. All signatures required will be made with ballpoint pen in dark ink. For electronically generated forms (PC III, Form flow, etc.), original signatures are mandatory on the first/original DD Form 4. Copies may be made, however, MPF personnel must certify every page of each copy as an original copy.

A3.2.2. 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 strikeovers.

A3.2.2.1. Any erasures or corrections will be initialed by the enlistee and the service representative. Erasures are not permitted in the date of enlistment, term of service, or confirmation of enlistment sections. Errors in these sections will necessitate complete reaccomplishment of the agreement.

A3.2.2.2. Errors discovered after the member's enlistment will be corrected in accordance with existing regulations as applicable. (See AFI 36-2606, *Reenlistment in the United States Air Force*, Chapter 3, paragraph 3.17.2.

A3.2.2.3. 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.

A3.2.2.4. When preparing this form for enlistment, “X” or line out the word reenlistment, and vice versa.

A3.3. Distribution of DD Form 4. Distribution of the completed and executed form will be in accordance with AFI 36-2608 and this instruction.

A3.4. Specific Instructions for DD Form 4. The following instructions apply to completion of blank spaces:

Figure A3.1. Specific Instructions for DD Form 4.

Item	Title	Explanation or Number Description Entry
Section A. Enlistee/Reenlistee Identification Data		
1.	Name	Enter full last name, full first name, middle name, and any suffixes, such as Jr., Sr., III, etc., as applicable.
2.	Social Security Number	Enter applicant's SSN in space provided.
3.	Home of Record	Indicate applicant's bona fide 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 docmented 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. Leave the space for "weeks" blank. ***Example:*** 6.
	Pay Grade	Enter pay grade in which enlisting.
	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 Delayed Entry/Program (DEP)	NA for ANG enlistments.
8b.	Remarks	Enter unit and location of assignment on day of enlistment. ***Example:*** 8106 Student Flight, Andrews AFB, MD.
8c.	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 C. Partial Statement Of Existing United States Laws

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/sequence. Reenlistee	Applicant will sign full name in first, middle, and last name ***Example:*** George Eldon Copperperson.
13c.	Date signed	***Example:*** 020120.
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:*** 191 FW/DPMQ.
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).
14.f.	Date signed	***Example:*** 020120.
14g.	Unit/command address	***Example:*** Selfridge ANG Base, MI 48045-5000.

Section E. Confirmation Of Enlistment Or Reenlistment

15.	Confirmation of Enlistment/Reenlistment	Not completed for Air National Guard 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. of (two entries)
17.	Acknowledgment of Enlistment/Reenlistment	Complete for all Air National Guard 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 last two digits of calendar year. Examples: 22nd day of July 84, 7th day of August 84.
	State name	Enter name of state, territory, or commonwealth, as applicable. ***Example:*** WISCONSIN
	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:*** George Eldon Copperperson
18b.	Date signed	***Example:*** 020120.
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:*** 188 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:*** 020120.
19f.	Unit/command	***Example:*** Selfridge ANGB, IL 60666-0489.

Attachment 4

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

A4.1. DD Form 1966, Dated Jan 01 - General Instructions. This form is initially prepared under the guidance of recruiting personnel, with an accompanying SF86/SF86A enlistment of individuals into the ANG.

A4.2. Responsibility for DD Form 1966. The Recruiter and MPF are responsible for ensuring that the information, including coding, is provided properly in accordance with these instructions.

Figure A4.1. Specific Instructions for DD Form 1966.

ITEM	TITLE	ENTRY AND/OR EXPLANATION
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.		(1) DIEUS (Date of Initial Entry in Uniformed Services). Enter in YYMMDD format the date the applicant was appointed or enlisted or conscripted into any Uniformed Service of the US including the Army, Navy, Marine Corps, Air Force, Coast Guard (and their reserve/guard components), Public Health Service, and the National Oceanic and Atmospheric Administration. Additionally, include enlistment as a reserve in the senior ROTC program, as a scholarship cadet or midshipman Under Title 10 USC 2107 or 2107(A), enlistment in the Regular Component Delayed Entry Program (DEP), and entrance as a cadet or midshipman at the US Military Academy, US Naval Academy, US Air Force Academy, or US Coast Guard Academy (not included is the US Merchant Marine Academy). (2) Date of Initial Entry into a Reserve Component (DIERC). Enter in YYMMDD format the date the applicant affiliates or enlists in any Reserve Component (non-extended AD for the first time). This does not include time in the Regular Component DEP, Reserve Officers Training Corps (ROTC), or professional appointment programs. If the applicant is not entering and has never previously entered into a Reserve Component (i.e., is entering directly into an Active Component), leave blank. When are discharged from Regular Component DEP, for reasons other

		than enlistment in a Regular Component, that time spent in the DEP does not count for DIEUS.
D.	Selective Service Classification	Applicable only when applicants are being classified by the Selective Service System in accordance with the Military Selective Service Act. Otherwise, leave blank.
E.	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.

A4.3. Instruction for ADP Pages (DD Form 1966, Dated Jan 01):

A4.3.1. This form is prepared by recruiting/MPF personnel as part of the application for enlistment of individuals into the Armed Forces. The DD Form 1966/1 (ADP), is used by the Air National Guard MPF to enter accession records into the Personnel Data System. It is also used to record enlistment processing.

A4.3.2. RESPONSIBILITY FOR THE FORM. The Recruiting Service is responsible for ensuring that the information is provided properly in accordance with these instructions.

A4.4. Instructions for Service Applicants (DD Form 1966, Dated Jan 01): The following instructions are to assist in completing the Record of Military Processing - Armed Forces of the United States. Please read the instructions for each item prior to making an entry. Type or print using ball point pen with black or blue-black ink. Print firmly to make sure all copies are readable.

Figure A4.2. Instructions for Service Applicants.

ITEM	TITLE	ENTRY AND/OR EXPLANATION
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	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.

Examples: (a) SMITH, JOHN ROBERT, JR.

(b) JOHNSTON, MARY LOU (BROWN)

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, *Request for Change of Social Security Record***,** and submit it to the nearest Social Security District Office to change your Social Security Record.

3. Current Address Enter street, city, county, state, country, and zip code as of date of application.

4. Home of Record Enter street, city, county, state, country, and zip code of the address declared by Of you to be your permanent home or actual home at time of enlistment. Do not Record enter a temporary Record temporary address. If the Home of Record address is the same as the current address shown in Item 4, enter "Same as Item 4".

5. Citizenship a. Enter "X" in the "US at Birth" block if you are a citizen of the United States by birth., also mark:

(1). Enter "X" in the "Native Born" block if you are a citizen of the United States by birth.

or

(2). Enter "X" in the "Born Abroad of US Parents" block if citizenship was acquired at birth through being born abroad of US parents.

b. Enter "X" in the "US Naturalized" block if a naturalized citizen.

c. Enter "X" in "US Non-Citizen National" block if not a citizen of the United States but owe principal allegiance to the USA (for example, if born in America Samoa or Swains Islands).

d. Enter "X" in "Immigrant Alien (specify)" block if an immigrant alien and specify your country of citizenship.

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).

6.	Sex	Enter "X" in the appropriate block.
7a.	Racial Category	Enter "X" in the appropriate block indicating your origin of descent.

(1) Enter "X" "American Indian" if Red or American Indian race also includes Alaskan native.

(2) Enter "X" in "Asian" if Yellow or Mongoloid race.

(3) Enter "X" in "Black" if Negroid or African race.

(4) Enter X in “White” if Caucasian or White race

7b.	Ethnic Category	Select from the following list within a descent category (1) Hispanic or Latino Cuban Latin American with Hispanic Descent Mexican Puerto Rican Other Hispanic Descent (2) Not Hispanic or Latino Other - Member of an ethnic group other than one listed above.
8.	Marital Status	Select from the following list: Annulled — Married Divorced — Single Interlocutory — Widowed Legally Separated
9.	Number of Dependents	Enter the number of persons totally or partially dependent on you for their support. If none, enter "0." ***Note:*** 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.
10.	Date of Birth	Enter date as six digits in year, month, day format. (***Example:*** If you were born on April 5, 1970, enter "700405.")

11. Religious Preference

THIS ITEM IS OPTIONAL; YOU DO NOT HAVE TO ANSWER IT.

If you choose to answer this item, refer to the consolidated list of religious preference shown below.

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.

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	Ohio Yearly Meeting of

Preference	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 Methodist Church	Protestant-No Denomination 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 Free Methodist Church of North America	Conference of the Tioga River Christian Conference
Free Will Baptist	Ukrainian Evangelical Baptist Conference

Free Will Baptist, NC State Convention of Friends	Unitarian Universal Association
	United Christian Church
Full Gospel Pentecostal Assoc., The	United Church of Christ
Fundamental Methodist Church, Inc.	United Methodist Church, International
General Association of General Baptists	United Pentecostal Church, International
General Association of Regular Baptist Church	United Presbyterian Church, Evangelical Synod
General Conference of Seventh Day Adventists	United Presbyterian Church in the USA
Grace Gospel Fellowship	Unknown
Hindu	World Baptist Fellowship
Wesleyan Church, The	General Conference of the Brethren Church
General Commission of Chaplains and Armed Forces Personnel	

12.	Education	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. ***Note:*** You will have to provide a document that verifies the level of education claimed such as a diploma, transcript, or certificate, etc.
13.	Proficient in Foreign Language	If yes, enter foreign languages, up to two, that you are able to read, write, or speak. If no, enter "NONE."

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

16.	16. through 19a.	**DO NOT WRITE IN THESE SPACES**. Reserved for results of processing. Processing information will be placed in these spaces to further qualify you for placement in military service.

Section III - Other Personal Data

20.	Name	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc. Examples: (a) SMITH, JOHN ROBERT, JR. (b) JOHNSTON, MARY LOU (BROWN)
21.	Social Security	Enter the nine digits in the appropriate blocks. ***Note:*** Enlistment without a Social Security Number is not authorized.
22.	Education	a. Enter dates attended, name and location of all high schools and higher level educational institutions attended. For example, "8509-8906, Pope HS, Albany NY." Do not list elementary schools unless elementary school was last school attended. If still attending school, enter the word "Present" in the "To" column. ***Note:*** Applicants will have to provide documentation of the highest educational level completed (see item 14.). b. Self-explanatory.

23.	Marital/Dependency Status and Family Data	Self-explanatory.
24.	Previous Military Service or Employment with the US Government	Self explanatory.
25.	Ability to Perform Military Duties	Self-explanatory.
26.	Drug Use and Abuse	Self-explanatory.
27.	Name	Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc. Examples: (a) SMITH, JOHN ROBERT, JR. (b) JOHNSTON, MARY LOU (BROWN)
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	YOUR SIGNATURE IN BLOCK 29c MUST BE WITNESSED BY YOUR RECRUITER. DO NOT SIGN THIS ITEM UNTIL YOU HAVE COMPLETED ALL REQUIRED ITEMS AND ARE IN THE PRESENCE OF YOUR RECRUITER.

30.	Data Verification by Recruiter	This item will be completed by your recruiter and other personnel who will be involved in completing your 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 Assignment	Enter your initials in Item 32c. Be sure you fully understand all entries in Item 32a and have carefully 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. You 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. Examples: (a) SMITH, JOHN ROBERT, JR. (b) JOHNSTON, MARY LOU (BROWN)
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 - Parental/Guardian Consent for Enlistment

37. Name — Enter Last, First, Middle Name (and Maiden, if any), Jr., Sr., III, etc.

Examples: (a) SMITH, JOHN ROBERT, JR.

(b) JOHNSTON, MARY LOU (BROWN)

38. Social Security — Enter the 9 digits in the appropriate blocks. ***Note:*** Enlistment without a Social Security Number is not authorized.

39. Parent/Guardian Statements — Complete for all 17-year-old applicants prior to MEPS Medical or enlistment except those 17-year-old applicants ho can present proof of marriage or emancipation.

No amendment or strikeouts of wording ("I/we, " "his/her," etc.) is

		required.
39a.		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.
40.	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.

Section VIII - Statement of Name for Official Records

41.	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 Immigration and Naturalization Service (INS) records

Figure A4.3. Instruction for Recruiter and MPF Personnel (DD Form 1966, Dated Jan 01).

Section II - Examination and Entrance Date Processing Codes

(Entered by the Recruiter)

ITEM	TITLE	ENTRY AND/OR EXPLANATION
16.	Aptitude Test	Completed by Recruiter and MPR Personnel Results
17.	Delayed Enlistment Program	Not used by ANG
18.	Accession Data	a. Record in YYMMDD format.
		b. N/A.
	All Personnel	c. Pay Entry Date: Enter in YYMMDD format. Compute according to AFI 36-3212.
		d. Term of Enlistment: Enter nearest whole number.
		e. Waiver Information: NO/YES, if yes attach the approved waiver to the DD Form 4.

f. 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.

g. Date of Pay Grade: Enter in YYMMDD format.

h. Entry Status: N/A.

i. Education: Enter highest grade completed on the date of enlistment. (***Example:*** High school diploma graduate is 12)

j. Recruiter Identification: Enter identification code of recruiter credited with the enlistment.

k. Program Enlisted For: N/A.

l. Training Enlistment Military Occupations Specialty (TEMOS): Enter the projected (TEMOS) and any suffix. If no suffix, leave blank.

m. Primary MOS/AFS: Enter PAFSC.

n. Youth Program: N/A.

o. Option Analysis Code: N/A.

p. Transfer to (UIC): N/A.

19.	Service Required Codes	N/A
19a.	NOT USED	

Attachment 5

APPLICANT BRIEFING ITEM ON SEPARATION POLICY

A5.1. Applicant Briefing Item on Separation Policy

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., attend 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 ANG Weight/Body Fat standards and ANG 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 _____

_____

MPF REPRESENTATIVE'S SIGNATURE

DATE _____

Attachment 6

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

A6.1. Part I. References:

A6.1.1. 18 USC § 922

A6.1.2. Memoranda dated 27 Nov 02 - DoD Policy for Implementation of Domestic Violence Misdemeanor Amendment to the Gun Control Act for Military Personnel

A6.2. Part II. Policy:

A6.2.1. 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.

A6.2.2. 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.

A6.2.3. 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.

A6.2.4. 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 Air National Guard 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.

A6.2.5. 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 we suspended until an expungement or pardon is obtained.

A6.3. Part III. Military Procedures:

A6.3.1. 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.

A6.3.2. 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).

A6.3.3. 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.

A6.3.4. 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 in accordance with 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.

A6.3.5. Members with qualifying convictions who possess an AFSC that requires them to be qualified to bear a firearm will have their AFSC withdrawn in accordance with AFI 36-2101, paragraph 4.1.6, "Failing to Maintain Mandatory AFSC or SDI or CEM Qualification Standards (Withdrawal)." 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.

A6.3.6. 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 MPF's Employments Section for update in MILPDS. The DD Form 2760 will serve as the source document and will be filed in the member's unit personnel record group (UPRG). If a member with an ALC of "T" is transferred to another ANG unit, the losing MPF will query the gaining commander for authority to process the ANG-to-ANG transfers.

A6.3.7. Deployment availability code (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 MPF to ensure this code is updated in MILPDS. 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.

A6.3.8. 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.

A6.3.9. 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.

A6.3.10. Services Squadrons 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.

A6.3.11. 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.

A6.3.12. This policy, and related policies referencing this memorandum, apply outside the territory of the United States 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 7

AIR NATIONAL GUARD POLICY FOR PRE-SERVICE DRUG USE

A7.1. Part I. Guidance

A7.1.1. The following Air National Guard policy standardizes Pre-service Drug Abuse, including Pre-service Marijuana usage and defines self-admission to drug involvement when accessing individuals into the Air National Guard. This guidance will be used in conjunction with existing accession directives and instructions.

A7.1.2. The following categories of self-admission to drug involvement are not eligible for enlistment:

A7.1.2.1. Self-admits to, is convicted of, or is adversely adjudicated for selling, supplying, distributing, trafficking and transferring marijuana.

A7.1.2.2. Is psychologically dependent or chronic user or uses marijuana after signing the AF 2030, *USAF Drug and Alcohol Abuse Certificate*.

A7.1.2.3. 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.

A7.1.2.4. 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.

A7.1.2.5. Self-admits to illegal sale or transfer of amphetamines (includes "speed" and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids.

A7.1.2.6. 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).

A7.1.3. 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.

A7.2. Part II - Pre-Service Drug Use

A7.2.1. 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.

A7.2.1.1. 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 ANG/DPFOM.

A7.2.1.2. 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 Air National Guard. When considering enlistment of an applicant

into a specific skill certain factors should be weigh as to the extent, frequency and the recent usage of marijuana usage.

A7.2.2. If an applicant admits to pre-service marijuana use on the AF 2030, *USAF Drug and Alcohol Abuse Certificate* as part of the accession interview the following procedures will apply:

A7.2.2.1. If the applicant admits to pre-service marijuana use and the number of times as indicated on the AF 2030, *USAF Drug and Alcohol Abuse Certificate*, is one to 15 times no action is required. Member may continue processing.

A7.2.2.2. If the applicant admits to pre-service marijuana use and the number of times as indicated on the AF 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.

A7.2.3. 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.

A7.2.4. 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 Director of Personnel 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 Air National Guard. When considering enlistment or appointment of an applicant into a specific skill certain factors should be weigh as to the extent, frequency and recency of use. A waiver must be requested and forwarded to ANG/DPFO for final action.

A7.2.5. 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.

A7.3. Part III - Waiver Requirements.

A7.3.1. If a waiver is being considered the member will be required to complete an interview with the Director of Personnel 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:

A7.3.2. Applicants must explain pre-service drug use with a handwritten statement in the remarks section of the AF 2030, *USAF Drug and Alcohol Abuse Certificate*, which will be reviewed by the Director of Personnel. 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".

A7.3.3. The waiver will require written concurrence by the Director of Personnel and Wing Commander, who in turn will forward the request to the Adjutant General for a final determination.

A7.3.3.1. If the waiver is approved, the applicant may continue the accession process.

A7.3.3.2. A copy of the waiver will be placed in the Unit Personnel Record Group (UPRG) after the enlistment/appointment process is complete.

NOTE: The Adjutant General is the approval authority and this authority may not be delegated.

A7.3.4. Any self-admission to or the result of a positive test of any illegal substance given by appropriate medical authorities after the AF 2030, *USAF Drug and Alcohol Abuse Certificate* is initially signed by the applicant will result in immediate and permanent disqualification from enlistment into the Air National Guard. 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 in accordance with AFI 36-3209.

A7.3.5. Individuals who test positive after arrival at Basic Military Training (BMT) will be returned to the appropriate unit for immediate discharge.