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WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

DAFMAN36-2032_DAFGM2022-01

17 August 2022

MEMORANDUM FOR DISTRIBUTION C
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FROM: SAF/MR
1720 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: Department of the Air Force Guidance Memorandum to Department of the Air Force Manual 36-2032, *Military Recruiting and Accessions*

By order of the Secretary of the Air Force (SecAF), this Department of the Air Force Guidance Memorandum (DAFGM) immediately implements clarification to Department of the Air Force Manual (DAFMAN) 36-2032, *Military Recruiting and Accessions*. Compliance with this memorandum and its attachments is mandatory. This DAFGM applies to Department of the Air Force (DAF) civilian employees and uniformed members of the Regular Air Force (RegAF), United States Space Force (USSF), the Air Force Reserve (AFR), and the Air National Guard (ANG). **Note:** References within the underlying publication to United States Air Force-specific terminology should be interpreted to apply to the Department of the Air Force, including the United States Space Force, or to the United States Space Force equivalent, as appropriate.

This memorandum and its attachments provide clarification to Officer Training School (OTS) accession policy as written at 7.4.3.2.3.2, with regard to pregnant applicants and candidate selects. It further clarifies DAF guidance for OTS class assignment timelines. It also updates waiver authorities for members opting-in prior to 6 months postpartum.

Attachment 1 of this memorandum provides specific language to be included with AFMAN 36-2032 for females selected for OTS while pregnant. Two statements are provided for each category of candidate, i.e., non-prior and current enlisted.

Attachment 2 of this memorandum provides updated guidance to be included with AFMAN 36-2032.

JOHN A. FEDRIGO, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachments:

- Attachment 1: Contractual Statements for Pregnant OTS Candidates
- Attachment 2: Updated Opt-In Prior to 6 Months Postpartum Waiver Guidance
- Attachment 3: Guidance Change

DAFMAN 36-2032_DAFGM2022-01
Attachment 1
Contractual Statements for Pregnant OTS Candidates

1. Current Enlisted Statement. “I understand that no sooner than 6 months and no later than 14.5 months upon post-pregnancy completion, I must establish world-wide deployment medical clearance to include a passing full component PT test (no exemptions authorized) prior to being scheduled for an Officer Training School class date. If I desire a date prior to 6 months, I may request a waiver IAW with the process outlined at paragraph 7.5.3.2.6. If I fail to meet the above timelines, I will lose my Officer Training School selection status.”

(participant’s electronic signature)
(recruiter’s electronic signature)

2. Civilian Statement. “I understand that no sooner than 6 months and no later than 14.5 months upon post-pregnancy completion, I must obtain a qualifying MEPS/DoDMERB physical prior to being scheduled for an Officer Training School class date. If I desire a date prior to 6 months, I may request a waiver IAW with the process outlined at paragraph 7.5.3.2.6. If I fail to meet the above timelines, I will lose my Officer Training School selection status.”

(participant’s electronic signature)
(recruiter’s electronic signature)

DAFMAN 36-2032_DAFGM2022-01

Attachment 2

Updated Opt-In Prior to 6 Months Postpartum Waiver Guidance

*(REPLACE) 7.5.3.2.6. Officer candidates are permitted to apply for OTS while pregnant, but are not permitted to complete training while pregnant or for 6 months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more (delivery, miscarriage, etc.) in accordance with DoDI 6130, Vol 1, *Medical Standards for Military Service: Appointment, Enlistment, or Induction*. **(T-1)** Members wishing to participate in training prior to 6 months postpartum, must sign the appropriate contractual statement in DAFGM Attachment 1 and must receive written approval to participate in all physical requirements (to include the physical fitness assessment) from the applicant's attending physician with concurrence from the waiver authority. Waivers for commissioned officers will be sent to AETC/SG, waivers for prior service enlisted will be sent to AFPC/DP2NP, and waivers for non-prior service members will be sent to AFRS/RSG, ARPC/SGP, or ANG/SGP, as appropriate for the applicant's component and in accordance DAFMAN 48-123, A2.2 and A2.3. **(T-1)**

*(ADD) 7.5.3.2.6.1. To ensure mission success and occupational suitability, the medical waiver authority must receive information that the applicant's medical history has been reviewed and has received written approval to participate in all physical requirements to include physical fitness testing, obstacle courses, combatives, and rappelling tower activities from the applicant's attending physician. **(T-1)** This is critical as physical requirements of training may result in complications during the postpartum period.

*(ADD) 7.5.3.2.6.2. Once full recovery from possible postpartum complications is demonstrated, the appropriate medical authority will review waiver requests to determine occupational suitability when requested. **(T-1)** This will be determined on a case-by-case basis, ensuring no other medical disqualifications are noted. **(T-1)** Occupational suitability can be determined as early as 8-12 weeks postpartum through this waiver option. **(T-1)**

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 36-2032

27 SEPTEMBER 2019



Personnel

***MILITARY RECRUITING AND
ACCESSIONS***

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This publication implements Air Force Policy Directive (AFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*; AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*; AFPD 36-26, *Total Force Development and Management*; AFPD 36-30, *Military Entitlements*; AFPD 36-35, *United States Air Force Academy*; and AFPD 52-2, *Accommodation of Religious Practices in the Air Force*; and implements applicable portions of Department of Defense Instruction (DoDI) 1304.02, *Accession Processing Data Collection Forms*; DoDI 1304.32, *Military Services Recruiting Related Reports*; DoDI 1304.35, *Military Marketing*; DoDI 1312.03, *Entry Grade Credit for Commissioned Officers and Warrant Officers*; and DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*. This publication applies to Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) personnel, except where noted otherwise. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops total force personnel policy as outlined in the following chapters of this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following

the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in [paragraph 2.4.3](#) and its subparagraphs that does not otherwise constitute a violation of Article 93a, Uniform Code of Military Justice, in accordance with the definitions provided in [paragraph 2.4.3](#) and its subparagraphs, constitutes a violation of Article 92, Uniform Code of Military Justice. ANG members in Title 32 status are subject to their respective state military codes. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all major command (MAJCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Refer recommended changes and questions about this publication through the OPR, on the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through major command publications managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication requires the collection or maintenance of information protected by the Privacy Act of 1974. The authorities to collect or maintain the records prescribed in this publication are Title 10, United States Code (USC), Section (§) 9013 and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. The applicable System of Records Notices F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; F036 AF PC C, *Military Personnel Records Systems*; F036 Air Force Personnel Center Q, *Personnel Data System*; F036 Air Education and Training Command R, *Air Force Recruiting Information Support System Records*; F033 AF B, *Privacy Act Request File*; F036 AF PC Q, *Personnel Data Systems (PDS)*; F036 AETC I, *Cadet Records*; F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; F036 USAFA B, *Master Cadet Personnel Record (Active/Historical)*; F036 USAFA J, *Preparatory School Records*; and F036 USAFA K, *Admissions Records* are available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is a new publication and must be completely reviewed. This publication consolidates policy previously provided in AFI 36-1901 *Recruiting*; AFI 36-2002, *Enlisted Accessions*; AFI 36-2615, *Determining Non-Rated Line Officer Accession Requirements*; AFI 36-2005, *Officer Accessions*; AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*; AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*; and AFI 36-2019, *United States Air Force Admissions*. Other major changes in this publication include reducing the use of acronyms, limiting the scope of this publication to Air Force policy by removing procedural references, and assigning tier waiver authorities at the lowest appropriate level. In addition, the Prior Service Program policy was redefined to greater than "180 days of

continuous active military service” to align with the requirements for an entry level separation under AFI 36-3208, *Administrative Separation of Airmen*.

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CHAPTER 1

OVERVIEW

1.1. Overview. This publication provides one document for all policies and programs pertaining to the recruitment and accession of both officer and enlisted personnel, enlistment and appointment standards, and the various Air Force commissioning programs.

1.1.1. Chapter 2 identifies important overall responsibilities within the recruiting programs function which are applicable to all areas of recruiting and outlines the various enlisted and officer recruiting programs.

1.1.2. Chapter 3 identifies accession standards and policies for enlistment into the Regular Air Force (RegAF), Air National Guard (ANG), Air Force Reserve (AFR) and Delayed Entry Program. Chapter 3 also discusses how to access Air Reserve Component (ARC) members who apply for RegAF enlistment while on extended active duty (EAD), how to reenlist Airmen with a statutory entitlement, and Airmen removed from the Temporary Disability Retired List. Finally, Chapter 3 provides policy for the Initial Enlistment Bonus program.

1.1.3. Chapter 4 provides an overview of how the Air Force successfully classifies, accesses, and trains the right number of officers to meet Air Force requirements. Not only does an accurate, timely accession programming save money and resources, it is also an effective force management tool that ensures career fields only receive the personnel needed to accomplish the mission. Accessing the right number of highly qualified officers in the right skills at the right time to sustain each career field requires the integration of these processes. Such integration is essential to effective force management of the total force.

1.1.4. Chapter 5 provides guidance and responsibilities for line and non-line officer accessions.

1.1.5. Chapter 6 provides the basic authority and assigns responsibilities for the conduct and administration of the Air Force Reserve Officers' Training Corps (AFROTC). AFROTC prepares cadets for appointment as commissioned officers. The program includes a conceptual awareness of war and armed conflict, an introduction to the roles and missions of the United States Air Force, and a basic understanding of joint and combined operations. The program consists of two phases, academic education and field training. Cadets must complete both phases to be eligible for a commission as an Air Force officer.

1.1.6. Chapter 7 provides the basic authority and assigns responsibilities for the conduct and administration of the Officer Training School (OTS). Further, it details eligibility and ineligibility standards, as well as application requirements. It also establishes the Officer Training Policy Working Group.

1.1.7. Chapter 8 provides the basic authority and assigns responsibilities for the conduct and administration of the United States Air Force Academy (USAFA) and the USAFA Preparatory School (USAFAPS). It establishes procedures for prospect marketing, and identification, attraction, mentoring and evaluation of potential applicants and provides instructions to processing nominations and appointments to USAFA.

1.1.8. Chapter 9 explains the procedures for selection, disenrollment, and reassignment to USAFAPS. Although USAFAPS is not an official accession source, successful completion of

the USAFAPS program improves chances of an appointment to USAFA; however, it does not guarantee it.

1.1.9. Chapter 10 details conduct and administration of the enlisted commissioning programs to include the Senior Leader Enlisted Commissioning Program, Airman Scholarship and Commissioning Program, Leaders Encouraging Airmen Development, Scholarships for Outstanding Airmen to Reserve Officers' Training Corps, AFROTC Professional Officer Course Early Release Program, Nurse Enlisted Commissioning Program, Interservice Physician Assistant Program, Doctor of Physical Therapy Program, Ph.D. in Clinical Psychology Program and Enlisted to Medical Degree Preparatory Program. Additionally, Chapter 10 explains how commands process applications, how to administer trainees enrolled in the enlisted commissioning programs and details the eligibility and application requirements for each program.

1.2. General Guidance.

1.2.1. The term 'components' used throughout this publication applies to all parts of the total Air Force, unless the text of this publication specifies that the provisions being discussed apply only to one or two of the Regular Air Force (RegAF), Air National Guard (ANG) or Air Force Reserve (AFR).

1.2.2. All reference to "days" refers to calendar days unless otherwise stated.

1.3. Roles and Responsibilities. Detailed roles and responsibilities are provided at the beginning of each chapter.

1.3.1. **Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR)** provides guidance, direction, and oversight for all matters pertaining to formulation, review, and execution of plans, policies, programs, and budgets addressing Air Force commissioning programs.

1.3.2. **Director, Air Force Review Boards Agency** will:

1.3.2.1. Make final decisions on individual disenrollment, resignation, and collateral consequence actions in those cases for which the Air Force Review Boards Agency is the decision authority. **(T-1)**

1.3.2.2. Notify the Secretary of the Air Force, SAF/MR, and AF/A1 of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest. **(T-1)**

1.3.2.3. Make recommendations to the decision authority on individual disenrollment, resignation, and associated collateral consequence actions in those cases for which there is a higher level decision authority. **(T-1)**

1.3.2.4. Ensure each recommendation forwarded includes a rationale and the complete case file. **(T-1)**

1.3.3. **Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1)** will coordinate with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF) to provide personnel policies, guidance, programs, and legislative initiatives to meet strategic objectives for military recruiting and accessions. The Director of Military Force Management Policy (AF/A1P) will coordinate and execute personnel policy and essential

procedural guidance for the management of Air Force officer and enlisted recruiting and accessions programs as outlined in Headquarters Air Force Mission Directive (HAFMD) 1-32, *Deputy Chief of Staff of the Air Force Manpower, Personnel and Services*.

1.3.4. The Judge Advocate General (TJAG) (AF/JA) will:

1.3.4.1. Be the final approval authority for all manpower and personnel actions relating to the total force billets and personnel of The Judge Advocate General's Corps (TJAGC) (including, but not limited to, recruiting, accessions, assignments, professional development, and force development). **(T-0)**

1.3.4.2. Establish TJAGC accession requirements.

1.3.5. The Air Force Surgeon General (AF/SG) will:

1.3.5.1. Be the final approval authority for all manpower and personnel actions relating to the RegAF billets and personnel of the Medical Corps, Dental Corps, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

1.3.5.2. Establish accession requirements by corps, specialty and accession program.

1.3.5.3. Assistant Surgeon General, Force Development (AF/SG1) develops constructive service credit policy for critically manned wartime specialties.

1.3.5.4. The Director, Manpower, Personnel, and Resources (AF/SG1/8) will work with AF/A1 and AFPC to model requirements and sustainment needs for health professions officers.

1.3.6. The Air Force Chief of Chaplains (AF/HC) will:

1.3.6.1. Be the final approval authority for all manpower and personnel programs relating to the total force billets and personnel of the Chaplain Corps (including, but not limited to, recruiting, accessions, assignments, professional development, and force development).

1.3.6.2. Establish accession requirements for the Chaplain Corps.

1.3.7. NGB/CF has functional authority and is responsible for policy oversight, advisory services, and managing the ANG recruiting and accession programs.

1.3.7.1. ANG, Director, Manpower, Personnel, Recruiting, and Services Directorate (NGB/A1) will establish required accession targets for the ANG officer corps based on sustainment methodology and ensure quality control screening of ANG participants is properly conducted.

1.3.7.2. The ANG Recruiting Service (NGB/A1Y) is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy.

1.3.7.3. Pursuant to Department of Defense Directive (DoDD) 5105.83, *National Guard Joint Force Headquarters – State (NG JFHQs-State)*, The Adjutant General (TAG) will maintain trained and equipped ANG forces to serve in their federal role as Air National Guard of the United States pursuant to the policies outlined in this publication. **Note:** Nothing in this publication shall be construed as a limitation on the authority of the Governor of a state to employ any unit of the National Guard of that State, when such unit

is not on active duty or in federal service, to perform functions authorized by the laws of the State concerned and those of the United States.

1.3.8. **AF/RE** has functional authority and responsibility for policy oversight, advisory services and management of the AFR recruiting and accessions program.

1.3.8.1. Air Force Reserve Command Recruiting Service, Recruiting Service Operations (AFRCRS/RSO) is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accession policy.

1.3.8.2. The Director of Personnel, Office of Air Force Reserve (AF/REP) will establish required accession targets for the AFR officer corps based on sustainment methodology and ensure quality control screening of AFR participants is properly conducted.

1.3.9. **The Superintendent, USAFA (USAFA/CC)** will:

1.3.9.1. Serve as the head of an accredited, undergraduate institution of higher education, authorized to confer Bachelor of Science degrees as an accredited college. **(T-0)**

1.3.9.2. Offer cadet appointments according to 10 USC § 9431 et seq. **(T-0)**

1.3.9.3. Ensure potential candidates meet all eligibility requirements for USAFA and USAFAPS. **(T-0)**

1.3.9.4. Ensure adequate oversight of USAFAPS activities, administration, and resources. **(T-0)**

1.3.9.5. Approve graduation for every USAFA cadet who meets the graduation requirements. **(T-0)**

1.3.9.6. Recommend appointment as second lieutenants for USAFA cadets who meet all officer eligibility requirements contained in this publication. **(T-0)**

1.3.10. **The Commander of Air Education and Training Command (AETC/CC)** will:

1.3.10.1. Manage the accession and classification of enlisted personnel.

1.3.10.2. Provide initial military training to enlisted personnel through Basic Military Training.

1.3.10.3. Manage the production of officer applicants through OTS and AFROTC.

1.3.10.4. Provide initial officer training to officer applicants through OTS and AFROTC.

CHAPTER 2

RECRUITING PROGRAMS

2.1. Overview. This chapter provides guidance and procedures on Air Force recruiting programs. Recruiting programs encompass many areas. This chapter identifies important overall responsibilities for recruiting programs. Components should review opportunities to operate together more efficiently via the Total Force Recruiting Council (TFRC).

2.2. Roles and Responsibilities.

2.2.1. The component Recruiting Operations Director/Division Chief will:

- 2.2.1.1. Develop and implement programs designed to provide recruiting personnel the ability to access qualified applicants.
- 2.2.1.2. Develop and implement programs and tools necessary to achieve mission success. Operations must ensure that recruiters are trained on the use of these tools and utilizing them effectively within their personal recruiting programs.
- 2.2.1.3. [RegAF only] Maintain administrative control over Special Warfare Airman Program (SWAP) participants. (T-3)

2.2.2. Each component Chief of Manpower Requirements Division will:

- 2.2.2.1. Resource recruiting authorizations. (T-2)
- 2.2.2.2. Allocate recruiting authorizations based on manpower studies, mission and fiscal limitations. (T-2)
- 2.2.2.3. Ensure requirements for recruiting positions are reflected on the unit manning document. (T-2)

2.2.3. The recruiting service of each component will:

- 2.2.3.1. Determine goal allocation and procedures. (T-2)
- 2.2.3.2. Establish screening process and distribution for all recruiting positions to include minimum and maximum authorized grades. (T-2)
- 2.2.3.3. Ensure individuals selected for recruiting duty are placed on special duty identifier (SDI) duty identified by 8RXXX in accordance with the Air Force Enlisted Classification Directory (AFECD), AFI 36-3017, *Assignment Incentive Pay and Special Duty Assignment Pay*, and other component specific guidance. (T-2)
- 2.2.3.4. Establish a tour management program to ensure all tours are managed properly and efficiently. (T-2)

2.2.4. Training responsibilities. In addition to what is outlined in AFI 36-2651, *Air Force Training Program*, recruiting services will:

- 2.2.4.1. Develop and coordinate basic and advanced recruiting course curriculums ensuring they meet training objectives. (T-2)
- 2.2.4.2. Serve as a liaison to Air Education and Training Command (AETC). (T-2)

2.2.4.3. Develop, provide oversight, and conduct formal and specialized training for recruiting personnel. (T-2)

2.2.4.3.1. Conduct mandatory training courses and annual workshops for all management, supervisory, production, and non-production personnel affiliated with recruiting. (T-2)

2.2.4.3.2. Monitor and evaluate the quality of training provided at all courses and workshops. (T-2)

2.2.4.4. Provide commanders with an assessment of training, evaluation, and inspection programs and processes. (T-3)

2.2.5. Marketing and advertising responsibilities. Each recruiting service creates, produces, and distributes advertising materials to support respective personnel procurement programs. In accordance with DoDI 1304.35, *Military Marketing*, each recruiting service is responsible for tracking, marketing, and advertising efforts and producing matrix reports outlining return on investment for efforts. (T-0) Each recruiting service collects, compiles, uses, safeguards, and disposes of student directory information as required by DoDI 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*. (T-0)

2.2.5.1. Regular Air Force (RegAF): The Air Force Recruiting Service (AFRS) serves as the RegAF lead agent for enlisted and Officer Training School (OTS) recruiting and coordinates with Air Force Reserve Officers' Training Corps (AFROTC) and the United States Air Force Academy (USAFA) in creating, producing, distributing, and implementing marketing products and services necessary to support RegAF military personnel procurement programs. **Note:** The AFROTC Commander (AFROTC/CC) and USAFA Director of Admissions (or their designees) are the approval authorities for marketing and advertising conducted in support of their individual programs.

2.2.5.2. Air National Guard (ANG): NGB/A1Y serves as the ANG lead agent for creating, producing, distributing, and implementing national marketing and advertising products and services necessary to support ANG military personnel procurement programs.

2.2.5.2.1. NGB/A1Y supports The Adjutant General (TAG) and unit commander's manpower needs focused on meeting their congressionally programmed end strength.

2.2.5.2.2. The recruiting units of the individual States and Territories are responsible for facilitating generation of targeted leads to meet specific vacancies at the unit level.

2.2.5.3. Air Force Reserve (AFR): The Air Force Reserve Command Recruiting Service (AFRCRS) serves as the AFR lead agent for creating, producing, distributing, and implementing marketing products and services necessary to support AFR military personnel procurement programs.

2.3. Total Force Recruiting Council (TFRC).

2.3.1. **Purpose.** The goal of the TFRC is to synchronize recruiting and accession efforts across the total force to include RegAF, AFR, ANG, Air Force Civilian, USAFA and AFROTC entities. The focus of the TFRC is to combine, integrate, partner and/or synchronize recruiting efforts to the greatest extent feasible and advisable, while meeting Secretary of the Air Force and Chief of Staff of the Air Force intent.

2.3.2. **Membership.** One primary and one additional council members from each component must be present at each TFRC meeting. **(T-1)**

2.3.2.1. Primary council membership: commander and vice or division chief and deputy, as appropriate of each component's recruiting service.

2.3.2.2. Additional council membership: Selected from each component's recruiting service subject matter experts (SMEs), career field managers (CFMs), and operations chiefs.

The primary council members should identify two primaries and one alternate additional council members via appointment letter.

2.3.3. **Charter.** TFRC must review and maintain the charter annually. **(T-1)** At a minimum, the charter will contain membership, responsibilities, and meeting requirements. **(T-1)**

2.4. Professional Conduct. Recruiters must be familiar with the standards of conduct identified in AFI 1-1, *Air Force Standards*; AFI 36-2909, *Professional and Unprofessional Relationships* (especially the provisions specific to unprofessional relationships between recruiters and recruits); DoDI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*; and DoD 5500.07-R, *Joint Ethics Regulation*.

2.4.1. Recruiting personnel are defined as all persons assigned to a component's recruiting service, regardless of their duty Air Force specialty code (AFSC).

2.4.2. A prospective member of the Armed Forces, or "prospect," is any person who has expressed to recruiting personnel an interest in enlisting or receiving an appointment as a commissioned officer in a military service and possesses, appears to possess, or may in the future possess the potential and qualifications for enlistment or appointment as a commissioned officer in a military service. An individual who expresses a loss of interest in enlistment or appointment as a commissioned officer will continue to be a prospect for the purpose of this publication for a period of one year from the date he/she expresses this loss of interest to recruiting personnel. Individuals who possess the potential or qualifications for enlistment or appointment in the future may include, but are not limited to, individuals who do not meet the minimum age requirements, who scored too low on the qualification testing but will be eligible to retest, or who have not completed their education. An individual permanently barred from service by law, regulation, or policy is not a prospect.

2.4.3. Recruiting personnel must report actual or suspected recruiting malpractice, misconduct, or irregularities in the recruiting process to their immediate supervisor or higher as required by the nature of the allegations and/or alleged individual. **(T-0)** **(Note:** Failure by RegAF members, AFR members on active duty or inactive duty for training, and ANG members in Title 10 status to obey the mandatory provisions in paragraph 2.4.3. and its subparagraphs that does not otherwise constitute a violation of Article 93a, Uniform Code of Military Justice, in accordance with the definitions provided in paragraph 2.4.3. and its subparagraphs, constitutes a violation of Article 92, Uniform Code of Military Justice. ANG members in Title 32 status are subject to their respective state military codes.)

2.4.3.1. Recruiting Malpractice. Recruiters who take any action to conceal or conspire to conceal a disqualifying factor or to qualify an ineligible applicant in violation of directives

have committed recruiting malpractice. Recruiting malpractice is prohibited. The following are examples of recruiting malpractice, but are not all inclusive.

2.4.3.1.1. Recruiters will not initiate any action to influence attorneys, law enforcement officials, or judicial authorities to release, dismiss or drop charges, or otherwise mitigate dispositions in order to qualify an individual for enlistment, commissioning, or appointment. **(T-0)** Recruiting personnel will not accompany prospects, applicants or recruits to court for any reason. **(T-1)**

2.4.3.1.2. Recruiters will not release any prospect, applicant, or recruit's information to agencies or persons outside the Department of Defense (DoD) without the member's consent. **(T-0)**. Instead, recruiting personnel will refer all inquiries or requests for such information to their recruiting squadron commander who will consult with a judge advocate and their respective chain of command. **(T-3)** For additional information, see [paragraph 2.5.5](#)

2.4.3.1.3. Recruiters will not become involved or otherwise assist in General Educational Development (GED) testing of prospects, applicants or recruits. **(T-3)** Recruiters may advise prospects to contact the nearest state education official authorized to administer the GED test.

2.4.3.1.4. Recruiters will not purchase, use or give advice to prospects, applicants or recruits regarding any type of drug testing product to attempt to determine a prospect's, applicant's or recruit's qualifications. **(T-1)**

2.4.3.1.5. Recruiters will not advise prospects, applicants or recruits regarding the transfer of dependent custody or changing marital status for the purpose of entry into the Air Force. **(T-1)**

2.4.3.1.6. Recruiters will not sponsor an alien for permanent residence in the United States by citing the Air Force as a prospective employer. **(T-1)** In addition, recruiting personnel will not recruit in a foreign country without permission from the foreign government (to include Canada and Mexico). **(T-1)**

2.4.3.1.7. Recruiters will not participate in any other intentional violation of recruiting policy or procedure that results in or is intended to result in the processing of enlistment, commissioning, or appointment of an ineligible applicant.

2.4.3.2. Recruiting Misconduct. Recruiting misconduct is defined as any willful or intentional conduct by a recruiter contrary to this paragraph or any other applicable publication that is prejudicial to the good order and discipline of the Armed Forces, or of a nature that could bring discredit upon the Air Force. These prohibitions apply from the first contact between a prospect, an applicant or a recruit and the recruiter through entry-level training and for six (6) months after the trainee completes all initial active duty training requirements (basic military training (BMT) and follow on technical training). The following are examples of recruiting misconduct, but are not all inclusive.

2.4.3.2.1. Recruiters will not make statements to a prospect, applicant or recruit that imply the Air Force will take legal action against an individual who refuses to enter active duty or extended active duty (EAD). **(T-1)**

2.4.3.2.2. Recruiters will not order or otherwise force applicants to report for active duty or EAD who:

2.4.3.2.2.1. Enlist in the delayed enlistment program; or **(T-1)**

2.4.3.2.2.2. Take a commissioning oath in the AFR. **(T-1)**

2.4.3.2.3. Recruiters will not mislead or misinform a prospect or applicant regarding any aspect of recruiting policy, procedures, entitlements, benefits, or any intentional misinformation designed to induce an applicant to apply for or accept enlistment, commissioning, assignment or appointment. **(T-1)**

2.4.3.3. Recruiting Irregularity. Irregularity is defined as any other recruiting infraction not covered under the purview of malpractice or misconduct. This includes an unintentional action that causes a prospect or applicant to be misinformed about any aspect of the recruiting or enlistment process, policies, procedures, entitlements, and benefits.

2.4.4. The Recruiting Service Commander or equivalent will report, as appropriate, inquiries into all allegations of unprofessional conduct or complaints included in this chapter. **(T-1)**

2.4.5. Each component's Recruiting Service Commander must submit all recruiter malpractice, misconduct and irregularity data in accordance with DoDI 1304.32, *Military Services Recruiting Related Reports*. **(T-0)**

2.5. Recruiting Operations. Recruiting Operations provides assistance to recruiting personnel by providing guidance on recruiting policies and programs. Recruiting programs assist in meeting congressionally programmed end strength.

2.5.1. **Air Force Recruiting Information Support System-Total Force (AFRISS-TF).** Recruiters in each component must utilize this system to share information between components. **(T-1)** Leads obtained from any source must be refined using AFRISS-TF. Each component will develop standards for effective lead management. **(T-2)** AFROTC and USAFA may utilize different information management systems.

2.5.2. **Applicant Screening.** Recruiters must ensure applicants are screened and qualified in accordance with [Chapter 3](#) and [Chapter 5](#).

2.5.3. **Inter-Service Recruitment Committee (IRC).** Designated individuals identified by Department of Defense Manual (DoDM) 1145.02, *Military Entrance Processing Station (MEPS)*, will attend IRC or enlisted IRC/Military Entrance Processing Station (MEPS) liaison meetings. **(T-2)** RegAF will collaborate with ANG and AFR as liaisons. **(T-2)**

2.5.4. **National Voter Registration Act (NVRA), 52 USC § 20501 et seq.** (Not applicable to ANG). This Act, also known as "Motor Voter," requires recruiters to assist citizens in registering to vote. All recruiters assigned to off-base offices will brief civilians on the NVRA. **(T-0)** Recruiters will inform personnel assisting recruitment offices of the Federal Voting Assistance Program and train them to provide voter registration assistance in accordance with DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*. **(T-0)**

2.5.5. **Freedom of Information Act (FOIA), 5 USC § 552.** Federal statute, DoD and Air Force policy requires prompt and accurate disclosure of information. Recruiters must immediately forward public requests for information under the FOIA through appropriate

channels within the time limit required by law in accordance with DoDM 5400.07_AFMAN33-302, *Freedom of Information Act Program*. (T-0)

2.6. Recruiting Programs. Recruiters must utilize the following individual recruiting programs to obtain, qualify, and process officer and enlisted prospects for service in the particular component. (T-2)

2.6.1. Prior Service. The prior service program applies to applicants who have 180 days or more of continuous active military service in a regular or reserve component of the United States Armed Forces and have completed an approved BMT course.

2.6.2. Non-Prior Service. This program applies to applicants for enlistment who have 179 days or less of active duty or active duty for training with any branch of the United States Armed Forces or who have not previously completed BMT.

2.6.3. Individual Reservists (IR) Programs. The IR programs include the Individual Mobilization Augmentee and the Participating Individual Ready Reserve programs. The goal of these programs is to provide a backfill of qualified officer and enlisted personnel to the active duty forces in case of a national emergency. Program guidance is available in the Individual Reservist Readiness and Integration Organization (RIO) Individual Reservists Guide available through Air Force Reserve Command (AFRC) and Air Reserve Personnel Center (ARPC) public websites.

2.6.4. Officer Training School. This program applies to applicants with a college degree or higher who meet the eligibility requirements of [Chapter 5](#). Every officer application is reviewed by either the Officer Training School Selection Board or AFRS, depending on the desired career field. Each board evaluates on both objective and subjective factors to determine if a candidate is a proper fit.

2.6.4.1. Line officers. Applicants must meet initial officer accession standards and desire appointment in an Air Force specialty other than as a chaplain or health professional.

2.6.4.2. Health Professionals. AF/SG develops health professional officer career field entrance standards. These are applied to prospective members contingent upon their meeting initial officer accession standards.

2.6.4.3. Chaplains. AF/HC develops chaplain career field entrance standards. These are applied to prospective members contingent upon their meeting initial officer accession standards.

2.6.5. Special Programs Leading to a Commission Through OTS.

2.6.5.1. Technical Degree Sponsorship Program (TDSP) (applicant for RegAF only). The purpose of TDSP is to increase the accessions rate of individuals with engineering and other technical degrees, or individuals by allowing AFRS to recruit and place junior (no more than 24 months from graduation) and senior college students (no more than 12 months from graduation) on active duty prior to college degree completion. TDSP also applies to graduate students no more than 24 months from graduation. The intent and budget for the TDSP program is to maintain 25 enlistees who are 24 months from graduation and 25 enlistees who are 12 months from graduation. College juniors who advance to become seniors account for the 25 enlistees who are 12 months from graduation.

Unfilled 24-month quotas can be targeted to 12-month students at a period in time determined by AFRS.

2.6.5.1.1. TDSP Concept of Operations: To begin enrollment in TDSP, students must be within 24 months but not fewer than 100 days from graduation and be enrolled on a continuous basis each academic term with no breaks, to include at least one summer session or full-time internship relevant to degree. **(T-3)** Once accepted into the program, the TDSP-select will enlist into the RegAF as an E-3, be issued an identification card, and be entitled to full benefits (to include dependents), except tuition assistance, in accordance with existing laws. **(T-3)**

2.6.5.1.2. Should a TDSP participant fail to meet graduation requirements by his or her scheduled graduation date due to circumstances within their control, the individual is held to the contractual service agreement.

2.6.5.1.3. Eligibility Requirements: TDSP is offered to students earning engineering degrees from schools accredited by the Accreditation Board for Engineering and Technology and other technical degrees from regionally and nationally accredited schools. AFRS will announce the specific qualifying degrees. **(T-1)** TDSP candidates must meet standard commissioning requirements as prescribed in [Chapter 5](#) and those specified by Air Force Recruiting Service, Recruiting Operations Director (AFRS/RSO). **(T-1)** All waiver requests are submitted through the recruiter to AFRS/RSO. Final determination of eligibility remains with AFRS/RSO. Applicants must also meet the following additional requirements upon entering the TDSP:

2.6.5.1.3.1. Be between 18 and 40 years of age at the time of commissioning. **(T-1)**

2.6.5.1.3.2. Possess a minimum 3.0 grade point average (GPA) on a 4.0 scale for all college-level studies, as well as their academic major, and be in good academic standing (i.e., not be on probation at time of enlistment). **(T-1)**

2.6.5.1.3.3. Attain minimum scores of 25 on the verbal and 10 on the quantitative sections of the Air Force Officer Qualification Test (AFOQT). **(T-1)**

2.6.5.1.3.4. Provide, through their schools, official transcripts of their completed course work. **(T-1)** Each applicant must provide an official letter from the school, certified by the university/college registrar, stating the exact degree to be awarded and indicating the courses being taken, by academic term, which verifies graduation to coincide with the TDSP enlistment plan. **(T-3)**

2.6.5.1.3.5. For those with prior or current military service:

2.6.5.1.3.5.1. Enlisted. Applicant must not currently be on active duty and must not have served on active duty or in any component, in any service, as an enlisted member in any grade above E-3. **(T-3)** Air Force Recruiting Service Commander (AFRS/CC) is the waiver authority for applicants above the grade of E-3.

2.6.5.1.3.5.2. Officer. Applicant must not be a commissioned officer or have served as a commissioned officer of any service or component for any length of time. **(T-0)**

2.6.5.1.4. Phases of the Program. The TDSP is conducted in four phases:

2.6.5.1.4.1. *Phase I* -- Selection/Classification Phase. The TDSP applicant is first recruited from an appropriately accredited school. After basic eligibility is determined, the application package is submitted to AFRS for review and initiation of the selection process. Refer to [Table 2.2](#) for application requirements. AFRS notifies applicants of selection board results. The Air Force Personnel Center (AFPC) classifies selectees based on academic background and Air Force needs.

2.6.5.1.4.2. *Phase II* -- Enlistment Phase. Once individuals are notified and accept, they are enlisted according to [Chapter 3](#) at the nearest MEPS. During enlistment processing, the MEPS liaison noncommissioned officer again briefs the applicant on all details of TDSP and has the applicant execute the TDSP contract agreements ([Attachments 16, 17, and 18](#)), which becomes an annex to the Department of Defense (DD) Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*. Enlistees are placed on active duty as trainees with a special duty identifier of Officer Trainee (9T100) and assigned to AFRS, with permanent duty location at the enlistee's school.

2.6.5.1.4.3. *Phase III* -- Academic Phase. During this phase, the TDSP participant is under the administrative control of AFRS. Participant must complete degree requirements within a specific time period. **(T-3)** Trainees failing to complete their approved degree programs within the period of time prescribed by the TDSP contract may receive one academic term extension. The extended academic term is limited to the next scheduled term after the last contract month of the program. AFRS/CC is the extension approval authority for trainees who fail to graduate on time. Evaluations are on a case-by-case basis and are approved only in instances where circumstances clearly indicate the best interests of the Air Force are served. An extension is not to be granted where trainee neglect is the cause. Extensions are not routine and usually are approved only when a trainee can make up the course in a summer session. Students who fail a core course, sequential course, or courses offered once a year, or where summer sessions are not available, usually do not receive a waiver and are called to active duty in their enlisted grade. The TDSP enlistee must ensure a current official transcript is provided to AFRS/RSO at the end of each academic term. **(T-2)**

2.6.5.1.4.4. *Phase IV* -- *Military Phase*. During this phase, individuals who have completed the academic phase and received their degree are assigned to OTS for pre-commissioning training. AFRS is responsible for processing individuals into OTS.

2.6.5.1.4.4.1. TDSP participants completing degree requirements are assigned to their new duty stations with temporary duty (TDY) en route as trainees at OTS. Selectees are sent to the first available OTS class after graduation. Selectees' records and orders should be sent to arrive at Maxwell Air Force Base (AFB), Alabama, not later than 10 days before class reporting date.

2.6.5.1.4.4.2. AFPC and the local military personnel section are responsible for publishing orders for Airmen completing degree requirements and reassigning the Airmen to their new duty station with TDY en route as trainees at OTS.

2.6.5.1.5. Failure to Complete the Program.

2.6.5.1.5.1. Academic Phase Eliminated Personnel (see [Attachment 19](#)).

2.6.5.1.5.2. AFRS is delegated the responsibility and authority to promptly dismiss Airmen who fail to maintain acceptable retention standards, including satisfactory academic progress and commission potential.

2.6.5.1.5.3. Failure to complete the academic phase within the specified period of time for which selected is justification for removal from school on a case-by-case basis.

2.6.5.1.5.4. AFRS is responsible for immediate notification to AFPC Military Accession Policy Branch (AFPC/DP3DA) when a TDSP student is disenrolled from the academic phase.

2.6.5.1.5.5. AFRS is responsible for processing eliminated personnel to their next assignment as expeditiously as possible.

2.6.5.1.5.6. Baccalaureate Degree-Seeking Eliminated Personnel. If the TDSP applicant fails to complete the program in either the academic or military phase, he/she must continue to serve two (2) years on active duty in an enlisted status which starts with their reporting date to basic military training (BMT). **(T-1)** AFPC Classifications will ensure participant is properly classified during BMT. **(T-1)**

2.6.5.1.5.6.1. For prior service individuals who do not require BMT attendance, two (2) years commences with their date arrived station at their first duty assignment after TDSP disenrollment. Individual assignment desires are considered; however, Air Force requirements take precedence.

2.6.5.1.5.6.2. AFRS/RSO and AFPC will ensure participants are properly classified to fill Air Force needs. **(T-1)**

2.6.5.1.5.6.3. AFRS, in conjunction with AFPC/DP3DA, is responsible for processing academic eliminated personnel per [paragraph 7.4.3](#) as expeditiously as possible. AFPC and OTS are responsible for processing OTS eliminated personnel per [paragraph 7.4.3](#) as expeditiously as possible.

2.6.5.1.5.7. Military Phase. TDSP participants are attached to OTS for administration of UCMJ actions while in the military phase.

2.6.5.1.5.8. Refer to [Table 2.1](#) for program responsibilities and [Table 2.2](#) for application requirements.

Table 2.1. Program Management Responsibilities for TDSP.

TDSP Program Management Responsibilities	
	Chief of Accessions and Training Division (AF/A1PT):
1.	Determines the overall policy for the TDSP.
2.	Determines and publish targeted degrees for this program annually.
	AFRS:
3.	Ensures AFRS/RSO develops, implements, and operates TDSP to include the selection process.
4.	Develops programs to maximize utilization of all 50 slots on an annual basis.
5.	Develops advertising.
6.	In coordination with AFPC/DP3DA publishes and updates appropriate changes to guidance which references TDSP.
7.	In coordination with AFPC/DP3DA, establishes an effective classification system.
8.	Ensures AFRS/RSO (in coordination with AFPC/DP3DA) is the waiver authority for all exceptions to policy regarding TDSP eligibility, criteria, and program entry and exit requirements.
9.	Notifies AFPC/DP2LT if AFRS determines the TDSP enlistee is not meeting academic and/or enlistment standards agreed upon in the contract agreement.
10.	Recruits, advertises, and administers initial trainee processing actions.
11.	Projects TDSP selectees to OTS classes immediately following their projected graduation. Graduates remain in E-3 status until reporting to OTS.
12.	Defers clothing issue and clothing maintenance allowance until OTS.
13.	Ensures the recruiter escorts the enlistee to the base Financial Management Office with orders and an AF Form 220, <i>Request, Authorization, and Pay Order, Basic Allowance for Subsistence (BAS)</i> , authorizing Basic Allowance for Subsistence at the “when rations-in-kind are not available” rate. This should be accomplished during inprocessing.
14.	Briefs TDSP enlistee on Montgomery GI Bill benefits within 14 days of enlistment.
15.	Assumes responsibility for trainee administration to include loading the trainee’s data into the Military Personnel Data System (MilPDS) and completing an AFRISS-TF record build.
16.	Advises AFPC on any academic problems that may result in the change of the scheduled date of graduation, forwards needed materials directly to enlistees, and commences monitoring academic programs to ensure compliance with TDSP criteria and standards.
17.	Ensures the recruiter escorts the enlistee on the first duty day following enlistment to the servicing military personnel section for initial in-processing. Enlistees must be within AFI 36-2903, <i>Dress and Personal Appearance of Air Force Personnel</i> , grooming standards for their initial and all subsequent appointments. (T-1)
	MEPS:
18.	Initially enlists TDSP applicants and distribute enlistment documents.

19.	Prepares enlistment orders.
	AFPC:
20.	Ensures proper migration of AFRISS-TF records to the MilPDS.
21.	In coordination with AFRS, establishes an effective classification system.
	Military Personnel Section:
22.	Serves as the initial point of contact at base level for the TDSP enlistee.
23.	Promotes enlistee to officer trainee (pay grade of E-5) to be effective four (4) days prior to OTS class reporting date. The military personnel section ensures permanent change of station (PCS) orders contain the following statement: "Member will be promoted to officer trainee (pay grade E-5) before the effective date of these orders; household goods allowance is for an E-5".
24.	Ensures the TDSP enlistee's unit personnel record group is maintained on-site or in Automated Records Management System.
	Air Force Accounting and Finance:
25.	Assists enlistee in completing all appropriate forms to establish servicing financial management pay records.

Table 2.2. TDSP Application Documents.

R U L E	Document (see notes 1 and 2)	Notes
1	Applicant Profile.	2
2	AF Form 56, <i>Application & Evaluation for Training Leading to Commission in the United States Air Force</i> .	3
3	GPA worksheet.	2
4	AFOQT scores printout (from https://w45.afpc.randolph.af.mil/afoqtsnet40/default.aspx).	
5	Letter of Recommendation.	4
6	<p>Service Records:</p> <ul style="list-style-type: none"> - Include performance reports for all applicants who currently hold or previously held military status. (AF Form 910, <i>Enlisted Performance Report (AB thru TSgt)</i>; AF Form 911, <i>Enlisted Performance Report (MSgt thru SMSgt)</i>; AF Form 912, <i>Enlisted Performance Report (CMSgt)</i>; AF Form 77, <i>Letter of Evaluation</i>; and/or performance reports from United States Sister Services, when applicable). - DD Form 4. - DD Form(s) 214, <i>Certificate of Release or Discharge from Active Duty</i>; or National Guard Bureau (NGB) Form(s) 22, <i>Report of Separation and Record of Service</i>. - Discharge order(s). - Any derogatory information documents (i.e., moral waiver documents, Article 15, UCMJ, court-martial, approved financial eligibility determination) within the past 10 years. - DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i>. - Record Review Listing-Report of Individual Personnel from the MilPDS. 	<p>5</p> <p>5</p> <p>5, 6</p> <p>5</p> <p>2, 5</p> <p>5</p>
7	Official transcripts.	7
8	AF Form 2030, <i>United States Air Force Drug and Alcohol Abuse Certificate</i> .	8
9	AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> .	9
10	Flying class physical for rated applicants.	10
11	Pilot specific documents.	
12	PCSM website printout.	
13	Private/commercial pilot license photocopy, if applicable.	
14	OTS application checklist.	2

R U L E	Document (see notes 1 and 2)	Notes
15	AF Form 1034, <i>Active Duty Agreement (Officer Training School) United States Air Force</i>	

Notes:

1. For ANG applicants, refer to **Attachment 10**, for required application documents.
2. Detailed guidance can be found on the AFRS page on the Air Force Portal website. Submit application to AFRS/RSOCL.
3. Print form to be one-sided. Provide two copies. Provide a detailed statement describing each offense listed on page two, other than minor traffic violations, and attach an authenticated copy of the court record. Ensure a field grade officer in the applicant's chain of command reviews and indorses the AF Form 56 if the applicant's unit commander is a captain or below.
4. RegAF applicant's letter of recommendation can only be within the applicant's chain-of-command and cannot be higher than the organization's senior rater (Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*, or contact the military personnel section to determine who the organization's senior rater is when not assigned to a wing).
5. If service documents are not available in the member's unit personnel record group or Automated Records Management System, use a Standard Form (SF) 180, *Request Pertaining to Military Records*, or a memorandum to request the records of civilian applicants who previously held military status. Current RegAF personnel who had a break in service should request their prior service records from AFPC (commercial fax (210) 565-4021; DSN fax 665-4021). Prior service records can be accessed through the National Personnel Records Center (314-801-0800 or fax 314-801-9195). Online requests may be submitted through the eVetRecs system (located at <https://www.archives.gov/veterans/military-service-records>).
6. The undeleted version contains the personnel data system code on the bottom of the form.
7. Provide official copies of all applicants' transcripts from accredited institutions.
8. Include a statement of circumstances if applicant answers "yes" to the marijuana question. Include a statement of circumstances, commander's endorsement, and pertinent documentation if applicant answers "yes" to the drug and alcohol treatment/rehabilitation question.
9. RegAF applicants must submit a copy of their commission-qualifying AF Form 422. **(T-1)** Civilian applicants submit MEPS commission-qualifying physical or AETC Physical Standards Branch (AETC/SGPS) commission-qualifying physical.
10. Qualified flying class physical or memorandum from the military treatment facility stating the physical has been accomplished and is in coordination to AETC Office of the Command Surgeon General (AETC/SG). This only applies to rated applicants who are older than 28 1/2 years. All others are suspended for their physical upon selection notification.

2.6.5.2. Special Warfare Airman Program (SWAP) (**RegAF** applicants only).

2.6.5.2.1. See **Table 2.3** for program manager responsibilities for the SWAP.

2.6.5.2.2. The SWAP assists the Air Force in meeting RegAF accession targets for hard-to-fill battlefield airman AFSCs of 13CX (Special Tactics Officers), 13DX (Combat Rescue Officers) and 13LX (Air Liaison Officers).

2.6.5.2.3. College graduates and civilian college seniors within 12 months of graduation from an accredited school are eligible for the SWAP.

2.6.5.2.3.1. SWAP participant must meet standard commissioning requirements as prescribed in **Chapter 5** and those specified by AFRS/RSO. **(T-1)**

2.6.5.2.3.2. SWAP participants must meet the following additional requirements:

2.6.5.2.3.2.1. Be at least 18 years of age and not have reached his/her 34th birthday at the time of commissioning; **(T-1)**

2.6.5.2.3.2.2. Possess a minimum 2.5 GPA on a 4.0 scale for all college-level studies, as well as their academic major, and be in good academic standing (i.e. not be on probation at time of enlistment); **(T-1)**

2.6.5.2.3.2.3. Attain a minimum score of 15 on the verbal and 10 on the quantitative sections of the AFOQT; and, **(T-1)**

2.6.5.2.3.2.4. Provide, through his/her school, official transcripts of his/her completed course work. **(T-1)** College seniors include an official letter from the school, certified by the university/college registrar, indicating courses taken by academic term, which verifies the degree to be awarded and graduation to coincide with the SWAP. College graduates include a copy of his/her college graduation degree and certified copy of official transcripts from the university/college registrar.

2.6.5.2.3.3. Submit waiver requests to the eligibility requirements in **paragraphs 2.6.5.2.3.1** and **2.6.5.2.3.2** to AFRS/RSO for approval or disapproval. All request must be coordinated with AF/A1PT and the AFPC/DP3DA prior to approval or disapproval. **(T-1)**

2.6.5.2.3.4. Interested applicants should contact their local Air Force recruiter for specific special tactics officer, combat rescue officer and air liaison officer eligibility criteria as well as application procedures. Waiver requests to specific career field eligibility requirements are processed through AFRS to the 24th Special Operations Wing Commander (24 SOW/CC) for special tactics officers and the Air Combat Command Director of Operations (ACC/A3) for combat rescue officers and air liaison officers.

2.6.5.2.4. If the SWAP participant successfully completes the program, the SWAP participant remains under contract in SWAP and is scheduled for OTS as soon as possible (or if a college senior, scheduled for OTS as soon as possible after receiving a baccalaureate degree). SWAP participants receive assignment orders to a new duty station with TDY en route to OTS.

2.6.5.2.5. If the SWAP participant does not successfully complete the program and has graduated or is projected to graduate college by their current scheduled graduation day, AFRS, in coordination with AFPC, determines if the SWAP participant is offered an opportunity to continue in the Air Force. The SWAP participant designates his/her desires to:

2.6.5.2.5.1. Volunteer to remain in the Air Force with a regular commission (rated or nonrated) via OTS based on the needs of the Air Force.

2.6.5.2.5.2. Volunteer to be retained as an enlisted battlefield airman operator if qualified (pararescue special operations weather, tactical air control party or combat controller) or vectored toward another enlisted career field based on the needs of the Air Force. Current Air Force policies apply regarding BMT.

2.6.5.2.5.3. Not volunteer to remain in the Air Force and be discharged without prejudice.

2.6.5.2.6. SWAP participants who fail to meet college graduation requirements by the scheduled graduation date, due to circumstances within his or her control, are held to the contractual service agreement to include recoupment or two (2) years of enlisted active duty service. AFRS, in coordination with AFPC determines if the SWAP participant is offered an opportunity to continue in the Air Force and in what Air Force specialty.

2.6.5.2.7. If the SWAP participant cannot participate due to medical reasons, unforeseen circumstances, etc., AFRS, in coordination with Deputy Chief of Staff for Operations, Headquarters Air Force (AF/A3) and ACC/A3 (if combat rescue officer or air liaison officer) or 24 SOW/CC (if special tactics officer), determines whether to delay SWAP participant to discharge without prejudice. **Note:** Program intent is for SWAP participants to complete the program within one (1) year.

2.6.5.2.8. After successful completion of all phases of the SWAP program and earning his/her officer commission through OTS, the SWAP participant attends the applicable special tactics officer, combat rescue officer, or air liaison officer initial skills training. Current Air Force policies apply regarding OTS and initial skills training.

Table 2.3. Program Management Responsibilities for SWAP.

SWAP Program Management Responsibilities	
	AF/A1P:
1.	Determines policy for SWAP.
2.	Reviews SWAP annually with AF/A3.
3.	Coordinates on waiver requests to eligibility requirements in paragraphs 2.6.5.2.3.1. and 2.6.5.2.3.2.
	AFRS:
4.	Implements SWAP to include advertising and marketing for SWAP. In conjunction with ACC/A3 and 24 SOW/CC recruits, advertises and administers processing actions for civilian college graduates and civilian college seniors interested in special warfare AFSCs: special tactics officer, combat rescue officer and air liaison officer to enter SWAP.
5.	Maintains waiver authority for eligibility requirements in paragraphs 2.6.5.2.3.1. and 2.6.5.2.3.2. Coordinates all requests with AF/A1PT and AFPC/DP3DA.
6.	Coordinates with AF/A3, ACC/A3, and 24 SOW/CC on TDY to Phase II and pass or fail status during Phase I and Phase II.
7.	Notifies civilian college graduate or civilian college senior of acceptance or non-acceptance in SWAP.
8.	Briefs details of the SWAP and has participant execute the SWAP contract agreement (see Attachments 20 and 21) which becomes an annex to the DD Form 4.
9.	Ensures accession processing to include loading the participant's data into the MilPDS and completing an AFRISS-TF record build. Participants are assigned to Headquarters (HQ) AFRS and placed on active duty as an E-3.
10.	Minimizes the time participants are on contract before beginning Phase II (usually 60-75 days between phases) and before attending OTS. College graduates should be scheduled for OTS as soon as possible and college seniors should be scheduled for OTS soon after graduation with SWAP not lasting longer than one (1) year.
11.	Schedules participants to process to the closest MEPS and to attend the Enlisted Airman Orientation Course at Lackland AFB, Texas prior to attending Phase II.
12.	Projects participants who passed phase II and are college graduates, to OTS as soon as possible after passing Phase II or if a college senior, to OTS as soon as possible after college graduation.
13.	Publishes TDY orders for participant to attend Phase II.
14.	Coordinates with AF/A3, ACC/A3 (if combat rescue officer or air liaison officer) or 24 SOW/CC (if special tactics officer) to determine whether to delay participant to attend the next Phase II or to discharge without prejudice if a participant cannot attend Phase II due to medical reasons, unforeseen circumstances, etc.
15.	Establishes an effective classification system and ensures participants are properly classified in coordination with AFPC/DP2LT.

SWAP Program Management Responsibilities	
16.	Notifies AFPC/DP2LT if a SWAP participant is not meeting academic, physical and/or enlistment standards agreed upon in the contract agreement or if a SWAP participant is eliminated from Phase II.
17.	Coordinates with AFPC/DP3SA for discharge if SWAP participant, who does not pass Phase II and decides not to remain in the Air Force, but to be discharged without prejudice.
18.	Determines if a SWAP participant who does not pass Phase II and volunteers to remain in the Air Force, is vectored toward a RegAF commission (rated or nonrated) via OTS based on the needs of the Air Force, is retained as an enlisted battlefield airman operator (pararescue, special operations weather, tactical air control party or combat controller (if able to meet battlefield airman requirements) or another enlisted career field based on the needs of the Air Force.
19.	Ensures normal Air Force policies apply once participant enters OTS.
20.	Determines if a participant who does not meet college graduation requirements by the scheduled graduation date, due to circumstances within his/her control, is held to the contractual service agreement to include recoupment or two years of enlisted active duty service; approves a one-time waiver of an additional six (6) months to complete graduation requirements if warranted.
21.	Notifies AFPC/DP1TAM of OTS class date and information for transmittal to the servicing military personnel section to generate PCS orders.
	MEPS:
22.	Initially enlists participant, distributes enlistment documents, and prepares enlistment oath/contract.
23.	Processes participant as an officer candidate to include AFOQT and full medical examination.
24.	Coordinates with recruiters on participants.
	AFPC:
25.	Ensures proper migration of AFRISS-TF records to the MilPDS.
26.	In coordination with HQ AFRS, establishes an effective classification system.
27.	Helps HQ AFRS in determining if a participant who does not pass Phase II or fails to meet college graduation requirements by the scheduled graduation date due to circumstances within his/her control is offered an opportunity to continue in the Air Force and in what AFSC.
28.	Transmits message to servicing military personnel section for PCS order generation after SWAP participant passes Phase II.
29.	Ensures participant is discharged without prejudice using re-entry code "3K" to allow application for the Air Force at a later date if desired vice "2A" re-entry code which bans participant from future military service.
30.	Coordinates on waiver requests to eligibility requirements in paragraphs 2.6.5.2.3.1. and 2.6.5.2.3.2.

SWAP Program Management Responsibilities	
	Military Personnel Section:
31.	Serves as the initial point of contact at base level for the participant and administers inprocessing actions to include issuing common access cards.
32.	Promotes participant to E-5 to be effective four (4) days prior to OTS class reporting date. PCS orders must contain the following statement: "Member will be promoted to E-5 before the effective date of these orders; household goods allowance is for an E-5." (T-1)
33.	Ensures the participant's unit personnel record group is maintained in the Automated Records Management System.
34.	Coordinates with AFPC and publishes PCS orders for participants who passed Phase II (and completed degree requirements if applicable) and reassigns to his/her new duty station with TDY en route to OTS. Participant's records and PCS orders should arrive at OTS not later than 10 days before class reporting date.
	Air Force Accounting and Finance Office:
35.	Assists participant in completing all appropriate forms to establish serving financial management pay records
	AETC:
36.	Administers the Enlisted Airman Orientation Course for participants which provides initial medical, financial, clothing, and records processing support prior to Phase II.
37.	Ensures participants learn basic Air Force customs and courtesies and comply with AFI 36-2903 grooming and uniform standards prior to Phase II.
	AF/A3:
38.	Coordinates with HQ AFRS on participant pass or fail status during Phase I and Phase II.
39.	Coordinates with HQ AFRS and ACC/A3 (if combat rescue officer or air liaison officer) or 24 SOW/CC (if special tactics officer) to determine whether to delay participant to attend the next Phase II or discharge participants without prejudice if a participant cannot attend Phase II due to medical reasons, unforeseen circumstances, etc.
40.	Reviews SWAP annually with AF/A1P
	ACC/A3:
41.	Maintains waiver authority for Phase I and Phase II combat rescue officer and air liaison officer eligibility criteria.
42.	Provides TDY funding for participant to attend Phase II.
43.	Coordinates with AF/A3 and HQ AFRS on participant pass or fail status during combat rescue officer and air liaison officer Phase I and Phase II.
44.	Coordinates with AF/A3 and HQ AFRS to determine whether to delay participant to attend the next Phase II or discharge participants without prejudice if a participant cannot attend Phase II due to medical reasons, unforeseen circumstances, etc.
	24 SOW/CC:

SWAP Program Management Responsibilities	
45.	Maintains waiver authority for Phase I and Phase II for special tactics officer eligibility criteria.
46.	Provides TDY funding from Air Force Special Operations Command for participant to attend Phase II for special tactics officer.
47.	Coordinates with AF/A3 on participant pass or fail status during special tactics officer Phase I and Phase II.
48.	Coordinates with AF/A3 and HQ AFRS to determine whether to delay participant to attend the next Phase II or discharge participants without prejudice if a participant cannot attend Phase II due to medical reasons, unforeseen circumstances, etc.

2.6.6. Air Force Bands. The Secretary of the Air Force, Office of Public Affairs (SAF/PA) is the functional manager of the Air Force band program and oversees pre-screening and auditions for the Air Force Band program.

2.6.7. In-Service Recruiting. The In-Service Recruiting program supports recruiting objectives from a national level to maximize accessions of separating RegAF members to fulfill the mission by contributing to congressionally programmed end strength.

2.7. Other Recruiting Programs. The following programs are not specifically recruited by recruiters in the components. However, individuals may inquire about these programs and recruiters must outline specific steps to assist these prospects. **(T-2)**

2.7.1. Legal. The Professional Development Directorate, Office of The Judge Advocate General (AF/JAX) manages the recruiting program for individuals entering RegAF in The Judge Advocate General's (JAG) Corps. AF/JAX also makes recommendations to TJAG for officers transferring from the JAG Corps to other competitive categories. The Air Reserve Component (ARC) Advisor to TJAG manages the recruiting program for ANG and AFR officers entering into the JAG Corps. **Note:** Although not required, ARC recruiters are frequently involved in the TJAG recruiting process and receive accession credit for JAG gains.

2.7.2. United States Air Force Academy (USAFA). USAFA cadet appointment criteria is located in **Chapter 8**.

2.7.3. Air Force Reserve Officers' Training Corps (AFROTC). AFROTC eligibility criteria is located in **Chapter 6**.

2.8. Manpower and Personnel. Each component will manage its recruiter force to select, manage and assign based on criteria established by individual component. **(T-2)**

2.9. Resources. All recruiting personnel must appropriately manage their resources as outlined in the Joint Travel Regulations (JTR), *Uniformed Service Members and DOD Civilian Employees* (located at <https://www.defensetravel.dod.mil/site/travelreg.cfm>), and all applicable laws, regulations, and policies. **(T-0)** Reimbursement is claimed in accordance with AFI 65-114, *Travel-Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component*.

2.9.1. Applicant Processing Expenses. Applicants are entitled to travel at government expense to MEPS and Mobile Examination Testing sites in accordance with the JTR, Section 050702, *Uniformed Services Applicants and Rejected Applicants*.

2.9.1.1. Criteria for use of government transportation requests, meal tickets, and temporary duty allowances are outlined in the JTR.

2.9.1.2. Policies and procedures related to transportation are located in AFI 24-602 Volume 1, *Passenger Movement*.

2.9.2. Authorized Reimbursement. Recruiting expenses related to primary or additional duties are authorized reimbursement for actual and necessary costs.

2.9.2.1. Out-of-Pocket Expenses. Recruiter reimbursement for expenses incurred in the performance of respective duties is in accordance with the JTR, Section 020605, *Recruiting Expense Reimbursement* (uniformed members only).

2.9.2.2. Vicinity Travel. Vicinity travel expenses incurred by recruiting personnel while performing official duties in and around the duty station are reimbursable in accordance with the JTR, Section 020603, *Travel within the PDS Local Area* (uniformed members only); and AFI 65-114, Chapter 6 and Chapter 11. Vicinity travel is only authorized when government provided transportation is not available.

2.9.2.3. Recruiter Related Parking. This reimbursement covers monthly expenses up to the amount specified in the JTR for parking a privately owned conveyance at a permanent duty station work site or temporary duty site at which assigned to duty in accordance with JTR, section 020606, *Recruiter Related Parking Expenses*.

2.9.2.4. Recruiting Vehicles. In coordination with the component Logistics Directorate (A4), individual components will identify their specific office of primary responsibility (OPR) for this program and administer the program in accordance with AFI 24-301, *Ground Transportation*.

2.9.3. Center of Influence (COI).

2.9.3.1. A COI is a planned event where meals or snacks are served to provide a setting for Air Force personnel to make a recruiting presentation. COIs are not protocol functions; recruiters must only utilize COIs for authorized purposes and not to reward past support. **(T-2)**

2.9.3.2. COI events are recruiting opportunities. Whether meeting with prospective applicants or with community influencers, the recruiter is trying to accomplish a specific sales goal. The goal may be to generate an application or accession or to “sell” the idea of public service support to a media outlet. In every case, the sales success of the COI can be measured.

2.9.3.3. The legislative authorities for sponsoring COI events are 10 USC §§ 503 and 520c and 37 USC § 488. Due to the expenditure of appropriated funds involved in the COI program, public perception is an extremely sensitive issue. Recruiters must ensure that COI funds and documentation is managed properly. **(T-0)** COI funds are exclusively for food, beverages (excluding alcoholic beverages), and gratuity expenses. Complimentary alcoholic beverages will not be or appear to be accepted by recruiting personnel. **(T-1)** COI funds will not be used to pay for entrance fees or cover charges. **(T-0)** In addition,

recruiters will not use COI funds to pay for participation in public or special events where admission, seating, or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex or national origin. **(T-0)** COI paperwork is completed in accordance with AFI 65-114, Chapter 11.

2.10. Marketing and Advertising. In accordance with 10 USC § 503, the Secretary of the Air Force is responsible for conducting intensive recruiting campaigns. The importance of sustained, year-round national marketing and advertising media programs cannot be overstated. Marketing efforts underwrite every aspect of our success. At the tactical level, marketing sponsors the most powerful lead-generating events; at the operational level, marketing provides web, data and lead management services; and at the strategic level, marketing inspires potential applicants across the nation and serves as a hedge against long-term risk from changing economic conditions which could provide other opportunities for the most competitive young Americans.

2.10.1. Programs utilize effective marketing efforts in order to reach the most diverse, multi-cultural prospects at the local, regional and national level.

2.10.2. The individual marketing and advertising programs are:

2.10.2.1. RegAF.

2.10.2.2. ANG.

2.10.2.3. AFR.

2.10.2.4. USAFA.

2.10.2.5. AFROTC.

2.11. Training. Developing recruiters and support personnel is key to providing a well-trained and motivated recruiting force to meet congressionally programmed end strength. Recruiting personnel possess the right combinations of both occupational and institutional competencies in order to ensure Air Force capabilities are maintained well into the future.

2.11.1. Formal Training.

2.11.1.1. Personnel selected to perform recruiting duty will not perform official recruiter duties or begin their recruiting tour until graduation from the Basic Recruiting Course and award of the SDI 8RXXX. **(T-1)** Familiarization and administrative support is authorized while awaiting training.

2.11.1.2. Special Duty Pay is authorized in accordance with AFI 36-3017.

2.11.2. Certification Training.

2.11.2.1. In accordance with AFI 36-2651, components must execute a recruiter certification program. This program is a formal and cumulative training process that incorporates in-residence training, on-the-job training and phased Air Force Job Qualification Standards training.

2.11.2.2. Trainees with unsatisfactory training results, based on formal evaluation, will complete documented intensified training with specific objectives designed to overcome the deficiency. **(T-3)** Components consider this program when a trainee is unable to fully grasp a relevant concept or demonstrate a required task.

CHAPTER 3

ENLISTED ACCESSIONS

3.1. Overview. This chapter identifies accession standards and policies for enlisting into the Regular Air Force (RegAF), Air National Guard (ANG) and Air Force Reserve (AFR) and the Delayed Entry Program and how to access Air Reserve Component (ARC) members who apply for RegAF enlistment while on extended active duty (EAD), reenlist Airmen with a statutory entitlement, and reenlist Airmen removed from the Temporary Disability Retired List. It also provides policy for the Initial Enlistment Bonus program.

3.2. Enlistment Authority.

3.2.1. The Secretary of the Air Force under 10 USC §§ 505, 12102(b) and 12107 approves or denies the enlistment of qualified, effective, and able-bodied persons into the RegAF, AFR, and the ANG of the United States.

3.2.2. During emergencies or war, the Air Force Personnel Center, Commander (AFPC/CC), in conjunction with higher authorities, decides if the situation calls for delegating enlistment standards to AFRS/CC, NGB/A1Y, and Air Force Reserve Command Recruiting Service Commander (AFRCRS/CC). **(T-1)**

3.3. Roles and Responsibilities.

3.3.1. AF/A1P is responsible for managing RegAF enlisted accessions to meet force management objectives.

3.3.1.1. AF/A1PT has oversight for RegAF enlisted accession programs and will:

3.3.1.1.1. Work with the Director of Manpower, Organization and Resources (AF/A1M) to develop enlisted accession requirements, to include non-prior service and prior service programs.

3.3.1.1.2. Ensure accession requirements are published in the Accessions Program Guidance Letter (PGL) to reflect current fiscal year and the Future Years Defense Program years.

3.3.1.1.3. Develop, coordinate, and manage the Initial Enlistment Bonus program and Enlisted College Loan Repayment program.

3.3.1.1.3.1. Determine eligible Air Force specialties for program inclusion.

3.3.1.1.3.2. Determine bonus levels for eligible Air Force specialties under the Initial Enlistment Bonus program.

3.3.1.1.3.3. Periodically review Air Force specialties for program selection or removal.

3.3.1.2. The 319th Training Squadron will approve initial enlistment bonuses for members classified at Basic Military Training (BMT). **(T-2)**

3.3.2. AFRS/RSO is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy and requirements published in the most recent Accessions PGL. **(T-1)**

3.3.3. NGB/CF has functional authority and is responsible for policy oversight, advisory services, and the ANG accession program management.

3.3.3.1. NGB/A1Y is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accessions policy.

3.3.3.2. Pursuant to DoDD 5105.83, The Adjutant General (TAG) will maintain trained and equipped ANG forces to serve in their federal role as Air National Guard of the United States pursuant to the policies outlined in this publication. **Note:** Nothing in this publication shall be construed as a limitation on the authority of the Governor of a state to employ any unit of the National Guard of that State, when such unit is not on active duty or in federal service, to perform functions authorized by the laws of the state concerned and those of the United States.

3.3.4. AF/RE has functional authority and responsibility for policy oversight, advisory services and management of the AFR accessions program. AFRCRS/RSO is responsible for developing and managing day-to-day recruiting programs to meet fiscal year enlisted accession requirements in accordance with enlisted accession policy.

3.3.5. Unit commanders will ensure their personnel are assigned to authorized positions within their unit and that a viable personnel force management plan is in place. **(T-2)**

3.4. Enlistment Waiver Authority.

3.4.1. The AETC/SG (or appropriate RegAF major command Surgeon General), ANG Command Surgeon (NGB/SG), or AFRC Command Surgeon (AFRC/SG), as appropriate, is the authority to waive physical standards for enlistment in accordance with AFI 48-123, *Medical Examinations and Standards*.

3.4.2. AFRS/CC is the authority to waive non-medical disqualifying factors not set by statute, Department of Defense (DoD) policy, or otherwise stated in this publication for RegAF applicants. AFRS/CC may further delegate this waiver authority to Air Force Recruiting groups and squadrons.

3.4.3. NGB/CF is the authority to waive non-medical disqualifying factors not set by statute, DoD policy, or otherwise stated in this publication for ANG applicants. The enlistment waiver authorities for the ANG is further delegated as listed in this publication.

3.4.4. AFRCRS/CC is the authority to waive non-medical disqualifying factors, not set by statute, DoD policy, or otherwise stated in this publication for AFR applicants. AFRCRS/CC may further delegate this waiver authority to AFR recruiting operations and squadrons. The enlistment waiver authorities for the AFR are further delegated as indicated in this publication.

3.5. Eligibility Determination Authority

3.5.1. AFRS/RSO will make eligibility determinations for RegAF applicants whose eligibility is in doubt. **(T-1)**

3.5.2. NGB/A1Y, unless otherwise delegated, will make eligibility determinations for ANG applicants whose eligibility is in doubt.

3.5.3. AFRCRS/RSO will make eligibility determinations for AFR applicants whose eligibility is in doubt. **(T-1)**

3.6. Eligibility Standards. Recruiters are responsible for the prescreening and processing of applicants prior to accession, utilizing the established policies and procedures. **(T-0)** Recruiters are the only authorized personnel able to conduct pre-enlistment interviews, based on standards outlined in this publication, to determine an applicant's tentative qualification for enlistment. **(T-2)** Accession in the Air Force may be denied to any applicant even if the applicant meets enlistment/appointment/assignment criteria when, in the recruiter's judgment and with the Recruiting Flight Chief or ANG Recruiting and Retention Manager concurrence, accession is not in the best interest of the Air Force.

3.6.1. Citizenship Requirement

3.6.1.1. A non-prior service applicant must be a United States citizen (citizens of the Northern Mariana Islands are considered United States citizens) or:

3.6.1.1.1. An alien lawfully admitted into the United States for permanent residence in accordance with 8 USC § 1101(a)(20), 8 USC § 1401 et seq, 10 USC § 504, and 10 USC § 12102. **(T-0)**

3.6.1.1.2. American Indian born in Canada. For the purpose of enlisting, American Indians born in Canada are considered immigrant aliens and must present a birth certificate. **(T-0)** Applicants may enlist, but will not receive a security clearance until they become a United States citizen. **(T-0)**

3.6.1.1.3. United States National born in American Samoa or Swains Island, Palau or a foreign national citizen of the Federated States of Micronesia or the Republic of the Marshall Islands. **(T-0)**

3.6.1.2. Individuals who have dual citizenship with another country and the United States are subject to restrictions in accordance with DoDI 5200.02, *DoD Personnel Security Program (PSP)*; DoDM 5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*; and the Air Force Enlisted Classification Directory (AFECD).

3.6.1.3. Applicants who formerly served in the Peace Corps are enlisted in an Air Force specialty other than intelligence in accordance with DoDI 1315.18, *Procedures for Military Personnel Assignments*. **(T-0)** Refer questions to AF/A1PT.

3.6.1.4. Prior Service Applicant. A prior service applicant that requires completion of a DD Form 4 must be a United States Citizen. **(T-0)** ARC assignments that do not require a DD Form 4 are eligible.

3.6.2. Conscientious Objector. An individual must not be a conscientious objector under 50 USC § 3806(j) and DoDI 1300.06, *Conscientious Objectors*. **(T-0)**

3.6.3. Religious Accommodation. The Air Force places a high value on the rights of its Airmen to observe the tenets of their respective religions or to observe no religion at all. In accordance with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, the Air Force will approve pre-accession requests for accommodation of religious practices unless accommodation adversely affects military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons. **(T-0)** Approval authority for religious accommodation requests are contained in AFD 52-2, *Accommodation of Religious Practices in the Air Force*.

3.6.3.1. An essential part of unit cohesion is establishing and maintaining uniform military grooming and appearance standards. Individuals intending to enter service may submit a pre-accession request for religious accommodation of the military grooming and appearance standard contained in AFI 36-2903 and receive a decision before entry. (T-0)

3.6.3.1.1. For the purposes of this directive, “pre-accession request” is defined as a request before contracting for enlistment.

3.6.3.1.2. Applicants must complete all processing and be otherwise eligible for contracting or appointment, including meeting all testing and medical requirements, before they submit a request for a pre-accession religious accommodation. (T-1)

3.6.3.1.3. A religious accommodation will not affect an Airman’s assignment of Air Force specialty code (AFSC), duty location, or attendance at a military school, unless an evidence-based determination is made that the accommodation is incompatible with the safe and effective execution of all required duties.

3.6.3.2. Approval and disapproval authorities may not be further delegated.

3.6.3.2.1. The approval authority for pre-accession religious accommodation requests to the military grooming and appearance standard is the AFRS/CC, AFRCRS/CC, or NGB/A1Y, as appropriate. Submit requests in accordance with [Attachment 4](#).

3.6.3.2.2. The disapproval authority and appeal authority is the AF/A1, AF/RE, or NGB/CF, as appropriate. Request must be routed through the appropriate approval authority in [paragraph 3.6.3.2.1](#), who will provide a recommendation. (T-1) Submit requests in accordance with [Attachment 4](#).

3.6.4. **Morals (Character/Conduct).** In accordance with DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, and DoDI 1304.32, the underlying purpose of these enlistment standards are to minimize entrance of persons who are likely to become disciplinary cases, security risks, or who are likely to disrupt good order, morale, and discipline. The Air Force is responsible for the defense of the Nation and should not be viewed as a source of rehabilitation for those who have not subscribed to the legal and moral standards of society at-large. Applicants are ineligible if they meet any of the below criteria.

3.6.4.1. An applicant previously convicted or adversely adjudicated of disqualifying offenses listed in [Attachment 2](#), unless the applicant has an approved waiver or eligibility determination. (Note: Eligibility for the Religious Affairs career field (5RXXX) follows exactly the standards in the current AFECD, no waivers authorized.)

3.6.4.2. An applicant previously had criminal charges filed or has charges pending against him/her alleging a violation of state or federal statute but, as an alternative to further prosecution, indictment, or incarceration for such violation, is granted a release from the charge by a court on condition he/she applies and is accepted for enlistment or is continued in his/her current military status. (T-0)

3.6.4.2.1. In civil suit cases only, applicants may enlist provided they obtain a statement of nonappearance from legal or court officials. Eligibility determination may be required prior to accession.

3.6.4.3. An applicant under any form of judicial restraint (bond, probation, imprisonment, or parole).

3.6.4.4. An applicant with unpaid fines.

3.6.4.5. An applicant with a significant criminal record.

3.6.4.5.1. Convicted of a felony in accordance with 10 USC § 504.

3.6.4.5.2. Has a state or federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, and other sexual offense, or when the disposition requires the person to register as a sex offender. **(T-0)**

3.6.4.5.3. Exhibited antisocial behavior or other traits of character that may render the applicant unfit for service.

3.6.4.5.4. Received an unfavorable final determination by the DoD Consolidated Adjudication Facility on completed National Agency Check with Law and Credit or higher-level investigation, which is adjudicated to the National Security Standards in accordance with Executive Order 12968, *Access to Classified Information*, during the accession process. **(T-0)**

3.6.4.6. An applicant may not begin enlistment processing for 90 days following termination of any period of confinement for a conviction. **Exception:** Suspended sentences for minor traffic offenses and completion of community service.

3.6.5. Age

3.6.5.1. Non-Prior Service Applicants: This program includes applicants for enlistment in the Air Force who have less than 180 days of continuous active military service with any branch of the United States Armed Forces and not previously completed BMT.

3.6.5.1.1. Applicant must be at least 17, but has not reached age 40 on the date of enlistment. **(T-0)**

3.6.5.1.2. Parental (both parents) or guardian (all, if more than one legal guardian) consent is required for applicants who are 17, but less than 18 years of age. **(T-0)**. These applicants must provide legal documentation if the applicant has only one parent and legal documentation of guardianship. **(T-0)**

3.6.5.1.2.1. Parental or guardian consent is not required for an emancipated 17 year old. Emancipated 17 year old applicants must have legal documentation. **(T-0)**

3.6.5.1.2.2. Parental or guardian consent is not required for a married 17 year old applicant.

3.6.5.2. Prior Service Applicants: Applicants who previously served in any branch of the military use an adjusted age. To calculate the adjusted age, subtract the applicant's years of satisfactory service from the applicant's age. **Note:** Must have sufficient, documented, creditable service for retirement purposes to enable him/her to accrue 20 years of creditable service for retirement (Reserve or RegAF) upon reaching the age of 60. **(T-0)**

3.6.6. Prior Service Applicants

3.6.6.1. Prior service applicant eligibility: Prior service members are considered eligible if they meet the following conditions and other requirements as outlined in this publication.

3.6.6.1.1. Prior service applicant must have completed 84 days or more of BMT in a regular or reserve component of the United States Armed Forces to be considered eligible. **(T-0) Exception:** RegAF applicants who were separated from BMT due to pregnancy are given priority to re-enter training as soon as medically qualified without having to re-compete and must meet all other eligibility/qualifications outlined in this publication. **(T-3)**

3.6.6.1.2. Prior service applicants must have completed an approved BMT course. **(T-0)**

3.6.6.1.3. ARC Only: Navy Reserve and Coast Guard Reserve members who attended an orientation course and have completed 5 or more years of consecutive satisfactory participation may enlist.

3.6.6.1.4. If currently serving in a regular or reserve component of the United States Armed Forces, the member must obtain a signed conditional release prior to enlistment. **(T-3)**

3.6.6.1.4.1. An AF Form 1288, *Application for Ready Reserve Assignment*, may be used in lieu of a DD Form 368, *Request for Conditional Release*, when transferring between the Air Components.

3.6.6.1.4.2. The discharge and subsequent enlistment of an enlisted member must be processed without interrupting the continuity of the enlisted member's military service. **(T-0)** The total military service accrued will be credited as of the date of the transfer.

3.6.6.1.4.3. When an enlisted member transfers between the Selected Reserve of two of the reserve components, the previous and current components must make every effort to prevent any break in his or her Selected Reserve affiliation. **(T-0)** Any break in Selected Reserve affiliation greater than 24 hours may result in an enlisted member losing eligibility for benefits. The enlisted member will not be adversely affected due to administration delays in processing his or her transfer. **(T-0)**

3.6.6.1.5. Air Force applicants approved for the PALACE CHASE and PALACE FRONT programs may be assessed in accordance with AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*.

3.6.6.1.6. Prior service applicants discharged solely under 10 USC § 654, commonly known as "Don't Ask, Don't Tell," and its implementing regulations may apply to reenter the Air Force. These applicants are evaluated according to the same criteria and requirements applicable to all prior service members seeking reentry into the AF.

3.6.6.2. Prior service applicants are not eligible if:

3.6.6.2.1. They are former members of the United States Armed Forces who received any discharge other than an honorable or uncharacterized discharge or were separated

for cause for the last period of service; or whose discharge was due to inaptitude, fraud, misconduct, or unsuitability. (T-1)

3.6.6.2.2. They were eliminated from an officer candidate training program based on punitive or administrative actions involving defective character traits, unsuitability, alcohol, or drug abuse. (T-1)

3.6.6.2.3. They previously served in another country's armed forces. (T-1) Waivers are considered on a case-by-case basis.

3.6.6.2.4. They currently hold a commission or warrant in any of the United States Armed Forces. (T-1) See [paragraphs 3.10.2](#) and [3.10.3](#)

3.6.6.2.5. They are students of any United States military service academy. (T-1)

3.6.6.2.6. (AFR Only) Waivers for an Under Honorable Conditions (General) discharge for non-participation may be considered.

3.6.7. Physical Requirements

3.6.7.1. All applicants will meet physical standards in accordance with AFI 48-123 prior to enlistment, to include height and weight standards in accordance with DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*. An exception to policy to medical standards may only be requested after all waivers have been considered and denied. An exception to policy should only be submitted if strong justification can be provided to support such a request. It is intended only for rare and truly exceptionally qualified applicants. See [Attachment 3](#) for exception to policy requirements.

3.6.7.2. Body alterations and tattoos must comply with AFI 36-2903.

3.6.8. Education and Aptitude Requirements

3.6.8.1. Each component is subject to meeting the established standard for qualitative benchmarks. Components must ensure accessions within a fiscal year meet 95 percent Education Credential Tier Level One and 60 percent with Armed Forces Qualification Test (AFQT) Category IIIA scores (50) or higher. (T-0) All Education Credential Tier levels and AFQT categories are outlined in DoDI 1145.01, *Qualitative Distribution of Military Manpower*.

3.6.8.2. Applicants must meet the following qualifications in order to access (T-1):

3.6.8.2.1. Education Requirements:

3.6.8.2.1.1. Applicants must be a high school graduate, covered graduate (non-traditional high school graduate), or alternate credential holder, to include holder of General Education Development (GED) or completion of one semester of college credit (15 semester hours or 22.5 quarter hours). Applicants that have not attained a listed education level must meet the additional Armed Services Vocational Aptitude Battery (ASVAB) requirement. (T-1)

3.6.8.2.1.1.1. High school seniors and covered graduates in their senior year may start the enlistment process with a statement from school officials stating he or she has or will obtain sufficient acceptable credits to be awarded a high school diploma.

3.6.8.2.1.1.2. Applicants who attain AFQT aptitude category I (93-99) or category II (65-92) on the ASVAB may enlist without a high school diploma or equivalent.

3.6.8.2.1.2. Prior service applicants who were honorably discharged, and are otherwise qualified may utilize a DD Form 214, *Certification of Release or Discharge from Active Duty*; NGB Form 22, *Report of Separation and Record of Service*; or separation/discharge order as proof of education.

3.6.8.2.2. Aptitude requirements:

3.6.8.2.2.1. Tier One – High School Graduates and Covered Graduates: Applicants must obtain an AFQT score of 36 or higher on the ASVAB. (T-1) As determined by each component, applicants who otherwise meet all qualifications including AFECDD specified requirements, may enlist with an Armed Forces Qualification Test of 31 or higher (T-1).

3.6.8.2.2.2. Tier Two – Alternate Credential Holders: Applicants who are alternate credential holders, to include GED, must obtain an AFQT score of 50 or higher on the ASVAB. (T-1) Applicants who score less than a 50 must have an approved Service Eligibility Determination in accordance with [paragraph 3.7](#) (T-1)

3.6.8.2.2.3. Tier Three – Non High School Graduates: Applicants who are non-graduates or non-alternate credential holders must obtain an AFQT Test score of 65 or higher on the ASVAB. (T-1)

3.6.8.2.2.4. Prior service applicants must have proof of valid ASVAB scores. (T-3)

3.6.8.2.2.5. In accordance with the AFECDD, applicants are required to meet individual ASVAB Mechanical (M), Administrative (A), General (G), and Electronics (E) scores and additional requirements outlined in AFECDD. (T-1)

3.6.8.2.2.6. If an applicant is accessing into a previously awarded Air Force specialty that has not been withdrawn for lack of performance (in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*), applicants are not required to meet AFECDD requirements.

3.6.8.3. Prior service or non-prior service applicants enlisting for the sole purpose of being commissioned will not be required to take the ASVAB, unless they fail to obtain a commission. (T-2)

3.6.9. Dependency: Applicants with Dependent Family Members.

3.6.9.1. Service in the Air Force entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of deployments, the demands of shift work, and 24-hour availability to accomplish the mission.

3.6.9.2. For accession purposes, the Air Force defines a family member as:

3.6.9.2.1. A spouse of an applicant for enlistment.

3.6.9.2.2. An unmarried biological child of the applicant under the age of 18.

- 3.6.9.2.3. An unmarried adopted child or an unmarried step-child under the age of 18 living with the applicant.
- 3.6.9.2.4. Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support, or who is not living with the applicant and is dependent upon the applicant for over one-half of his or her support.
- 3.6.9.2.5. For male applicants only, the spouse's unborn child for whom the applicant claims paternity or a court order determines to be his.
- 3.6.9.3. Applicants are ineligible for enlistment if:
- 3.6.9.3.1. They are married and have legal or physical custody of:
- 3.6.9.3.1.1. More than two dependents under the age of 18, or
- 3.6.9.3.1.2. More than two dependents over 18 who either live with the applicant, or do not live with the applicant and the applicant provides over one-half of their support, or
- 3.6.9.3.1.3. A combination of more than two dependents as outlined above. (T-1)
- 3.6.9.3.2. They are unmarried and have legal or physical custody of:
- 3.6.9.3.2.1. Any dependents under the age of 18, or
- 3.6.9.3.2.2. Any dependents over 18 who either live with the applicant, or do not live with the applicant and the applicant provides over one-half of their support. (T-1)
- 3.6.9.4. Waivers may be granted for particularly promising entrants as defined by component waiver authority in **paragraph 3.4** of this chapter. Requests should consider "whole person" concept to include areas such as applicant's support network and financial status.
- 3.6.9.5. Prior service applicants accessing in the pay grade of senior airman or higher who are otherwise qualified for service do not need to complete a dependency waiver.
- 3.6.9.6. Family Care Plan. Applicants with dependents must complete an AF Form 357, *Family Care Certification*, in accordance with DoDI 1342.19_AFI 36-2908, *Family Care Plans*, prior to enlistment.

3.6.10. Drug Use

- 3.6.10.1. Alcohol dependence, drug dependence, alcohol abuse, or other drug abuse is incompatible with military life and does not meet military standards. The pre-accession screening process is structured to identify individuals with a history of drug (including pharmaceutical medications, illegal drugs and other substances of abuse) and alcohol abuse.
- 3.6.10.2. Persons are ineligible who are intoxicated or under the influence of alcohol or drugs any time during the accession process and will not be processed in accordance with 10 USC § 504.
- 3.6.10.3. All applicants for accession will complete an AF Form 2030 with the exception of those currently holding status in an air component. (T-1)

3.6.10.3.1. Drug use after signing AF Form 2030 makes the applicant ineligible for accession or waiver consideration.

3.6.10.3.2. Drug use (to include illegal drugs, other illicit substances, and pharmaceutical medications), drug abuse, and alcohol abuse may be self-admitted by an applicant, discovered during the medical screening process, or identified by the drug and alcohol test in accordance with DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, which is administered at the Military Entrance Processing Stations (MEPS) or other approved military processing facility.

3.6.10.3.3. Applicants who refuse to be tested will not be enlisted in accordance with 10 USC § 978. **(T-0)**

3.6.10.4. In accordance with DoDI 1304.26, the MEPS Chief Medical Officer or equivalent, when the physical is not performed at MEPS, will determine applicant's eligibility based on all of the information available on a case-by-case basis. **(T-0)**

3.6.10.5. The Air Force will permanently bar an applicant who tests positive on the drug and alcohol test, which is administered as part of the accession physical. **(T-1)**

3.6.10.6. The Air Force will not disqualify an applicant due to alcohol addiction if the applicant provides documentation indicating successful completion of rehabilitation program and has maintained sobriety for a minimum of two (2) years. **(T-1)**

3.6.11. Social Security Number and Selective Service Registration

3.6.11.1. Applicants are qualified for accession if they have a valid social security card, or other authorized document that may be used to verify an applicant's social security number. **(T-0)**

3.6.11.2. In accordance with 50 USC § 3802, all male applicants between the ages of 18 and 26 must register with the Selective Service. **(T-0)**

3.7. Service Eligibility Determinations, Waivers, and Exceptions to Policy: An applicant who does not meet all criteria as outlined in this publication is disqualified. If it is determined to be in the best interest of the Air Force to continue processing the applicant, additional action is necessary. If the waiver request is for physical reasons, all requests are processed through the waiver authorities in [paragraph 3.4.1](#); physical exceptions to policy are processed in accordance with [paragraph 3.6.7.1](#) and [Attachment 4](#)

3.7.1. Service Eligibility Determinations. Service eligibility determinations are utilized by components to determine an applicant's ability to enlist into the Air Force. Service eligibility determinations are identified as items not specifically outlined within this publication.

3.7.1.1. Applicant's ability to enlist is determined by reviewing prior service reenlistment eligibility code and other factors. Individual components will do a service eligibility determination to determine applicant's eligibility.

3.7.1.2. Required Documentation for verification of service:

3.7.1.2.1. DD Form 214 for verification of eligibility of applicants with prior active duty service;

3.7.1.2.2. Honorable discharge/separation order for verification of eligibility for applicants with prior AFR service; or:

3.7.1.2.3. NGB Form 22 indicating reenlistment eligible status.

3.7.1.3. Financial Screening. All applicants applying for enlistment will be deemed ineligible if financial screening reveals excessive delinquent debts or questionable credit history. (T-2)

3.7.2. **Waivers.** A waiver is a formal request to consider the suitability for service of an applicant who because of inappropriate conduct or morals violations, dependency status, current or past medical conditions may not be qualified to serve. Upon the completion of a thorough examination using a “whole person” review, the applicant may be granted a waiver if the applicant has displayed sufficient mitigating circumstances that clearly justify waiver consideration. For medical conditions, this may require a new physical examination with appropriate medical evaluation to determine medical qualification to enter the Air Force per DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*, and AFI 48-123.

3.7.2.1. DoD requires military services to track and report all approved enlistment waivers in accordance with DoDI 1304.32; all waiver data collected shall be reported as outlined in the DoDI. (T-0)

3.7.3. **Exceptions to Policy.** Exceptions to policy are utilized to request an exception to a specific policy after all waiver opportunities are exhausted as outlined within this publication.

3.7.4. **Previously approved Service Eligibility Determinations, Waivers, and Exception to Policies.**

3.7.4.1. Waivers, exception to policies, or service eligibility determinations previously approved for enlistment in an Air Force component do not require a subsequent action for enlistment, provided they were approved at the same/similar or higher level as required by this publication and the applicant is going into the Air Force specialty for which the initial waiver was approved.

3.7.4.2. Applicants under restraint or under sentence of a court, are not eligible for a waiver or exception to policy.

3.7.5. **Key Employee (ANG and AFR ONLY)**

3.7.5.1. In accordance with DoD Directive (DoDD) 1200.7, *Screening the Ready Reserve*, a key employee is defined as any employee occupying a federal position that is not vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively.

3.7.5.2. A Certificate of Availability of Key Employee (see [Attachment 32](#)) is necessary for applicants who have been designated as a key federal employee.

3.7.5.3. Individuals who are designated key employees or occupy key positions, but cannot provide a Certificate of Availability of Key Employee, will not be enlisted. (T-1)

3.7.6. Categories of Exempt Personnel (ANG Only). Special authority is required prior to enlistment. The following categories of personnel will be enlisted only upon written request signed by the applicant, completed before enlistment, which specifically states the applicant desires to waive exemption from militia duty (10 USC § 247) **(T-0)**:

3.7.6.1. The judicial and executive officers of the United States, the individual States, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

3.7.6.2. Customhouse clerks.

3.7.6.3. Persons employed by the United States in the transmission of the mail.

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

3.7.6.5. Pilots on navigable waters.

3.7.6.6. Mariners in the sea service of an American flag shipping line or a member of the United States Merchant Marine.

3.7.7. Applicants Drawing Certain Other Compensation from the United States Government.

3.7.7.1. Applicants are ineligible to access to the RegAF if they are receiving disability compensation from any federal or other agency. **(T-0)**

3.7.7.2. Applicants for enlistment drawing disability compensation from the United States government through the Veterans' Administration or retired persons who are otherwise qualified for enlistment in the ANG or AFR must waive either their retired pay or disability compensation for the days for which they receive pay for performance of military duty, or otherwise waive/decline the military compensation. **(T-0)** A copy of the certificate of waiver of compensation is filed in Personnel Records Display Application as an attachment to the DD Form 4. Each applicant is advised that it is their responsibility to preclude dual payment for disability compensation or retired pay and federal pay for their services for the same period.

3.8. Enlistment Policy

3.8.1. Terms of Enlistment.

3.8.1.1. Non-Prior Service Applicants.

3.8.1.1.1. RegAF applicants enlist for either four (4) or six (6) years. **(T-1)**

3.8.1.1.2. AFR applicants enlist for a term of six (6) years. **(T-1)**

3.8.1.1.3. ANG applicants enlist for any term not less than six (6) years in accordance with 32 USC § 302. **(T-0)**

3.8.1.2. Prior Service Applicants.

3.8.1.2.1. Prior service applicants enlist for between one (1) to six (6) years as determined by component. **(T-0)**

3.8.1.2.2. PALACE CHASE and PALACE FRONT term of enlistment is determined in accordance with AFI 36-3205.

3.8.2. Oath of Enlistment.

3.8.2.1. RegAF and AFR: In accordance with 10 USC § 502, an applicant must take the oath before the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense. (T-0)

3.8.2.2. ANG: In accordance with 32 USC § 304, an applicant must take the oath before any officer of the National Guard of the state or territory, or of Puerto Rico, or the District of Columbia, as the case may be, or before any other person authorized by the law of the jurisdiction concerned to administer the oath of enlistment in the National Guard. (T-0) ANG applicants who enlist must concurrently enlist as a Reserve of the Air Force in the same grade for a period equal to the ANG enlistment. (T-0) In unusual circumstances for ANG applicants, the oath may be administered before any other person authorized by the law of the jurisdiction concerned. (T-0)

3.8.2.3. Administering the Oath of Enlistment. Ensure the oath on the DD Form 4 is administered in a dignified manner and in appropriate surroundings. (T-0)

3.8.2.3.1. Airmen may omit the words “[s]o help me God,” if desired for personal reasons.

3.8.2.3.2. Airmen who make a choice to “affirm” the oath of enlistment and/or omit the words “so help me God” may also line through the words “swear” and/or “So help me God.”

3.8.3. **Military Service Obligation (MSO).**

3.8.3.1. Non-prior service applicants who enlist will incur a MSO of eight (8) years from the date of initial enlistment. (T-0)

3.8.3.2. Prior service applicants who have not completed their initial MSO (eight (8) years) will maintain their initial obligation. (T-0)

3.8.3.3. Prior to enlistment, applicants are advised of the MSO they will incur under provisions of 10 USC § 651 and DoDI 1304.25, *Fulfilling the Military Service Obligation (MSO)*, and in accordance with AFI 36-2110, *Total Force Assignments*. (T-0)

3.8.4. **Initial active duty for training.**

3.8.4.1. Each person enlisting shall perform an initial period of active duty for training of not less than 12 weeks (84 days) to commence insofar as practicable within one (1) year after the date of that enlistment in accordance with 10 USC §§ 671 and 12103(d). (T-0)

3.8.4.2. Applicants who have not completed a recognized BMT course will be required to attend Air Force BMT. (T-0)

3.8.5. **Entry Grade Determination.**

3.8.5.1. Non-prior service entry grade determinations will be made in accordance with the criteria outlined in [Table 3.1](#) (T-1)

3.8.5.2. Prior Service Entry Grade Determinations.

3.8.5.2.1. RegAF applicants – Prior service members will maintain current rank as long as they meet the qualifications outlined in AFI 36-2502, *Enlisted Airman*

Promotion/Demotion Programs, Table 2.1. (T-3) Determine date of rank in accordance with AFMAN 36-2604, *Service Dates and Dates of Rank*.

3.8.5.2.2. ANG and AFR applicants – Prior service members will maintain current rank as long as the member's rank is commensurate with projected position; the date of rank is determined in accordance with AFMAN 36-2604. (T-3) Otherwise, a service eligibility determination is completed to determine grade.

Table 3.1. Entry Grade Determination for Non-Prior Service Enlistees.

RULE	A	B	C
	If the applicant:	Enlistment grade authorized:	Notes:
1.	Is enlisting for Officer Training School (OTS).	airman first class /staff sergeant	5, 6
2.	Is a Civil Air Patrol (CAP) cadet who earned the General Billy Mitchell, Amelia Earhart, Ira C. Eaker, or General Carl Spaatz Award, or the Headquarters (HQ) CAP submits a letter certifying successful completion of the award.	airman first class	1, 2
3.	Has satisfactorily completed the entire three (3)-year high school Junior Reserve Officers' Training Corps (JROTC) program, is a high school graduate, presents official certificate of completion from the service component or the school conducting the program.	airman first class	1, 2
4.	Is a former service academy student who has completed at least one year at the academy.		1
5.	Is non-prior service and enlists under the Critical Skills Promotion program as part of the fiscal year recruiting and retention initiatives for the fiscal year in which the applicant enlists.		1, 2
6.	Has at least 45 semester hours or at least 67 quarter hours of accredited junior college/college credits.		1, 4
7.	Has satisfactorily completed two years of high school JROTC program, is a high school graduate, and presents written evidence of program participation from the service component or the school conducting the program.	airman	1, 2
8.	Is a former service academy student who has completed at least 90 days but less than one year at the academy.		1, 3

9.	Possesses 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 Girl Scout Gold Palm.		1, 2
11.	Other than above.	airman basic	

Notes:

1. Every effort is made to ensure the applicant is enlisted into the appropriate grade at the time of the enlistment process.
 - a. RegAF Airman have up to one year after arrival at their first permanent duty station to apply for a grade correction if an error exists. Send requests through the military personnel flight to AFPC Officer Accession Branch (AFPC/DP2LT) for consideration.
 - b. AFR and ANG Airman requests may be completed up until BMT graduation date.
2. An individual enlisted in their senior year of high school is enlisted in the grade of airman basic, but an exception to policy may be authorized. Upon graduation from high school and receipt of the diploma or transcripts, the individual may be promoted to the grade reflected in Column B, with an effective date of graduation. For RegAF these actions are completed prior to entry into BMT. For AFR and ANG, these actions may be completed up until BMT graduation date.
3. Unless separated for cause or highest grade held was airman basic.
4. Certification of completed college semester hours is necessary. Examples are a certified college transcript or a validated letter from the college.
5. ANG applicants accessed to attend OTS are initially enlisted at the grade of airman first class while awaiting an OTS date in accordance with Chapter 5, then promoted to staff sergeant in accordance with Chapter 7.
6. RegAF and AFR applicants assessed to attend OTS are enlisted at the grade of staff sergeant.

3.8.6. **Date of Rank.** Prior service date of rank is adjusted in accordance with AFMAN 36-2604.

3.8.7. **Classification.** All members enlisting into the Air Force will be classified in accordance with AFI 36-2101 and the AFECD.

3.9. Enlistment Documents. Use the original or authenticated copies of documents to verify eligibility (social security card, birth certificate, diploma, etc). **Attachment 5** provides instructions for the use of forms in connection with the enlistment of persons into the RegAF, ANG, and AFR.

3.9.1. **Non-Prior Service Establishment of Pay Date (ANG/AFR Only).** To establish a pay date, a non-prior service enlistee must perform at least one (1) (paid or non-paid) duty period. **(T-3)**

3.9.2. **Distribution of Records.** Distribution of all enlistment records is in accordance with AFI 36-2608, *Military Personnel Records System*.

3.10. Special Category Enlistments.

3.10.1. Airmen Removed from the Temporary Disability Retired List Eligible for Enlistment. Upon recommendation of the Informal Physical Evaluation Board, a member is removed from the Temporary Disability Retired List and authorized to enlist in accordance with AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. Members have 60 days from the date of removal during which they may enlist without a physical examination.

3.10.2. Air Force Officer with Statutory Reenlistment.

3.10.2.1. Under 10 USC § 9138, certain officers with prior enlisted service (including those twice non-selected for promotion and those separated due to elimination from flying or technical training) may request authority to reenlist. The Air Force will not deny reenlistment to members who are entitled under 10 USC § 9138. **(T-0)**.

3.10.2.2. Individual Qualifications:

3.10.2.2.1. Former RegAF enlisted member who served on active duty as an officer, or was discharged as an enlisted member to accept appointment as an officer.

3.10.2.2.2. Never relieved from active duty while awaiting appellate review of sentence involving dismissal or dishonorable discharge.

3.10.2.2.3. Separated with an honorable discharge or relieved from active duty. Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) must approve an officer separated with a general discharge (under honorable conditions) to reenlist.

3.10.2.2.4. Officers must apply for reenlistment within 6 months of release from active duty service. **(T-0)**

3.10.3. Retirement Eligible Officers. Retirement eligible officers with less than 10 years commissioned service, but more than 20 years of service computed under 10 USC § 9314 may reenlist, for the purpose of immediate retirement, in the highest enlisted grade previously held.

3.10.4. Non-Prior Service Applicants for the Air Force Bands. An applicant for the Air Force bands, who is otherwise qualified for enlistment per this publication, is required to audition before enlistment. **(T-1)** The applicant must pay all expenses in connection with pre-enlistment auditioning. **(T-2)** The band director will audition the applicant using AFI 35-110, *U.S. Air Force Bands*, for guidance. **(T-3)**

3.10.5. Enlistment of Members of the Retired Reserve.

3.10.5.1. Members of the Retired Reserve awaiting pay at age 60 are normally not eligible for enlistment. However, members of the Retired Reserve who have not reached maximum service and are not receiving retired pay may request unit assignments based on the criteria below. Air Reserve Personnel Center, Director of Total Force Service Center (ARPC/DPT) is the approval authority for the transfer of any member from the Retired Reserve in accordance with AFI 36-2110.

3.10.5.2. Applicants must meet the following criteria:

3.10.5.2.1. Not have reached the mandatory age requirement for retirement (age 60). **(T-0)**

3.10.5.2.2. Be fully qualified in the duty Air Force specialty code (DAFSC) to include the same or higher skill-level. **(T-1)**

3.10.5.2.3. Be physically qualified. **(T-0)**

3.10.5.2.4. Be able to complete a minimum of a three (3) year enlistment. **(T-1)**

3.10.5.2.5. Not have been selectively non-retained under Selective Retention of ANG Officer and Enlisted Personnel, within the state/territory in which requesting to enlist. **(T-1)**

3.10.6. **Enlistment of RegAF retirees into an ARC.** A retired enlisted RegAF member must meet following criteria:

3.10.6.1. In accordance with 10 USC § 10145, retired RegAF enlisted members may only be placed in the Ready Reserve if AF/RE or NGB/CF makes a special finding that the member's services in the Ready Reserve are indispensable. **(T-0)** A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

3.10.6.1.1. A need is deemed to be critical if the AFSC and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

3.10.6.1.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need; and, meets the unique requirements to occupy the position; and, is the most capable individual to meet the critical need.

3.10.6.1.3. Appointment is based on ARC requirements. Approval authority is AF/RE or NGB/CF, as appropriate, only if serving in the rank of lieutenant general, as delegated by the Secretary of the Air Force under 10 USC § 10145.

3.10.6.2. In accordance with AFI 36-2110, all applicants must:

3.10.6.2.1. Be accessed to fill a valid vacancy and not assigned as excess or overgrade.

3.10.6.2.2. Be fully qualified in DAFSC to include the same or higher skill-level.

3.10.6.2.3. Be physically qualified.

3.10.6.2.4. Have sufficient retainability (three (3) years) to complete one term of enlistment.

3.10.6.3. Be entitled to a regular military retirement (20 years RegAF service) and retired not more than five (5) years. **(T-0)**

3.11. Enlisted Accession Incentives [RegAF Only]. Initial Enlistment Bonus and Enlisted College Loan Repayment programs are used to incentivize enlistments into specific Air Force specialties to meet RegAF force management objectives. These specific Air Force specialties are authorized due to their designation as: hard to recruit; hard to qualify for; special emphasis; or those requiring specialized credentials, licenses or education.

3.11.1. Enlisted College Loan Repayment Program Eligibility. Candidates must:

3.11.1.1. Be a high school graduate (or equivalent) or higher. **(T-1)**

3.11.1.2. Be AFQT category I, II, or III. **Note:** AFQT score of 31 or higher on the ASVAB. **(T-1)**

3.11.1.3. Have a qualified loan under 10 USC § 2171. **(T-0)**

3.11.2. Enlisted College Loan Repayment Program Payment.

3.11.2.1. Member must complete training to 3-skill level in the Air Force specialty authorized and contracted under Enlisted College Loan Repayment Program. **(T-1)**

3.11.2.2. Initial payment is made after member completes the first year of active duty and meets terms of agreement. Payment authorizations are processed during a member's anniversary month of entering active duty. After initial payment, AFPC will automatically process second and third year payment authorizations. **(T-1)**

3.11.2.3. Defense Accounting and Finance will pay eligible lenders directly. **(T-1)**

3.11.2.4. Total loan repayments under the Enlisted College Loan Repayment program cannot exceed \$10,000.

3.11.3. Initial Enlistment Bonus Payment:

3.11.3.1. In accordance with DoDI 1304.31, *Enlisted Bonus Program (EBP)*, initial payment is authorized when the member completes technical training and is awarded a 3-skill level in the Air Force specialty specified in the enlistment contract. Member must request their bonus upon arrival at their first duty station when inprocessing the base finance office. **(T-0)** Bonus entitlement is based on the date of enlistment and the guaranteed Air Force specialty on the enlistment contract.

3.11.3.2. Payments are based on the annual authorization message from AF/A1PT. If an enlistment document contains erroneous authorizations, the member is required to submit an exception to policy through AFPC. Payments will not exceed \$40,000 by law. **(T-0)**

3.11.4. Initial Enlistment Bonus and Enlisted College Loan Repayment Program Termination or Recoupment of Bonus . Members may be required to refund the unearned portion of a bonus entitlement or loan payments received. **(T-0)** The intent of recoupment is to end the bonus entitlement in a fair and equitable manner in accordance with the DoD 7000.14-R, *Financial Management Regulation*, Volume 7A (located at <https://comptroller.defense.gov/fmr.aspx>).

CHAPTER 4

OFFICER ACCESSIONS PROGRAMMING

4.1. Overview/Background. Successfully classifying, accessing, and training the right numbers of officers to meet Air Force requirements is a complex process involving numerous Air Force organizations working together. Not only does an accurate, timely accession programming save money and resources, it is also an effective force management tool ensuring career fields only receive the personnel needed to accomplish the mission. The following paragraphs provide an overview of the offices involved in these processes and explain why a high level of synchronization is needed for success. Accessing the right number of highly qualified officers in the right skills at the right time to sustain each career field requires the integration of these processes. Such integration is essential to effective force management of the total force.

4.1.1. AF/A1P requires accurate and timely information from sister services, AF/A1M, the Director of Plans and Integration (AF/A1X), the Air Force Reserve (AFR), the Air National Guard (ANG), the Air Force Personnel Center (AFPC), the United States Air Force Academy (USAFA), Air Education and Training Command (AETC), AF/HC, AF/JA and the AF/SG to publish effective accession policy, allocate accession requirements, establish classification targets, provide initial skills training guidance requirements, and advocate for resources.

4.1.2. USAFA, Air Force Reserve Officers' Training Corps (AFROTC), and Officer Training School (OTS) depend on stabilized accession targets for meeting out-year source of commission projections. Consistent student flow based on Air Force requirements provides ample time to program resources, recruit, and produce officers with the proper academic background necessary to meet Air Force end-strength requirements and career field needs.

4.1.3. AFPC is most effective in accessing, providing initial skills training dates, and developing initial assignments when career field-specific accession requirements are synchronized with the sources of commission education and training programs. Effective synchronization maximizes the opportunity to project the number of officers that may be assigned to each career field. Adequate support from a new officer's unit of assignment enables optimal use of class seats in initial skills training.

4.1.4. AETC and the AETC schoolhouses depend on accurate student throughput projections for programming resources and developing course schedules, optimizing resource efficiency, and providing an effective and timely initial skills training.

4.2. Roles and Responsibilities.

4.2.1. Headquarters Air Force.

4.2.1.1. AF/A1 will:

4.2.1.1.1. Develop personnel policies, guidance, programs, and legislative initiatives, as well as coordinate on departmental publications to meet strategic objectives for military accessions.

4.2.1.1.2. Distribute manpower accessions to the regular and reserve military forces.

4.2.1.1.3. Establish qualification standards for enlistment, appointment, and induction.

- 4.2.1.1.4. Establish production requirements for officer commissioning and initial skills training programs.
- 4.2.1.1.5. Co-host accessions summits at least twice a year with SAF/MR.
- 4.2.1.2. **AF/A1M will** publish the Future Years Defense Program (FYDP) end-strength program guidance letter (PGL) for AF/A1X analysis.
- 4.2.1.3. **AF/A1X will:**
 - 4.2.1.3.1. Analyze A1M end-strength PGL and establish career field officer accession target levels across the FYDP. Officer accession targets are based on sustainment modeling and analysis of individual career field health. This data is used to inform the accessions PGL, source of commission production guidance tool, the AFPC non-rated line (NRL) officer classification guidance, and officer initial skills (OIS) PGL.
 - 4.2.1.3.2. Provide the AF/JAX, AF/SG1, and Chief of Chaplains, Personnel, Budget, and Readiness Division (AF/HCP) with sustainment analysis, accession targets, and pertinent data impacting accession levels and career field health.
- 4.2.1.4. **AF/A1P will:**
 - 4.2.1.4.1. Develop, coordinate, and execute personnel policy and essential procedural guidance for the management of Air Force officer accessions programs as outlined in HAFMD 1-32.
 - 4.2.1.4.2. Produce the accessions PGL in coordination with AF/A1M and the Force Management and Enterprise Readiness Analysis Division (AF/A1XD).
 - 4.2.1.4.3. Be the approval authority for changes to source of commission accessions targets established by the approved accessions PGL.
 - 4.2.1.4.4. Produce an annual source of commission production guidance tool to inform the sources of commission of their production requirements.
 - 4.2.1.4.5. Produce annual NRL officer classification guidance for the AFPC Research Analysis and Data Division (AFPC/DSY) and the AFPC Officer Accession Branch (AFPC/DP2LT) to inform the Air Force NRL Combined Officer Classification Model.
 - 4.2.1.4.6. Produce the OIS PGL and program requirements document (PRD) for AETC technical training.
 - 4.2.1.4.7. Monitor officer accessions through metrics provided by AFPC/DP2LT.
 - 4.2.1.4.8. Co-host officer accession working groups with AFPC and the AETC Technical Training Strategic Planning and Policy Division (AETC/A3LZ) each fall, the OIS working group with AETC/A3LZ each winter, and interim officer accession working groups as required.

4.2.1.5. AF/JA will:

4.2.1.5.1. Be the final approval authority for all manpower and personnel actions relating to the total force billets and personnel of The Judge Advocate General's Corps (TJAGC) (including, but not limited to, recruiting, accessions, assignments, professional development, and force development).

4.2.1.5.1.1. The Mobilization Assistant to AF/JA recommends the selection and assignment of all AFR judge advocates.

4.2.1.5.1.2. The ANG Assistant to AF/JA recommends the selection and assignment of all ANG judge advocates.

4.2.1.5.2. Establish and provide TJAGC accession requirements to AF/A1P before the annual officer accession working group for inclusion in the accessions PGL.

4.2.1.5.3. Manage and coordinate TJAGC education and training requirements, to include initial skills training and short course legal education.

4.2.1.5.4. Establish and provide to OTS yearly training schedules for all new TJAGC accessions. Requirements should be based on published accession requirements in various programs.

4.2.1.5.5. Program and advocate for resources as needed to meet initial skills training requirements at The Air Force Judge Advocate General's School.

4.2.1.5.6. Establish and provide yearly training schedules for initial skills training requirements for all new TJAGC accessions and coordinate with the Air Force Judge Advocate General's School to ensure initial skills training requirements are met.

4.2.1.5.7. Publish active duty orders for Regular Air Force (RegAF) TJAGC officers.

4.2.1.5.8. Program and advocate for resources needed to support the Funded Legal Education Program and Excess Leave Program.

4.2.1.6. AF/SG will:

4.2.1.6.1. Be the final approval authority for all manpower and personnel actions relating to the RegAF billets and personnel of the Medical Corps, Dental Corps, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

4.2.1.6.2. Establish accession requirements by corps, specialty and accession program, coordinate with AF/A1XD and provide these requirements to AF/A1PT for inclusion in the accessions PGL.

4.2.1.6.3. Establish health professions OTS requirements for Health Professions Scholarship Program (HPSP) and Financial Assistance Program (FAP) students in coordination with the Air Force Institute of Technology (AFIT).

4.2.1.6.4. Establish skill and experience standards for an applicant to be considered a fully qualified recruit.

4.2.1.6.5. Program and advocate for resources needed to support HPSP and FAP, as well as other accession programs and incentives such as the Health Professions Loan Repayment Program and medical special pays.

4.2.1.6.6. Program and advocate for resources as needed to meet initial skills training requirements.

4.2.1.6.7. AF/SG1 develops constructive service credit policy for critically manned wartime specialties.

4.2.1.7. AF/HC will:

4.2.1.7.1. Be the final approval authority for all manpower and personnel programs relating to the total force billets and personnel of the Chaplain Corps (including, but not limited to, recruiting, accessions, assignments, professional development, and force development).

4.2.1.7.2. Establish accession requirements for the Chaplain Corps, coordinate with AF/A1XD and provide these requirements to AF/A1PT for inclusion in the AF/A1P accessions PGL.

4.2.1.7.3. Establish and provide to OTS yearly training requirements for the Chaplain Corps. Requirements should be based directly on published accession requirements in various accession programs.

4.2.1.7.4. Program and advocate for resources needed to support the Religious Professional Deferment Program (RPDP) in accordance with AFI 52-106, *Religious Professional Scholarship and Deferment Programs*.

4.2.1.7.5. Program and advocate for resources as needed to meet initial skills training and all other professional continuing education requirements.

4.2.2. Directors of Manpower, Personnel and Services, Air Force Reserve Command (AFRC/A1) and National Guard Bureau (NGB/A1) will:

4.2.2.1. Program and allocate resources needed to provide stipends for AFR and ANG HPSP participants and AFR RPDP participants.

4.2.2.2. Program and allocate resources needed to fund their respective officers' attendance at commissioning, training, and education programs.

4.2.2.3. Establish AFR and ANG training requirements.

4.2.2.4. Establish line and non-line officer accession requirements and provide them to AF/A1PT for inclusion in the accession PGL.

4.2.2.5. Establish initial skills training requirements and provide them to AF/A1PT and AETC/A3LZ, not later than 60 days before the annual officer accession working group for use in preparing the OIS PGL.

4.2.2.6. Fill respective AFR and ANG seats in commissioning, training, and education programs.

4.2.3. Commander, AFPC (AFPC/CC) will:

4.2.3.1. Execute RegAF accession classification in accordance with AFPC classification guidance. **(T-1)**

4.2.3.2. Monitor metrics and provide analysis on sources of commission projected production, actual production, and compliance with RegAF accession targets. **(T-1)**

4.2.3.3. Work with functional communities and AETC to project training carryovers and operational experience requirements for RegAF accessions. **(T-1)**

4.2.3.4. Publish active duty orders for RegAF accessions (except TJAGC officers) when aligned with scheduled initial skills training dates, determine initial assignments, and coordinate with the sources of commission for individual notifications. **(T-1)**

4.2.3.5. Schedule RegAF officers for OTS as they enter active duty, if needed and not previously scheduled by the Air Force Recruiting Service (AFRS) or AFIT. **(T-1)**

4.2.3.6. Use the Air Force combined officer classification model to identify, sort and prioritize career fields for projected accessions using the individual career field requirements contained in the Air Force Officer Classification Directory (AFOCD) specialty descriptions as eligibility criteria. **(T-1)**

4.2.4. USAFA/CC will:

4.2.4.1. Execute programs to motivate cadets into academic degree programs to meet Air Force requirements. **(T-1)**

4.2.4.2. Provide projected production information as required by AFPC/DP2LT for use in preparing metric data. **(T-1)**

4.2.4.3. Monitor academic majors and predicted production of cadets in USAFA's senior and junior classes in order to provide AFPC/DP2LT production estimates and to identify shortfalls which require re-aligning production goals to another source of commission. **(T-1)**

4.2.4.4. Inform AF/A1P and AFPC/DP2LT of graduates selected for direct post-commissioning scholarship and graduate studies programs in coordination with functional assignment teams at AFPC. **(T-1)**

4.2.4.5. Notify AFPC/DP2LT of actions pending that could drive a change in initial classification and assignment (for example, selection for HPSP and similar programs). **(T-1)**

4.2.4.6. Limit leave of graduates if necessary to ensure their availability for various post-graduate academic programs and training. **(T-2)**

4.2.4.7. Represent USAFA at the accession summit and provide representation at the officer accession working group. **(T-1)**

4.2.5. AETC/CC will:

4.2.5.1. Program and allocate resources needed to meet total force training and education requirements in AFROTC, OTS, and initial skills training.

4.2.5.2. Provide projected production information as required by AFPC, AF/A1P and AFRC for use in preparing metric data.

4.2.5.3. Monitor academic majors and predicted production of cadets in AFROTC's senior and junior classes to provide AFPC/DP2LT and AFRC production estimates and to identify shortfalls which require re-aligning production goals to another source of commission.

4.2.5.4. Build technical training schedules based on AF/A1P-approved OIS PGL and provide technical training resource limitations and requirements for input into future draft OIS PRDs and PGLs.

4.2.5.5. Coordinate initial skills training resources and requirements with AF/A1PT (for technical training); Chief, Operational Training Division (AF/A3O-AT) (for undergraduate flying training); and AFPC/DP2LT.

4.2.5.6. Notify AF/A1P when resources or course capacity are insufficient to meet requirements.

4.2.5.7. Attend the accession summit and ensure appropriate AFROTC, OTS, AFRS, Second Air Force, and AFIT representation in the officer accession working group.

4.2.5.8. Allocate resources needed to provide sufficient capacity for training requirements in initial skills training conducted by the AFIT, and support requirements for HPSP and RPDP.

4.2.5.9. Assist the AFIT and AFPC in establishing OTS requirements for HPSP and FAP students and scheduling HPSP for OTS.

4.2.5.10. Assist AF/HC in scheduling RPDP students for OTS.

4.2.5.11. Monitor technical training execution and provide information as required by AFPC, AF/A1P, and AFRC for use in preparing metric data.

4.2.6. Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) will:

4.2.6.1. Manage RegAF officer production accessions between AFROTC and OTS. (T-3)

4.2.6.2. Coordinate RegAF requirements for OTS with AFRS for inclusion in the accession PGL. (T-3)

4.2.7. AFRS Commander will:

4.2.7.1. Select RegAF candidates for OTS needed to meet accession PGL targets and schedule OTS for officers other than judge advocates. (T-3)

4.2.7.2. Coordinate RegAF requirements for OTS with the Holm Center for inclusion in the accession PGL. (T-3)

4.2.8. Career Field Managers will:

4.2.8.1. Capture functional requirements for military and civilian quotas in OIS courses and forward them to AF/A1PT not later than 60 days before the officer accession working group. (T-3)

4.2.8.2. Attend or send representative to the officer accession working group as required.

4.2.9. Wing, Group and Unit Commanders will:

4.2.9.1. Ensure assigned officers are available for and attend initial skills training when scheduled. (T-3) Follow procedures for declining training quotas as prescribed in AFPC and AFRC messages or the ANG, Airman Competency Branch (NGB/A1DC) yearly guidance message. **Note:** Air Reserve Component (ARC) commanders will track all entry

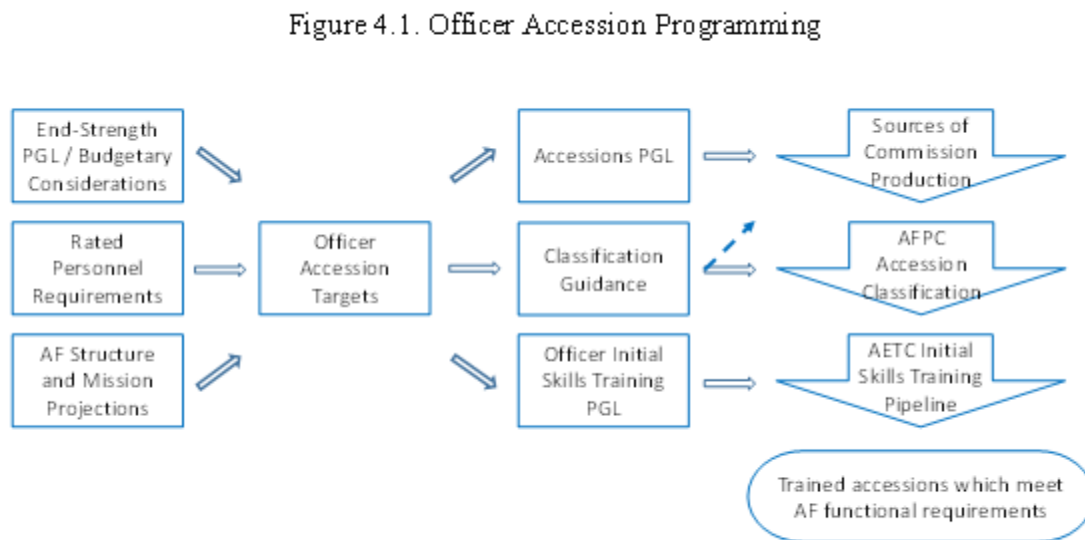
level officers to ensure qualified individuals attend commissioning programs and initial skills training within 24 months of initial accession. (T-2)

4.2.9.2. Ensure assigned officers do not deploy prior to completion of initial skills training. (T-0)

4.3. RegAF Officer Accession Targets.

4.3.1. Officer accession targets identify the number of accessions required to sustain each career field and provide sources of commission with stabilized accession goals to afford ample time to produce officers who meet career field requirements. This product is the foundation for all other annual AF/A1 accessions guidance to the sources of commission and AFPC (see [Figure 4.1](#) below showing the interaction of various officer accessions programming products).

Figure 4.1. Officer Accession Programming.



4.3.2. Targets are developed by AF/A1XD through analytical sustainment modeling in part based upon school house constraints, end-strength, projected force structure, rated personnel requirements, and mission changes provided by AF/A1M. This analysis also factors in historical data including Student, Transient, and Personnel Holdee levels (as defined by AFI 38-204, *Manpower Programming*); institutional requirements levels; personnel policies; and crossflow/reclassification trends between Air Force specialties.

4.3.3. Primary consideration for setting accession targets is career field sustainment requirements to allow the Air Force to access the right number of officers each year and maintain a healthy force structure. Stabilized accession production in career field year groups also provides greater latitude when force shaping is necessary to meet changing end-strength.

4.3.4. AF/A1XD establishes, approves, and provides targets to AF/A1PT to program accession production targets into the accessions PGL, AFPC classification guidance, and OIS training PGL.

4.4. ARC Officer Accession Targets. ARC officer accession targets are based on current and projected vacancies.

4.5. Accessions PGL.

4.5.1. The accessions PGL is the official document used to project fiscal accession requirements and inform sources of commission of their production requirements across the FYDP. This PGL is a requirements-based planning tool which apportions aggregated rated and NRL officer accessions requirements for USAFA, AFROTC, and AFRS (for OTS selection), as well as officer accession requirements for AF/JA, AF/SG, and AF/HC. When necessary, the accessions PGL includes columns for excess AFROTC lieutenants currently awaiting RegAF active duty orders and accession delays from one fiscal year to another.

4.5.2. All accession PGL data comes from AF/A1P officer accessions targets analysis. AF/A1P will publish the initial accessions PGL no later than July of each year, but may update as necessary based upon any significant changes to budgets, end-strength, force structure or missions.

4.5.3. The sources of commission will utilize the accessions PGL to set and update production goals across the FYDP. **(T-1)** It is also used by professional category organizations to set production goals for their separate accession programs. Apportionment among the sources of commission is balanced in a way that ensures OTS retains the flexibility to rapidly increase or decrease throughput. Source of commission production goals may be re-balanced to give the Air Force the best chance of meeting optimum accession targets.

4.5.4. Due to mandatory academic qualifications in some career fields, accession requirements have a direct relationship with the number of cadets in certain undergraduate academic degree programs. Commissioning and recruiting sources use various programs and processes to ensure the Air Force can provide sufficient numbers of officers meeting mandatory career field academic qualifications. For example, attrition and losses to rated programs are taken into account when determining the right number of rated officer candidates in each commissioning source.

4.5.5. The Holm Center uses the OTS targets in the accession PGL to develop OTS class schedules and works with AFIT and AFPC to schedule HPSP and FAP students.

4.5.6. AF/A1PT may place the following as additional attachments to the accessions PGL to help guide program execution:

4.5.6.1. Academic Major Targets. Completed in coordination with AFPC/DSY, this attachment is an advisory on the recommended distribution of academic majors to optimize production to meet classification requirements.

4.5.6.2. AFROTC Scholarship Targets. Completed in coordination with the Holm Center Commander, AF/SG, the Deputy Chief of Staff of Strategic Deterrence and Nuclear Integration (AF/A10), and AF/A1DV, this attachment breaks out optimal scholarships for technical, non-technical, nursing, missileers, and language programs.

4.5.7. Successful accession efforts are measured when the number of cadets produced by the sources of commission fill all classification requirements. USAFA and AETC will track and review projected production of all cadets for the two (2) years leading up to commissioning to ensure accession PGL requirements are met. **(T-1)** This metric is reported at the accession summit.

4.5.8. Accession management:

4.5.8.1. Accession Delay management. If the Air Force does not reduce the number of personnel by the end of the fiscal year either through normal attrition or Force Management programs, it risks ending the year with higher than authorized end-strength. To meet end-strength targets, AF/A1P may approve under-accession of RegAF officers by delaying active duty into the next fiscal year or allowing assignment of AFROTC graduates to the Selected Reserve.

4.5.8.2. AFROTC Professional Officer Course - Release Program. In situations where AFROTC production exceeds end-strength and cannot be fully absorbed into the force, a release program may be required.

4.5.8.2.1. AF/A1P will first coordinate with AETC, AFPC, the Director of Personnel, Office of Air Force Reserve AF/REP and NGB/A1 to identify and exhaust other available options before authorizing an AFROTC Professional Officer Course – Release Program. AF/A1P will analyze remaining excess production to determine the eligibility pool and specific targets for exemptions.

4.5.8.2.2. AFPC will execute release programs with published instructions to the field based upon AF/A1P guidance in collaboration with AF/REP and ANG Force Management Policy Division (NGB/A1P). **(T-1)** AFROTC release programs are conducted similar to RegAF Force Management programs with a voluntary option first and then, if required, an involuntary release to re-balance source of commission production with Air Force needs.

4.6. AFPC NRL Classification Guidance and Programming.

4.6.1. The classification guidance contains the official data for AFPC to program the Air Force NRL combined officer classification model. It provides specific NRL officer requirements by career field, including prefix or suffix, along with columns articulating USAFA and AFROTC career field requirements. Separate columns provide out-year classification projections for the sources of commission.

4.6.2. Classification guidance derives from the AF/A1XD officer accession targets. It is produced no later than September each year for AFPC to classify junior class AFROTC and USAFA cadets projected to meet RegAF requirements. AFPC provides NRL classification results to the sources of commission when classification is complete.

4.6.3. Classification guidance serves a two-fold purpose in accessions programming:

4.6.3.1. AFPC uses the classification guidance to classify accessions to meet Air Force requirements. This is done through the Air Force NRL combined officer classification model where accessions are placed into career fields prior to commissioning based upon Air Force needs, academic qualification, and individual officer preferences.

4.6.3.2. USAFA and AETC utilize the projected data to execute programs and target scholarships to meet AFOCD education requirements for NRL production.

4.6.4. Successful classification efforts are two-fold. First, NRL career fields receive a fair balance of officers (by quality and source of commission) across the officer force within the year group. Second, career fields with mandatory academic degree requirements receive the desired number of qualified officers for their missions. AFPC will brief to the accession summit the results of its annual run of the Air Force NRL combined officer classification model with metrics comparing these efforts to previous years. (T-1)

4.7. OIS PGL.

4.7.1. Provided by AF/A1P to AETC/A3LZ annually, the OIS PGL is the official document reflecting the NRL officer technical training requirements for force sustainment in each officer Air Force specialty code (AFSC). It includes initial skills technical training requirements for RegAF, ANG, AFR, sister service, international, and civilian personnel.

4.7.2. The OIS PGL is based on officer accession targets data received from AF/A1XD. AF/A1PT coordinates with AETC/A3LZ to co-host the officer accession working group where technical training is programmed by Air Force specialties and the OIS PGL is finalized. AETC/A3LZ then works to develop the programmed technical training document for course seats and capacity drills to balance fiscal year accession resources.

4.7.3. Specific processes governing OIS training policy is located in AFI 36-2616, *Technical Training Programs Requirements*.

4.8. Officer Accession Working Group.

4.8.1. This is a forum for AF/A1P, AF/A1X, AF/REP, NGB/A1, the AETC Directorate of Intelligence, Operations, and Nuclear Integration (AETC/A2/3/10), AFPC, sources of commission, and applicable career field managers to collaborate on fiscal commissioning source production requirements. AF/SG, AF/JA, and AF/HC attend as necessary. Interim officer accession working groups are held during the fiscal year as needed to work through commissioning program issues with accession stakeholders.

4.8.2. Annual officer accession working groups are scheduled and co-hosted by AFPC/DP2LT and AF/A1PT after the officer accessions targets are released in September.

4.8.2.1. Officer accession working group presentations may include briefs on source of commission accession requirements, USAFA and AFROTC production forecasts to determine OTS production, accession programs or incentive options when projected production falls short of targets, and other initiatives and updates impacting the accessions community. Stakeholders review draft accession targets then provide input for changes based on specific source of commission and/or Air Force career field issues.

4.8.2.2. AF/A1PT produces officer accession working group minutes and sends them to all stakeholders and appropriate levels of command. Additionally, AF/A1PT will place all officer accession working group products online for stakeholder access.

4.8.3. Between annual officer accession working groups, interim officer accession working groups may be used to review projected production. Sources of commission use the review of source of commission production estimates to refine academic major estimates and align future AFSC production goals to the source of commission best able to meet them.

4.9. OIS Working Group.

4.9.1. The annual OIS working group is a forum for AF/A1PT, AF/REP, NGB/A1, AETC/A3LZ, AFPC, and applicable career field managers to collaborate on fiscal OIS PGL and PRD production requirements.

4.9.2. Annual OIS working groups are co-hosted by AETC/A3LZ and AF/A1PT.

4.9.2.1. Prior to the meeting, AF/A1PT develops a draft OIS PGL and PRD and AETC/A3LZ develops a draft OIS programmed technical training document and class schedule.

4.9.2.2. The OIS working group presentations may include briefs on the draft OIS PGL and PRD document review, training capacity constraints, production rates, projected training production short falls, and issues impacting the training community. Stakeholders review the draft OIS PGL and PRD then provide input for changes based on specific Air Force specialties issues, including civilian initial skills training requirements.

4.9.3. Post OIS working group action items include:

4.9.3.1. After the OIS working group and before staffing of minutes, AETC/A3LZ conducts an analysis to ensure schoolhouses have sufficient capacity to achieve the technical training requirements identified in the draft OIS PGL. If a training pipeline is identified as constrained, the constraint is normally applied to all users based on fair share. However, how constraints are applied in the final OIS PGL may be adjusted based on historical quota execution rates and other factors.

4.9.3.1.1. OIS technical training requirements for RegAF officer accessions include previous years' accessions not trained in the previous year, new officer accessions (minus those who are carried over into the following year), Acquisition and Financial Management career field (6XXX) officers requiring initial skills training for operational experience tours as applicable, and projections for initial skills training elimination reclassified officers washing out of other AFSC training pipelines.

4.9.3.1.2. OIS technical training requirements for RegAF crossflow officers include those associated with the Missileer Crossflow Program, NRL Crossflow Panel, and out-of-cycle crossflows.

4.9.3.1.3. Other OIS technical training requirements may include, but are not limited to, the ARC and sister services.

4.9.3.2. AF/A1PT publishes the final OIS PGL and PRD. Changes to training requirements after initial publication are accomplished in accordance with the procedures in AFI 36-2616. AF/A1PT, AF/REP, and NGB/A1 may request AETC accommodate minor changes in training entries provided they are within AETC's available funding and course capacity.

4.10. Accession Summit.

4.10.1. The purpose of the accession summit is to bring together senior leaders with focused discussions to approve more agile, lean and efficient accessions and training processes.

4.10.2. Video Teleconference meetings are co-hosted at a minimum twice a year by the AF/A1 and SAF/MR, and include the AF/A3, AETC/CC, USAFA/CC, Air University Commander

(AU/CC), Holm Center Commander, AFROTC/CC, OTS Commandant (OTS/CC), AFRS/CC, AF/REP, AFRC/A1, NGB/A1, Air Reserve Personnel Center Commander (ARPC/CC) and AFPC/CC. AF/SG, AF/JA, and AF/HC attend as requested.

4.10.3. AF/A1P will coordinate scheduling and support functions as well as follow-ups to accession summit requests and decision implementation.

4.11. NRL RegAF Accession and Training Pipeline Scheduling

4.11.1. Unlike USAFA and OTS cadets who are commissioned into the RegAF upon graduation, AFROTC cadets are commissioned into the Reserve at graduation and may wait up to 12 months before being appointed to the RegAF or receiving an assignment to the Selected Reserve. During this period between commissioning and entering RegAF active duty, they are part of the Individual Ready Reserve assigned to the Obligated Reserve Section and falling under ARPC for administrative purposes only. AFPC attempts to limit delays to enter RegAF active duty for AFROTC graduates as much as possible. This provides AFROTC graduates in selected Air Force specialties more time on active duty to gain experiences with their year group peers and provides officers time on station for familiarization prior to initial skills training. **Note:** The commissioning of every Air Force officer is predicated on an approved appointment in accordance with [Chapter 5](#), for the specific grade and component in which the individual is accessed.

4.11.2. For RegAF accessions, after verification of an approved officer appointment in accordance with [Chapter 5](#), AFPC shall use the following business rules for scheduling entry on RegAF active duty and initial training (of all officers) in priority order (**T-1**):

4.11.2.1. Fill available seats in initial skills training to the maximum extent possible.

4.11.2.2. Minimize casual time for AFSCs that require initial skills prior to utilization.

4.11.2.3. For OTS and USAFA officers, minimize wait-to-training time for AFSCs in which some utilization is possible before initial training.

4.11.2.4. Minimize delay time to enter RegAF active duty when AFPC scheduling model can support and maintain an optimized training pipeline flow. AFROTC graduates are accessed to RegAF active duty just in time for initial skills training or no later than 365 days from the officer's date of commission. If going direct to training, once in-processing is complete at the unit/base, advance leave may be authorized up to the day before the training class start date. Based on written approval from functional managers to AF/A1P and AFPC/DP2LT, selected Air Force specialties may allow officers to be accessed to RegAF active duty and report to their first duty station prior to starting initial skills training. During this time they receive familiarization and on-the-job training prior to departure for initial skills training.

4.11.3. Initial assignments for newly commissioned officers can not interfere with initial skills training availability. For example, officers selected for remote tours are not available for temporary duty training; therefore, the training pipeline has priority over the assignment. If an officer scheduled for a remote tour is unable to be released later for initial skills training, the assignment does not start until initial skills training is completed.

4.11.4. Officers will not deploy until they have completed their education and training pipeline. (**T-0**)

CHAPTER 5

OFFICER ACCESSIONS

5.1. Overview. This chapter provides guidance and responsibilities for line and non-line officer accessions.

5.2. Statutory Authority. The statutory authorities for tendering appointments according to this chapter are in 10 USC §§ 531, 532, 533, 603, 688a, 689, 716, 1211, 2104, 2106, 2107, 9067, 9481, 12201, 12203, 12204, 12207, 12208, and 12301; 32 USC §§ 305, 307, 308, 310, 312; and 50 USC § 3801 et seq.

5.2.1. Original Appointment Authority.

5.2.1.1. Appointments in the grades of second lieutenant, first lieutenant, and captain in the Regular Air Force (RegAF) shall be made by the Secretary of Defense under Executive Order 13384, *Assignment of Functions Relating to Original Appointments as Commissioned Officers and Chief Warrant Officer Appointments in the Armed Forces*.

5.2.1.2. Appointments in the grades of major, lieutenant colonel, and colonel in the RegAF shall be made by the President, by and with the advice and consent of the Senate under 10 USC § 531.

5.2.1.3. Appointments in the grades of lieutenant colonel and below in an Air Reserve Component (ARC) shall be made by the Secretary of Defense under Executive Order 13358, *Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*.

5.2.1.4. Appointments in the grades of colonel and above in the ARC shall be made by the President, by and with the advice and consent of the Senate under 10 USC § 12203.

5.2.1.5. All appointments (except those in [paragraph 5.2.2](#)) are for an indefinite term.

5.2.2. Temporary Appointments Authority. The Secretary of Defense may make temporary appointments of any qualified person only when authorized during a war or national emergency as declared by Congress or the President in accordance with 10 USC § 603 and Executive Order 12396, *Defense Officer Personnel Management*.

5.2.2.1. Appointments are for two (2) years or the duration of such war or national emergency and for six (6) months thereafter, whichever is earlier, unless sooner terminated.

5.2.2.2. Appointees who received temporary appointments may receive reserve appointments on request, if they are otherwise eligible.

5.2.3. Procurement Objectives. Nomination authorities:

5.2.3.1. Nominate applicants by grade and category to satisfy Air Force needs and authorizations. These authorizations make up the procurement objectives. Use the Air Force Officer Classification Directory (AFOCD) as a guide to determine the educational, professional, and technical requirements for appointments for duty in specialties not covered in this publication. Nominations are made to meet procurement objectives in the categories currently authorized as shown in [Attachment 6](#) and within the grade ceilings established by 10 USC § 523.

5.2.3.2. Ensure persons nominated for appointment meet requirements outlined in this publication and the AFOCD.

5.2.3.3. Nominate applicants for appointments to fill authorized requirements.

5.2.3.4. As appropriate, nominate persons with outstanding credentials in business, scientific, professional, or technical fields who are not eligible under the appointment criteria in this publication subject to approval by the Secretary of the Air Force.

5.3. Roles and Responsibilities. Unless stated otherwise, roles and responsibilities may be delegated further; however, individuals listed below remain accountable for the role or responsibility.

5.3.1. Headquarters Air Force.

5.3.1.1. AF/A1 develops personnel policies, guidance, programs, and legislative initiatives to meet strategic objectives for military accessions under HAFMD 1-32.

5.3.1.1.1. AF/A1P is responsible for managing accessions to meet force management objectives as outlined in HAFMD 1-32.

5.3.1.1.2. AF/A1PT will:

5.3.1.1.2.1. Work with the Organization Division, Directorate of Manpower, Organization and Resources (AF/A1MO) and AF/A1XD to develop RegAF officer accession requirements, to include non-prior service and prior service programs, and coordinate with the AF/REP and NGB/A1 on ARC accessions requirements. Accession requirements are published in the accessions Program Guidance Letter (PGL) to reflect current fiscal year and the Future Years Defense Program (FYDP) years.

5.3.1.1.2.2. Establish standardized procedures to process original appointment packages from nomination to appointment across the total force (see [paragraph 5.14](#)). AF/A1PT consolidates scroll nomination lists from the components into a scroll nomination package; performs the final review; coordinates transmission across AF/JA, SAF/MR, and Washington Headquarters Services; and disseminates information regarding approvals to the originating component nomination source for original appointment in accordance with [paragraph 5.14](#) of this publication.

5.3.1.2. AF/JA recruits, selects, nominates, and assigns persons from all sources who qualify for appointment and designation as judge advocates to fill all air component requirements.

5.3.1.2.1. AF/JAX.

5.3.1.2.1.1. Manages the accessions program for all RegAF judge advocates.

5.3.1.2.1.2. Makes recommendations to AF/JA for officers transferring from The Judge Advocate General's Corps (TJAGC) to other competitive categories.

5.3.1.2.1.3. Publishes active duty orders for all judge advocates.

5.3.1.2.2. The Mobilization Assistant to TJAG recommends the selection and assignment of all Air Force Reserve (AFR) judge advocates.

- 5.3.1.2.3. The Air National Guard (ANG) Assistant to TJAG recommends the selection and assignment of all ANG judge advocates.
- 5.3.1.2.4. ARC Advisor to TJAG, in coordination with the Mobilization Assistant to TJAG and the ANG Assistant to TJAG, as appropriate, serves as the primary action officer for recruiting, accessions, and assignments of AFR and ANG judge advocates in TJAGC.
- 5.3.1.3. AF/HC establishes goals, objectives, requirements, and procedures to access individuals from all sources who qualify for appointment and designation as Air Force chaplains.
- 5.3.1.3.1. AF/HC recommends applicants for RegAF direct appointment, inter-service and intra-service transfers into the Chaplain Corps to AFRS/CC. AFRS/CC serves as the final approval authority for chaplain accession programs.
- 5.3.1.3.2. AF/HCP is responsible for the oversight of the Chaplain Corps' recruiting and accessions processes.
- 5.3.1.4. AF/SG establishes goals, objectives, requirements, and procedures to access qualified commissioned officers to serve as Air Force Health Professionals.
- 5.3.2. **AF/RE** has functional authority and is responsible for policy oversight, advisory services and management of the AFR accessions program.
- 5.3.2.1. Deputy to the Chief of Air Force Reserve (AF/RE-D) will [for applicants who do not require a waiver, delegated to Vice Commander, Air Force Reserve Command (AFRC/CV); AFRC numbered Air Force commanders; and Commander, Air Reserve Personnel Center (ARPC/CC)]:
- 5.3.2.1.1. Select former officers of any of the services who held an aeronautical rating for appointment to fill AFR line officer aircrew positions.
- 5.3.2.1.2. Select former officers for line officer appointment to be assigned to the Participating Individual Ready Reserve.
- 5.3.2.1.3. Select reserve officers of other services for appointment to be AFR line officers.
- 5.3.2.1.4. Select individuals for appointment who have not held an aeronautical rating, are not reserve officers, and are being appointed to be line officer Air Reserve Technicians (ART). The military position must be unencumbered and funded for at least one (1) year from the date the member is expected to graduate from the Air Force Reserve Officers' Training Corps (AFROTC) or Officer Training School (OTS) course. Unless the individual was previously awarded an officer Air Force specialty at the qualified or staff level, the military position must be classified as an Air Force specialty other than a special duty identifier (for example, 86M0/Operations Management) or reporting identifier (for example, 97E0/Executive Officer). **Exception:** AFRC/CV may approve or disapprove for ART position classified as a special duty identifier or reporting identifier.
- 5.3.2.1.5. Select individuals for appointment who have not held an aeronautical rating, are not reserve officers, and are selected for assignment to a non-ART, line officer AFR

Selected Reserve positions. the position must be classified as an Air Force specialty other than a special duty identifier (for example, 86M0/Operations Management) or reporting identifier (for example, 97E0/Executive Officer).

5.3.2.2. AFRC, Command Surgeon (AFRC/SG) will:

5.3.2.2.1. Implement policy and guidance regarding programs pertaining to health professions officers assigned to the AFR.

5.3.2.2.2. Recommend appointment for health professions applicants projected to AFR Selected Reserve positions.

5.3.2.3. AFRC, Office of the Command Chaplain (AFRC/HC) will:

5.3.2.3.1. Implement policy and guidance regarding programs pertaining to chaplains assigned to the AFR and the Chaplain Candidate Program.

5.3.2.3.2. Recommend incentive programs and establishes recruiting goals to ensure the health of the AFR chaplain career field.

5.3.2.3.3. Recommend appointment for assignment to AFR Selected Reserve chaplain positions or Chaplain Candidate Program.

5.3.2.3.4. Manage the Chaplain Candidate Program.

5.3.3. **NGB/CF** has functional authority and is responsible for policy oversight, advisory services and management of the ANG accessions program.

5.3.3.1. NGB/A1 is responsible for approving applications for temporary federal recognition, nominating applicants for Reserve of the Air Force appointment, and monitoring compliance with the policies and procedures contained in this publication.

5.3.3.2. The Officer Programs Branch (NGB/A1PO) reviews eligibility of applicants recommended by the various adjutants general for all categories of officers, from all sources, to fill ANG vacancies. Before nomination, NGB/A1PO obtains AF/JA (for judge advocates), NGB/SG (for health professionals) and ANG Command Chaplain (NGB/HC) (for chaplains) approval for appointment of all individuals selected for an initial reserve appointment in the ANG.

5.3.3.3. Pursuant to DoDD 5105.83, *National Guard Joint Force Headquarters – State (NG JFHQs-State)*, The Adjutant General (TAG) will maintain trained and equipped ANG forces to serve in their role as Air National Guard of the United States pursuant to the policies outlined in this publication. **Note:** Nothing in this publication shall be construed as a limitation on the authority of the Governor of a State to employ any unit of the National Guard of that State, when such unit is not on active duty or in federal service, to perform functions authorized by the laws of the State concerned and those of the United States.

5.3.3.3.1. Review appointment nominations and federal recognition applications for compliance with established policies and procedures.

5.3.3.3.2. Advise NGB/A1 of any change in applicant's status after application is submitted for federal recognition.

5.3.3.3.3. Appoint an officer accession representative to manage all officer federal appointment packages.

5.3.4. Personnel Centers.

5.3.4.1. Air Force Personnel Center (AFPC).

5.3.4.1.1. The AFPC Executive Director (AFPC/CA):

5.3.4.1.1.1. Nominates for RegAF appointments all individuals selected for assignment to serve in the RegAF.

5.3.4.1.1.2. Nominates for reserve appointment AFROTC graduates awaiting reappointment as RegAF officers.

5.3.4.1.2. The AFPC Assignments, Accessions, and Active Duty Service Commitment Section (AFPC/DP1TAM):

5.3.4.1.2.1. Coordinates nominations from all sources for appointment to serve in the RegAF as line officers.

5.3.4.1.2.2. Coordinates nominations for reserve appointment for AFROTC graduates awaiting reappointment as RegAF line officers.

5.3.4.1.2.3. Publishes active duty orders for all RegAF line of the Air Force (LAF) officers (excluding JAG).

5.3.4.1.3. The AFPC Medical Career Management Division (AFPC/DP2N):

5.3.4.1.3.1. Coordinates nominations and designates persons from all sources to serve in the RegAF as a health professional.

5.3.4.1.3.2. Publishes active duty orders for all RegAF health professionals.

5.3.4.1.4. The AFPC Chaplain Career Management Division (AFPC/DP2H):

5.3.4.1.4.1. Coordinates nominations and designates persons from all sources to serve in the RegAF as a chaplain.

5.3.4.1.4.2. Publishes active duty orders for all RegAF chaplains.

5.3.4.2. The ARPC/CC nominates for reserve appointment all individuals selected for assignment to the AFR. **Exception:** AFROTC graduates appointed to the AFR pending reappointment as a RegAF officer are nominated for a reserve appointment by AFPC/CA.

5.3.5. Air Force Recruiting.

5.3.5.1. Air Force Recruiting Service Commander (AFRS/CC) will:

5.3.5.1.1. In coordination with AFPC/DP2N, recruit from civilian sources and select from all sources persons to perform duties as RegAF health professional officers. **(T-1) Note:** AFRS/CC may delegate this responsibility to no lower than the operations division chief (AFRS/RSO).

5.3.5.1.2. Select and nominate former officers of any of the uniformed services to perform duties as RegAF line officers (non-JAG). **(T-1) Note:** AFRS/CC may delegate this responsibility to no lower than the AFRS/RSO.

5.3.5.2. AFRS, Recruiting Service Operations Division, Chaplain Accessions (AFRS/RSOH) and AF/HCP will:

5.3.5.2.1. Recruit and select persons from all sources who qualify for appointment as chaplains. (T-1)

5.3.5.2.2. Review the application for entry into the Chaplain Corps and make recommendations for officers transferring from the Chaplain Corps to other competitive categories. (T-1)

5.3.5.3. AFRC Recruiting Service (AFRCRS) is responsible for developing and managing day-to-day AFR recruiting programs to meet fiscal year accession requirements in accordance with accessions policy.

5.3.5.4. NGB/A1Y is responsible for developing and managing day-to-day ANG recruiting programs to meet fiscal year accession requirements in accordance with accessions policy.

5.3.6. Sources of Commissioning.

5.3.6.1. USAFA/CC coordinates appointment with the appropriate nomination authority and appoints USAFA graduates as second lieutenants in the RegAF.

5.3.6.2. AFROTC/CC coordinates with the RegAF, AFR and ANG nomination authorities the appointment as second lieutenants in the AFR persons who successfully complete the AFROTC program and Army and Navy Reserve Officers' Training Corps (ROTC) graduates approved for commissioning in the Air Force.

5.3.6.3. OTS/CC coordinates with the appropriate nomination authority the appointment as second lieutenants applicants who successfully complete the OTS course.

5.3.6.4. Direct Appointment Sources. The Air Force directly appoints men and women in certain professions. The below offices or agencies coordinate nominations for appointment in the categories listed.

5.3.6.4.1. Line officer (non-JAG):

5.3.6.4.1.1. Inter-component and Inter-service Transfer: Director of Personnel Operations (AFPC/DP2), Accessions Division (ARPC/DPAR), and NGB/A1P, as appropriate.

5.3.6.4.2. Health Professions:

5.3.6.4.2.1. Uniformed Services University of the Health Sciences (USUHS): AFPC/DP2N.

5.3.6.4.2.2. Health Professions Scholarship Program (HPSP) and Financial Assistance Program (FAP): AFPC/DP2N.

5.3.6.4.2.3. Interservice Physician Assistants Program: AFPC/DP2N

5.3.6.4.2.4. Enlisted Commission Programs: AFPC/DP2N or ARPC/DPAR, as appropriate.

5.3.6.4.2.5. Air Force Ready Reserve Stipend Program: AFRC/SG.

5.3.6.4.2.6. ANG Early Commissioning Program: NGB/A1P.

5.3.6.4.2.7. Fully qualified civilian health professional: AFPC/DP2N, ARPC/DPAR, or NGB/A1P, as appropriate.

5.3.6.4.2.8. Inter-component and Inter-service Transfer: AFPC/DP2N, ARPC/DPAR, or NGB/A1P, as appropriate.

5.3.6.4.3. Judge Advocate: AF/JAX or ARPC/DPAR, as appropriate.

5.3.6.4.4. Chaplain: AFPC/DP2H or ARPC/DPAR, as appropriate.

5.4. Initial Appointment Eligibility Standards.

5.4.1. **Eligibility Factors.** To be eligible for initial appointment an applicant must meet the minimum criteria in **paragraphs 5.4.2 through 5.4.13 (T-1)**. Appointment is not assured merely by meeting the established minimum requirements. The overriding consideration is the best interest of the Air Force. Waiver authority may not be further delegated unless specifically stated.

5.4.1.1. It is the applicant's responsibility to furnish documents (original or a copy certified true by the issuing agency), which prove he/she meets all eligibility requirements.

5.4.1.2. If an applicant previously applied for appointment and was not selected, or was selected for appointment but declined, the individual is ineligible to reapply with the same component for 12 months from the date notified of non-selection or the date the individual declined the appointment. **(T-3)** Send requests to waive this restriction through command channels to the nomination authority. **Note:** This restriction does not apply to individuals applying for appointment or reappointment for judge advocate or health professional duties or designation as a judge advocate or health professional.

5.4.1.3. When the appointment depends on immediate entry on active duty, the applicant must be available for active duty 30 days from the date of acceptance of appointment. **(T-2) Note:** Commissioning sources may waive this requirement, not to exceed 60 days from the date of acceptance of appointment.

5.4.1.4. In time of war or national emergency declared by the President or the Congress or when otherwise authorized by law, ANG and AFR applicants must be available for active duty 30 days from the date of the order calling the person to active service. **(T-1)**

5.4.1.5. Military Service Obligation (MSO). Prior to appointment, applicants are advised of the MSO they will incur under DoDI 1304.25.

5.4.1.5.1. Non-prior service applicants will incur a MSO of eight (8) years from the date of initial appointment. **(T-0)** Any portion of the MSO not served in an active component is served in a reserve component.

5.4.1.5.2. Prior service applicants to OTS who have not completed their initial MSO (eight (8) years) will maintain that initial obligation. **(T-0)**

5.4.1.5.2.1. USAFA and AFROTC graduates will incur an eight (8) year MSO from the date of initial appointment, regardless of prior enlisted service. **(T-0)**

5.4.2. Citizenship.

5.4.2.1. To be eligible for a regular commission, the applicant must be a United States citizen. **(T-0)** In extraordinary circumstances, the Secretary of Defense may waive this requirement for an original appointment in a grade below major for an individual who has been lawfully admitted to the United States for permanent residence in accordance with DoDI 1304.26.

5.4.2.2. To be eligible for a reserve appointment, an individual must be either a United States citizen or lawfully admitted to the United States for permanent residence in accordance with DoDI 1304.26. **(T-0)**

5.4.2.3. To be eligible for an ANG appointment, an individual must be a United States citizen in accordance with DoDI 1304.26. **(T-0)**

5.4.2.4. Dual Citizenship. Dual citizenship in and of itself is not an automatic disqualifier. Dual citizenship and particularly the exercise of dual citizenship, to include foreign military service, is a condition raising a security concern and may be a disqualifying factor in a security clearance eligibility determination in accordance with DoDM 5200.02_AFMAN 16-1405.

5.4.3. **Conscientious Objector.** An individual must not be a conscientious objector under 50 USC § 3806(j), and DoDI 1300.06. **(T-0)**

5.4.4. **Religious Accommodation.** The Air Force places a high value on the rights of its Airmen to observe the tenets of their respective religions or to observe no religion at all. In accordance with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, the Air Force will approve pre-accession requests for accommodation of religious practices unless accommodation adversely affects military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons. **(T-0)** Approval authority for religious accommodation requests are contained in AFPD 52-2, *Accommodation of Religious Practices in the Air Force*.

5.4.4.1. An essential part of unit cohesion is establishing and maintaining uniform military grooming and appearance standards. Individuals intending to enter service may submit a pre-accession request for religious accommodation of the military grooming and appearance standard contained in AFI 36-2903 and receive a decision before entry.

5.4.4.1.1. For the purposes of this directive, “pre-accession request” is defined as a request after selection for but before contracting in an AFROTC program or OTS program, accepting appointment to USAFA, or accepting appointment through a direct commission program.

5.4.4.1.2. Applicants must complete all processing and be otherwise eligible for contracting or appointment, including meeting all testing and medical requirements, before they submit a request for a pre-accession religious accommodation. **(T-1)**

5.4.4.1.3. A religious accommodation will not affect an Airmen’s assignment of Air Force specialty code (AFSC), duty location, or attendance at a military school, unless an evidence-based determination is made that the accommodation is incompatible with the safe and effective execution of all required duties.

5.4.4.2. The following are approval authorities for requests for pre-accession religious accommodation as it pertains to military grooming and appearance standards (may not be further delegated).

5.4.4.2.1. The approval authority for religious accommodation requests to the military grooming and appearance standard made pursuant to AFI 36-2903 is the AFRS/CC, AFRCRS/CC, NGB/A1Y, AFROTC/CC or USAFA/CC, as appropriate. Submit requests in accordance with [Attachment 4](#). **Note:** Pre-accession approval authority for chaplains is AF/HC and for judge advocates is TJAG.

5.4.4.2.2. The disapproval authority and appeal authority is AF/A1, AF/RE, or NGB/CF, as appropriate. Request must be routed through the appropriate approval authority in [paragraph 5.4.4.2.1](#), who will provide a recommendation. **(T-1)** If the functional manager recruits the applicant directly (e.g., judge advocate, surgeon general, chaplain, etc.), applicants process all requests through those functional channels to AF/A1, AF/RE, or NGB/CF, as appropriate. Submit requests in accordance with [Attachment 4](#).

5.4.5. **Moral Conduct.** All applicants must be of sound moral character. **(T-0)** Refer to [Attachment 2](#), for a list of typical conduct offenses that may result in moral disqualification.

5.4.5.1. Questionable moral character includes, but is not limited to, history of antisocial behavior and frequent difficulties with law enforcement agencies.

5.4.5.2. Applicants are ineligible if they have a state or federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, or other sexual offense, or when the disposition requires the person to register as a sex offender. **(T-0)**

5.4.5.3. Applicants are ineligible if they have are under judicial restraint imposed by civil or criminal court or subject of a subpoena ordering attendance on some specified future date (includes those relieved from restraint on the condition of appointment).

5.4.5.4. Applicants with adverse or reportable information.

5.4.5.4.1. Adverse information is defined in DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, as any substantiated adverse finding or conclusion from an officially documented military investigation or inquiry or any other credible information of an adverse nature.

5.4.5.4.1.1. To be credible, the information must be resolved and supported by a preponderance of the evidence; to be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the individual. **(T-0)**

5.4.5.4.1.2. The date of the substantiated adverse finding or conclusion from an officially documented investigation or inquiry is used to establish the time period, not the date of the incident.

5.4.5.4.2. Reportable information is defined in DoDI 1320.04 as credible information related to an individual's involvement or affiliation with a significant event that is widely known to the general public or members of Congress that brings discredit upon

or calls into question the integrity of members of the DoD, Components of the DoD, or the DoD.

5.4.5.4.3. Include a memorandum for Secretary of the Air Force signature with the nomination package. The memorandum will include:

5.4.5.4.3.1. Detailed information concerning the adverse or reportable information.

5.4.5.4.3.2. An affirmative statement regarding the officer's judgment with respect to the specific information.

5.4.5.4.3.3. The specific rationale for support of the officer for nomination or appointment as it applies to adverse or reportable information.

5.4.5.4.3.4. An explanation of how the officer meets the requirement of exemplary conduct set forth in 10 USC § 9233.

5.4.5.4.3.5. A statement identifying why documentation of non-judicial punishment imposed, letters or memorandums imposed administratively, or similar documents are not included in the package.

5.4.5.4.3.6. A summary in those instances when an allegation is ongoing and it is likely to take months or years to resolve. Include the particulars of the complaint, the results of any completed reviews and final decisions, the status of the pending actions and the expected length of time to resolve, and the impact if the nomination is not forwarded.

5.4.5.4.3.7. A summary of the information in the Adverse Information Summary (AIS) or Reportable Information Summary (RIS) as outlined at: <https://prhome.defense.gov/M-RA/ARCHIVE-2018/MPP/OEPM/Functions/>.

5.4.5.4.4. Adverse and reportable information attributed to a prior service applicant within 10 years of appointment must be included in the nomination request. **(T-0)** The investigating agency will provide a complete unredacted copy of the report of investigation for use in preparing summaries of adverse or reportable information.

5.4.5.5. The following officials are waiver approval authorities for applicants convicted or adversely adjudicated of Category 1, 2, and 3 offenses described in **Attachment 2**.

5.4.5.5.1. AFRS/CC (may delegate to the Recruiting Squadron/CC-level) for all individuals applying to OTS for a RegAF line officer appointment, former officers applying for appointment as RegAF line officers (non-JAG), and all individuals applying for appointment in a RegAF health professions. **(Note:** AF/SG must coordinate on all health professions waivers of questionable moral character to include previous convictions. **(T-1)**)

5.4.5.5.2. AFRC/CV for appointment of Airmen to fill AFR positions, except appointment as a judge advocate.

5.4.5.5.3. NGB/A1P for all ANG officer appointments, except appointment as a judge advocate.

- 5.4.5.5.4. AF/JA, for all individuals who apply for appointment and designation as judge advocates.
- 5.4.5.5.5. USAFA/CC for all individuals who apply for appointment through USAFA.
- 5.4.5.5.6. Holm Center/CC for all individuals who apply for RegAF appointment through AFROTC.
- 5.4.5.5.7. No waivers authorized for appointment and designation as a chaplain.
- 5.4.5.6. The following officials are waiver approval authorities for individuals convicted or adversely adjudicated of Category 4 and 5 offenses described in [Attachment 2](#).
 - 5.4.5.6.1. ARPC, Directorate of Assignments (ARPC/DPA) for individuals applying for AFR appointment in the programs in [paragraph 5.3.6.4](#), except appointment as a judge advocate
 - 5.4.5.6.2. NGB/AIPO for all ANG officer appointments, except appointment as a judge advocate.
 - 5.4.5.6.3. AFRS/CC for individuals applying for a RegAF line officer (non-JAG) appointment through OTS, or for former officers applying for RegAF line officer (non-JAG) appointment.
 - 5.4.5.6.4. AF/JA, for all individuals who apply for appointment and designation as judge advocates.
 - 5.4.5.6.5. No waivers authorized for appointment and designation as a chaplain.
 - 5.4.5.6.6. USAFA/CC for all individuals who apply for appointment through USAFA.
 - 5.4.5.6.7. Holm Center/CC for all individuals who apply for RegAF appointment through AFROTC.

5.4.6. Age.

- 5.4.6.1. To be eligible for an original appointment the applicant must be at least 18 years of age and not reached his/her 40th birthday. **(T-1) Note:** AFRS/RSO, AF/RE, and NGB/CF may further restrict the maximum age based on needs of the component.
 - 5.4.6.1.1. Maximum age for initial appointment in a health professional specialty designated by AF/SG as a critical specialty needed in wartime is less than 48 years of age under DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, and DoDI 1304.26. **(T-1)**
 - 5.4.6.1.2. The Secretary of the Air Force may, with the officer's consent, retain in an active status any officer of the Air Force designated as a health professional or chaplain, until he or she becomes age 68 in accordance with AFI 36-3203, *Service Retirements*. Note: Requests to exceed age 62 are submitted in accordance with AFI 36-3203.
 - 5.4.6.1.3. Applicants who previously served in any branch of the military use an adjusted age. To calculate the adjusted age, subtract the applicant's years of satisfactory service from the applicant's age.

5.4.6.1.3.1. A prior service applicant must have an actual age which allows for the accrual of 20 years of satisfactory service prior to the applicant's mandatory retirement date. Applicants who cannot qualify for retirement in accordance with AFI 36-3203 before or on removal from an active status, must acknowledge in writing that retention for retirement is not possible and request an exception to policy. **(T-1)** Route the acknowledgement and request through command channels to SAF/MR for consideration.

5.4.6.1.3.2. To be eligible for an active duty retirement as an officer in accordance with 10 USC § 9311, a prior service applicant must be able to complete 20 years of active duty service, 10 years of which must be commissioned service, prior to the applicant's mandatory retirement date. **(T-0)**

5.4.6.1.3.3. Prior service applicants who cannot qualify for retirement as an officer in accordance with AFI 36-3203 before or on removal from an active status, must acknowledge in writing that retention for the purpose of retirement as an officer is not possible and request an exception to policy. **(T-1)** Route the acknowledgement and request through command channels to SAF/MR for consideration.

5.4.6.1.4. Individuals collecting military retirement pay are not eligible. **Exception:** See [paragraphs 5.4.8.3.5](#) and [5.4.8.3.6](#)

5.4.6.2. Additional Age Restrictions (adjusted age does not apply).

5.4.6.2.1. Per AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, RegAF applicants for undergraduate flying training must not have reached their 30th birthday nor have more than five (5) years of total federal commissioned service (whichever is earlier) by the date specified in the undergraduate flying training Selection Board Announcement message. ARC applicants must not have reached their 30th birthday nor have more than five (5) years total federal commissioned service by their assigned undergraduate flying training class start date. **(Exception:** Remotely piloted aircraft applicants must not have reached with 40th birthday.) **(T-1)**

5.4.6.2.2. AFROTC scholarship, ASCP, SOAR, and POC-ERP (scholarship) applicants must be under 31 years of age on December 31st of the calendar year in which the applicant is eligible for appointment in accordance with 10 USC § 2107, *Financial Assistance Program for Specially Selected Members*. **(T-0)**

5.4.6.2.3. In accordance with 10 USC § 9446, *Cadets: Requirements for Admission*, USAFA applicants (to include LEAD applicants) must not have reached their 23rd birthday upon entering USAFA. **(T-0)** If attending the Preparatory School, applicants must not have reached their 22nd birthday upon entering the Preparatory School.

5.4.6.2.4. DPT and Doctor of Philosophy (Ph.D.) in Clinical Psychology program applicants must be commissioned prior to the applicants 42nd birthday. **(T-0)**

5.4.6.2.5. EMDP2 program applicants must be commissioned prior to the applicant's 40th birthday.

5.4.6.2.6. NECP must be commissioned prior to the applicants 42nd birthday. **(T-1)**

5.4.6.3. Additional age criteria is located in [Chapter 6](#) through [Chapter 10](#)..

5.4.6.4. Submit age waiver requests through command channels to the below organizations for approval; requests may be disapproved at any level within command channels.

5.4.6.4.1. Line officer (non-JAG) appointments.

5.4.6.4.1.1. AFPC/DP3D, for persons who apply for a RegAF appointment.

5.4.6.4.1.2. Reserve wing commander, or equivalent, for persons who apply for an AFR appointment.

5.4.6.4.1.3. NGB/A1PO, for persons who apply for an ANG appointment.

5.4.6.4.2. Health professional appointments.

5.4.6.4.2.1. AF/SG1/8, for individuals who apply for RegAF appointment.

5.4.6.4.2.2. AFRC/SG, for individuals who apply for AFR appointment.

5.4.6.4.2.3. NGB/A1PO, in coordination with NGB/SG, for individuals who apply for ANG appointment.

5.4.6.4.3. Chaplain and chaplain candidate appointments.

5.4.6.4.3.1. AF/HC, for individuals who apply for RegAF appointment.

5.4.6.4.3.2. AFRC/HC, for individuals who apply for AFR appointment.

5.4.6.4.3.3. NGB/HC for individuals who apply for ANG appointment.

5.4.6.4.3.4. Waiver authority to exceed 48 years of age is the nomination authority.

5.4.6.4.4. Judge advocate appointments. AF/JA, for all individuals who apply for appointment and designation as a judge advocate.

5.4.7. **Physical Condition.**

5.4.7.1. All applicants must be medically qualified or medically acceptable with waiver in accordance with AFI 48-123.

5.4.7.1.1. Waiver authorities specified in DoDI 6130.03 and AFI 48-123, may approve waivers of medical requirements.

5.4.7.1.2. An exception to policy may only be requested after all waivers have been considered and denied. An exception to policy should only be submitted if strong justification can be provided to support such a request. It is intended only for rare and truly exceptionally qualified applicants. See [Attachment 4](#) for exception to policy requirements.

5.4.7.2. All applicants must meet the fitness requirements of AFI 36-2905, *Fitness Program*, to include height and weight standards as prescribed in DoDI 1308.3. **(T-0)**

5.4.7.3. Applicant must meet all dress and appearance standards in accordance with AFI 36-2903. **Note:** Members currently enlisted in any component of the Air Force must have an AF Form 4428, *Tattoo/Brand/Body Marking Screening/ Verification*, in their Master Personnel Record Group; to request a uniform exception prior to attending the OTS course, waiver authority is the AFRS/RSO, AFRCRS/RSO, or NGB/A1Y as appropriate. **(T-2)**

5.4.7.4. Applicants must meet additional application standards in accordance with [Chapter 6](#), through [Chapter 10](#).

5.4.8. **Prior Service.** Detailed guidance for inter-component and inter-service transfer of officers can be found in [Paragraphs 5.8](#) and [5.9](#).

5.4.8.1. Prior service applicants are eligible for all components if they meet the following additional conditions.

5.4.8.1.1. Applicants must be able to complete 10 years of active service as a commissioned officer to receive retirement as an officer under AFI 36-3203. **(T-1)** Submit waiver requests through command channels to the nomination authority.

5.4.8.1.2. Applicants must have received an Honorable discharge. **(T-1)** For verification of eligibility of prior service applicants use the member's most recent DD Form 214; DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge From Active Duty*; Reserve Discharge Order; or NGB Form 22. Verification includes a review of applicants' reenlistment eligibility or separation program designator code to determine eligibility.

5.4.8.1.3. Members currently enlisted in any component of the Air Force or serving in another military component or service must obtain conditional release or resignation. **(T-1)**

5.4.8.1.4. Current RegAF members applying for the PALACE CHASE and PALACE FRONT programs are processed in accordance with AFI 36-3205.

5.4.8.2. Prior service applicants are eligible for the ANG or AFR if they meet any of the below additional conditions (not applicable to applicants for RegAF appointments).

5.4.8.2.1. RegAF officers released or discharged from active duty due to reduction in force in accordance with 10 USC §§ 1174, 1174a, 1175, or 1175a.

5.4.8.2.2. Members who received separation pay (voluntary or involuntary), severance pay, or readjustment pay under 10 USC §§ 1174, 1174a, 1175, and 1175a, and who later qualify for retired or retainer pay are required to repay the total amount of separation pay (voluntary or involuntary), severance pay, or readjustment pay received. **(T-0)**

5.4.8.2.3. Members who received voluntary separation pay under 10 USC § 1175a and later return to active duty for greater than 179 consecutive days may be required to repay the total amount of voluntary separation pay received. **(T-0)**

5.4.8.3. Prior service applicants are ineligible for any component if they meet any of the below conditions.

5.4.8.3.1. An individual disenrolled from a military service academy for any reason or disenrolled from any other officer training program listed in [Attachment 9](#) because of lack of aptitude, indifference to training, incompatibility, breach of contract terms, undesirable character traits, or disciplinary reasons may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate nomination authority listed in [paragraph 5.3](#) **(T-1)**

5.4.8.3.1.1. The command or activity responsible for processing the application requests the DD Form 785 in accordance with [Attachment 9](#).

5.4.8.3.1.2. The command or activity responsible for processing the application sends the waiver request through channels with a recommendation for approval or disapproval after carefully considering the individual's demonstrated potential, Air Force Officer Qualifying Test (AFOQT) scores, academic progression, and comments on the DD Form 785. A waiver is not required for applicants who have Section IV, Blocks 1 or 2 of the DD Form 785 checked.

5.4.8.3.2. Applicants who were released from active duty or discharged for failure to meet acceptable standards of conduct or duty performance, unsuitability, misconduct, personal abuse of drugs, for the good of the service, for security reasons or court-martial convictions.

5.4.8.3.3. Applicants who were dropped from the rolls of any uniformed service because of confinement to a state or federal penitentiary or correctional institution for six (6) months, or due to unauthorized absence, as defined by AFI 36-3802, *Force Support Readiness Programs*, for three (3) months.

5.4.8.3.4. Individuals enrolled in training or instruction leading to a commission in any of the uniformed services (to include the United States Merchant Marine Academy).

5.4.8.3.5. Retired enlisted members entitled to retired pay. **(T-0) Exception:** Member may become members of the Selected Reserve or ANG upon a finding that the member's services are indispensable. **(T-0)** A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

5.4.8.3.5.1. A need is deemed to be critical if the AFSC and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

5.4.8.3.5.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need, meets the unique requirements to occupy the position, and is the most capable individual to meet the critical need.

5.4.8.3.5.3. Appointment is based on AFR and ANG requirements. Approval authority is AF/RE or NGB/CF, as appropriate, only if serving in the rank of lieutenant general, as delegated by the Secretary of the Air Force under 10 USC § 10145.

5.4.8.3.6. Individual is on the regular officer retired roll of any of the uniformed services. **(T-0) Exception:** Member may apply for appointment in the Selected Reserve or ANG upon a finding that the member's services are indispensable. **(T-0)** See [paragraph 5.4.8.3.5](#) for details on indispensability findings.

5.4.8.3.7. Applicants who resigned or separated in lieu of court-martial, reclassification, elimination, or any form of corrective or disciplinary action. **(T-0)**

5.4.8.3.8. An officer whose name has been removed from the recommended promotion list under 10 USC §§ 629 or 14310. **(T-2)**

5.4.8.3.9. Applicants who were discharged for hardship reasons. **(T-2)** Submit waiver requests to ARPC/DPA or NGB/AIPO as appropriate. Applicant must show the hardship no longer exists. **(T-2)** **Note:** AFR or ANG applicants only.

5.4.8.3.10. Applicants who were discharged for failure to meet minimum Reserve participation requirements. Submit waiver requests through command channels to the nomination authority. **(T-2)**

5.4.8.3.11. Applicants who were eliminated from the Inactive Status List Reserve Section. Submit waiver requests through command channels to the nomination authority. **(T-2)**

5.4.8.3.12. All officers non-selected for promotion; or after initial continuation, not subsequently continued due to non-selection or declination. **(T-3)** Submit waiver request as permitted to the below offices for approval. **(Note:** For ANG and AFR, see [Attachment 7](#); for rated officers, see [paragraph 5.4.8.3.13](#))

5.4.8.3.12.1. AFR line officer (non-JAG): The gaining wing commander, who will certify the hiring action on the AF Form 1288.

5.4.8.3.12.2. AFR health professionals: AFRC/SG.

5.4.8.3.12.3. AFR chaplains: AFRC/HC.

5.4.8.3.12.4. ANG (non-JAG): The TAG, who will certify the hiring action on the AF Form 1288.

5.4.8.3.12.5. All judge advocates, regardless of component: AF/JA.

5.4.8.3.12.6. RegAF health professionals: AF/SG, only for specialties critically needed in wartime.

5.4.8.3.13. Regular or reserve rated officer of other uniformed services non-selected for promotion who apply for appointment to the RegAF under [paragraph 5.9.2](#) may be transferred upon a finding that the member's services are indispensable. **(T-1)** See [paragraph 5.4.8.3.5](#) for details on indispensability findings.

5.4.9. Education and Aptitude.

5.4.9.1. Applicant must possess a baccalaureate degree from an educational institution listed in the current Accredited Institutions of Post-Secondary Education for all appointments. **(T-1)** Additional education requirements for specific AFSCs are contained in the AFOCD located on the myPers website (<https://mypers.af.mil>). **Exception:** Students accepted into any discipline within HPSP may be commissioned without a baccalaureate degree if enrolled in a dual undergraduate/graduate program or if a graduate program waives the admission requirement of a baccalaureate degree for a highly qualified candidate. However, students who fail to successfully complete such graduate programs will be subject to discharge proceedings by the Air Force Institute of Technology (AFIT), in conjunction with ARPC, in accordance with AFI 36-3207, *Separating Commissioned Officers*.

5.4.9.2. AFOQT requirements are contained in **Table 5.1**. Appointments in professional categories are exempt from AFOQT requirements. Retesting is accomplished in accordance with AFMAN 36-2664, *Personnel Assessment Program*. Submit waiver requests of the minimum AFOQT standards in accordance with AFMAN 36-2664.

Table 5.1. AFOQT Minimum Standards for Appointment

AFOQT Minimum Standards (see note 1)					
	Verbal	Quantitative	Pilot	Combat Systems Officer	Air Battle Manager
Commissioning (non-rated)	15	10	N/A	N/A	N/A
Pilot (including remotely piloted aircraft) (see note 2)	15	10	25	N/A	N/A
Combat Systems Officer	15	10	N/A	25	N/A
Air Battle Manager	15	10	N/A	N/A	25
Note: 1. Request an exception to policy to any of the minimum standards in accordance with AFMAN 36-2664. 2. Test of Basic Aviation Skills-based Pilot Candidate Selection Method (PCSM) scores are submitted for all pilot selection boards. All manned pilot and remotely piloted aircraft pilot training applicants from all accession sources must have a minimum PCSM score of 10. (T-1) Applicants may review their PCSM scores online at http://access.afpc.af.mil/pcsmzmz/index.html .					

5.4.10. Dependency Status and Requirements. Service in the Air Force 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.

5.4.10.1. There are no dependency restrictions for AFROTC cadets or OTS course attendees.

5.4.10.2. USAFA cadets shall not be married and shall have no dependents under DoDI 1322.22, *Service Academies*. **(T-0)**

5.4.10.3. All single, divorced or separated applicants with dependents, or those married to a military spouse or common law spouse, require a commander approved AF Form 357, to be completed in accordance with DoDI 1342.19_AFI 36-2908 prior to being approved for accession. **(T-3)**

5.4.11. **Drugs.** Air Force policy is to prevent illegal drug use and eliminate alcohol abuse. The illegal or improper use of drugs and alcohol is not condoned and, in most cases, renders an applicant ineligible for accession. Applicants with a current or history of Alcohol Use Disorder or Substance Use Disorder may be medically disqualified in accordance with DoDI 1010.01.

5.4.11.1. Each applicant is required to undergo testing for drug and alcohol use and be evaluated for drug and alcohol dependency. **(T-0)** An individual who refuses to consent to testing and evaluation may not be given an original appointment, or if already a member of the Air Force, the appointment is terminated.

5.4.11.2. Drug use (to include illegal drugs, other illicit substances, and pharmaceutical medications not prescribed to the individual), drug misuse, and alcohol misuse may be self-admitted by an applicant on the AF Form 2030, discovered during the medical screening process, or identified by the drug and alcohol test which is administered at an approved military processing facility.

5.4.11.3. In accordance with DoDI 1304.26, the Military Entrance Processing Station (MEPS) Chief, Medical Officer or equivalent, when the physical is not performed at MEPS, will determine applicant's eligibility based on all of the information available on a case-by-case basis. **(T-0)**

5.4.11.4. Individuals who test positive on the Drug and Alcohol Test, which is administered as part of the accession physical, are permanently barred from the Air Force.

5.4.12. Social Security and Selective Service Registration.

5.4.12.1. Each applicant must have a valid social security card (commercial facsimile not authorized) issued by the Social Security Administration for verification of the individual's social security number and, at least one other official document showing the social security number (i.e., driver's license, Internal Revenue Service Form W-2, etc.). **(T-0)**

5.4.12.2. All male applicants between the ages of 18 and 26 must register for the Selective Service in accordance with 50 USC § 3802. **(T-0)**

5.4.13. Personnel Security Investigations. Each applicant must have a favorably completed personnel security investigation in accordance with DoDM 5200.02_AFMAN 16-1405.

5.4.13.1. An applicant may be accessed before the completion of the appropriate security investigation provided all of the following conditions are met.

5.4.13.1.1. A National Agency Check with Law and Credit or higher-level investigation was submitted, with advance fingerprint.

5.4.13.1.2. The National Agency Check with Law and Credit or higher-level investigation is accepted by the investigative authority and acknowledged no disqualifying background information was identified.

5.4.13.1.3. If National Agency Check with Law and Credit or higher-level investigation adjudication is not completed until after accession, any additional disqualifying information identified during the adjudication is transferred to the appropriate personnel office for discharge action.

5.4.13.1.4. The applicant signs a statement of understanding (see sample statement at [paragraph A8.5](#)) agreeing to discharge processing if the results of the National Agency Check with Law and Credit are unfavorable.

5.4.13.2. Prior service personnel nominated for appointment may receive a commission based on a favorable Entrance National Agency Check if there has been no break in service greater than 24 months.

5.4.14. **USAFA, AFROTC, and OTS.** In addition to meeting the eligibility requirements in this publication, USAFA, AFROTC, and OTS applicants must meet the additional requirements in [Chapter 6](#) through [Chapter 10](#), as appropriate. **Note:** For an individual disenrolled from any other officer training program listed in [Attachment 9](#), see [paragraph 5.4.8.3.1](#)

5.4.15. **Posthumous Appointments.** Posthumous appointment as a reserve officer may be issued in the name of an Air Force member who was selected for appointment, or successfully completed an officer training program and was recommended for appointment by the school's commander, and died in the line of duty. The major command (MAJCOM) sends a request to publish the posthumous appointment to AFPC/DP1TAM or ARPC/DPAR, as appropriate. (No financial benefits accrue as a result of a posthumous appointment.)

5.5. TJAGC.

5.5.1. Professional Qualifications.

5.5.1.1. Qualified applicants for appointment for duty as a judge advocate must meet the requirements in [paragraph 5.4](#), be a graduate of an accredited law school, and be a member of the bar of a federal court or of the highest court of a state. (T-1)

5.5.1.2. A third-year law student attending or a graduate of an accredited law school may apply for appointment on the basis of current transcript (third year) or before being admitted to the bar (law school graduate). However, the nominating authority will not tender the appointment without documented evidence of law school graduation (third year) and admission to the bar (third year or graduate). (T-1)

5.5.2. **Submitting Applications for Appointment or Reappointment.** Applicants for appointment as a judge advocate submit applications in accordance with AFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*.

5.5.3. Selection and Approval Authority.

5.5.3.1. TJAG selects and designates officers and officer candidates for duty as judge advocates.

5.5.3.2. TJAG is the final selection and approval authority for, and manages the following judge advocate accession programs: Funded Legal Education Program, Excess Leave Program, AFROTC judge advocate accession programs (including educational delay), inter-component transfer, inter-service transfer, recall, and direct appointment.

5.5.4. **RegAF Judge Advocate Accession Programs.** Eligibility criteria and application requirements for each program can be found in AFI 51-101.

5.5.4.1. The Funded Legal Education Program. The Secretary of the Air Force may direct the assignment of RegAF officers as students at American Bar Association-approved law schools for a period of training not to exceed 36 months leading to a Juris Doctor and completion of legal licensing requirements.

5.5.4.2. Excess Leave Program. The Secretary of the Air Force may authorize RegAF officers be placed in excess leave as students at American Bar Association-approved law

schools for a period not to exceed 36 months leading to a Juris Doctor and completion of legal licensing requirements.

5.5.4.3. USAFA Excess Leave Program. The Secretary of the Air Force may authorize RegAF officers, who are graduates of the USAFA, be placed in excess leave as students at American Bar Association-approved law schools for a period not to exceed 36 months leading to a Juris Doctor and completion of legal licensing requirements.

5.5.4.4. Graduate Law Program. A two (2)-year AFROTC commissioning program for eligible first-year law students. The Graduate Law Program expands opportunities for law students to enter the TJAGC via the AFROTC commissioning program. Selectees are guaranteed a position as a RegAF judge advocate contingent upon successful completion of the AFROTC program, medical qualification, graduation from an American Bar Association-approved law school with a Juris Doctor, and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a state, commonwealth or territory of the United States, or the District of Columbia.

5.5.4.5. AFROTC One-Year College Program. A one (1)-year AFROTC commissioning program for eligible second-year law students. Selectees are guaranteed a position as a RegAF judge advocate contingent upon successful completion of the AFROTC program, medical qualification, graduation from an American Bar Association-approved law school with a Juris Doctor, and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a state, commonwealth or territory of the United States, or the District of Columbia.

5.5.4.6. AFROTC Educational Delay Program is a three (3)-year program for officers commissioned through AFROTC who want to delay their entry into the RegAF or Selected Reserve, as appropriate, to study law. Applicants selected to attend law school under the program are not guaranteed a position as an Air Force judge advocate. During the spring semester of their final year of law school, they must apply again for entry into the TJAGC upon successful completion of the program, to include graduation from an American Bar Association-approved law school with a Juris Doctor, and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a state, commonwealth or territory of the United States, or the District of Columbia.

5.5.4.7. Direct Appointment Program. Permits qualified civilians, enlisted personnel, and reserve officers of other branches of the Armed Forces to apply for direct appointment for duty as an Air Force judge advocate.

5.5.5. **ARC Judge Advocate Accessions.** Eligibility criteria and application requirements can be found in AFI 51-101.

5.5.6. **Grade Determination.** The nomination authority determines a selectee's grade according to [Table 5.9](#) based on the amount of service credit awarded according to [Table 5.5](#)

5.6. Chaplain Corps.

5.6.1. **Professional Qualifications.** Applicants for appointment for duty as a chaplain must meet the requirements in [paragraph 5.4](#) and meet the education and endorsement requirements and standards set forth in DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*.

5.6.2. Submitting Applications for the Air Force Chaplaincy.

5.6.2.1. See [Attachment 10](#) for required application documents and note Chaplain Corps-specific additional required documents in [Table A10.1](#), rows 30-31.

5.6.2.2. See [Table 5.2](#) for instructions on submitting completed packages.

5.6.3. Selection and Approval Authority.

5.6.3.1. AF/HC recommends applicants for RegAF direct appointment, inter-service and inter-component transfers into the Chaplain Corps to AFRS/CC, who serves as the final approval authority for the following accessions programs.

5.6.3.1.1. Inter-component transfer.

5.6.3.1.2. Inter-service transfers.

5.6.3.1.3. Recall.

5.6.3.1.4. Direct appointment.

5.6.3.2. AF/HC manages selection for and is the final approval authority for the Chaplain Candidate Program and the Religious Professional Deferment Program.

5.6.4. Chaplain Corps Accession Programs.

5.6.4.1. The Chaplain Candidate Program. The Chaplain Candidate Program is a three (3) to eight (8) year program, depending on ecclesiastic endorsement, for eligible graduate-level degree-granting religious studies students. Selectees are guaranteed a position as a chaplain contingent upon successful completion of officer training, initial skills training, medical qualification, graduation from an approved educational institution, successful completion of the Chaplain Candidate program, and endorsement by an Armed Forces Chaplains Board-approved ecclesiastical endorser.

5.6.4.1.1. In addition to being otherwise qualified, applicants seeking appointment as chaplain candidates must:

5.6.4.1.1.1. Possess 120 semester hours (180 quarter hours) of undergraduate credit from a qualifying educational institution. **(T-1)**

5.6.4.1.1.2. Apply when enrolled in the AFROTC program or full time in seminary, but no later than the third semester before graduation from seminary. **(T-1)** Qualifying enrollment is enrollment in a graduate-level degree-granting religious studies program of qualifying educational institutions. Such programs and institutions are to be in compliance with criteria in DoDI 1304.28. When AFR needs dictate or in cases of extraordinary qualifications of the applicant, AFRC/HC may approve admission to the Chaplain Candidate Program for an applicant who is enrolled less than full time but at least half time in seminary. The applicant must

provide a letter to AFRC/HC from an advisor, professor or other school official at the qualifying educational institution that certifies enrollment and stipulates the reason the applicant is enrolled less than full time. **(T-1) Note:** AFROTC students may apply before graduation if accepted into a full time graduate-level degree-granting religious studies program at a qualifying educational institution.

5.6.4.1.1.3. Pursue professional qualifications required by **paragraph 5.6.1 (T-1)**

5.6.4.1.1.4. Obtain ecclesiastical endorsing agency approval to enter the Chaplain Candidate Program. **(T-1)**

5.6.4.1.1.5. Meet age requirements of **paragraph 5.4.6**

5.6.4.1.1.6. Be acceptable to the Chief of Chaplains through authority delegated to AFRC/HC. **(T-1)**

5.6.4.1.2. Appointment is contingent on a military authorization and accession guidance.

5.6.4.1.2.1. Each approved applicant is commissioned in the grade of second lieutenant in the AFR.

5.6.4.1.2.2. Each applicant signs the statement of understanding (paragraph A4.6.) at the time of appointment.

5.6.4.1.3. Termination of chaplain candidate status. The status of a chaplain candidate is in force until one of the below actions is taken:

5.6.4.1.3.1. ARPC/DPAR or AFPC/DP2H, as appropriate, processes the candidate for reappointment as a chaplain.

5.6.4.1.3.2. ARPC/DPAR or AFPC/DP2LT reappointment into a different competitive category.

5.6.4.1.3.3. ARPC Separations Division (ARPC/DPTTS) terminates a chaplain candidate's commission and separates the member under the provisions of AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

5.6.4.1.4. A member's active participation as a continuation candidate requires a written "statement of intent" at least annually. Except in the most unusual circumstances, AFRC/HC submits a continuation candidate for involuntary administrative discharge if he or she fails to obtain ecclesiastical endorsement within three (3) years after graduating from seminary.

5.6.4.1.5. Reappointment as a chaplain. A candidate applies for reappointment after graduating from a theological seminary and satisfying faith group ecclesiastical requirements.

5.6.4.1.5.1. On reappointment, the officer actively participates in the Selected Reserve for a minimum of three (3) years unless selected for a RegAF appointment in coordination with AFRC/HC or NGB/HC, as appropriate.

5.6.4.1.5.2. The officer must agree to apply for the Basic Chaplain Course as soon as possible, but no later than two (2) years after the date of reappointment. **(T-1)**

5.6.4.2. Religious Professional Deferment Program: a three (3) to eight (8) year program, depending on ecclesiastic endorsement, for officers commissioned in the Air Force Chaplain Candidate Program in accordance with AFI 52-106. Selectees are guaranteed a position as a RegAF chaplain contingent upon successful completion of officer training, medical qualification, graduation from an approved educational institution and endorsement by an approved ecclesiastical endorser.

5.6.4.3. Direct Appointment Program: permits qualified religious ministry professionals, enlisted personnel and reserve officers of other branches of the Armed Forces to apply for direct appointment for duty as an Air Force chaplain.

5.6.5. Appointment or Reappointment From Enlisted or Line Officer Status. Applicants applying for appointment or reappointment from enlisted or line officer status require acceptance into the AFR to participate in the Air Force Chaplain Candidate Program.

5.6.6. Grade Determination. The nomination authority determines a selectee's grade according to [Table 5.9](#) based on the amount of service credit awarded according to [Table 5.4](#)

5.7. Health Professionals.

5.7.1. Professional Qualifications. Applicants for the health professions are awarded a primary AFSC reflecting the specialty or sub-specialty in which they are most qualified. This qualification is based on training, experience, license, and standards set forth in the AFOCD. The AFOCD can be found on the myPers website located at <https://mypers.af.mil>.

5.7.1.1. Applicants for Doctor of Medicine (MD) and Doctor of Osteopathy (DO) must:

5.7.1.1.1. Successfully complete Step 3 of the United States Medical Licensing Exam or Level 3 of the Comprehensive Osteopathic Medical Licensing Examination. **(T-1)**

5.7.1.1.2. Successfully complete one (1) year of postgraduate training. **(T-1)**

5.7.1.1.3. Have attained permanent certification by the Educational Council for Foreign Medical Graduates if a graduate of a foreign medical school. **(T-0)**

5.7.1.1.4. Be acceptable to AF/SG and engaged in the ethical practice of medicine or osteopathic medicine. **(T-0)**

5.7.1.2. Applicants for Doctor of Dental Surgery (DDS) and Doctor of Dental Medicine (DMD) must:

5.7.1.2.1. Furnish a statement from the institution indicating they have completed all degree requirements or expect to do so by the end of the senior year of professional school. **(T-0)** Applications from dental students may be accepted and processed before the applicant receives the qualifying degree. If otherwise qualified, the applicant may be conditionally tendered an appointment no earlier than 180 days before graduation. On application, students sign and date the conditional tender of appointment at [paragraph A8.7](#)

5.7.1.2.1.1. Licensure requirements for dentists, new dental accessions, HPSP dental graduates, and Advanced Education in General Dentistry residents. Dentists must hold a current, active, unrestricted license to practice dentistry in a state or jurisdiction of the United States except as noted below:

5.7.1.2.1.2. Direct accession dentists must show proof of having passed both Part 1 and Part 2 of the National Board and a state or regional licensing clinical board exam. In addition, they must show proof of having applied for a license to practice dentistry prior to entering active duty. An unrestricted active license must be obtained within one (1) year of arrival at the first permanent duty location.

5.7.1.2.1.3. HPSP graduates who must serve an active duty service commitment (ADSC) and other new dental graduates entering an Air Force postgraduate year one (PGY-1) program must show proof of passing both Part 1 and Part 2 of the National Board and proof of taking a state or regional licensing clinical board exam prior to entering active duty. A license must be obtained within one (1) year of arrival at the first permanent duty station for members not completing a PGY-1 program. PGY-1 program graduates who are applying for licensure based on the completion of PGY-1 program have an additional six (6) months to obtain licensure.

5.7.1.2.2. Be acceptable to AF/SG and engaged in the ethical practice of dentistry. **(T-0)**

5.7.1.3. Applicants for the Nurse Corps must:

5.7.1.3.1. Have obtained a baccalaureate or higher degree in nursing, have successfully passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN), and possess a current unrestricted license as a registered nurse in at least one (1) state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States **(T-0)** **Exception:** For AFR appointment, applicant must have one (1) year of licensed experience as a registered nurse to be commissioned into the Nurse Corps; see [paragraph 5.7.1.3.3](#)

5.7.1.3.2. Graduate nurses from AFROTC must successfully pass the NCLEX-RN and obtain licensure as a registered nurse in at least one (1) state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States prior to commission into the Nurse Corps. **(T-0)** Nursing graduates who fail to pass the NCLEX-RN or obtain licensure within the terms of their contract will be evaluated against Air Force needs for utilization as a line officer. **(T-0)**

5.7.1.3.3. For an AFR appointment, nursing graduates must obtain one (1) year of experience within the terms of their contract or may be reassigned from Obligated Reserve Section as line officers or apply for an Medical Service Corps appointment in accordance with [paragraph 5.7.1.5](#) **(T-1)**

5.7.1.4. Applicants for the Biomedical Sciences Corps must:

5.7.1.4.1. Meet degree eligibility criteria for the specialty or subspecialty for which they apply. **(T-0)** Information on qualifying degrees for each specialty or subspecialty, can be found in the AFOCD located on the myPers website.

5.7.1.4.2. Obtain an official evaluation of medical/dental school transcripts if those courses are to be used as a justification for education requirements in the AFOCD.

5.7.1.5. Applicants for the Medical Service Corps must:

5.7.1.5.1. Sign a statement of understanding ([paragraph A8.12](#)). (T-0)

5.7.1.5.2. Meet degree eligibility criteria for Health Services Administration career field. Information on qualifying degrees for the 41A AFSC can be found in the AFOCD located on the myPers website.

5.7.1.6. Reserve appointment, reappointment, or designation and grade in the Medical Service Corps with reporting identifier or persons participating in HPSP and USUHS is according to AFI 41-110, *Medical Health Care Professions Scholarship Programs*.

5.7.1.7. All applicants must meet licensure and credentialing requirements in accordance with the AFOCD and AFI 44-119, *Medical Quality Operations*.

5.7.2. Submitting Applications. Submit applications in accordance with [Table 5.2](#)

5.7.2.1. See [Attachment 10](#) for required applications documents.

5.7.2.2. The following organizational activities may waive licensing, registration, and certification requirements.

5.7.2.2.1. AF/SG, for individuals who apply for a RegAF appointment.

5.7.2.2.2. AFRC/SG, for individuals who apply for appointment to fill AFR vacancies.

5.7.2.2.3. NGB/SG, for individuals who apply for appointment to fill ANG vacancies.

5.7.3. Medical Health Care Professions Scholarship Programs. [RegAF only] Applications for each program are submitted in accordance with AFI 41-110. Requirements for each program may change annually based on the critical specialties identified by the AF/SG.

5.7.3.1. HPSP: Applicants must pursue an educational track to achieve the respective qualifying degree required to meet AFOCD requirements for the Medical Corps, Dental Corps, Biomedical Sciences Corps, and Nurse Corps AFSCs. (T-1)

5.7.3.2. The USUHS: Program eligibility and application requirements can be found at <https://www.usuhs.edu/>. Prior service applicants must have approval from their military departments or sponsoring components as part of their application (including the service academies, scholarship and non-scholarship ROTC, advanced ROTC, Reserve and Guard). (T-0)

5.7.3.2.1. F. Edward Hebert School of Medicine: The School of Medicine admits promising candidates with a diverse range of skills and backgrounds. Both civilian and uniformed service personnel (individuals who are currently on active duty) are eligible for admission.

5.7.3.2.2. Graduate Programs in Biomedical Sciences and Public Health: The Graduate Programs in Biomedical Sciences and Public Health in the USUHS School of Medicine are open to civilian and military applicants. The graduate programs are committed to excellence in the didactic and research training of masters and doctoral degree students.

5.7.3.2.3. Daniel K. Inouye Graduate School of Nursing: The Graduate School of Nursing admits advanced practice nurses in the military and other federal services. Admission to the all Graduate School of Nursing programs is competitive and requires School of Nursing faculty endorsement and approval.

5.7.3.2.4. The Enlisted to Medical Degree Preparatory Program offers Air Force enlisted personnel the opportunity to complete the preparatory coursework for admission to medical school while maintaining an active duty status. The Enlisted to Medical Degree Preparatory Program is a 24-month program offered through the USUHS.

5.7.3.3. FAP: Only civilian physicians and dentists enrolled in an accredited specialized training program beyond the basic MD, DO, DDS, or DMD degree, and pursuing specialty training may apply for FAP.

5.7.3.4. Active Duty Health Professions Loan Repayment Program. Civilian applicants in qualified AFSCs may be eligible to receive repayment for debts incurred while obtaining advanced health care education.

5.7.4. Interservice Physician Assistants Program (IPAP). A comprehensive program leading to a Master's degree from the current accredited university and a commission as a first lieutenant Physician Assistant in the Biomedical Sciences Corps. Upon completion of training, graduates are required to pass the Physician Assistant National Certifying Examination within 12 months of commissioning. Eligibility criteria and application requirements are located at <http://www.cs.amedd.army.mil/ipap/>. Applicants should contact the Biomedical Sciences Corps Education and Utilization Branch (AFPC/DP2NW) for additional information.

5.7.4.1. IPAP is a 29-month program offered through the Army Medical Department Center and School and the accredited, degree-conferring university and administratively managed by AFPC/DP2N. IPAP is a structured, funded program which incurs a 54-month ADSC (three (3) years for the first year and a half year for each half year thereafter).

5.7.4.2. Student selections are made at the discretion of AFPC/DPN2W. Prerequisites and procedures for application are published by AFPC/DP2NW, who also conducts IPAP candidate selection boards.

5.7.4.3. IPAP applicants must meet age requirement listed in [paragraph 5.4.6.1.3.1 \(T-1\)](#)

5.7.5. Army-Baylor Doctor of Physical Therapy (DPT) Program: The mission of the Army-Baylor DPT Program is to produce active duty, commissioned physical therapists for the United States uniformed services.

5.7.5.1. Following initial entry training, these officers are assigned to Joint Base San Antonio-Ft Sam Houston, TX as students for the duration of the 30-month doctorate of physical therapy (DPT) program. Students spend approximately 18 months at the Army Medical Department Center and School, Joint Base San Antonio-Ft Sam Houston, TX completing the academic phase; approximately 10 months at the Wilford Hall Ambulatory Surgical Center, Joint Base San Antonio-Lackland, TX; and two (2) months at another San Antonio clinical location for the internship phase. Participants incur a five (5)-year ADSC upon completion of the program.

5.7.5.2. The Air Force typically is allocated three (3) seats each year for this Commission on Accreditation in Physical Therapy Education accredited DPT program.

5.7.5.3. Applicants must be commissioned in accordance with age requirement listed in [paragraph 5.4.6.4.3.3 \(T-0\)](#)

5.7.6. Ph.D. in Clinical Psychology [RegAF only]: The Ph.D. in Clinical Psychology Program at USUHS in Bethesda, Maryland follows a scientist-practitioner ("Boulder") model of training. The program strongly values the development of evidence based knowledge and skills related to Clinical Psychology. The Clinical Psychology–Military Track trains clinical psychologists who use their scientific training to understand the strengths and limitations of an evidence-based approach to clinical psychology. This training is directed at teaching clinical psychologists to be critical thinkers able to analyze and apply current and emerging research and to be accomplished providers of evidenced-based psychological services within the military context.

5.7.6.1. Members incur an ADSC of seven (7) years upon completion of the program.

5.7.6.2. Ph.D. in Clinical Psychology Program candidates must meet the following prerequisite requirements:

5.7.6.2.1. Obtain a Bachelor of Art or Bachelor of Science degree in any discipline by 30 September of application year. **(T-0)** Online degrees are acceptable contingent upon being conferred from a regionally accredited college/university within the continental United States or United States territories. International bachelor's degrees are only acceptable if the candidate has a master's degree from a United States university.

5.7.6.2.2. Be commissioned in accordance with age requirement listed in [paragraph 5.4.6.4.3.3 \(T-0\)](#)

5.7.6.2.3. Meet all USUHS admission requirements. **(T-2)**

5.7.6.3. Interested applicants contact AFPC/DP2NW for approval to apply to USUHS.

5.7.7. Air Force Ready Reserve Stipend Program. (AFR only) Provides financial assistance to persons engaged in training leading to a degree in medicine or dentistry or training in a health profession specialty critically needed in wartime.

5.7.7.1. Applicants must meet the eligibility criteria contained in AFI 10-302, *Air Force Ready Reserve Stipend Program (PA)*.

5.7.7.2. Submit applications in accordance with AFI 10-302.

5.7.8. ANG Early Commissioning Program. (ANG only) The ANG Early Commissioning Program is designed for students enrolled in an approved allopathic or osteopathic medical school. Only those accredited schools located in the United States, Puerto Rico, or Canada are acceptable for student participation in this program.

5.7.8.1. Applicants must meet the eligibility criteria for appointment prescribed in this publication and Air National Guard Instruction (ANGI) 41-102, *Early Appointment Program for Physicians*.

5.7.8.2. Submit applications in accordance with ANGI 41-102.

5.7.9. **Reappointment as a Captain** . Under [Table 5.9](#), rule 3, note 2, reappointment as a captain is tendered to participants in the HPSP, the USUHS, and the ANG Early Commissioning Program upon receipt of the MD or DO degree under DoDI 6000.13.

5.7.10. **Grade Determination.** The nomination authority determines a selectee's grade according to [Table 5.9](#) based on the amount of service credit awarded according to [Tables 5.6](#), [5.7](#), and [5.8](#)

5.8. Inter-Component Transfer. An inter-component transfer is the transfer of commissioned officers between the regular and reserve components of the same military service. The officer must be fully qualified in the duty AFSC to which the officer is being assigned.

5.8.1. **Transfer of RegAF Officers to the AFR.** RegAF officers may apply for transfer to the AFR.

5.8.1.1. A RegAF officer who submits an unqualified resignation following a period of honorable service and who has a remaining MSO or unfulfilled contractual agreement is separated if he or she accepts a reserve appointment in the grade held in the RegAF at the time of discharge under DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*. AFPC Military Retirement and Separation Section (AFPC/DP2STM) projects an officer with a remaining MSO for transfer to the Individual Ready Reserve with assignment to the Obligated Reserve Section, unless the officer applied for a Selected Reserve or Participating Individual Ready Reserve assignment.

5.8.1.1.1. RegAF officers being appointed as a health profession, chaplain, or judge advocate in the AFR must possess the AFSC in the particular specialty to which the officer will be appointed. **(T-2)** Officers who do not possess the AFSC (in the competitive category) are processed as a reappointment between competitive categories and submit the required documents in accordance with [Attachment 10](#).

5.8.1.1.2. Separation from the RegAF and acceptance of the reserve commission takes place on sequential dates. The separation from RegAF occurs at 2400 hours on the date specified in the separation orders, the individual becomes an AFR officer immediately following. The special order (AF Form 100, *Request and Authorization for Separation*) announces the separation from RegAF, while the AFR appointment order documents the accession into the AFR.

5.8.1.2. A RegAF officer, who does not have a MSO or unfulfilled contractual agreement (i.e. ADSC, etc.) and who is honorably discharged by reason of unqualified resignation, may request appointment as an AFR officer at the time of resignation.

5.8.1.2.1. Since accepting a reserve commission constitutes voluntary assignment to the Ready Reserve (i.e. Individual Ready Reserve or Selected Reserve), AFPC/DP2STM projects an officer requesting appointment under [paragraph 5.8.1.2](#) for transfer to the Ready Reserve and assignment to the Non-obligated Non-participating Ready Personnel Section, unless they applied for a Ready Reserve participating assignment.

5.8.1.2.2. The unit commander promptly notifies AFPC/DP2STM if adverse action occurs after approval for a reserve appointment. Approval for a reserve appointment may be withdrawn if it is determined the appointment would no longer be in the best interest of the Air Force.

5.8.1.3. A RegAF officer who resigns to enter seminary training is only eligible to be appointed as an AFR officer to be assigned as a chaplain candidate or to be placed in the Standby Reserve for the duration of their civilian ministerial studies at an accredited theological or divinity school. Under 10 USC § 12317, an individual preparing for the ministry in a recognized theological or divinity school may not be required to serve on active duty or participate in active duty training or inactive duty training. The officer may apply for appointment as a chaplain or chaplain candidate after meeting the requirements specified in [paragraph 5.6](#).

5.8.1.4. Applicants who apply to change competitive categories, must meet additional criteria listed in [paragraph 5.10](#).

5.8.1.5. Retired RegAF members may become members of the AFR upon a finding that the member's services are indispensable. See [paragraph 5.4.8.3.5](#) for details on indispensability findings.

5.8.1.6. A RegAF officer who transfers to the AFR is not required to subscribe to a new oath of office. (T-0)

5.8.2. Transfer of ANG Officers to the AFR.

5.8.2.1. Applicants must have accrued 24 months or more of active service. (T-2)

5.8.2.2. Applicant must obtain a conditional release and request transfer to participating status using the AF Form 1288. (T-2) The losing commander must include a recommendation on the AF Form 1288. (T-2)

5.8.2.3. ANG officers being appointed to a health professional, chaplain, or judge advocate positions in the AFR must possess the AFSC in the particular specialty to which the officer will be appointed. (T-2) Officers who do not possess the AFSC (in the competitive category) are processed as a reappointment between competitive categories and submit the required documents in accordance with [Attachment 10](#).

5.8.2.4. If applicant was discharged from the ANG, applicant must submit a copy of their NGB Form 22 for each period of service. (T-2) The copy should show type of separation, character of service, Separation Designator Number, Separation Program Designator, Reenlistment Eligibility code, and narrative reason for separation.

5.8.3. Transfer of AFR Officers to the ANG.

5.8.3.1. The AFR officer must have an AF Form 1288 endorsed by the applicable commander and, if the member has a reserve service commitment obtain a waiver in accordance with AFRC Instruction (AFRCI) 36-2102, *Air Force Reserve Service Commitment Date Program*. (T-2)

5.8.3.1.1. AFR officers are not eligible for interim appointment prior to NGB/A1PO approval.

- 5.8.3.1.2. An AFR officer must complete a NGB Form 337, *Oath of Office*, on the day of appointment in the ANG to ensure continuous commissioned status. **(T-0)**
- 5.8.3.2. AFR officers being appointed to a health professional, chaplain, or judge advocate positions in the ANG must possess the AFSC in the particular specialty to which the officer will be appointed. **(T-2)** Officers who do not possess the AFSC (in the competitive category) are processed as a reappointment between competitive categories and submit the required documents in accordance with [Attachment 10](#).
- 5.8.3.3. AFR officers retain their reserve commission when transferring to the ANG. However, an officer of the AFR who is federally recognized as an officer of the ANG becomes an officer of the ANG of the United States and ceases to be an officer of the AFR.
- 5.8.3.4. Members of the Retired Reserve entitled to retired pay may become members of the ANG upon a finding that the member's services are indispensable. See [paragraph 5.4.8.3.5](#) for details on indispensability findings. Members of the Retired Reserve are not eligible for interim appointment prior to NGB/AIPO approval.
- 5.8.4. Transfer of RegAF Officers to the ANG.** RegAF officers applying for appointment in the ANG must qualify for appointment as a Reserve of the Air Force. **(T-1)** To obtain a reserve appointment, the officer must apply through either PALACE CHASE or PALACE FRONT in accordance with AFI 36-3205, and sign an NGB Form 337 on the day after discharge to ensure continuous commissioned status.
- 5.8.4.1. Interim Appointment of RegAF Officers. Officers processed for interim appointment prior to NGB/AIPO approval are eligible if all initial accession requirements are met and all of the following conditions are met:
- 5.8.4.1.1. The officer is not on the RegAF Retired list.
 - 5.8.4.1.2. The officer possesses the fully qualified AFSC in the duty AFSC to which being assigned.
 - 5.8.4.1.3. The officer is appointed to a vacant position or one projected vacant in accordance with AFI 36-2110.
 - 5.8.4.1.4. All officer effectiveness/performance reports have "top block/meets standards" ratings.
 - 5.8.4.1.5. Member does not require any waiver.
 - 5.8.4.1.6. State Military Personnel Management Office must submit complete accession package to NGB/AIPO within 30 days of interim appointment.
- 5.8.4.2. Chaplains, judge advocates and officers changing competitive categories are ineligible for interim appointment in the ANG.
- 5.8.4.3. Retired RegAF members may become members of the ANG upon a finding that the member's services are indispensable. See [paragraph 5.4.8.3.5](#) for details on indispensability findings. Retired RegAF members are not eligible for interim appointment prior to NGB/AIPO approval.

5.8.5. Transfer of ANG Officers Between States.

5.8.5.1. Reappointment of officers between states, when no change in competitive category is involved, and the officer meets the AFSC requirements in accordance with the AFOCD, may be accomplished without prior approval by NGB/AIPO. Competitive category transfers are processed in accordance with [paragraph 5.10](#).

5.8.5.2. To maintain continuity, separation from the ANG of the losing state and appointment to the ANG of the gaining state is effective on consecutive dates.

5.8.5.3. NGB/AIPO transfers and extends federal recognition to the gaining state and withdraws federal recognition from the losing state.

5.8.5.4. The State Military Personnel Management Office must submit complete accession package to NGB/AIPO within 30 days of interim appointment. (T-2)

5.8.6. **Transfer of ARC Officers to RegAF.** On occasion the RegAF may provide an opportunity for ANG and AFR officers to volunteer to permanently transfer to the RegAF to help meet RegAF requirements for trained, career-oriented officers in particular grades and skills. AF/AIP authorizes line officer recall programs and sets the criteria.

5.8.6.1. Applicant must meet the following basic requirements. (T-3)

5.8.6.1.1. Be an ARC officer (AFR or ANG).

5.8.6.1.2. Fully qualified in the AFSC in which the applicant is being accessed into in accordance with the AFOCD.

5.8.6.1.3. Physically qualify for active service in accordance with AFIs 48-123 and 36-2905.

5.8.6.1.4. Have a current, favorable Entrance National Agency Check or National Agency Check or higher. Refer to [paragraph 5.4.13](#) for National Agency Check requirements. Refer to DoDM 5200.02_AFMAN 16-1405 for all other clearances.

5.8.6.1.5. Agree to serve the minimum period of active duty by indicating agreement in the appropriate block under item 14 of the AF Form 125, *Application for Extended Active Duty with the United States Air Force*.

5.8.6.1.6. Have completed or are enrolled in a professional military education course in keeping with their grade.

5.8.6.1.7. Not be in a deferred promotion status.

5.8.6.1.8. Not have separated from the active component of any branch of service for any of the following reasons:

5.8.6.1.8.1. At the discretion of the service Secretary.

5.8.6.1.8.2. Non-selection for promotion or not further continued on active duty.

5.8.6.1.8.3. Force management program, with or without Voluntary Separation Pay.

5.8.6.1.8.4. Termination of active status.

5.8.6.1.8.5. After sentence to dismissal.

5.8.6.1.8.6. Failed to complete flying or technical training.

5.8.6.1.9. Not be on the Air Force Retired Reserve List.

5.8.6.1.10. Not be an ARC member on active duty training attending undergraduate flying training unless released by the applicable component.

5.8.6.2. Special Retirement Criteria for Health Professionals and Chaplains. If the individual cannot qualify for retirement, the individual may voluntarily enter the Active Duty List if:

5.8.6.2.1. The applicant acknowledge in writing that he/she cannot stay on the Active Duty List until retirement.

5.8.6.2.2. The AFPC/CC (or designee) approves.

5.8.6.3. Grade Restrictions. Approval of the Secretary of the Air Force is required to enter the Active Duty List at a grade above major. **Exception:** AFPC/DP2N may approve entry to the Active Duty List in the grade of lieutenant colonel for health professionals in an approved specialty with a staffing shortage. AFPC/DP2N must receive Senate confirmation before appointing a medical officer to the Active Duty List as a lieutenant colonel.

5.8.6.4. Do not order ANG or AFR officers serving specified tours of duty to the Active Duty List until they complete that service, unless the proper authority waives this requirement. Send waiver requests:

5.8.6.4.1. To NGB/A1PO for ANG officers.

5.8.6.4.2. To ARPC/DPA for AFR Active Guard and Reserve officers; to AFRC/A1 for all other AFR officers.

5.8.6.5. Publishing, issuing, changing and distributing active duty orders. The appropriate issuing agency (see [Attachment 11](#)) publishes, corrects, amends, rescinds, or revokes active duty orders.

5.8.6.6. Withdrawing From, Declining, or Postponing entry on the Active Duty List.

5.8.6.6.1. Declining entry on the Active Duty List. If a volunteer for entry on the Active Duty List changes his/her mind, he/she can decline the selection without penalty any time before being selected, if not obligated to serve on the Active Duty List. Applicants have seven (7) days after selection for entry on the Active Duty List to accept or decline it. If an applicant declines during that period, there is no penalty; however, he/she may be denied entry on the Active Duty List for one (1) year from that date.

5.8.6.6.2. Postponing entry on the Active Duty List. Applicants can defer entry on the Active Duty List or withdraw an application without penalty if selected for promotion on a Promotion Vacancy board with an effective date of promotion after the scheduled RegAF appointment date (see [paragraph 5.8.8.2](#)). In accordance with AFI 36-2501, *Officer Promotions and Selective Continuation*, an officer on the Reserve Active Status List who is selected for promotion on a Promotion Vacancy board must be pinned on prior to entering the Active Duty List or forfeit the promotion.

5.8.7. Officers Who Held an Aeronautical Rating. Nomination authorities may nominate officers of any of the Air Force components who held an aeronautical rating to fill aircrew positions in the ANG, AFR, or RegAF. The applicant must meet the following eligibility requirements:

5.8.7.1. Be available for, and agree to participate in, an aircrew position for at least four (4) years after being appointed. **(T-1)**

5.8.7.2. Qualify or requalify for an Air Force aeronautical rating or have previous Air Force aeronautical orders revalidated under AFMAN 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*.

5.8.7.3. Not have a previous appointment terminated for cause. **(T-1)**

5.8.7.4. Meet all criteria for initial appointment, except that age may exceed the normal maximum permitted in accordance with AFI 36-2105 by the number of years of previous commissioned service. **(T-1)**

5.8.7.5. Not have held a permanent reserve grade higher than major (or equivalent) at the time of discharge. **(T-1)**

5.8.8. Appointment Grade. The officer's appointment grade and date of rank will be determined in accordance with [paragraph 5.13](#).

5.8.8.1. No officer will be transferred between the Active Duty List and the Reserve Active Status List with a precedence or relative rank higher than held on the day before such transfer occurs.

5.8.8.2. An officer who is on a promotion list as a result of selection for promotion by a mandatory promotion board who before being promoted is transferred between the Active Duty List and the Reserve Active Status List and placed in the same competitive category, shall be placed on appropriate promotion list for the component transferred to. **(T-0)** The effective date of promotion and date of rank are established in accordance with AFI 36-2501. In accordance with [paragraph 5.8.6.6.2](#), an officer selected for promotion on a Promotion Vacancy board must be promoted prior to entering the Active Duty List or forfeit the promotion.

5.8.8.3. The officer's total service between the termination of current commission and reappointment will not be interrupted. Commissioned officers so transferred will be credited with the total amount of unused leave and the total amount of service accrued as of the date before the date of the transfer. **(T-0)**

5.9. Inter-Service Transfer.

5.9.1. Overview. Commissioned officers in another uniformed service may be given the opportunity to apply for an inter-service transfer to the Air Force without interruption in their service under 10 USC § 716. Commissioned officers selected for inter-service transfers are discharged or terminated from their current commissions and appointed in the Air Force without interrupting total service. **(T-0)**

5.9.1.1. Release of a commissioned officer for transfer in accordance with this section will not constitute a release from fulfillment of the MSO, ADSC, or any other active duty obligation, agreement, contract, or policy of the losing service. **(T-0)**

5.9.1.2. An officer who has incurred a financial obligation or received an incentive payment for the current term of appointment must honor the conditions of the incentive or financial obligation pursuant to DoD 7000.14-R, *Financial Management Regulation*, Volume 7A, Chapter 2 (located at <https://comptroller.defense.gov/fmr.aspx>). (T-0)

5.9.1.3. No officer will be transferred between the Active Duty List and the Reserve Active Status List with a precedence or relative rank higher than held on the day before such transfer occurs.

5.9.2. Officers of Any of the Uniformed Services Who Want to Transfer to the RegAF.

5.9.2.1. Officers must meet the minimum requirements for appointment in accordance with [paragraph 5.4](#) of this publication and must not be in a failed promotion status.

5.9.2.1.1. A rated officer non-selected for promotion may be transferred from another service to the RegAF upon a finding that the officer's services are indispensable. See [paragraph 5.4.8.3.5](#) for details on indispensability findings.

5.9.2.1.2. Submit requests for a finding of indispensability to the Air Force Rated Force Policy Branch (AF/A1PPR).

5.9.2.2. Officers must request transfer according to the rules and regulations of their parent services (T-0). The Service Secretary of the applicant's parent uniformed service must approve the transfer request before being considered for transfer by the Air Force. (T-0)

5.9.2.3. Applicants meeting eligibility requirements are considered by the Air Force Inter-service Transfer of Commissioned Officers Board (ITCOB). The ITCOB reviews and evaluates each request according to this publication. The ITCOB considers a request only once during a 12-month period. Applications that are non-selected by the ITCOB are returned to the applicant through the parent service. The transfer of approved applications are processed between the two services. **Note:** Judge advocates, chaplains, and health professionals apply in accordance with [paragraphs 5.5](#) through [5.7](#)

5.9.2.4. USUHS students apply for inter-service transfer through a Board of Review for Inter-service Transfer at the Uniformed Services University, Bethesda, Maryland. The results of the Board of Review for Inter-service Transfer are part of the application package. Applications approved by the Board of Review for Inter-service Transfer are forwarded to the respective parent service for further processing.

5.9.2.5. Rated officers must be approved for award of an Air Force aeronautical rating in accordance with AFMAN 11-402.

5.9.3. Officers of Other Uniformed Services Who Want to Join the ANG or AFR. Members interested in transferring to the ANG or AFR should contact a recruiter in their local area for information and assistance. Nomination authorities may tender an ANG or AFR appointment to a reserve officer of another uniformed service, if, in addition to the application and documents required in [Attachment 10](#), they meet the following requirements:

5.9.3.1. A position vacancy exists for which the officer qualifies.

5.9.3.2. The officer has at least a bachelor's degree and meets the minimum requirements of the AFOCD.

5.9.3.3. Rated Positions. For rated positions, officers who have been trained by other than Air Force flight training, must appear before an Aeronautical Rating Board in accordance with AFMAN 11-402 and be approved for award of an Air Force aeronautical rating. (Note: For ANG applicants, this is accomplished prior to the applicant appearing before a Federal Recognition Board.) Some former officers and officers of other services may require a Flying Evaluation Board. Refer to AFMAN 11-402, for applicable circumstances requiring a Flying Evaluation Board. If applying for flying training, see [paragraph 5.4.6.2](#) for age restriction.

5.9.3.3.1. Navy and Marine Corps Pilots. Document completed undergraduate flight training (fighter, multiengine, or helicopter) and any subsequent flight training courses.

5.9.3.3.2. Army Pilots. Document completed undergraduate flight training programs (fixed wing and rotary wing training).

5.9.3.4. The officer must not be in a failed promotion status and his/her service dates and date of rank cannot place the officer beyond the mandatory phase point for promotion to the next grade. (T-3) See [Attachment 7](#).

5.9.3.4.1. The AFR waiver authority is the gaining wing commander who will certify the hiring action on the AF Form 1288.

5.9.3.4.2. The ANG waiver authority is the gaining TAG.

5.9.3.5. Applicants must not have had a previous appointment terminated for cause, or be determined ineligible for appointment in accordance with [paragraph 5.4](#). (T-1)

5.9.3.6. The component should make every effort to prevent a break in service.

5.9.3.6.1. Any break in Selected Reserve affiliation greater than 24 hours may result in a commissioned officer losing eligibility for benefits such as health benefits and educational assistance from the Montgomery GI Bill-Selected Reserve Program in accordance with DoDI 1322.17, *Montgomery GI Bill-Selected Reserve (MGIB-SR)*.

5.9.3.6.2. Recoupment actions may begin if the commissioned officer elects not to maintain Selected Reserve affiliation while transferring between the two reserve components. The commissioned officer will not be adversely affected due to administration delays in processing his or her transfer.

5.9.4. Authorized Grades.

5.9.4.1. Transferring service members receive credit for accrued total service before transfer in accordance with DoDI 1300.04, *Inter-Service and Inter-Component Transfers of Service Members*. Except as stated in [paragraphs 5.9.4.2](#), [5.9.4.3](#) and [5.9.4.4](#), an officer's current grade and date of rank remain the same after transfer as on the day before transfer from the parent service.

5.9.4.2. Officers who have spent time in the Inactive Status List Reserve Section or equivalent may have their date of rank adjusted as appropriate.

5.9.4.3. In accordance with DoDI 1300.04, United States Public Health Service (USPHS) officers will have his or her prior service credit, grade, and date of rank determined in accordance with DoDI 1312.03, *Entry Grade Credit for Commissioned Officers and Warrant Officers*, and DoDI 6000.13.

5.9.4.4. A commissioned officer with constructive service credit for education, training, or experience who transfers to a different (non-comparable) category loses those credits. The officer receives the grade, date of rank, and service dates appropriate for the credit granted in the new category in accordance with this publication and AFMAN 36-2604.

5.9.4.5. Transferring service members on a promotion list to the next higher grade are integrated into the promotion list of the gaining component based on the officer's date of rank in his/her current grade in the losing service. **Exception:** Does not apply to USPHS officers.

5.9.4.6. Transferring service members will be credited with the total amount of unused leave as of the date of transfer.

5.10. Competitive Category Transfers. The Air Force has eight (8) competitive categories consisting of Line of the Air Force officer (excluding JAG) (LAF), Line of the Air Force-Judge Advocate General Corps (LAF-J), Chaplain Corps (HC), Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Medical Service Corps (MSC), and Biomedical Sciences Corps (BSC).

5.10.1. Appointment Between Competitive Categories Within the Same Component. Officers may apply for appointment between competitive categories. If approved, the officer may be required to tender a new appointment prior to being assigned to the new competitive category. Upon acceptance of the reappointment, previous appointments are withdrawn. **Note:** Does not apply to transfer within the LAF category.

5.10.2. RegAF Applicants.

5.10.2.1. AFPC/DP1TAM carries out the competitive category transfer program within the RegAF in coordination with the losing and gaining competitive category career field managers and ensures the officer retains the sequence number for a promotion in the losing category when transferred before assuming the higher grade. **Note:** All applications for transfer to LAF-J are processed in accordance with [paragraph 5.5](#)

5.10.2.2. AFPC/DP2N and AFPC/DP2H review transfer applications to the health professionals and chaplains, respectively, and conduct Accessions Boards for selection into each. The functional manager notifies AFPC/DP1TAM of officers in the health professions completing an education program that require a competitive category transfer.

5.10.2.3. AFPC/DP2LT, with concurrence of the gaining career field manager, approves or disapproves the application for competitive category transfer based on the needs of the Air Force.

5.10.2.4. Eligibility Requirements. In addition to meeting the requirements for the competitive category, each applicant must meet the following eligibility requirements to apply for a competitive category transfer (**T-1**):

5.10.2.4.1. Has at least four (4) years but no more than 10 years of total active federal commissioned service as of the transfer or appointment effective date.

5.10.2.4.2. Has completed all ADSC requirements as of the transfer or appointment effective date.

5.10.2.4.3. Be willing to incur an additional two (2) year ADSC, effective the date of transfer or appointment.

5.10.2.4.4. Submit a waiver to AFPC/DP1TAM for any of the above requirements.

5.10.2.5. Disqualifying Factors. An officer is disqualified for a competitive category transfer if any of the following factors apply **(T-1)**:

5.10.2.5.1. In a promotion non-selection status.

5.10.2.5.2. Has previously received a competitive category transfer.

5.10.2.5.3. Has quality force indicators such as: an unfavorable information file or nonjudicial punishment under Article 15, Uniform Code of Military Justice, within the last two (2) years; current fitness assessment failure; and/or rated "does not meet standards" on most recent officer performance report.

5.10.2.5.4. Has been disapproved for transfer within 12 months of the new application.

5.10.2.5.5. Has been selected by a Force Management Selection Board.

5.10.3. AFR Applicants.

5.10.3.1. To apply, an officer will submit a memorandum application and attach documents not already included in the Master Personnel Record Group. **Example:** Diploma from medical school, official transcript of college work, copy of license to practice, and any other documents or information the officer desires to submit. **(T-1)**

5.10.3.1.1. In addition to meeting the requirements for the competitive category, each applicant, other than AFROTC graduates requesting a non-LAF officer competitive category, must have at least four (4) years, but no more than 10 years of total federal commissioned service as of the transfer or appointment effective date. **(T-1)**

5.10.3.1.2. A certificate of physical fitness may be accepted instead of a medical examination if the officer has complied with the requirements for a periodic physical examination. However, an officer who has not submitted a report of medical examination within three (3) years prior to the date of application must submit a current examination **(T-1)**.

5.10.3.2. Each applicant must meet the requirements of the competitive category for which they are approved in accordance with the AFOCD. **(T-1)**

5.10.3.3. Submit application for reappointment in accordance with [paragraph 5.11](#)

5.10.4. ANG Applicants.

5.10.4.1. Each applicant must meet the requirements of the competitive category for which they are approved in accordance with the AFOCD. **(T-1)**

5.10.4.2. The ANG unit must submit the appointment application through its TAG (or representative) for approval, indorsement, and forwarding to NGB/A1 for final approval, in accordance with [paragraph 5.11](#) **(T-1)**

5.10.4.3. Appointment and Federal Recognition. NGB/A1 approves selection for reappointment of ANG officers in accordance with [paragraph 5.11](#)

5.10.5. **Resignation and Reappointment.** An officer applying to change competitive categories within the same component must resign from the losing competitive category and be reappointed into the new competitive category when the transfer results in a change in grade

due to award of or removal of service credit. **(T-0)** Reappointment is accomplished in accordance with [paragraph 5.14](#). The resignation is contingent on reappointment into the gaining competitive category.

5.10.5.1. On resignations, the officer will submit a Tender of Resignation Statement (see example at [Attachment 12](#)) to AFPC/DP1TAM, NGB/A1PO, or ARPC/DPAR, as appropriate **(T-2)** Separation from the losing category is effective as of the day preceding the date the officer accepts reappointment to the gaining category to ensure the officer does not incur a break in service. Send completed actions to AFPC/DP1TAM, NGB/A1PO, or ARPC/DPAR, as appropriate.

5.10.5.2. An officer is not required to resign when a transfer does not result in a change of grade due to award of or removal of constructive service credit during the transfer.

5.10.6. Withdrawing Designation to Perform Professional Functions. The nominating authority may withdraw designation to perform professional functions and assign an officer as a LAF officer if:

5.10.6.1. The initial appointment professional functions performed in another category are not being used to acquire LAF officer status;

5.10.6.2. The below do not object to such reappointment or transfer;

5.10.6.2.1. AF/SG, AF/JAX, or AF/HC, as appropriate, for RegAF.

5.10.6.2.2. AFRC/SG, Reserve Legal Plans and Programs (AFRC/JAR) and TJAG, or AFRC/HC, as appropriate for AFR.

5.10.6.2.3. NGB/A1PO, TJAG, NGB/SG or NGB/HC, as appropriate for the ANG.

5.10.6.2.4. Gaining career field manager.

5.10.6.3. A requirement exists in a line specialty for which the officer qualifies and can be effectively utilized; and

5.10.6.4. The officer agrees to accept reappointment despite an adjustment of grade or date of rank. When there is no change in service credit involved, the appointing authority assigns the officer as a line officer in the officer's current grade and does not change the officer's service dates.

5.11. Application for Appointment.

5.11.1. **How to Apply.** The application consists of the items listed in [Attachment 10](#). Additional specific requirements for AFROTC, OTS and USAFA can be found [Chapter 6](#) through [Chapter 10](#) as applicable. Recruiters or Base Education and Training Offices assist individuals applying for appointment to enter active service. The ARC personnel section, unit commander or first sergeant, or recruiter where the vacancy exists, assists individuals applying for appointment to fill authorized vacancies in the ARC.

5.11.2. **Submitting an Application.** Individuals will submit applications according to [Table 5.2 \(T-3\)](#)

Table 5.2. Submitting Application.

R U L E	A	B
	If the applicant is or is applying for	then submit the application
1	appointment in a RegAF health profession under paragraph 5.7 and holds military status (see note)	to AFRS/RSOC
2	appointment in a RegAF health profession under paragraph 5.7 and holds no military status	
3	an AFR member, seeking reserve LAF officer appointment	through the Unit/CC and command channels to ARPC/DPAR.
4	seeking initial appointment for judge advocate duties	to AF/JAX.
5	an Air Force officer applying for reappointment or designation as a RegAF judge advocate	to AF/JAX.
6	an AFR officer applying for assignment or reappointment as an ARC judge advocate officer	through AFR channels to ARC Advisor to TJAG and ARPC/DPAR, in turn, if necessary.
7	appointment as an applicant for the Chaplain Candidate Program	to AFRC/HCX.
8	appointment and designation as an AFR chaplain	
9	appointment and designation as a RegAF chaplain	to AFRS/RSOH.
10	AFR appointment in a health profession under paragraph 5.7	AFRC/SGS.
13	ANG appointment or reappointment in any category, except judge advocate	to the ANG servicing Force Support Squadron, TAG of the state concerned, and NGB/AIPO in turn.
14	ANG appointment or reappointment as a judge advocate	through ANG channels to the ARC Advisor to TJAG.
15	a RegAF enlisted member applying for RegAF appointment under paragraph 5.7	to AFPC/DP2LT.
16	AFR appointment through the Air Force Ready Reserve Stipend Program	to AFRC/SG.

R U L E	A	B
	If the applicant is or is applying for	then submit the application
17	a former officer applying for a RegAF LAF appointment and holds no military status	to AFRS/RSOC.
Note: Rule 1 does not pertain to RegAF enlisted personnel applying for appointment in the Medical Service Corps, Biomedical Sciences Corps, or Nurse Corps under paragraph 5.7 . They submit application according to rule 15.		

5.11.3. **Selecting an Applicant.** The nomination authorities or designated official specified in **paragraph 5.3** review applications and make selections. Applicants are selected through the use of a quality-oriented system including, but not limited to, factors such as education, experience, test scores, potential, motivation, and, if applicable, prior military performance. Selection boards for Reserve appointments must include at least one reserve officer (**T-1**). **Note:** Boards convened to select reserves for appointment in the RegAF do not require a reserve officer on the selection board.

5.11.3.1. The selection of officers for appointment in the ANG is a function of the state. Appointments are federally recognized in the ANG at the discretion of the NGB/CF.

5.11.3.2. Appointing authorities establish procedures to notify the losing service of the acceptance of their members for appointment and ensures notification contains complete information.

5.11.3.3. The selection or appointing authority ensures persons who are non-selected, ineligible, or found not qualified for appointment, are so advised. They then dispose of application documents according to AFI 36-2608.

5.11.3.4. When an applicant declines or fails to accept an appointment, the appointing authority cancels the appointment by reason of non-acceptance and notifies the appointee and AF/A1PT. The appointing authority enters the declination and date on all retained copies of the appointment memorandum and disposes of application documents according to AFI 36-2608. Applicants are ineligible to reapply for 12 months in accordance with **paragraph 5.4.1.2** of this publication.

5.12. Service Credit.

5.12.1. **Entry Grade Credit for Grade Determination.** Except as limited by maximum credit limits (see **Table 5.9**), entry grade credit is the sum of prior active commissioned service (except as a commissioned warrant officer) (see **paragraph 5.12.2**) and constructive service credit (see **paragraph 5.12.3**). Initial appointees may qualify for a higher grade due to constructive service credit rules in effect at the time of appointment in accordance with DoDI 1312.03 and DoDI 6000.13. (**T-0**)

5.12.1.1. A period of time is counted only once when computing entry grade credit. (**T-0**)

5.12.1.2. Prior commissioned service is calculated first. (**T-0**) Prior commissioned service credit may be denied for each day of constructive service credit a person who is not

currently a regular officer or a reserve officer in an active status receives for the education, training, or experience required for appointment, designation, or assignment as a judge advocate or chaplain. (T-0)

5.12.1.3. If an applicant is awarded service credit, the nominations must contain a service credit worksheet detailing the credit awarded. (T-0)

5.12.1.4. Constructive service credit or service credit entitlements cannot be applied retroactively (grandfathering) and a member cannot terminate his or her appointment and request reappointment in order to take advantage of changes to constructive service credit or service credit rules. (T-0)

5.12.1.5. The Air Force awards service credit within the limitations of [paragraphs 5.12.4 through 5.12.8](#)

5.12.1.6. Graduates of service academies and AFROTC do not receive credit for services, education, training or experience obtained prior to graduation. (T-0)

5.12.1.7. This section does not pertain to applicants in the following circumstances:

5.12.1.7.1. Pursuant to 10 USC § 533(f), a reserve officer (other than a commissioned warrant officer) is appointed in the same grade and with the same date of rank as the grade and date of rank the officer would have held had the officer been serving on the Active Duty List on the date of appointment.

5.12.1.7.2. A former RegAF or ARC officer may, if otherwise qualified, be appointed or reappointed as a Reserve Officer.

5.12.1.7.2.1. The officer may be placed on the Reserve Active Status List in the grade equivalent to the permanent RegAF or Reserve grade and in the same competitive category in which the person previously served satisfactorily on active duty or in an active status.

5.12.1.7.2.2. The officer may be credited, for determining date of rank, with service in grade equal to that held by that person when discharged or separated.

5.12.2. Prior Active Commissioned Service Credit. Credit for prior commissioned service is granted to recognize previous commissioned experience, while maintaining cognizance of the level of professional knowledge, skill, and experience required at specific rank levels.

5.12.2.1. Credit service as a commissioned officer (other than as a commissioned warrant officer) in any Uniformed Service.

5.12.2.2. Commissioned service in an active status while participating in a program leading to appointment in a specialty in which constructive service is awarded regardless of whether the prior commissioned service was in the specialty in which being appointed, designated, or assigned.

5.12.2.3. Proportionately award credit to the nearest day for qualifying periods of less than one (1) year.

5.12.3. Constructive Service Credit. Constructive service credit is to provide grade and date of rank comparability for an individual who begins commissioned service after obtaining the additional education, training, or experience required for appointment, designation, or assignment as a commissioned officer in a professional field relative to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree. Constructive service credit is determined in accordance with the following guidelines.

5.12.3.1. A period of time, or qualification, is counted only once when computing constructive service credit. When a creditable education or training overlaps another creditable education or training, award full constructive service credit for the earlier creditable service, then reduce the other creditable service for any overlapping period.

5.12.3.2. Periods of time spent in an active status as a commissioned officer or on active duty may not be counted as constructive service credit, except as noted below.

5.12.3.2.1. An officer who completes an advanced education or receives an advanced degree that qualifies for constructive service credit while in an active status may be credited with constructive service credit if the officer completes the advanced education or receives the advanced degree in less time than normally required to do so.

5.12.3.2.2. The amount of constructive service credit awarded is the difference between the number of years normally required to complete the education program and the number of years in which the program is completed by the officer.

5.12.3.2.3. The time normally required to complete an advanced education or receive an advanced degree is the number of years (to the nearest year) normally required by the majority of institutions that award degrees in that professional field to complete the advanced education or receive the advanced degree pursuant to 10 USC §§ 533 and 12207.

5.12.3.3. Proportionately award credit to the nearest day qualifying periods of less than one (1) year except where otherwise noted in [paragraphs 5.12.4](#) through [5.12.8](#)

5.12.3.4. Constructive service credit credited an officer under [paragraphs 5.12.4](#) through [5.12.8](#) is used only for determining the officer's:

5.12.3.4.1. Initial grade as an officer;

5.12.3.4.2. Rank in grade; and

5.12.3.4.3. Service in grade for promotion eligibility.

5.12.4. Service Credit for LAF Officers. LAF officers are awarded prior commissioned service according to [Table 5.3](#) Constructive service credit may only be awarded when the Secretary of the Air Force determines there is a need for fully qualified officers within a specified career field.

Table 5.3. Service Credit For LAF Officers.

R U L E	A	B
	If individual has completed	then the amount of service credit awarded is (see note).
	Prior Commissioned Service Credit	
	1 active duty commissioned service	1 year for each year.
	2 commissioned service in an active status other than on extended active duty	1/2 year for each year for RegAF applicants.
	3	1 year for each year for ARC applicants
Note: In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than one (1) year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver in accordance with paragraph 5.13.2 . Do not award United States Military Academy (USMA), United States Naval Academy (USNA), or USAFA graduates credit for education, training, service, or experience they gained before graduating from the service academy.		

5.12.5. **Service Credit for Chaplains.** Service credit is awarded for chaplains according to **Table 5.4**

Table 5.4. Service Credit For Chaplain Officers.

R U L E	A	B
	If the individual has successfully completed	then the amount of service credit awarded is (see notes 1 through 3).
	Prior Commissioned Service Credit (see note 4)	
	1 commissioned service as a chaplain on active duty	1 year for each year.
	2 commissioned service as a chaplain, in an active status, other than on active duty	1 year for each year (maximum 1 year) for RegAF applicants.
	3	1 year for each year (no limit) for ARC applicants.
	4 active duty commissioned service, other than as a chaplain	1/2 year for each year.
	5 commissioned service, other than as a chaplain, in an active status, other than on active duty	1/2 year for each year (maximum 1 year (see note 5)) for RegAF Applicants.
	6	1 year for each year (no limit) for ARC applicants (see note 5).

R U L E	A	B
	If the individual has successfully completed	then the amount of service credit awarded is (see notes 1 through 3).
Constructive Service Credit (see note 6)		
7	a Master of Divinity or equivalent degree as approved by AF/HC	3 years.
8	7 or more years of extensive practical experience in a ministry following completion of qualifying graduate educational credit or ordination, whichever is later	1 year.
9	special experience or unique qualifications (<i>EXAMPLE:</i> Dean of Seminary, or has national prominence)	1/2 year for each year up to a maximum of 3 years as determined by AFPC/DP2H, ANG/HC, or AFRC/HC.
Note: 1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than one (1) year. 2. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver in accordance with paragraph 5.13.2. 3. Do not award USMA, USNA, or USAFA graduates credit for education, training, service, or experience they gained before graduating from the academy. 4. Prior commissioned service credit may be denied for each day of constructive service credit a person who is not currently a regular officer or a reserve officer in an active status receives for the education, training, or experience required for appointment, designation, or assignment as a chaplain. (T-0) 5. For the purpose of determining service credit for reappointment as a chaplain, chaplain candidate service is not creditable. 6. Credit for rules 7 through 9 must not exceed six (6) years of credit; credit for rules 8 and 9 must not exceed three (3) years. (T-1)		

5.12.6. **Service Credit for Judge Advocates.** Service credit is awarded for judge advocates according to [Table 5.5](#)

Table 5.5. Service Credit For Judge Advocate and Air Force General Counsel's Honors Program Officers.

R U L E	A	B
	If individual has successfully completed	then the amount of service credit awarded is (see notes).
Prior Commissioned Service Credit		
1	commissioned service on active duty	1 year for each year.
2	commissioned service as a Judge Advocates in an active status, other than on active duty	1/2 year for each year for RegAF applicants.
3		1 year for each year for ARC applicants.
4	commissioned service other than as a Judge Advocates in an active status, other than on active duty	1/2 year for each year for RegAF applicants.
5		1 year for each year for ARC applicants.
Constructive Service Credit		
6	Juris Doctor degree	3 years.
7	Special experience or unique qualifications	1/2 year for each year up to a maximum of 3 years as determined by the Air Force General Counsel or TJAG, as appropriate.
8	commissioned service in an active status while participating in an education program that would qualify for credit under rule 6 (see paragraph 5.12.3.2.)	1 year for each year (or school year).
Notes:		
1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than one (1) year.		
2. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver in accordance with paragraph 5.13.2.		
3. Do not award USMA, USNA, or USAFA graduates credit for education, training, service, or experience they gained before graduating from the academy.		
4. Prior commissioned service credit may be denied for each day of constructive service credit a person who is not currently a regular officer or a reserve officer in an active status receives for the education, training, or experience required for appointment, designation, or assignment as a judge advocate. (T-0)		

5.12.7. Service Credit for Health Professionals (Medical Corps or Dental Corps). The number of years creditable as service credit may not exceed the following (see [Table 5.6](#)):

5.12.7.1. Not more than one (1) year for internship or equivalent graduate medical, dental, or other formal professional training required by the AFOCD.

5.12.7.2. Not more than one (1) year for each additional year of such graduate-level training successfully completed or experience creditable toward certification in a specialty required by the AFOCD.

5.12.7.3. Additional credit may be awarded for experience.

Table 5.6. Service Credit On Appointment As A Medical Corps or Dental Corps Officer.

R U L E	A	B
	If the individual has successfully completed	then the amount of service credit awarded is
Prior Commissioned Service Credit		
1	commissioned service on active duty or in an active status in any uniformed service, in the professional specialty in which being appointed	1 year for each year (see note 1).
2	commissioned service on active duty or in an active status in any uniformed service, but not in the professional specialty in which being appointed	1/2 year for each year of service (see note 1).
3	commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the Medical Corps or Dental Corps	1 year for each year (see note 1).
Constructive Service Credit		
4	a MD, DO, DDS and DMD degree	4 years.
5	an internship approved by the Accreditation Council for Graduate Medical Education or American Osteopathy Association	day-for-day credit, not to exceed 1 year.
6	A graduate medical education in a specialty approved by the Accreditation Council for Graduate Medical Education or American Osteopathy Association and creditable toward certification by an American Specialty Board (Example: residency or fellowship)	1 year for each year (or school year) (see note 1).
7	graduate or postgraduate education, after graduation from dental school, in dentistry or in the specialty to which assigned and creditable toward specialty board certification	1 year for each year (or school year) (see note 1).
8	a master's degree or doctorate in a field listed in Table 5.8.	1 year for each school year not to exceed 24 months for a master's

R U L E	A	B
	If the individual has successfully completed	then the amount of service credit awarded is
		degree and 48 months for a doctorate. Total credit may not exceed 48 months (see notes 1 and 2).
9	full time experience as a physician or dentist after graduation from medical, osteopathic, or dental school in an environment usually associated with high professional standards	1/2 year for each year of experience, up to 6 years, for a maximum of 3 years credit. Table 5.6. , Rule 10 applies thereafter. (see notes 1, 3, 4, and 5).
10	unusual special experience related to the specialty to which assigned	1 year for each year (see notes 1 and 6).

Note:

1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than one (1) year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver in accordance with **paragraph 5.13.2**. Do not award USMA, USNA, or USAFA graduates any credit for education, training, service, or experience they gained before graduating from the academy. Attainment of permanent certification by the Educational Council for Foreign Medical Graduates is not creditable as an internship.
2. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, approves, on an individual basis, any credit awarded under this rule. The advanced education has to contribute directly to the performance of duty in the specialty in which assigned. The advanced degree cannot have been earned concurrently with the primary credentials (MD, DO, DDS, DMD). Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and a doctorate degree may not exceed the maximum allowed for a doctorate.
3. Unless AFPC/DP2N, NGB/A1PO, or ARPC/DPAR (in consultation with AFRC/SG), as appropriate, waives, no credit may be given for practice outside the United States, the District of Columbia, Puerto Rico, or Canada.
4. Use the permanent and unrestricted licensure in a state, the District of Columbia, the Commonwealth of Puerto Rico, a territory of the United States, or Canada, to establish the date from which to award credit for experience to foreign-trained physicians.
5. Compute from the day after the officer completed the internship or the education listed in rules 3, 4, or 5, as appropriate, until the day before appointment. Do not award credit for periods of unemployment of more than 30 days.
6. AFPC/DP2N, NGB/A1PO or ARPC/DPAR, as appropriate, may award credit under rule 10 only for a specialty designated critical or urgent. Do not award credit under rule 10 unless the maximum credit under rule 9 has been awarded.

5.12.8. Service Credit for Health Professionals (Other than Medical Corps or Dental Corps). The number of years creditable as constructive service credit may not exceed the following (see **Table 5.7**):

5.12.8.1. Entry grade for appointment designation or assignment in those cases in which advanced education beyond the baccalaureate degree level is a prerequisite in a particular professional category cannot exceed one (1) year for each year of the required advanced education.

5.12.8.2. Entry grade for special experience, or unique qualifications in those cases in which advanced education beyond the baccalaureate degree level is a prerequisite cannot exceed one-half (1/2) year for each year, up to a maximum of three (3) years of credit.

Table 5.7. Service Credit on Appointment or Designation as a Biomedical Sciences Corps, Medical Service Corps, or Nurse Corps Officer.

Medical Service Corps, or Nurse Corps Officer.			
RULE	A	B	C
	If appointing or designating an individual as a	and they have completed	then the amount of service credit awarded is (see note 1)
Prior Commissioned Service			
1	Officer in all specialties	commissioned service on active duty or in an active status in any of the uniformed services, in the corps or professional specialty in which being appointed	1 year for each year served.
2		commissioned service in an active status while participating in an education or training program that would qualify for credit in the specialty under rules 8 through 43	1 year for each year (or school year).
3		commissioned service on active duty or in an active status in any of the uniformed services, but not in the corps or professional specialty in which being appointed	1/2 year for each year.
4		commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the Biomedical Sciences Corps/Medical Service Corps/Nurse Corps	1 year for each year (see note 1).
Constructive Service Credit			
5	officer in all specialties	a master's or doctorate degree in a field listed in Table 5.8 .	1 year for each school year not to exceed 24 months for a master's degree or 48 months for a

R U L E	A	B	C
	If appointing or designating an individual as a	and they have completed	then the amount of service credit awarded is (see note 1)
			doctorate degree (see note 9).
6		full time professional experience in the specialty in which appointed when the experience is accrued after obtaining the qualifying degree or license	1/2 year for each year of experience, up to 6 years for a maximum of 3 credit years. Table 5.7. , Rule 7 applies thereafter (see notes 10 and 12).
7		full time special professional experience in the specialty in which appointed when the experience is accrued after obtaining the qualifying degree or license	1 year for each year (see notes 11 and 12).
8		a Master of Science degree in nursing	24 months.
9		a Ph.D. degree in nursing	48 months (see note 2).
10		a Doctor of Nursing Practice (DNP) degree	48 months (see notes 2 and 3).
11	nurse	a Master of Science degree in Nursing for Nurse Anesthesia, Nurse Midwife, Women's Health Nurse Practitioner, Family Nurse Practitioner, Pediatric Nurse Practitioner, or Psychiatric Mental Health Nurse Practitioner	24 months (see note 3).
12	bioenvironmental engineer	a Master of Science degree in environmental engineering or industrial hygiene or related degree acceptable to AF/SG	12 to 24 months (see note 4).
13		a Ph.D. degree in environmental engineering or industrial hygiene or related degree acceptable to AF/SG	48 months (see note 2).
14	medical entomologist	a Master of Science degree in entomology	24 months.
15		a Ph.D. degree in entomology	48 months (see note 2).
16	biomedical laboratory officer	a Master of Science degree in chemistry, bacteriology, hematology, virology, toxicology, parasitology, or microbiology or as otherwise acceptable to AF/SG.	24 months.
17		a Ph.D. degree in a field listed in chemistry, bacteriology, hematology, virology, toxicology, parasitology, or	48 months (see note 2).

R U L E	A If appointing or designating an individual as a	B and they have completed	C then the amount of service credit awarded is (see note 1)
		microbiology or as otherwise acceptable to AF/SG.	
18		a clinical laboratory certification program	12 months (see note 5).
19	aerospace physiologist	a Master of Science degree in physiology or related degree acceptable to AF/SG	24 months.
20	aerospace physiologist	a Ph.D. degree in physiology or related degree acceptable to AF/SG	48 months (see note 2).
21	health physicist	a Master of Science degree in health physics, radiobiology, radiological physics, or related degree acceptable to AF/SG	24 months.
22		a Ph.D. degree in health physics, radiobiology, radiological physics, or related degree acceptable to AF/SG	48 months (see note 2).
23	clinical psychologist	a doctorate in clinical psychology or equivalent doctorate in psychology	48 months (see note 6).
24		a clinical psychology internship	12 months (see notes 6 and 7).
25	clinical social worker	a Master of Social Work degree	24 months.
26		a Doctor of Social Work degree	48 months (see note 2).
27	dietitian	a dietetic internship	9 months.
28	occupational therapist	a Master of Occupational Therapy degree	24 months.
29		A Doctoral degree in occupational therapy	48 months
30	physical therapist	a Doctor of Physical Therapy degree	48 months (see note 2).
31	pharmacist	a Bachelor of Science degree in pharmacy from an accredited 5- year program	12 months.
32		a Master of Pharmacy degree	1 year for each school year, not to exceed 24 months.
33		a Ph.D. degree in pharmacy or a Doctor of Pharmacy (PharmD) degree	48 months (see note 2).
34		a pharmacy residency accredited by the American Society of Hospital Pharmacists	12 months (see note 8).
35	optometrist	a Doctor of Optometry degree (O.D.)	48 months.
36	audiologist	a master's degree in audiology	24 months.

R U L E	A	B	C
	If appointing or designating an individual as a	and they have completed	then the amount of service credit awarded is (see note 1)
37		a Doctorate degree in audiology	48 months (see note 2).
38	Podiatric surgeon	a Doctor of Podiatric Medicine (PDM) degree	48 months.
39		a 3-yr Podiatric Medicine and Surgery residency accredited by the American Podiatric Association and the Council on Podiatric Medicine Education	12 months.
40	physician assistant	a master's or doctorate degree in Physician Assistant studies or Clinical Sciences or related degree acceptable to AF/SG	12 to 24 months (see note 4).
41	public health officer	a Doctor of Veterinary Medicine (DVM) degree	48 months.
42		a master's degree in public health	12 to 24 months (see note 4).
43	health services administrator	a master's or Ph.D. degree in health business or administration, computer science, engineering, planning, or related degree as determined by AFPC/DP2N or ARPC/DPAR upon consultation with AFRC/SG	1 year for each school year, not to exceed 24 months for a master's degree or 48 months for a doctorate degree (see note 9).

Note:

1. In computing service, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than one (1) year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver in accordance with **paragraph 5.13.2**. Do not award graduates of the USMA, USNA, or USAFA any credit for education, training, service, or experience they gained before graduating from the academy.
2. No additional credit is authorized for a master's level degree in the same or related field.
3. Must also be nationally certified by the applicable specialty board.
4. Depending on the official length of the program, award an applicant 12 to 24 months credit for a master's degree. Example: one (1) year for each school year not to exceed 24 months. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, determines the amount of credit awarded.
5. Do not grant credit under rule 18 if credit has been granted under rule 16 or 17, or if certification is necessary for award of the degree.
6. If the applicant's Ph.D. program required the applicant to complete a one (1)-year clinical psychology internship for award of the doctorate, do not award credit for completing the internship. The maximum credit this applicant may receive is 48 months.

7. Award 48 months service credit to an individual accepted for the Air Force Clinical Psychology Internship Program who has not received a Ph.D. in psychology.
8. Do not award any credit for completing the residency to an applicant whose master's of pharmacy or PharmD degree program required the one (1)-year residency for award of the degree. The maximum credit this applicant may receive is 24 months (for a Master's Degree) and 48 months (for a PharmD).
9. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, approves any credit awarded under this rule on an individual basis. Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and doctorate degree may not exceed the maximum allowed for a doctorate.
10. Credit under this rule applies to individuals appointed as Biomedical Sciences Corps, Medical Service Corps, or Nurse Corps officers on or after 4 December 1987. Do not award credit for experience of one half (1/2) year or less or for periods of unemployment of more than 30 days. For those individuals that require a license, award experience credit from time of licensure.
11. Credit under this rule applies to individuals appointed as Biomedical Sciences Corps, Medical Service Corps, or Nurse Corps officers on or after 4 December 1987. Award credit under this rule only when AF/SG determines a specialty is critical or urgent. AF/SG, NGB/SG, or AF/REM, as appropriate, determines (on a fiscal year basis) which skills may get credit under this rule and sets the limits on the amount of credit awarded. AFPC/DP2N, NGB/A1PO, and ARPC/DPAR award credit for special experience accordingly. Do not award credit under this rule unless the maximum credit under rule 6 has been awarded. Do not award credit for periods of unemployment of more than 30 days. For those individuals who require a license, award experience credit from time of licensure.
12. An individual achieves full time professional experience by being employed 40 hours per week in one or more places of employment. **Exception:** Individuals employed for 32-39 hours per week and considered full time employees must submit a letter from their employer verifying they are full time employees. **(T-1)**

Table 5.8. Advanced Degrees Creditable For Awarding Additional Credit.

R U L E	A	B	C
	If the officer has a master's or doctorate degree in	then it may be creditable to an officer in the	
		Medical Corps and Dental Corps (see note).	Biomedical Sciences Corps, Medical Service Corps, and Nurse Corps (see note).
1	Anatomy		X
2	Audiology		X
3	Bacteriology		X
4	Biochemistry		X
5	Clinical Laboratory		X
6	Dietetic		X
7	Engineering (health related)		X
8	Environmental Health		X
9	Immunology		X
10	Medical Entomology		X
11	Medical Laboratory Sciences		X
12	Microbiology		X
13	Nuclear Medical Science (Health Physics, Radiobiology, Radiological Physics, Nuclear Physics, Biophysics)		X
14	Nursing Specialties		X
15	Occupational Therapy		X
16	Optometry		X
17	Parasitology		X
18	Pharmacy		X
19	Physiology		X
20	Physical Therapy		X
21	Podiatric Surgery		X
22	Psychology		X
23	Public Health	X	X
24	Virology		X
25	Zoology		X

R U L E	A	B	C
	If the officer has a master's or doctorate degree in	then it may be creditable to an officer in the	
		Medical Corps and Dental Corps (see note).	Biomedical Sciences Corps, Medical Service Corps, and Nurse Corps (see note).
26	Other specialties when approved on a case-by-case basis by AFPC/DP2N, NGB/A1PO, or ARPC/DPAR in consultation with AFRC/SG, as appropriate	X	X
Note: The additional degree must add adjunctive skills to the primary specialty and contribute directly to performance in the specialty in which being appointed. (T-0) No additional credit may be granted for more than one (1) advanced degree in a single field or closely related field.			

5.13. Entry Grade.

5.13.1. **Determining Entry Grade.** Use [Table 5.9](#) to determine entry grade.

5.13.1.1. An individual granted service credit under this publication and placed on the Active Duty List or Reserve Active Status List may have an entry grade determined by comparing entry grade credit with the appropriate promotion phase points of the Air Force as defined by AFI 36-2501, *Officer Promotions and Selective Continuation*; AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*; and ANGI 36-2505, *Federal Recognition Examining Boards for Appointment or Promotion in the ANG Below General Officer*. Except as limited by [paragraph 5.9.4](#), credit granted that exceeds the amount used to establish the entry grade is used to adjust the date of rank. ARC officers are ordered to extended active duty in their reserve grades.

5.13.1.2. An individual who is a former commissioned officer may, if otherwise qualified, be appointed as a reserve officer. The member:

5.13.1.2.1. Is placed on the Reserve Active Status List in the grade equivalent to the permanent grade, and in the same competitive category, in which the person previously served satisfactorily, and

5.13.1.2.2. May be credited for determining date of rank with service in grade equal to that the member held when discharged or separated.

5.13.1.3. When an ARC commissioned officer is transferred from an inactive status to an active status and placed on the Active Duty List or the Reserve Active Status List, the Secretary of the Air Force may, effective on the date the officer is placed on either list, change the officer's date of rank to a later date to reflect such officer's qualifications and experience. **Note:** This authority does not apply in the case of an officer who has served continuously in the Selected Reserve since the officer's last promotion or is placed on the Active Duty List while on a promotion list.

Table 5.9. Grade Determination

R U L E	A	B
	To be eligible for appointment in the grade of	applicant's service credit awarded under paragraph 5.12. must be
1	second lieutenant	less than 2 years
2	first lieutenant	at least 2 years (See note 1)
3	captain	at least 4 years (See note 2)
4	major	at least 11 years (See note 3)
5	lieutenant colonel (See note 4)	at least 18 years
6	colonel (See note 4)	at least 21 years

Notes:

1. For RegAF Judge Advocate General's Corps officers receiving constructive service credit to be eligible for appointment in the grade of first lieutenant, applicant's service credit awarded under **paragraph 5.12.6.** must be at least 18 months, as authorized by 10 USC § 619.
2. ARC Medical Corps and Dental Corps officers may be originally appointed in the grade of captain with four (4) years of credit (**Table 5.6.**, Rule 1) upon completing medical or dental school.
3. For Nurse Corps Biomedical Sciences Corps and Medical Service Corps officers appointed for the sole purpose of entering RegAF as a major, service credit awarded must be at least 14 years. (**T-1**)
4. For appointment in this grade, see **paragraph 5.13.2.**

5.13.2. Maximum Entry Grade Credit. The total entry grade credit granted may not exceed that required for the person to receive an entry grade of major.

5.13.2.1. The Air Force may waive the entry grade limit of major to permit appointment in the grades of lieutenant colonel or colonel to relieve manning shortfalls in a specialty, or prevent a serious inequity in the appointment action. In these cases, credit is limited to the minimum amount required for appointment in these grades.

5.13.2.1.1. AFPC/DP2N, NGB/A1PO, or AF/RE-D may waive the rank limit for appointment of medical and dental officers in the rank of lieutenant colonel in shortage specialties designated by AF/SG. Depending on the officer's competitive category, use **Table 5.6**, **Table 5.7**, and **Table 5.8** to determine service credit.

5.13.2.1.2. The Air Force may waive the rank limit for appointment of health professions officers to the rank of colonel for exceptionally qualified candidates in critically manned specialties designated by AF/SG. Forward recommendations, to include an explanation of what makes the candidate an exceptionally qualified asset, to AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, for coordination with the appropriate component Surgeon General. If AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, and the appropriate component Surgeon General concur, route fully vetted recommendation through command channels to the Secretary of the Air Force. (**T-1**) Recommendations may be disapproved at any level.

5.13.2.1.3. Components nomination sources should complete and maintain grade data verification sheets to support nominees entering as a lieutenant colonel or colonel.

5.13.2.2. This limitation is not applicable to the appointment of a reserve officer as a regular officer. See [paragraph 5.12.1.3](#)

5.13.3. Computing and Recording Service Dates and Date of Rank.

5.13.3.1. Service dates and date of rank are calculated in accordance with AFMAN 36-2604. In addition to guidance provided in AFMAN 36-2604, use [Table 5.10](#) to assist in calculating total years service date, date of rank, and total federal commissioned service date.

5.13.3.2. Do not compute total tears service date and date of rank for officers holding only Air Force (temporary) appointments.

Table 5.10. Appointment Grade and Computation of Total Years Service Date, Date of Rank, and Total Federal Commissioned Service Date.

R U L E	A	B
	If the individual	then
1	is being appointed for the first time	determine the grade according to Table 5.9. (see note 1). Compute the total years service date by backdating the date of appointment by the total amount of service credit awarded according to AFMAN 36-2604 and this publication. Determine the date of rank by back dating date of appointment by the amount of service credit in excess of the service credit Table 5.9. requires to determine the appointment grade. The total federal commissioned service date is the date of appointment.
2	is an ARC officer being reappointed (for example, Medical Service Corps to Medical Corps)	recompute the total years service date and date of rank to reflect any additional service credit authorized according to AFMAN 36-2604 and this publication (see note 2). The total federal commissioned service date does not change.
3	is a former RegAF officer who is discharged and accepts appointment in the ARC in the same competitive category without a break in service	appoint in the grade held when discharged. Compute the total years service date by back dating the date of appointment by the total amount of service credit awarded according to AFMAN 36-2604 and this publication. The date of rank is the same as the officer's RegAF date of rank (see note 3). The total federal commissioned service date is the same as that held on the date of discharge.
4	is a former RegAF officer who is discharged and accepts appointment in the ARC in the	determine the grade, total years service date, and date of rank based on service credit provisions in effect for the Air Force at the time of appointment. When the

R U L E	A	B
	If the individual	then
	same competitive category after a break in service	determination results in a grade higher than the previously held grade, appoint in the grade determined based on service credit. When the grade determination results in a grade equal to or lower than the previously held grade, appoint the officer in the previously held grade. Compute the total years service date by backdating the date of the latest appointment by the total amount of service credit awarded according to AFMAN 36-2604 and this publication. Add the break in service to the previously held total federal commissioned service date and date of rank. Add periods of inactive status in the previously held grade to the previously held date of rank.
5	is a former officer of another uniformed service who, after discharge, accepts appointment in the ARC after a break in service (when appointing as an Medical Corps officer, see note 4)	determine the grade according to Table 5.9. (see note 1). Compute the total years service date by back dating the date of appointment by the total amount of service credit awarded according to AFMAN 36-2604 and this publication. Determine the date of rank by back dating the date of appointment by the amount of service credit
6	accepts ARC appointment in a different competitive category (see note 5)	in excess of the service credit Table 5.9. requires to determine the appointment grade. Compute the total federal commissioned service date by back dating the date of appointment by the total service creditable for
7	is an officer of the USPHS and inter-service transfers to the ARC	total federal commissioned service date according to AFMAN 36-2604.
8	is an officer of a reserve component of another uniformed service (except USPHS) and inter-service transfers to the ARC in the same competitive category	appoint in the grade held in the parent service. Compute the total years service date by backdating the date of appointment by the total amount of service credit awarded according to AFMAN 36-2604 and this publication. The date of rank is the date of rank held in the parent service adjusted for any periods of inactive status. The total federal commissioned service date is the same as that held in the parent service. The total years service date and date of rank cannot place the officer beyond mandatory phase points for promotion to the next higher reserve grade.

Note:

1. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to **paragraph 5.13.2**. Also, if appointed in the grade of captain or above, the awarded date of rank may not result in the officer being eligible for promotion consideration within the next 12 months.
2. On reappointment an officer may qualify for the same grade, a higher grade, or a lower grade. Compute the total years service date and date of rank in these cases based on service credit provisions in effect at the time of reappointment. Refer to **paragraph 5.13.2** of this publication for further guidance.
3. If the officer had prior reserve commissioned service in the same grade not reflected in the date of rank, the date of rank is adjusted to include prior promotion service in the same grade, excluding inactive service.
4. If the former officer was a physician in another uniformed service, SAF/MR may approve a request for appointing the officer under rule 4 versus rule 5 as an exception to policy, if justified. Forward fully justified requests for an exception to policy to AFPC/DP2N (for RegAF appointments), NGB/A1PO (for ANG appointments), or AF/REP (for AFR appointments), for disapproval or recommended approval. If AFPC/DP2N, NGB/A1PO, or AF/REP recommends approval, they forward the request to AF/A1PT for processing to SAF/MR for a final decision.
5. This rule applies whether or not there is a break in service.

5.14. Appointment Nomination and Scrolling.

5.14.1. **Appointment as a Regular Officer.** All officers commissioned to the RegAF receive regular appointments at the time they enter active duty on the Active Duty List, regardless of method or source of commission under DoDI 1310.02, *Original Appointment of Officers*.

5.14.1.1. This paragraph also applies to USUHS students upon placement on the Active Duty List.

5.14.1.2. AFROTC graduates are scrolled and commissioned as reserve officers (see [paragraph 5.3.6.2](#)). They are rescrolled and receive a regular appointment only if placed on the Active Duty List.

5.14.2. **Appointment as a Reserve Officer.** All officers commissioned to a reserve component receive a reserve appointment when placed on the Reserve Active Status List under DoDI 1310.02. A RegAF officer who transfers components into the reserve resigns their regular appointment and accepts a reserve appointment.

5.14.3. **Appointment as an ANG Officer.** ANG officers are appointed as Reserve of the Air Force. The tenure and acceptance of an appointment as a Reserve of the Air Force is necessary for federal recognition in the ANG.

5.14.3.1. Prior to appointment in the state and federal recognition board action, an appointment request is submitted through command channels to NGB/A1PO for approval. Temporary federal recognition is granted by NGB/A1.

5.14.3.2. An applicant must first be appointed in the appropriate State ANG. Once approved, an applicant is nominated for federal recognition in the same grade as appointed in the appropriate State ANG.

5.14.3.3. A RegAF officer who transfers components into the ANG resigns his/her regular appointment and accepts a reserve appointment in the ANG.

5.14.4. **Appointment Sources.** Appointment sources submit nominees for original appointment to the component nomination sources listed in [Table 5.11](#) and communicate the need to remove a nominee from consideration to the appropriate component nomination source. Appointment sources determine qualified nominees and grade. See [Table A6.1](#)

5.14.5. **Component Nomination Sources.** Component nomination sources are listed in [Table 5.11](#). The leadership of each component nomination source may delegate their coordination within their component at their discretion. **Exception:** Reserve appointment for AFROTC graduates awaiting reappointment as RegAF officers are nominated by AFPC/CA and submitted by AFPC/DP1TAM.

Table 5.11. Component Nomination Source

Item	Component	Nomination Source	Appointment Type
1	RegAF	AFPC/CA	Regular or Reserve (see note)
2	ANG	NGB/CF	Reserve
3	AFR	ARPC/CC	Reserve
Note: AFPC/CA nominates for Reserve appointment ROTC graduates awaiting reappointment as RegAF officers.			

5.14.5.1. Appointment sources submit candidates for appointment to the appropriate component nomination source. Appointment sources use proposed rank of the candidate to determine the number of days before the target appointment date the candidate is submitted for review and approval (see [paragraph 5.14.6.1](#)).

5.14.5.2. AFPC/DP1TAM. Ensures nominees are eligible for appointment to the RegAF, produces nomination packages, obtains AFPC/CA coordination, forwards packages to AF/A1PT, and disseminates nomination approvals to the appropriate appointment sources. **Note:** AFPC/DP1TAM obtains AFPC/CA coordination and submits nominations for reserve appointment of ROTC graduates awaiting reappointment as RegAF officers.

5.14.5.3. NGB/A1. Ensures nominees are eligible for a reserve appointment, produces nomination packages, obtains NGB/CF coordination, and forwards packages to AF/A1PT. NGB issues permanent federal recognition to the approved nominees and communicates recognition to the appropriate ANG State Headquarters.

5.14.5.4. ARPC/DPAR. Ensures nominees are eligible for a reserve appointment, produces nomination packages, obtains ARPC/CC coordination, forwards packages to AF/A1PT, and disseminates nomination approvals to the appropriate appointment sources. **Exception:** Reserve appointment for AFROTC graduates awaiting reappointment as RegAF officers are nominated by AFPC/CA and submitted by AFPC/DP1TAM.

5.14.6. Nomination Package Requirements. To ensure nominees selected for appointment are approved in a timely manner, each component consolidates nominees into formatted nomination packages and coordinates them through an approval chain including Headquarters Air Force, Deputy Secretary of Defense, Secretary of Defense, White House, and Senate (see [Table 5.13](#)).

5.14.6.1. General Requirements.

5.14.6.1.1. A nomination is valid until the appointment is tendered if the nominee maintains intent to enter the Air Force using their initial appointment source.

5.14.6.1.2. A nomination package should not be submitted earlier than nine (9) months before the targeted appointment date. Component nomination sources use proposed rank of the candidate to determine the minimum number of days before the target appointment date the candidate is submitted for review and approval (see [Table 5.12](#)).

Table 5.12. Nomination Processing Timelines

Table 1: Nomination Processing Timelines

Rank	Commission Type	Minimum Timeline in days (see Notes)				
		Nomination Source	HAF	SAF	OSD	POTUS / Senate
captain and below	regular	30	30	30	30	N/A
lieutenant colonel and below	reserve					
major, lieutenant colonel and colonel	regular	30	30	30	30	60
colonel	reserve					
Notes: 1. If the targeted appointment date is less than the stated timeline, the component nomination source must justify the need for expedited processing and cause for the short notice in the AF Form 1768, <i>Staff Summary Sheet</i> . (T-1) The component nomination source notifies AF/AIPT when a package requires expedited processing. 2. For ANG: Permanent federal recognition must be requested by the appropriate State within 90 days of receiving the approved temporary appointment letter from NGB/A1PO. Exception: For OTS line officer (non-JAG) course graduates, on the date of graduation, candidates will meet a Federal Recognition Examination Board and temporary federal recognition will be granted at that time.						

5.14.6.2. Nomination packages contain the following items.

5.14.6.2.1. An AF Form 1768 documents, via electronic signature, the coordination of the nomination package at the component nomination source. The staff summary sheet should state all nominees are eligible for appointment and justify expedited processing if required (See [Table 5.12](#), note 1).

5.14.6.2.2. A completed scroll nomination list, using the template provided by AF/AIPT. The scroll nomination list includes an appointment/nomination statement and a list of alphabetized nominees with the social security number and organized by grade (i.e. all captains in alphabetical order, then all majors in alphabetical order, etc.).

5.14.6.2.3. All nominations for prior service persons with adverse information (i.e. unfavorable information file) within the past 10 years require supporting information. In accordance with DoDI 1320.04, at a minimum the nomination must contain **(T-0)**:

5.14.6.2.3.1. Nominee's last 3 officer performance reports.

5.14.6.2.3.2. The complete unfavorable information file.

5.14.6.2.3.3. AF Form 1288 (if applicable).

5.14.6.2.3.4. Gaining component's Headquarters approval/recommendation for the commission. Include the reason why the individual is recommended for commission (i.e., needs of the Air Force or needed for a unique or hard to fill position). See DoDI 1320.04 for specific language to be included in recommendation.

5.14.6.3. Memorandum Requirements. The memorandum transmits to the Secretary of Defense or Deputy Secretary of Defense the approval of SAF/MR of nominees for original appointment.

Table 5.13. Nomination Approval Level

Type Appointment	Rank	Memo From	Memo to	Approval
regular	major, lieutenant colonel, and colonel	SAF/MR	Deputy Secretary of Defense	The President, by and with the advice of Senate
reserve	colonel		Deputy Secretary of Defense	The President, by and with the advice of Senate
regular	captain and below		Secretary of Defense	Secretary of Defense (Executive Order 13384)
reserve	lieutenant colonel and below		Secretary of Defense	Secretary of Defense (Executive Order 13358)

5.15. Oath of Office and Certificate of Commissioning.

5.15.1. **Taking the Oath.** The properly executed oath of office establishes the official commissioning date in the military personnel data system, which initiates entitlement to pay and allowances. **(T-1)** The appointing authority cancels the appointment if the individual refuses to execute the oath of office without modifications or reservations. **Note:** The individual may omit the words "[s]o help me God," if desired for personal reasons; Airmen who make a choice to "affirm" the oath of office and/or omit the words "so help me God" may also line through the words "swear" and/or "So help me God."

5.15.1.1. For RegAF and AFR members: on or after the date the scroll is approved and signed (see [Table 5.13](#)), each individual must properly execute an AF Form 133, *Oath of Office (Military Personnel)*, before entering the duties of the federal office. (T-0).

5.15.1.2. For ANG members: execute an NGB Form 337 for ANG state appointments and receive temporary federal recognition prior to submission of the federal scroll. Upon approval of the federal scroll sign the AF Form 133 (see [Table 5.12](#), note 2) (T-0)

5.15.1.3. AFROTC graduates who received reserve appointments for the purpose of entering on the Active Duty List, and are appointed to the RegAF upon placement on the Active Duty List, will not complete a new AF Form 133 for the RegAF appointment. (T-1)

5.15.1.4. A commissioned officer who transfers between the RegAF and the ARC is not required to subscribe to a new oath of office or complete a new AF Form 133. Individuals who transfer to the ANG must complete an NGB Form 337 to receive an ANG state appointment. (T-0)

5.15.2. Administering the Oath.

5.15.2.1. Persons being appointed or commissioned in the Air Force may take the oath before:

5.15.2.1.1. The President, Vice President, or Secretary of Defense.

5.15.2.1.2. A commissioned officer of any component of any Armed Force of the United States (including retired). This includes commissioned warrant officers of the Army, Navy, Marine Corps, and Coast Guard.

5.15.2.1.2.1. Warrant officers serving on active duty as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant of a command may administer the oath under 10 USC § 936, Article 136.

5.15.2.1.2.2. Army, Navy, Marine Corps and Coast Guard warrant officers, W-1, receive their appointment by warrant and are not eligible to administer the oath unless serving on active duty as adjutants as described in [paragraph 5.15.2.1.2.1](#)

5.15.2.1.2.3. Navy, Marine Corps and Coast Guard chief warrant officers, W-2 through W-5, are appointed in those grades by commission and are authorized to administer oaths.

5.15.2.1.2.4. Army Chief Warrant Officers, W-2 through W-5, appointed on or after 8 May 1986 receive their appointment by commission and are authorized to administer oaths. Before 8 May 1986, they received their appointment by warrant and are not eligible to administer oaths unless they were later granted a Chief Warrant Officer appointment by commission or are serving on active duty as an adjutant as listed above.

5.15.2.1.2.5. Retired Air Force warrant officers received their appointment by warrant and are not authorized to administer oaths.

5.15.2.1.3. An individual authorized by local law to administer oaths in the State, District, or territory or possession of the United States where the oath is administered.

5.15.2.2. ANG officers must abide by state laws in addition to 5 USC § 2903, 10 USC § 1031 and 32 USC § 312 for the NGB Form 337. **(T-0)** Although any superior officer may administer the AF Form 133, some states may require an officer or senior commissioned ANG officer from the same state.

5.15.3. DD Form 1AF, *Certificate of Commission*.

5.15.3.1. Air Force commissioned officers receive their commissioning certificate at the time of their first appointment.

5.15.3.2. The commissioning source making the appointment or commission issues the DD Form 1AF.

5.15.3.3. The DD Form 1AF is issued only once at the time of the officer's initial acceptance of an appointment. There is no need or requirement to reissue the DD Form 1AF upon a change in type of appointment.

5.15.3.4. Request replacement or a corrected DD Form 1AF directly from the commissioning source. **Note:** Change of name occurring after the date of commissioning is not a reason for replacement.

CHAPTER 6

AIR FORCE RESERVE OFFICERS' TRAINING CORPS (AFROTC) PROGRAM

6.1. Statutory Authority. The statutory authority for establishing an AFROTC program is 5 USC § 8140, 10 USC § 2005, 10 USC § 2101 et seq, and 37 USC § 209.

6.2. Overview. The AFROTC program prepares cadets for appointment as commissioned officers. The program includes a conceptual awareness of war and armed conflict, an introduction to the roles and missions of the United States Air Force, and a basic understanding of joint and combined operations. The program consists of two phases, academic education and field training. Cadets must complete both phases to be eligible for a commission as an Air Force officer.

6.2.1. Academic Education. Students participate in AFROTC courses while earning a baccalaureate or master's degree from an accredited college, university or other institution of higher education. The academic education phase is normally completed within a two or four year period.

6.2.2. Field Training. Field training is a multi-day training course intended to evaluate cadets' preparedness to lead at their AFROTC detachments. It is designed to place cadets in a rigorous and unfamiliar training environment testing them physically, mentally, and emotionally. Field training is conducted at Maxwell Air Force Base, Alabama (usually between the sophomore and junior years).

6.2.2.1. Cadets will attend field training once they have completed the first two (2) years of AFROTC (General Military Course (GMC)), or been given full credit in accordance with [paragraph 6.4](#), meet the criteria specified by the AFROTC/CC, and are selected to advance into the Professional Officer Course (POC).

6.2.2.2. Cadets participating in the Graduate Law Program or Judge Advocate One-Year College Program, who have not completed the GMC, attend an extended field training to complete the POC prerequisites.

6.2.2.3. ANG State-sponsored cadets who have completed GMC equivalency requirements, must have The Adjutant General (TAG) recommendation to advance to the POC prior to attending field training.

6.3. Roles and Responsibilities.

6.3.1. The Secretary of the Air Force or Designated Representative will:

6.3.1.1. Oversee overall program operation. **(T-0)**

6.3.1.2. Approve activation of new AFROTC detachments by signing the AF Form 1268, *Application and Agreement for the Establishment of an Air Force Reserve Officer Training Corps Detachment*. **(T-0)**

6.3.1.3. Approve inactivation of AFROTC detachments when the inactivation is at the initiative of the Air Force. **(T-0)**

6.3.1.4. Advise the Under Secretary of Defense, Personnel and Readiness and the military services on the location of proposed AFROTC detachments before releasing such information. **(T-0)**

6.3.1.5. Enter into a written contract as a condition of providing AFROTC scholarships to students and determine appropriate reimbursement when a breach of contract occurs in accordance with 10 USC §§ 2005 and 2107; DoDI 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, and the AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*. (T-0)

6.3.1.6. Determine the period of Regular Air Force (RegAF) and/or Selected Reserve duty to be served by an AFROTC scholarship recipient. (T-0)

6.3.2. Director, Air Force Review Boards Agency will:

6.3.2.1. Make final decisions on individual disenrollment, resignation, and collateral consequence actions in those cases for which the Air Force Review Boards Agency is the decision authority. (T-1)

6.3.2.2. Notify the Secretary of the Air Force, SAF/MR, and AF/A1 of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest. (T-1)

6.3.2.3. Make recommendations to the decision authority on individual disenrollment, resignation, and associated collateral consequence actions in those cases for which there is a higher level decision authority. (T-1)

6.3.2.4. Ensure each recommendation forwarded includes a rationale and the complete case file. (T-1)

6.3.3. AF/A1P will:

6.3.3.1. Develop program policy.

6.3.3.2. Provide program guidance.

6.3.3.3. Establish cadet eligibility requirements.

6.3.3.4. Act as the review authority on validity of commissions after the fact.

6.3.3.5. Establish cadet admission and retention standards.

6.3.3.6. For RegAF, grant exceptions to the minimum officer production in cases where specific weighting factors are enumerated.

6.3.3.7. Establish policy for the POC selection process, rated and other category selection process.

6.3.3.8. Establish policy to govern scholarship programs (including the High School Scholarship Program and the In-College Scholarship Program).

6.3.3.9. Maintain waiver authority for decisions to call to active duty and all cadet eligibility, scholarship and enlistment requirements outlined in this publication.

6.3.3.10. Publish the updated Program Guidance Letter (PGL) annually to establish production goals by fiscal year.

6.3.4. The AF/RE will determine the annual production goals for the Air Force Reserve (AFR) to be included in the PGL.

6.3.5. **The NGB/CF** will determine annual production goals for the Air National Guard (ANG) to be included in the PGL.

6.3.6. **The Commander of Air Education and Training Command (AETC/CC)** will:

6.3.6.1. Recommend to the Secretary of the Air Force through AF/A1PT the activation and inactivation of AFROTC detachments.

6.3.6.2. Approve the inactivation of detachments when the inactivation is at the initiative of the host university.

6.3.6.3. Approve activation or inactivation of operating locations and advises AF/A1PT.

6.3.6.4. Approve establishment of field training locations and notify major command (MAJCOM) commanders of AETC's need to establish a field training unit within their commands.

6.3.6.5. Plan and program for AFROTC scholarships to meet the Total Force Accessions PGL production goals by fiscal year.

6.3.7. **The AU/CC** will:

6.3.7.1. Ensure educational institutions meet the requirement of DoDI 1215.08 before recommending approval to establish and maintain an AFROTC unit. **(T-0)**

6.3.7.2. Submits resource requirements through AETC for all budget exercises (Budget Execution Review, Financial Plan, and Program Objective Memorandum) to support commissioning programs operations. **(T-1)**

6.3.7.3. Provides Air University concerns and capacity information upon request. **(T-2)**

6.3.7.4. Approves all revisions to the Holm Center Curriculum Program. **(T-2)**

6.3.7.5. Makes available an end of fiscal year report to the Officer Training Policy Working Group, to include quota requirements, fill/graduation rates, and other information that aids in approval of OTS program execution. **(T-2)**

6.3.8. **Commander, Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center)** will:

6.3.8.1. Monitor program execution to efficiently support Air Force program guidance. **(T-1)**

6.3.8.2. Review applications to ensure applicants meet applicable program admission prerequisites. **(T-1)**

6.3.8.3. Develop curriculum in accordance with curriculum plans. **(T-1)**

6.3.8.4. Provide graduate assessment data to functional communities and Air Staff representatives. **(T-1)**

6.3.8.5. Host the Airman Scholarship and Commissioning Program (ASCP), Professional Officer Course Early Release Program (POC-ERP), and Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (ROTC) (SOAR) selection boards. **(T-1)**

6.3.9. **AFROTC/CC** will:

- 6.3.9.1. Implement policies for and develop procedures to execute the AFROTC program in accordance with this publication and DoDI 1215.08. **(T-0)**
- 6.3.9.2. Ensure policies prohibit hazing, sexual harassment, sexual assault, and any other unacceptable conduct, actions or circumstances, inappropriate for cadets participating in the AFROTC program. **(T-0)**
- 6.3.9.3. Recommend AFROTC detachments for activation or inactivation through command channels to the Secretary of the Air Force in accordance with DoDI 1215.08. **(T-0)**
- 6.3.9.4. Implement policies for establishment and disestablishment of an AFROTC detachment, in accordance with DoDI 1215.08. **(T-0)**
- 6.3.9.5. Develop quantified performance measures to be used in annual assessments that evaluate the extent to which each unit is meeting the strategic goals and objectives of the AFROTC program. **(T-0)**
- 6.3.9.6. Ensure the scholarship program follows policy established by AF/A1P and is targeted primarily for students interested in pursuing degrees that correspond with Air Force requirements as published annually in the PGL by AF/A1P. **(T-1)**
- 6.3.9.7. Implement scholarship programs to increase enrollment in regional studies and language training in regions and languages of strategic importance to the Department of Defense (DoD). **(T-0)** Scholarships should be structured to support study abroad opportunities, including language immersion and associated cadet travel, as well as course work at the host institution.
- 6.3.9.8. Initiate actions to establish field training units through the chain-of-command. **(T-1)**
- 6.3.9.9. Establish base support agreements with host installations in support of field training units. **(T-2)**
 - 6.3.9.9.1. Annually review base support agreements with host installations. **(T-2)**
 - 6.3.9.9.2. Coordinates host installation field training unit manning issues between host installations and host MAJCOM by 1 February of each year. **(T-2)**
- 6.3.9.10. Make final decisions on individual disenrollment actions in those cases for which the AFROTC/CC is the decision authority. **(T-1)**
 - 6.3.9.10.1. Notifies the Secretary of the Air Force, SAF/MR, the Air Force Review Boards Agency, and AF/A1 in writing of intentions before taking any disenrollment action that is highly sensitive or has the potential for significant Congressional or public interest. **(T-1)**
 - 6.3.9.10.2. Make recommendations to the decision authority on individual disenrollment, resignation, and associated collateral consequence actions in only those cases for which the AFROTC/CC is not the decision authority. **(T-1)**
 - 6.3.9.10.3. Ensure each recommendation forwarded to the decision authority includes a rationale and a complete case file and is forwarded to the Air Force Review Boards Agency. **(T-1)**

6.3.10. AFROTC Field Training Host Installation Commanders will support the AFROTC program by:

6.3.10.1. Planning for and funding the base support functions associated with the field training unit. **(T-2)**

6.3.10.2. Appointing a field training project officer to interface with AETC and AFROTC personnel. **(T-2)**

6.3.10.3. Providing appropriate manning assistance as requested. **(T-3)**

6.3.10.4. Ensuring a base support agreement is created with AFROTC/CC to outline specific responsibilities in support of field training unit events. **(T-2)**

6.3.10.5. Appointing a field training unit base director in the rank of lieutenant colonel. **(T-2)** The field training unit base director is responsible for managing matters pertaining to staffing, planning, and coordination of all host installation activities in support of the field training unit.

6.3.10.6. Appointing a base liaison to support field training unit operations. **(T-2)** Assign one additional liaison support person (any grade) for field training units with more than 500 cadets assigned.

6.3.10.6.1. A liaison is assigned and dedicated to field training unit operations from the start of in-service training through conclusion of field training unit operations and on a part-time basis (year-round) prior to the beginning of in-service training.

6.3.10.6.2. The liaison must be qualified and eligible to use a government purchase card and is authorized to use the AFROTC government purchase card for official AFROTC needs.

6.3.10.7. Providing on-base lodging priority to field training staff. **(T-2)**

6.3.10.8. Ensuring a base-support agreement is updated annually with AFROTC. **(T-2)**

6.3.10.9. Forwarding requests for manning assistance through their respective MAJCOM functional not later than 1 February prior to field training if unable to meet required field training execution manning levels. **(T-2)** Notify the AFROTC Director of Operations (AFROTC/DO) regarding submission of the manning assist request.

6.3.11. Medical Treatment Facility Commanders will:

6.3.11.1. Provide medical examinations for AFROTC applicants prior to enrollment in the scholarship program or in the POC and for cadets prior to commissioning. **(T-3)**

6.3.11.2. In cooperation with AFROTC/CC and the AETC Command Surgeon (AETC/SG), orchestrate resourcing solutions to ensure medical and dental services for AFROTC staff and cadets participating in AFROTC field training, to include: **(T-3)**

6.3.11.2.1. Sick call outside standard morning duty hours both during the duty week and weekends that meet field training unit requirements. **(T-3)**

6.3.11.2.2. Medical support during high-risk activities such as physical fitness training, physical fitness testing, Leadership Reaction Course, Confidence Course, etc. **(T-3)**

6.3.11.2.3. Medical personnel during cadet inprocessing to review cadet prescriptions for quality control and compatibility to the field training environment. (T-3)

6.3.11.2.4. On-call ambulance service available 24-hours, 7-days a week for the duration of field training activities. (T-3)

6.3.12. The Director of Civilian Institutions Programs, Air Force Institute of Technology (AFIT/CI) will:

6.3.12.1. Review education delay application packages and obtain recommendations for feasibility and practicality of educational plans submitted. (T-2)

6.3.12.2. Forward education delay application packages to the AF/JAX, AFPC/DP2LT, or ARPC/DPA (see [paragraphs 6.3.13](#) and [6.3.14](#)), as appropriate, for action. (T-2)

6.3.12.3. Notify applicants through AFROTC detachment commanders (by letter) of educational delay decisions when it receives results for initial educational delay requests. AFIT/CI will notify applicants (by memorandum) of the final status of their additional or extension of educational delay requests. (T-2)

6.3.12.4. Maintain and monitor records on students granted an education delay to ensure compliance with educational delay agreement. (T-2)

6.3.12.5. Monitor the status of students on educational delay, extensions, and those on additional delay (excluding health care students granted additional delays under [Table 6.2](#), rule 7) and supervises them during the delay period. (T-2)

6.3.12.6. Notify AFPC/DP2N or ARPC/DPA, as appropriate, six (6) months before the student completes school of the need to reappoint officers awarded degrees in health care specialties into the appropriate corps upon graduation. (T-2)

6.3.12.7. Report changes in date for those in educational delay status to AFPC/DP2LT or ARPC/DPA, as appropriate. (T-2)

6.3.12.8. Maintain all officer educational data items. (T-2)

6.3.12.9. Advise students and explain changes to AFMAN 36-2604 and this chapter, that may affect their RegAF or Selected Reserve service. (T-2)

6.3.12.10. Advise students, (except 92R0, Chaplain Candidate) they are in the Non-Participating Individual Ready Reserve, may be eligible for promotion consideration in accordance with Air Force policy, and will not be credited with reserve participation points or time toward years of satisfactory participation; however will be credited with time toward their eight (8) year military service obligation (MSO). (T-2)

6.3.12.11. Forward a copy of documents changing educational delay status (including successful completion of degree requirements) to AFIT, who will inform AFPC/DP2LT or ARPC/DPA, as appropriate. (T-2)

6.3.12.12. Upon approval of an educational delay request, forward a welcome package to the student. (T-2) Include a form requiring the student's signature acknowledging required compliance with AFI 36-2905 standards. Students granted acceptance, extension and continued participation in the educational delay program must meet standards established in AFI 36-2905.

6.3.12.13. Twice a year, students will send an Educational Delay Health Information Sheet (provided in the welcome package or downloadable from the AFIT Civilian Institution Programs webpage) to AFIT Civilian Institution Programs, Graduate Education Division (AFIT/CIG), certifying their current health, height and weight. Within 45 days after completion of each term, students must take the sheet to an AFROTC detachment, local recruiter or school nurse for completion and certification and then forward it to AFIT/CIG. **(T-2)** (This should be accomplished during the same time period in which the student is reporting their grades.) **Note:** Height and weight standards are prescribed in DoDI 1308.3.

6.3.12.14. Inform students that those not meeting standards prescribed by AFI 36-2905 and DoDI 1308.3 may have their educational delay terminated and be reassigned to the RegAF or Selected Reserve. **(T-2)**

6.3.13. **AF/JAX** will:

6.3.13.1. Select or non-select (based on recommendations of a board of officers) applicants for education delay to study law. The Judge Advocate General (TJAG) approves AFROTC graduates who apply for educational delays to study law.

6.3.13.2. Notify AFIT/CIG and AFPC/DP2LT or ARPC/DPA, as appropriate, of officers granted delays.

6.3.13.3. Reappoint and order officers projected to the RegAF to active duty when they complete legal licensing requirements.

6.3.13.4. Forward master personnel records group documents to AFPC/DP2LT when RegAF officers enter active duty.

6.3.13.5. Notify AFPC/DP2LT of officers projected to the RegAF who fail to complete legal licensing requirements so they may be ordered to active duty in another competitive category if Air Force requirements support the request.

6.3.13.6. Notify AFPC/DP2LT or ARPC/DPTTS, as appropriate, if member cannot be utilized in the RegAF or Selected Reserve and recommend separation of officer.

6.3.13.7. Assign students projected to the RegAF with an education delay to study law to bases of attachment for internship training under AFI 51-101.

6.3.14. **[RegAF only] AFPC/DP2LT** will:

6.3.14.1. Approve or disapprove requests for educational delays for students projected to the RegAF based on input/coordination from AFPC/DP2N or AF/JAX as applicable. **(T-2)**

6.3.14.2. Monitor the overall educational delay program for graduates projected to the RegAF. Ensure projected RegAF assignment date is correct and members are ordered to RegAF active duty upon completion. **(T-2)**

6.3.14.3. Notify AFIT/CIG and AFPC/DP2N of students projected to the RegAF for whom AFPC/DP2LT grants educational delays. **(T-2)**

6.3.14.4. Forward all documents received from AFROTC detachments on education delay and medical career field graduates to ARPC/DPA (for name, address and social security number). **(T-2)**

6.3.14.5. Prepare appointment nomination in accordance with [Chapter 5](#). (T-2)

6.3.14.6. Establish date to enter RegAF active duty and notify AFPC/DP1TAM to prepare orders to enter RegAF active duty for all officers granted educational delays who enter the RegAF as line officers. This includes officers who fail to complete advanced training or education in a health care specialty and whom AFPC/DP2N does not accept for appointment in one of the medical career fields, as well as officers who fail to obtain legal licensing, providing they are physically qualified according to AFI 48-123 and meet National Agency Check requirements. (T-2)

6.3.14.7. Revoke educational delays for students projected to the RegAF who enroll in other than accredited institutions. (T-2)

6.3.15. [RegAF only] AFPC/DP2N will:

6.3.15.1. Recommend approval or disapproval to AFPC/DP2LT on applicants projected to the RegAF who request delays for training or education that qualifies them for appointment in one of the medical career fields. (T-2)

6.3.15.2. Establish an educational delay folder on each student projected to the RegAF in health care specialty training and monitors additional approved training under [Table 6.2](#), rule 7. (T-2)

6.3.15.3. Determine whether students projected to the RegAF who complete approved educational delays will be accepted for duty in a corps of the medical services. Notifies AFPC/DP2LT of disposition (ordered to RegAF active duty, granted extension of delay, granted additional delay or not accepted for assignment in a corps of the medical services). (T-2)

6.3.15.4. Reappoint and order to RegAF active duty all AFROTC graduates accepted for duty in a corps of the medical services provided the officers are physically qualified according to AFI 48-123 and meet National Agency Check requirements. (T-2)

6.3.15.5. Forward the master personnel records group documents to AFPC/DP2LT when officers enter RegAF active duty. (T-2)

6.3.16. ARPC/DPA will:

6.3.16.1. Place graduates projected to the Selected Reserve with an approved education delay in the Obligated Reserve Section with a reserve appointment until education is completed or terminated. (T-1)

6.3.16.2. Assign all AFROTC graduates granted a Selected Reserve educational delay to study law to the Individual Ready Reserve (Special Education and Stipend program) upon entry into law school. (T-1)

6.3.16.3. With AF/JAX, assign students with a Selected Reserve delay to study law to bases of attachment for internship training under AFI 51-101.

6.3.16.4. Consider officers in Selected Reserve educational delay status for promotion as long as they are not receiving financial assistance to pursue that education.

6.3.16.5. Exercise administrative control of AFROTC graduates granted an educational delay and newly commissioned second lieutenants awaiting a regular appointment or Selected Reserve assignment.

6.3.17. AFROTC Detachment Commanders will:

6.3.17.1. Send educational delay application and documents required by [Table 6.3](#) to AFIT/CIG to arrive within the time periods [Table 6.2](#) prescribes. (T-2)

6.3.17.2. Retain the completed Education Delay Status Memorandum ([Attachment 14](#)) in the cadet field personnel record. (T-2)

6.3.17.3. Report educational delay intentions by updating the cadet personnel system and inform AFPC/DP2LT to update an assignment availability code of “59” in the military personnel data system. (T-2)

6.3.17.4. Submit educational delay applications and educational delay education plans according to [Table 6.2](#) with documentation prescribed by [Table 6.3](#) (T-2)

6.3.17.5. Inform each AFROTC cadet completing an AF Form 477, *Application for Delay from Entry on Extended Active Duty (AFROTC)*, that: (T-2)

6.3.17.5.1. If the cadet is granted an educational delay and declines, more than 90 days may occur between the requested and actual date of entry on active duty.

6.3.17.5.2. AFIT/CIG will not accept an application arriving at its office less than 90 days before the projected commissioning date. (T-1) Applications to study law are due by 15 March of the year in which the delay is requested. In other than extenuating circumstances, detachment commanders do not accept applications received within 90 days of the projected commissioning date. Late application and late acceptance to graduate school are not extenuating circumstances. Educational delay applications are not accepted without a letter of acceptance from the graduate school. Also, cadets may not apply for more than one course of study at a time.

6.3.17.6. Assist AFROTC graduates who ask for help on educational delays within limitations of detachment resources. (T-2)

6.3.17.7. Notify AFIT/CIG if a cadet with an approved educational delay fails to be commissioned. (T-1)

6.3.17.8. Input all commissioning documents for AFROTC graduates into the Automated Records Management System. (T-2)

6.4. AFROTC Program. The AFROTC program develops future Air Force leaders by preparing students to become Air Force officers while earning a college degree. AFROTC is divided into two programs.

6.4.1. General Military Course (GMC) Program. Cadets and students generally participate in the GMC during freshman and sophomore year. GMC participants are fully eligible students who formally participate in GMC courses, Leadership Laboratory, physical training and other duties as necessary. Participants may be members of the GMC as non-scholarship or scholarship cadets. Non-scholarship participants remain members of the GMC until they voluntarily withdraw, are dismissed, or enter the Professional Officer Course (POC). Scholarship cadets remain members of the GMC until they enter the POC or are disenrolled.

The detachment commander may grant full or partial credit for the GMC for the following reasons.

6.4.1.1. Military Service. The detachment commander may give credit for up to the entire GMC for:

6.4.1.1.1. RegAF: Any verified period of honorable service of 180 consecutive days or more, on active duty for training in enlisted status, and where a break in service is less than three (3) years for full GMC credit. Time spent in enlisted status while enrolled in an officer-commissioning program qualifies only if the individual was already in enlisted status when they entered that program.

6.4.1.1.2. AFR and ANG: Basic Military Training (BMT) and two (2) years of satisfactory participation for the purposes of reserve retirement as an equivalent to 180 days of consecutive active duty for full GMC credit; and, BMT and one (1) year of satisfactory participation for the purposes of reserve retirement as an equivalent to the first half of the GMC. **Note:** ANG State sponsored cadets who have completed GMC equivalency requirements, must have TAG recommendation to advance to the POC.

6.4.1.2. High School Junior Reserve Officers' Training Corps (JROTC). Certification of successful completion of the applicable phases of JROTC of any United States Armed Force (including National Defense Cadet Corps Training) is necessary before granting credit for this type of training. The Air Force JROTC Form 310, *AFJROTC Certificate of Completion*, or AF Form 1256, *Certificate of Training*, are the only acceptable document to verify successful completion of Air Force JROTC. Similar certificates from the other services or high school transcripts may be used to verify JROTC completion in another service. The detachment commander may grant GMC credit for the following:

6.4.1.2.1. Three (3) or four (4) academic years of JROTC is considered equal to one (1) year of the GMC. Normally, an academic year consists of two (2) semesters, three (3) trimesters, or four (4) quarters, with a report card issued at the end of each year and each semester, trimester, or quarter, as appropriate.

6.4.1.2.2. Two (2) years of JROTC is considered equal to one (1) academic term of GMC.

6.4.1.2.3. No credit is given for less than two (2) years of JROTC.

6.4.1.3. Military High School JROTC. The detachment commander may give credit for the GMC, or portions of the GMC, based on previous JROTC training of any United States Armed Forces component at a military school. Use the Air Force JROTC Form 310 to verify completion of three (3) or four (4) years of Air Force JROTC. Use the AF Form 1256 along with the individual's military high school transcript, to verify completion of two (2) years of JROTC at a military school. Similar certificates from the other services or high school transcripts may be used to verify JROTC completion in another service. Ensure proof is placed in the cadet's military personnel file. After verification of training, detachment commander may grant equivalent credit as follows:

6.4.1.3.1. Four (4) years of military school JROTC training is considered equal to the entire GMC.

6.4.1.3.2. Three (3) years of military school JROTC training is considered equal to three (3) semesters, four (4) quarters, or an equivalent number of academic terms which comprise a maximum of one and a half (1 1/2) academic years.

6.4.1.3.3. Two (2) years of military school JROTC training is considered equal to one (1) year of the GMC and can be applied to either year.

6.4.1.3.4. No credit is given for less than two (2) years of JROTC training at a military school.

6.4.1.4. Senior Reserve Officers' Training Corps (ROTC) (College-Level). The detachment commander may give credit, on a term-for-term basis, for as much of the GMC as is considered equivalent to previous training received in the senior division of Army or Naval ROTC. Before granting credit for Army or Naval training however, the detachment commander will correspond with the appropriate professor of military science or professor of naval science to ensure Army or Naval records indicate the individual is a satisfactory candidate for AFROTC training based on their past ROTC training. **(T-3)** Applicants who have completed only the first or basic field training program of Army or Naval ROTC may be granted credit the entire GMC.

6.4.1.5. Service Academy. The detachment commander may give credit, on a year-for-year or term-for-term basis, for as much of the GMC as is considered equivalent to previous training at a United States service academy (United States Military Academy, United States Air Force Academy, United States Naval Academy, United States Coast Guard Academy, United States Merchant Marine Academy) or a United States service academy preparatory school.

6.4.1.6. Civil Air Patrol Awards. The detachment commander may give credit for portions of the GMC for receipt of a Civil Air Patrol award. Obtain a copy of the certificate of award from the individual and place it in the cadet's military personnel file. Only the highest award is given credit. The awards are not cumulative.

6.4.1.6.1. The General Carl A. Spaatz Award (may be shown as Phase 4) or the General Ira C. Eaker Award is considered as being equal to three (3) semesters, four (4) quarters, or an equivalent number of other academic terms that comprise a maximum of one and a half (1 1/2) academic years.

6.4.1.6.2. The Amelia Earhart Award is considered equal to either year of the GMC.

6.4.1.6.3. The General Billy Mitchell Award is considered equal to any academic term of the GMC.

6.4.2. Professional Officer Course (POC) Program. AFROTC cadets and students are generally POC members during their junior and senior year. POC members are cadets and students who have met all Contracted Member eligibility requirements, have been enlisted in the Ready Reserve, and attend POC courses, Leadership Laboratory, physical training events and other duties as necessary. A member remains part of the POC until disenrolled from the program or commissioned into the Air Force. **Note:** ANG State sponsored cadets who have completed GMC equivalency requirements, must have TAG recommendation to advance to the POC.

6.5. Participation in the AFROTC Program. Individuals can be involved in an AFROTC program on one of two levels:

6.5.1. AFROTC Students. AFROTC students are individuals who attend the AFROTC program classes offered as part of the course of military instruction adopted by the institution as part of its curriculum. There are two (2) types of AFROTC students:

6.5.1.1. Auditing Students. Auditing students attend an AFROTC class, subject to the approval of the instructor, but do not receive a grade in the class, do not receive credit for taking the class, and are not formally enrolled in the AFROTC program. Participation as an auditing student is contingent on the enrolled academic institution and the AFROTC detachment policies.

6.5.1.2. Participating Students. Participating students attend an AFROTC class, are registered in the class, receive a grade in the class, and receive credit for the class on their student transcript, but are not formally enrolled in the AFROTC program.

6.5.2. AFROTC Cadets. AFROTC cadets are students that have formally enrolled with the Air Force as members of the AFROTC program. There are three (3) types of cadets:

6.5.2.1. Contracted Cadets. Applicants selected for scholarships or POC membership will be enlisted in the Obligated Reserve Section for a period of eight (8) years. **(T-1) (Note:** See [paragraph 6.5.2.2](#) for reserve component members selected for POC membership and wishing to retain their active status.) AFROTC will enlist the cadet in accordance with [Chapter 3](#). **(T-2)** AFR enlisted members who are part of the Selected Reserve and ANG enlisted members are transferred to the Obligated Reserve Section upon becoming a contract cadet in AFROTC. Contracted members are allowed to wear an Air Force uniform (to include AFROTC rank), attend physical training events, participate in local exercises and other miscellaneous training events, attend field training, attend advanced training and, if offered a commission, are commissioned as an officer in the United States Air Force on completion of the program. The cadet must:

6.5.2.1.1. Be a United States citizen or United States national **(T-0)**.

6.5.2.1.2. Meet Air Force enlistment standards in accordance with [Chapter 3](#). **Note:** There are no dependency restrictions for AFROTC cadets; prior to commissioning, cadets who have one or more dependents and are single, divorced, separated, or married to a military spouse must have an approved family care plan completed in accordance with DoDI 1342.19_AFI 36-2908.

6.5.2.1.3. Meet DoD and Air Force medical accession standards in accordance with DoDI 6130.03 and AFI 48-123 for enlistment and commissioning (applies to scholarship and POC cadets), and Air Force fitness standards in accordance with AFI 36-2905.

6.5.2.1.3.1. Detachments will counsel all cadets to report changes in medical status. **(T-3)** Specifically, cadets will report any medical treatment (to include prescription medication), illness, injury, or other change in medical status (including pregnancy). **(T-3)**

6.5.2.1.3.2. Contracted cadets who have a change in medical status are evaluated for placement in Medical Recheck Status (MRS). MRS is for contracted cadets

who have a change in medical status. If the condition persists for more than 30 days, a request for placement in MRS is forwarded to the AETC/SGPS. Thirty (30) day MRS is for minor conditions only as deemed by the detachment commander, and any question regarding “minor conditions” should be referred to AETC/SGPS. (**Note:** Pregnancy, through six (6) months after completion of pregnancy, is a medical condition that does not meet medical accession standards per DoDI 6130.03. Cadets may continue to participate in AFROTC as permitted by medical staff but will not be commissioned until they meet all medical accession standards.)

6.5.2.1.3.3. AFROTC Regional Commanders may approve a MRS extension up to three (3) months. MRS extensions greater than three (3) months are approved by the AFROTC Cadet Personnel Section (AFROTC/RRFP).

6.5.2.1.3.4. At the conclusion of the prescribed MRS period or upon presentation of medical evidence the condition is corrected or resolved, the detachment may request AETC to remove the cadet from MRS. If AETC/SGPS approves removal from MRS and the cadet meets all other officer accession standards, the cadet may be offered reinstatement to full, unrestricted participation.

6.5.2.1.3.4.1. Obtain AETC/SGPS certification of medical clearance to return to AFROTC training.

6.5.2.1.3.4.2. Obtain detachment commander certification of ability to complete all duties and requirements to return to AFROTC training.

6.5.2.1.4. Have a minimum 2.0 cumulative grade point average (GPA) to compete for POC selection and maintain the minimum term GPA requirement established by the institution or AFROTC, whichever is higher. **(T-3)**

6.5.2.1.5. With the exception of their final term, take at least the minimum credit hours specified in the institutional catalog to maintain full-time student status. **(T-3)** If the institution does not specify a full-time enrollment, AFROTC specifies a minimum of 12 hours for undergraduate level courses and 9 hours for graduate level courses, including AFROTC courses.

6.5.2.1.6. Meet Defense Language Institute English Language Center requirements before entry into the POC and before commissioning (applies to non-native English-speaking cadets unable to attain the minimum Verbal requirement on the AFOQT). **(T-1)**

6.5.2.1.7. Sign the AF Form 1056. **(T-0)** AFROTC will obtain consent of a parent or legal guardian if the enlistee is a minor as defined by the law of the jurisdiction where the contract is signed. **(T-0)** The contract outlines the responsibilities of the Air Force and the enlistee. The AF Form 1056 is kept in the enlistee’s personnel file at the detachment until commissioning.

6.5.2.2. Non-contracted Members. Non-contracted members are allowed to wear an Air Force uniform, attend physical training events, attend field training, and participate in local exercises and other miscellaneous training events. They have not signed a military contract and have no obligation for regular or reserve service.

6.5.2.2.1. Reserve component members with an ANG or AFR enrollment allocation who wish to retain their active status may participate in Pursuing Status and remain non-contracted with a conditional release (DD Form 368 or AF Form 1288) from their unit commander valid through the expected graduation and commissioning date. These members incur a service obligation as determined by ANG or AFR as appropriate.

6.5.2.2.2. Reserve component members with a RegAF enrollment allocation who wish to retain their active status may participate in Pursuing Status and remain non-contracted until approximately 30 days prior to commissioning with a conditional release (DD Form 368 or AF Form 1288) from their unit commander valid through the expected graduation and commissioning date.

6.5.2.2.3. If a non-contracted reserve component member with a conditional release chooses to become a contract member, the member is transferred to the Obligated Reserve Section.

6.5.2.3. Enrollment and Participation of Foreign Students. In accordance with 10 USC §§ 2111b and 2103, foreign student program cadets are allowed to wear an Air Force uniform (to include AFROTC rank), attend physical training events, participate in local exercises and other miscellaneous training events, attend basic program summer training, and attend advanced training. They do not sign a contract with the Air Force, do not incur an active duty service commitment (ADSC), and cannot be commissioned as an officer in the Air Force. Participation does not constitute any form of military service. The Secretary of the Air Force is the approving authority for enrollment of persons from foreign countries and participation in the AFROTC program under criteria approved by the Secretary of State.

6.5.2.3.1. Students must be from a country on the approved country list developed in coordination with the Office of the Under Secretary of Defense for Policy and the Department of State and published annually. **(T-0)**

6.5.2.3.2. Students must be sponsored by their country of origin. Sponsorship requires a signed agreement between the student's country of origin and the Secretary of the Air Force. **(T-0)**

6.5.2.3.3. Foreign students may be provided appropriate uniforms; however, are required to return all uniform items upon completion of or withdrawal from the AFROTC program.

6.5.2.3.4. Foreign students are not eligible for enrollment in the program for advanced training and are not eligible for AFROTC scholarship.

6.5.2.3.5. Foreign AFROTC students that participate in and complete the AFROTC program will not be appointed as a regular officer in any branch of the United States Armed Forces. **(T-0)** Foreign students may be appointed as reserve officers if they:

6.5.2.3.5.1. Have been lawfully admitted to the United States for permanent residence.

6.5.2.3.5.2. Are not limited in assignments.

6.5.2.3.5.3. Meet all other qualifications for appointment in accordance with [Chapter 5](#).

6.5.2.3.6. AFROTC detachments with foreign students enrolled in AFROTC will forward a list of these persons to the AF/A1PT by 1 November of each year. **(T-1)** At a minimum, this list will include the student's:

6.5.2.3.6.1. Name.

6.5.2.3.6.2. Country of origin.

6.5.2.3.6.3. AFROTC detachment.

6.5.2.3.6.4. Institution, if different than the institution at which the AFROTC detachment is located.

6.5.2.3.6.5. Projected year of program completion or graduation.

6.5.3. Who may not participate in AFROTC.

6.5.3.1. Conscientious objectors as defined by 50 USC § 3806(j) and DoDI 1300.06. **(T-0)**

6.5.3.2. Present or former commissioned officers of any component of the Uniformed Services. **(T-0)**

6.5.3.3. Individuals enlisted in any military service, except the following.

6.5.3.3.1. RegAF enlisted members selected for an AFROTC commissioning program in accordance with **Chapter 7** must be separated from RegAF active duty and enlisted in the AFR Obligated Reserve Section while an AFROTC cadet. **(T-0)**

6.5.3.3.2. Reserve Component enlisted members who are part of the Selected Reserve are transferred to the Obligated Reserve Section upon enrollment in AFROTC. **(T-0)**

Note: Reserve component members wishing to retain their active status may participate in Pursuing Status and remain non-contracted in accordance with **paragraph 6.5.2.2**

6.5.3.4. Former enlisted members of the regular United States Armed Forces whose DD Form 214 contains either no code or a code disqualifying them from reenlistment. **(T-0)**

6.5.3.5. Individuals separated from United States military service who did not receive an "Honorable" discharge. **(T-0)**

6.5.3.6. Applicants who complete AFROTC field training and are not recommended for POC entry. **(T-1)**

6.5.3.7. Students whose convictions do not allow them to accept worldwide assignment, combat duty, or assignments involving nuclear weapons. **(T-0)**

6.5.3.8. Students who have an ADSC from another commissioning program. **(T-0)**

Exception: Student receives a conditional release from the Service in question and receives a waiver from AFROTC.

6.6. Disenrollment, Discharge or Involuntary Call To Active Duty.

6.6.1. AFROTC/CC may disenroll a contracted cadet for:

6.6.1.1. Humanitarian considerations or personal hardship beyond the individual's control.

6.6.1.2. Medical disqualification.

- 6.6.1.3. Transfer to another military commissioning program.
- 6.6.1.4. Failure to meet AFROTC or institution scholastic standards.
- 6.6.1.5. Failure to meet military retention standards.
- 6.6.1.6. Indifference to training.
- 6.6.1.7. Breach or anticipated breach of the AFROTC contract.
- 6.6.1.8. Failure to meet officer accession standards.

6.6.2. Detachment commanders will initiate investigations for possible disenrollment or dismissal from the AFROTC program for contract cadets failing to maintain military and academic retention standards. (T-2)

6.6.2.1. Appointment of an investigating officer and a written disenrollment investigation report is not required for a cadet exercising the “First Year (Freshman) option,” as defined in [Attachment 1](#).

6.6.2.2. When medical disqualification, determined by the appropriate medical authority, forms the basis for disenrollment action, no investigation is required.

6.6.2.3. The requirement for an investigation is waived if the student subject to disenrollment action voluntarily waives (in writing) his or her right to investigation and board review within five (5) days of notification of pending disenrollment.

6.6.3. Cadets with a RegAF enrollment allocation who are disenrolled from AFROTC are discharged unless ordered to RegAF active duty in lieu of recoupment. Contract cadets who are disenrolled or decline appointment may be ordered to active duty in enlisted status or be subject to recoupment by the Air Force of any or all cost for educational assistance (see [paragraph 6.6.6](#)). The decision to call to active duty resides with the AFROTC/CC.

6.6.4. Cadets with an AFR enrollment allocation who are disenrolled from AFROTC are discharged unless the AFR requests reassignment.

6.6.5. Cadets with an ANG enrollment allocation who are disenrolled from AFROTC are discharged unless an ANG enlistment contract is secured.

6.6.6. Collateral Consequences Considerations.

6.6.6.1. Active duty service is a means of reimbursement for an AFROTC cadet’s education; however, monetary reimbursement or an educational delay for the purpose of allowing the disenrolled cadet to obtain an alternative commissioning source can be considered under appropriate circumstances.

6.6.6.1.1. Delay ordering students who have breached their contracts to active duty until they complete their normal undergraduate degree requirements projected at the time of disenrollment from AFROTC, or disenroll from the institution, whichever occurs first.

6.6.6.1.2. Graduate students may not be ordered to active duty until they complete the academic year in which they are enrolled or are disenrolled from the institution, whichever occurs first.

6.6.6.1.3. Scholarship students who complete their degree requirements but refuse to accept their commissions are required to serve a four (4)-year enlistment (T-0).

6.6.6.1.4. Scholarship students who were RegAF enlisted personnel when selected for an AFROTC scholarship and were separated early for the purpose of accepting the scholarship normally shall be ordered to RegAF active duty at the end of the school term in which they were disenrolled. Their service commitment shall be determined as follows:

6.6.6.1.4.1. If they were freshman members of the basic course in AFROTC when disenrollment occurred, their service commitment is equivalent to the time not served on their original RegAF enlistment contract when they were separated to accept an AFROTC scholarship. Those students with less than one (1) year remaining are required to reimburse the cost of educational assistance and be discharged. (T-0)

6.6.6.1.4.2. If they were obligated members when disenrollment occurred, their service commitment is determined in accordance with the signed AF Form 1056.

6.6.6.2. Cost of educational debts are determined by the AFROTC Registrar (AFROTC/RR) and forwarded to the Defense Finance and Accounting Service to establish the accounts receivable. Monetary accounts receivables for educational costs are established by the Defense Finance and Accounting Service for appropriate collection action.

6.7. AFROTC Scholarship Program. AFROTC scholarships are based on Air Force requirements and individual merit.

6.7.1. High School Scholarship Program. The primary purpose of the High School Scholarship Program is to attract quality high school seniors interested in pursuing a college degree and earning a commission in the United States Air Force. Information regarding program eligibility requirements, application procedures, and the on-line application is found through the AFROTC website. To be eligible for scholarship consideration, the applicant must:

6.7.1.1. Be a high school senior, a high school graduate or hold an equivalent certificate. (T-1)

6.7.1.2. Not be (or have been) enrolled as a full-time student in a junior college or university except for joint high school-college programs. (T-1)

6.7.1.3. Submit all required application items listed on the AFROTC website by the published deadlines. (T-1)

6.7.1.4. Meet all minimum test score requirements. (T-2)

6.7.2. In-College Scholarship Program. The In-College Scholarship Program is designed as a recruiting and retention vehicle to help AFROTC meet officer production goals. This program is a “flexible partner” allowing AFROTC to tailor programs to meet specific officer production needs. The availability of in-college scholarships is directly linked to higher headquarters-directed budget and production considerations. AFROTC offers both competitive and fully-qualified in-college scholarships to cadets.

6.7.2.1. The competitive In-College Scholarship Program requires potential applicants to be nominated by the detachment commander. The competitive programs are open to all academic majors and are awarded based upon merit, not financial need.

6.7.2.2. The fully qualified In-College Scholarship Program requires potential applicants to meet all eligibility requirements and to be nominated by the detachment commander.

6.7.3. AFROTC Targeted Scholarship Program. The AFROTC Targeted Scholarship Program is designed to attract AFROTC cadets to fill specific Air Force Specialties. Targeted Scholarships are funded over and above the normal AFROTC scholarship funding line and advocated for by the sponsoring agency, i.e. MAJCOM and Air Staff. Additionally, the sponsoring agency will work with AFROTC to develop criteria required for the awarding of the targeted scholarship. **(T-3)** Targeted scholarships are designed to increase the number of high quality officer accessions into a specific Air Force specialty and are separate from other AFROTC College Scholarship boards. These scholarships are granted solely for the purpose of meeting total force officer production per fiscal year. For example, the 13N scholarship program was designed to meet Air Force Global Strike Command's need to attract high quality AFROTC cadets into the Nuclear and Missile Operations career field.

6.7.4. Enlisted commissioning programs. There are several AFROTC programs available to enlisted personnel who desire to obtain a baccalaureate degree and a commission. Information on these programs can be found in [Chapter 10](#) of this publication. The latest information on these commissioning programs can be found at any Air Force Base Education Service Office, from the AFROTC Enlisted Scholarship Section (AFROTC/RRUE) or on the AFROTC website.

6.7.5. Eligibility Requirements. All scholarship recipients must meet the below requirements.

6.7.5.1. Applicants must have reached their 17th birthday. **(T-0)**

6.7.5.2. Applicants must be under 31 years of age on December 31 of the calendar year in which the applicant is eligible for appointment. **(T-0)**

6.7.5.3. Applicants must be a United States citizen or United States national. **(T-0)** If a United States national, the applicant must obtain United States citizenship to contract and enlist. **(T-0)** The scholarship is withdrawn if the recipient is not a United States citizen by the last day of the first academic term of the scholarship, or before entering the POC, whichever is earlier.

6.7.5.4. If selected, applicants must enlist in or transfer to the Obligated Reserve Section for the period required on the AF Form 1056. **(T-0)**

6.7.5.5. Applicants will agree in writing by signing the AF Form 1056, to:

6.7.5.5.1. Complete the educational requirements specified in the agreement. **(T-0)**

6.7.5.5.2. If offered a regular appointment, serve as a commissioned officer for not less than eight (8) years, of which not less than four (4) years must be served in the RegAF. **(T-0)**

6.7.5.5.3. If offered a reserve appointment, serve as a commissioned officer for not less than eight (8) years, of which not less than four (4) years must be served in the Selected Reserve. **(T-0)**

6.7.5.5.4. If offered an ANG appointment, serve as a commissioned officer for not less than eight (8) years, of which not less than four (4) years must be served in the ANG. **(T-0)**

6.7.5.6. With the exception of foreign students, each applicant for enrollment in the POC or AFROTC scholarship recipient shall execute the oath of office. **(T-0)** **Note:** The individual may omit the words “[s]o help me God,” if desired for personal reasons; Airmen who make a choice to “affirm” the oath of office and/or omit the words “so help me God” may also line through the words “swear” and/or “So help me God.”

6.7.5.7. Each applicant for enrollment in the POC or AFROTC scholarship recipient must also satisfy the loyalty and security requirements for enlistment in the AFR. **(T-0)**

6.7.5.8. Thorough and complete medical examinations will be conducted before enrollment in the scholarship program or enrollment in the POC. **(T-3)**

6.7.6. Evaluating AFROTC College Scholarship Applicants.

6.7.6.1. As part of the selection process for the High School Scholarship Program, qualified high school applicants are interviewed by AFROTC detachment personnel or Admissions Liaison Officers.

6.7.6.1.1. Complete the AF Form 4060, *USAFA Candidate Evaluation/AFROTC Scholarship Evaluation*. The AF Form 4060 is exempt from disclosure under the Privacy Act of 1974 and, therefore, is not releasable. When completing the AF Form 4060, support numeric evaluations with a “word picture.” Unsupported ratings, or comments that fail to correlate with the ratings, reduce the value of the interview as an assessment tool.

6.7.6.1.2. The candidate interview provides an opportunity to capture and document unique diversity aspects that may not be captured elsewhere in the application. Interviewers may not ask direct or indirect questions regarding race, color, religion, gender, national origin or sexual orientation. Evaluators may make note of candidates’ diversity of thought, interests and experiences, fluency in languages and other aspects of interest.

6.7.6.2. Advise applicants of the following during interviews (see [Attachment 31](#) for a sample evaluation checklist):

6.7.6.2.1. Brief applicants on the purpose and importance of the AF Form 2030 in accordance with current AFROTC policy guidance. Interviewers will clearly advise the applicant that any drug use or experimentation after signing the AF Form 2030 will make them ineligible for a scholarship, appointment or commission. **(T-1)** The scholarship applicant will not complete and sign the AF Form 2030 until a scholarship is awarded and/or applicant reports to the detachment for in-processing procedures. **(T-1)**

6.7.6.2.2. If applicants have dual citizenship, advise applicants that dual citizenship in and of itself is not an automatic disqualifier; however, dual citizenship and particularly

the exercise of dual citizenship, to include foreign military service, is a condition raising a security concern and may be a disqualifying factor in a security clearance eligibility determination in accordance with DoDM 5200.02_AFMAN 16-1405.

6.7.6.2.3. Advise applicants who are conscientious objectors that they are ineligible for membership in AFROTC.

6.7.7. Extending Scholarship and Contract Entitlements. Extension of entitlements may be approved for students enrolled in baccalaureate degree programs requiring a fifth (5th) academic year or a combination of a part of a fifth (5th) academic year and summer sessions.

6.7.7.1. The AFROTC/CC determines which baccalaureate degree programs are eligible for extended entitlements. The AFROTC/CC considers the following factors when making this determination:

6.7.7.1.1. The average length of enrollment required by all students to complete a specified program at a specified institution.

6.7.7.1.2. The amount of effective credit granted AFROTC courses toward degree requirements in a specified program at a specified institution.

6.7.7.1.3. Air Force requirement for officers with specified degrees.

6.7.7.2. Extended entitlements may be approved:

6.7.7.2.1. For courses required for completion of the baccalaureate degree for approved programs, including elective requirements of the AFROTC program.

6.7.7.2.2. On a case-by-case basis for non-scholarship students admitted to the POC and for students with four (4)-year scholarships in progress.

6.7.7.3. Extended entitlements will not be approved for:

6.7.7.3.1. The purpose of requiring extra courses for particular warfare skills or military career specialties.

6.7.7.3.2. Students who require extra coursework because of academic deficiency or failure.

6.7.7.3.3. Creation of a five (5)-year scholarship, except in the unusual circumstances when an institution prescribes a five (5)-year baccalaureate degree requirement for a specific program.

6.7.7.4. Students who accept extended scholarship entitlements must execute an amended contract to extend their active service commitment for a period of time equivalent to the length of the entitlement extension.

6.8. Graduation and Commissioning.

6.8.1. Verification of Pre-Commissioning Requirements.

6.8.1.1. No later than 30 days after classification, AFROTC will initiate completion of Air Force specialty code (AFSC) specific classification requirements (Personal Reliability Assurance Program certification, appropriate security clearances, medical, physicals etc.).
(T-1)

6.8.1.2. AFROTC/CC ensures the cadet is awarded a baccalaureate degree or an authorized institution official certifies the cadet has qualified for a degree, which is conferred at a later date. **(T-1)**

6.8.1.3. AFROTC ensures all requirements for commissioning and requirements for the AFSC for which the cadets are classified (medical and physical requirements, initiate Personal Reliability Assurance Program certification and appropriate security clearance, etc.) are met in accordance with the Air Force Officer Classification Directory (located on the myPers website (<https://mypers.af.mil>)) and corresponding AFIs governing each AFSC. **(T-1)**

6.8.1.4. Upon request, AFROTC provides AF/A1P with reports depicting status of pre-commissioning requirements (see [paragraph 6.8.1.3](#)).

6.8.1.5. AFROTC submits nominees for original appointment in accordance with [Chapter 5](#).

6.8.2. Transitioning AFROTC Cadets to Commissioned Service.

6.8.2.1. The Secretary of the Air Force, upon recommendation from the AFROTC/CC, will ordinarily recommend to the Secretary of Defense to appoint as a reserve second lieutenant a cadet who successfully completes the military and academic requirements of the AFROTC program. After commissioning, AFROTC has no separation authority over officers.

6.8.2.2. Officers commissioned upon successfully completing the AFROTC program are ordered to active duty or active duty for training within 12 months of commissioning.

6.8.2.3. AFROTC Professional Officer Course - Release Program. In situations where AFROTC production exceeds end-strength and cannot be fully absorbed into the force, a release program may be required.

6.8.2.3.1. AF/A1P will first coordinate with AETC, AFPC, AF/REP and NGB/A1 to identify and exhaust other available options before authorizing an AFROTC Professional Officer Course – Release Program. AF/A1P will analyze remaining excess production to determine the eligibility pool and specific targets for exemptions.

6.8.2.3.2. AFPC will execute release programs with published instructions to the field based upon AF/A1P guidance in collaboration with AF/REP and NGB/A1P. **(T-1)** AFROTC release programs are conducted similar to RegAF Force Management programs with a voluntary option first and then, if required, an involuntary release to re-balance source of commission production with Air Force needs.

6.8.2.4. Reserve officers projected to the RegAF are reappointed in accordance with [Chapter 5](#) with a regular commission upon entering active duty.

6.8.2.5. When a cadet who entered AFROTC to fill an AFR quota accepts an appointment, AFROTC/RR forwards the oath to ARPC/DPAR to appoint the cadet as an AFR second lieutenant. ARPC ensures the appropriate office files the reserve service commitment documentation and completes system updates in accordance with AFRCI 36-2102.

6.8.2.6. When a cadet who entered AFROTC to fill an ANG quota accepts the appointment, AFROTC/RR notifies NGB/A1PO to appoint the cadet as a second lieutenant in the appropriate state ANG and update the service commitment.

6.8.2.7. AFROTC acts as a liaison between AFPC/DP2LT, ARPC/DPA and NGB/A1PO, as appropriate, and these newly commissioned second lieutenants to facilitate meeting accession or assignment requirements, as appropriate, while awaiting entry to their projected component.

6.8.2.8. MSO.

6.8.2.8.1. All scholarship recipients and advanced training participants incur a MSO of eight (8) years from the date of appointment as commissioned officers in accordance with DoDI 1304.25. Cadets also incur an ADSC in accordance with AFI 36-2107, *Active Duty Service Commitments (ADSCs)*, and AFRCI 36-2102, as appropriate.

6.8.2.8.2. Non-contracted reserve component members with an ANG or AFR enrollment allocation participating in Pursuing Status incur a service obligation as determined by the ANG or AFR, as appropriate.

6.8.3. Participation in Professional Activities [RegAF only]. In accordance with DoDI 1215.08, RegAF officers commissioned from the AFROTC program will not be released from active duty to pursue a professional activity with the potential of public affairs or recruiting benefit to the DoD during their initial two (2) years of RegAF active duty commissioned service **(T-0)**. Exceptional personnel with unique talents and abilities may be authorized excess leave or be released from active duty and transferred to the Selected Reserve after completing two (2) years of RegAF active duty commissioned service when there is a strong expectation their professional activity will provide the DoD with significant favorable media exposure likely to enhance national recruiting or public affairs.

6.8.3.1. Initial Assignments. Officers' initial assignments will support normal respective career progression. The Air Force will not make unique or special arrangements for graduates during initial assignments that are typically unavailable to other Air Force members and that provide or give the perception of providing a distinct advantage in pursuit of a career in a professional activity other than the military.

6.8.3.2. Approval Authority and Processing Requirements. Officers must send requests for excess leave and early release from active duty through command channels to AF/A1PT. **(T-1)** Requests may be denied at any level; final approval authority is SAF/MR.

6.8.3.3. Excess Leave. After serving a minimum of two (2) years of the current obligated active duty period, officers may apply for excess leave, for a period not to exceed one (1) year, to pursue a professional activity with potential recruiting or public affairs benefits to the Air Force. The agreement between the individual and the professional team or organization must reflect the intent of both parties to employ the individual in a way that brings credit to the Air Force. Personnel are not entitled to pay and allowances while in excess leave status, nor are they entitled to receive disability retired pay if they incur a physical disability while in excess leave status. Officers must:

6.8.3.3.1. Remain subject to recall to active duty. **(T-0)**

6.8.3.3.2. Be in good standing, to include meeting all physical fitness requirements and standards. (T-0)

6.8.3.3.3. Have secured an actual contract or binding commitment with a professional team or organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits as described. (T-0)

6.8.3.3.4. Acknowledge that time served in excess leave will not be used to satisfy an existing ADSC. (T-0)

6.8.3.4. Early Release. Officers may request early release from their ADSC for the purpose of pursuing a professional activity with potential recruiting or public affairs benefits for the Air Force. The agreement between the individual and the professional team or organization must reflect the intent of both parties to employ the individual in a way that brings credit to the Air Force. Applicants for early release must, at a minimum:

6.8.3.4.1. Have served two (2) years of the original ADSC. (T-0)

6.8.3.4.2. Be in good standing, to include meeting all physical fitness requirements and standards. (T-0)

6.8.3.4.3. Have secured an actual contract or binding commitment with a professional team or organization guaranteeing the opportunity to pursue an activity with potential recruiting benefits as described. (T-0)

6.8.3.4.4. Be assigned to a Selected Reserve unit and meet normal retention requirements based on minimum participation standards in accordance with 10 USC § 10147 and be subject to immediate involuntary recall for any reason to complete the period of active duty from which early release was granted. (T-0)

6.8.3.4.5. Acknowledge that the officer is subject to monetary repayment of educational benefits at a prorated share based on the period of unfulfilled ADSC, and that such recoupment is in addition to the two-for-one Selected Reserve obligation required in [paragraph 6.8.3.4.6](#). Officers subject to recoupment pursuant to 10 USC § 2005 for receipt of advanced education assistance must reimburse the United States a pro-rata share of the cost of their advanced education assistance based on the period of unfulfilled active duty service. (T-0)

6.8.3.4.6. Agree that, in the event that the officer is no longer under a contract or binding agreement with a professional team or organization, the officer will either return to active duty to complete the remaining ADSC, or continue in the Selected Reserve for a period of not less than two (2) times the length of their remaining ADSC. (T-0)

6.9. Delays in Assignment to the RegAF and Selected Reserve.

6.9.1. **Administrative Delays [RegAF only].** An administrative delay allows an individual to delay entrance on active duty up to 12 months from date of commission.

6.9.1.1. Administrative delays may be requested for any reason.

6.9.1.2. Cadets request an administrative delay through their detachment commander to AFPC/DP2LT.

6.9.1.3. AFPC/DP2LT approves requests based on Air Force requirements.

6.9.1.4. Administrative delays may be canceled based on a change in Air Force requirements.

6.9.2. Educational Delays. The Air Force approves educational delays based upon Air Force needs, provided the delay does not preclude an officer from attaining the required years of service for retirement in accordance with AFI 36-3203.

6.9.2.1. AFSC classifications are projected against valid authorizations and are directly related to an individual's advanced degree. Should Air Force needs change, an approved educational delay does not assure assignment to duties in or related to the individual's academic specialty.

6.9.2.2. Periods of Educational Delay. See **Table 6.1** for the maximum periods of educational delay.

Table 6.1. Delays Granted and Maximum Delay Periods.

R U L E	A	B	C
	If the person	then delay may be granted for	and does not exceed
1	has applied for enrollment in the first scheduled class following AFROTC graduation (summer school attendance is encouraged but not mandatory)	study leading to a master's degree	2 years (see note 1).
2		study leading to a law degree and completing legal licensing requirements	3 years 9 months (see notes 1 and 2).
3		study for advanced training or education in the health care specialties	4 years (see note 1).
4		study leading to a doctorate degree without award of a master's degree (Table 6.3. , note 1)	
5	has completed academic work for award of a master's degree	study leading to a doctorate level degree	2 years (see note 1).
Notes: 1. Shorter periods are binding, if approved. Periods of graduate schooling completed while in a pre-commissioning status are applied against maximum delay periods. 2. This delay period allows three (3) years to complete law school and nine (9) months to complete legal licensing requirements (pass the bar examination and be admitted to the practice of law before the highest court of a state or federal court). Officers who do not complete legal licensing requirements perform other than judge advocate duties if called to active duty.			

6.9.2.3. Students desiring an educational delay follow the instructions contained in **Table 6.2** and **6.3**. Refer to **Table 6.1** for types and lengths of educational delays.

6.9.2.3.1. Students must confirm intentions to apply for delay seven (7) months before projected commissioning date by completing the educational delay status memorandum ([Attachment 14](#)). (T-2)

6.9.2.3.2. AFROTC cadets awaiting a regular appointment and classified into rated career fields are only eligible to apply for educational delays to seek an advanced degree in the legal (51JX) or medical (4XXX) academic areas. Upon selection into the medical or law degree program, AFPC/DP2LT withdraws the rated classification.

6.9.2.4. AFROTC cadets awaiting a regular appointment will commission at graduation and remain in the Obligated Reserve Section until completion of the educational delay. Members classified into a line of the Air Force officer (non-JAG) AFSC are promotion eligible while participating in the education delay.

6.9.2.5. AFROTC cadets with a reserve component appointment can request to delay their AFR or ANG assignment to participate in an education delay. If the member is receiving military financial assistance to participate in the education delay program, the member is not eligible for promotion during the delay; all other reserve component officers are eligible for promotion.

Table 6.2. Application Instructions and Approval Authority.

	A	B	C	D	E
R U L E	If the request is for	and the purpose of the delay is to obtain a	then the person applies using the documents required in Table 6.3.	and addresses the request	and the approval authority is
1	initial delay	master's degree other than in health care specialty	in enough time for the application to arrive at AFIT by 90 days but no earlier than 240 days before commissioning	through detachment commander to AFIT/CIG (see note 1)	AFPC/DP2LT, AFR Wing/CC, or ANG Wing/CC (as appropriate).
2		Degree or certificate in a health care specialty			
3		Doctorate degree			
4		Law degree, and legal licensing requirements	in enough time for the application to arrive at AFIT by 15 March (see note 2)		AF/JAX.

R U L E	A	B	C	D	E
	If the request is for	and the purpose of the delay is to obtain a	then the person applies using the documents required in Table 6.3.	and addresses the request	and the approval authority is
5	extension of delay	degree for which delay approved under Table 6.1. and degree requirements cannot be met within the maximum time ALLOWED	90 days or more before termination date or when the need arises	direct to AFIT/CIG	AF/JAX (for law delay applicants) and AFPC/DP2LT or ARPC/DPA (as appropriate) (for all other applicants).
6	additional delay	doctorate, other than medical health care specialty [this excludes Doctor of Medicine (MD) and Doctor of Osteopathy (DO)]	by 90 days before completing master's degree		AFPC/DP2LT or ARPC/DPA (as appropriate).
7			350 days before completing the present curriculum	direct to AFPC/DP2N or ARPC/DPA (as appropriate)	AFPC/DP2N or ARPC/DPA (as appropriate) (see notes 3 and 4).

Notes:

1. The detachment commander ensures the request is complete before endorsing it to AFIT. The professor of aerospace studies or commander includes the applicant's GPA in the endorsement. The GPA is based on the scale of A=4, B=3, C=2, D=1, F=0.
2. Law delay applicants who complete one or more terms of law school before commissioning must submit their applications in sufficient time to arrive at AFIT/CIG by 90 days, but no earlier than 240 days, before commissioning.
3. Students will participate in graduate health education in their discipline, if required, in the Obligated Reserve Section (deferred) or active duty status, as the Air Force selects. Consistent with Air Force requirements, AFPC/DP2N or ARPC/DPA may terminate graduate education after the first or succeeding years.
4. AFPC/DP2N considers graduate medical education for RegAF physicians, including osteopathic physicians, under the Air Force Graduate Medical Education Program. During June each year, AFPC/DP2N sends applications for graduate medical education to fourth year medical students.

Table 6.3. Documents Required To Apply For Delays.

		Rule in Table 6.2.						
Delay	If the cadet is applying for	1	2	3	4	5	6	7
a	initial delay to obtain a master's degree (other than in a health care specialty)	X						
b	initial delay to obtain a degree or certificate in a health care specialty		X					
c	initial delay to obtain a doctorate degree			X				
d	initial delay to obtain a law degree and legal licensing				X			
e	extension of delay approved under Table 6.1. and degree requirements cannot be met within the maximum time allowed					X		
f	additional delay to obtain a doctorate degree (other than medical)						X	
g	additional delay to obtain a health care specialty (this does not include MDs or DOs)							X
Document	then submit three copies of							
h	AF Form 477 (see note 1.)	X	X	X	X	X	X	
i	proof of acceptance into graduate school (see note 2.)	X	X	X	X			
j	AF Form 1082, <i>Educational Delay Education Plan</i> (see note 3.)	X	X	X	X	X	X	
k	official undergraduate transcript (original plus two copies)	X	X	X	X			
l	AF Form 1056		X					
m	letter of recommendation from the Dean's office		X					
n	Medical College Admission or Dental Aptitude Test scores		X					
o	Law School Admission Test scores				X			
p	Air Force Officer Qualifying Test scores				X			
q	field training evaluation				X			
r	letter of evaluation from the detachment commander				X			
s	interview with a staff judge advocate (see note 4.)				X			
t	personal justification					X		
u	personal letter							X

Notes:

1. Applicants for doctorate degrees who bypass a master's degree program provide a complete explanation. The explanation includes the estimated completion date. Applicants clearly state their desires on the bypassed master's program in case the doctorate program is denied. When no master's program is offered, a confirming statement from a school official is necessary.
2. Applicants may submit applications before graduate school acceptance only if final acceptance has not been received by the submission cutoff date. However, the application is evidence that the applicant has been conditionally accepted for graduate school. If conditional acceptance has not been received, evidence that the applicant has made formal application is included. Once formal acceptance notification is received, the applicant promptly sends the notification to AFIT/CIG. After notification of graduate school acceptance, it is the responsibility of the student to notify AFIT/CIG of any changes to their school of acceptance. Failure to notify AFIT/CIG may result in a delay of their processing.
3. If the applicant cannot get a completed plan by the cutoff date for sending in the delay application, he or she sends a tentative plan or a detailed narrative description of the specialized study area the applicant intends to seek. The education plan shows enrollment in the first class beginning after appointment (summer enrollment is encouraged but not required).
4. Applicants apply online through www.airforce.com/JAG and request a Staff Judge Advocate interview through the online application. For questions, contact AF/JAG at 1-800-JAG-USAF (1-800-524-8723).

6.9.2.6. AFROTC graduates granted delays must:

6.9.2.6.1. Twice a year, send an Educational Delay Health Information Sheet (provided in the welcome package or downloadable from AFIT Civilian Institution Programs webpage) to AFIT/CIG, certifying current health, height and weight. **(T-2)**

6.9.2.6.1.1. Within 45 days after completion of each term, students take the Educational Delay Health Information Sheet to an AFROTC detachment, local recruiter or school nurse for completion and certification and then forward it to AFIT/CIG. **Note:** This should be accomplished during the same time period in which the student is reporting their grades. Height and weight standards are prescribed in DoDI 1308.3.

6.9.2.6.1.2. Students not meeting standards prescribed by AFI 36-2905 and DoDI 1308.3 may have their Educational Delay deferment rescinded and be called to immediate active duty.

6.9.2.6.2. Notify AFIT/CIG (within five (5) days) of any change of address (either permanent or current mailing address) and telephone number. **(T-2)**

6.9.2.6.3. Send a grade report to AFIT/CIG at the end of each grading period. If a grade report is not readily available, send a letter or e-mail to AFIT/CIG containing known grades and send the grade report as soon as possible. **(T-2)**

6.9.2.6.4. Notify AFIT/CIG promptly of failure to continue the full-time approved delay program. Do the same if the student cannot complete the program as scheduled. **(T-2)**

- 6.9.2.6.5. Complete degree requirements in the shortest time possible at an approved educational institution. **(T-2)**
- 6.9.2.6.6. For Line Officers, forward a letter to AFPC/DP2LT or an AF Form 1288 to AFRCRS/RSO, as appropriate, stating assignment preferences to arrive not later than February of the fiscal year prior to completion of educational delay. **(T-2)**
- 6.9.2.6.7. On the graduation date, execute a reappointment oath of office (AF Form 133) if the member is awarded a Master of Divinity, Juris Doctor, or health care specialty degree, and send it to AFPC/DPAN or ARPC/DPAR, as appropriate. **(T-2)**
- 6.9.2.6.8. On completion or termination of the delay, send an official transcript of all work completed and degree certification to AFIT/CIG. **(T-2)** AFIT/CIG assumes students who fail to forward a transcript have not graduated.
- 6.9.2.7. If there is a change to the controlled data items while a member is on educational delay for a Selected Reserve assignment, supporting documentation is forwarded to:
- 6.9.2.7.1. ARPC Personnel Readiness Branch (ARPC/DPAMX) for name, address and social security number.
 - 6.9.2.7.2. ARPC Promotion Board Secretariat (ARPC/PB) for grade and promotion.
 - 6.9.2.7.3. ARPC Assignments Division (ARPC/DPAA) for AFSC data.
- 6.9.2.8. Unauthorized Educational Delays. Delays are not granted to pursue less than a full-time course of instruction, study theology [RegAF only], work in the Peace Corps, accept civilian employment for hardship, obtain a second degree at the same academic level, or attend other than an accredited educational institution.
- 6.9.2.9. Immediate active duty. AFPC/DP2LT may terminate delays at any time, commission and order officers to immediate active duty if Air Force requirements so dictate.
- 6.9.2.9.1. An approved delay does not relieve an AFROTC graduate from fulfilling their contractual agreement (AF Form 1056). This includes serving on active duty when the person completes the delay, or sooner if the Air Force orders it.
 - 6.9.2.9.2. If the Air Force disenrolls a person from an advanced degree program or the person does not complete the advanced degree program, the Air Force will assign an AFSC classification based on needs of the Air Force.
- 6.9.2.10. Involuntarily Terminating Education Delays. AFIT/CI has the authority to terminate delays for failure to maintain acceptable academic or retention standards, or failure to comply with AFIT requirements. Reasons for involuntarily terminating delays include but are not limited to:
- 6.9.2.10.1. Failure to maintain satisfactory academic progress at a rate that would allow completion within authorized periods.
 - 6.9.2.10.2. Failure to continue in a full-time course of instruction in the same academic field for which delayed.
 - 6.9.2.10.3. Failure to furnish AFIT a report of academic grades after each grading period.

6.9.2.10.4. Failure to furnish AFIT a revised educational plan as changes occur.

6.9.2.10.5. Failure to obtain approval before changing graduate schools.

6.9.3. Physical Qualifications. Members in a delayed status must continue to meet the physical qualifications outlined in DoDI 6130.03 and AFI 48-123 and have a current medical examination in order to qualify for a RegAF commission or Selected Reserve assignment upon completing the delay. **(T-0)**

6.9.3.1. Requests for medical waivers are submitted to the AFPC Physician Career Management Branch (AFPC/DP2NP) and AFRCRS/RSO as appropriate. AFPC/DP2NP forwards requests to AETC/SGPS for approval or disapproval. AFRCRS/RSO forwards requests to AFRC Aerospace Medicine Operations Division (AFRC/SGO) for approval or disapproval.

6.9.3.2. The Air Force orders members who fail to voluntarily complete a medical examination to a special active duty training tour of 15 days to complete the medical examination. This period is for diagnostic purposes only and is not to correct disqualifying defects. The Air Force reassigns officers found physically qualified and orders them to the RegAF or Selected Reserve, as applicable.

6.9.3.3. A member who develops a potentially disqualifying medical condition while on an educational delay must report the condition to AFIT/CIG within seven (7) workdays from date of diagnosis. **(T-1)**

6.9.3.4. Members must have satisfied National Agency Check requirements under DoDM 5200.02_AFMAN 16-1405, to get reassigned to the RegAF or Selected Reserve. **(T-0)**

6.9.4. Identification Cards. Officers on a delay may apply through an AFROTC detachment or Air Force Base for a reserve identification card in accordance with AFI 36-3026_IP, Volume 1, *Identification Cards for Members for the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*.

6.9.5. Waivers. AFPC/DP2LT; AFRC Office of Personnel Utilization, Retention and Customer Service (AFRC/A1K); and NGB/A1, as appropriate, act as the waiver authority for delay requirements.

6.9.6. Promotions. AFR officers in an education delay status are considered for promotion as long as they are not receiving military financial assistance to pursue that education.

CHAPTER 7

OFFICER TRAINING SCHOOL

7.1. Overview.

7.1.1. This chapter provides the basic authority and assigns responsibilities for the conduct and administration of the Officer Training School (OTS). Further, it details eligibility and ineligibility standards, as well as application requirements. It also establishes the Officer Training Policy Working Group.

7.1.2. OTS accomplishes pre and post commissioning programs for the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). OTS provides initial officership and leadership developmental education. This program is open to all civilian applicants and Sister Service, AFR, ANG, and RegAF enlisted members wishing to pursue an opportunity to become a commissioned officer in the Air Force. The duration of the course will depend on the competitive category to which the individual is assigned.

7.2. Roles and Responsibilities.

7.2.1. SAF/MR provides guidance, direction, and oversight for all matters pertaining to formulation, review, and execution of plans, policies, programs, and budgets addressing OTS.

7.2.2. AF/A1 will:

7.2.2.1. Oversee overall program operations.

7.2.2.2. Provide approved policy and essential procedural guidance for the management of OTS.

7.2.3. AF/A1PT will:

7.2.3.1. Develop policy guidance and directives affecting the operational aspects of OTS.

7.2.3.2. Publish approved policies and procedures for program management and execution.

7.2.3.3. Serve as final waiver authority, unless specifically delegated elsewhere, for deviations and exceptions to OTS policy.

7.2.3.4. Chair the Officer Training Policy Working Group.

7.2.4. The Chief, Learning Division (AF/A1DL) will:

7.2.4.1. Develop approved policy guidance for curriculum and the overall strategic-level desired learning outcomes for OTS.

7.2.4.2. Develop and publish the Continuum of Learning and Institutional Competencies List.

7.2.5. NGB/A1 will ensure quality control screening of ANG participants is properly conducted.

7.2.6. AF/REP will ensure quality control screening of AFR participants is properly conducted.

7.2.7. AFPC/DP2 will:

7.2.7.1. Work directly with AF/A1PT as office of collateral responsibility to execute RegAF programs and support program administration. **(T-1)**

7.2.7.2. Ensure quality control screening of RegAF participants is properly conducted. **(T-1)**

7.2.8. ARPC/DPA will:

7.2.8.1. Work directly with AF/REP and AFRC/A1K regarding OTS quota allocation and issue training line numbers for OTS selects. **(T-1)**

7.2.8.2. Ensure rated and non-rated OTS allocations are executed per the accession program guidance letter (PGL). **(T-1)**

7.2.8.3. Ensure quality control screening of AFR participants is properly conducted. **(T-1)**

7.2.9. The Director, Manpower, Personnel, and Resources (AF/SG1/8) will:

7.2.9.1. Appoint a single-point office of primary responsibility for health professions officer requirements to work with AF/A1 and AFPC to model requirements and sustainment needs.

7.2.9.2. Ensure the health professions officer requirements office monitors functional inputs to the Military Personnel Data System (MilPDS) and the Oracle Training Administration to ensure training requestor quota identifier (TRQI) inputs conform to requirements and accession flow.

7.2.9.3. Ensure the health professions officer requirements office performs oversight of TRQI requests from medical functional quota or TRQI managers, verifying requested training allocations correspond with sustainment requirements and planned accessions.

7.2.10. The AU/CC will:

7.2.10.1. Submit resource requirements through AETC for all budget exercises (Budget Execution Review, Financial Plan, and Program Objective Memorandum) to support commissioning programs operations. **(T-2)**

7.2.10.2. Provide Air University concerns and capacity information upon request. **(T-2)**

7.2.10.3. Approve all revisions to the Holm Center Curriculum Program. **(T-2)**

7.2.10.4. Make available an end of fiscal year report to the Officer Training Policy Working Group, to include quota requirements, fill/graduation rates, and other information that aids in approval of OTS program execution. **(T-2)**

7.2.11. The Holm Center will:

7.2.11.1. Monitor program execution to efficiently support Air Force program guidance. **(T-3)**

7.2.11.2. Develop curriculum in accordance with curriculum plans. **(T-3)**

7.2.11.3. Provide graduate assessment data to functional communities and Air Staff representatives. **(T-3)**

7.2.11.4. Administer Uniform Code of Military Justice actions to trainees as required. **(T-3)**

7.2.12. OTS/CC will:

7.2.12.1. Execute OTS commissioning programs in support of Air Force requirements. **(T-3)**

7.2.12.2. Consolidate Air Force Recruiting Service (AFRS), ANG and AFR OTS quota allocation requirements. **(T-3)**

7.2.12.3. Build OTS class schedules to support annual quota requirements. **(T-3)**

7.2.12.4. Participate as a member of Officer Training Policy Working Group. **(T-3)**

7.2.12.5. Coordinate OTS class schedules within Air University to ensure necessary support is provided. **(T-3)**

7.2.12.6. Provide AF/A1PT and functional quota or TRQI managers with utilization data needed for monitoring or reallocation of funded OTS class quotas. **(T-3)**

7.2.13. United States Military Entrance Processing Command:

7.2.13.1. Administers the Air Force Officer Qualifying Test (AFOQT) to eligible Air Force applicants.

7.2.13.2. Provides the Test of Basic Aviation Skills at specific Military Entrance Processing Stations (MEPS) for eligible Air Force applicants.

7.2.13.3. Provides physical examinations in accordance with United States Military Entrance Processing Command regulations.

7.2.13.4. Provides orders and distributes required documents for those OTS applicants as required.

7.2.13.5. Provides transportation between the MEPS and the training center.

7.2.14. AFRS will:

7.2.14.1. Develop the RegAF's fiscal year recruiting plan to meet mission accession requirements prior to the beginning of the affected fiscal year. **(T-3)**

7.2.14.2. Develop, schedule, and advertise the RegAF's line officer (non-JAG) OTS selection process and convene boards when necessary. **(T-3)**

7.2.14.2.1. Develop and implement the RegAF's application process and guidance. **(T-3)**

7.2.14.2.2. Review RegAF applications to ensure applicants meet all program admission and commissioning prerequisites. **(T-3)**

7.2.14.2.3. Schedule line officer board members through the Air Force Colonel's Management Office (AF/DPO) to obtain at least three senior officers (colonels or colonel selects) for the RegAF boards. **(T-3)**

7.2.14.2.4. Generate selection minutes and selection recommendations for AETC/CC approval and provide the RegAF board minutes when a board is convened. **(T-3)**

Approval authority cannot be delegated below AFRS/RSO. The board support section destroys all individual evaluations after scores are compiled.

7.2.14.3. Develop, schedule, and advertise the RegAF's health professions officer selection process and convene boards when necessary. **(T-3)**

7.2.14.3.1. Schedule health profession board members through AFPC/DP2N to obtain at least three senior officers (colonels or colonel selects) for the board. **(T-3)** In rare circumstances when senior officers are not available within an Air Force specialty code (AFSC) for which the board is selecting, lieutenant colonels may be selected for the board.

7.2.14.3.2. Generate selection minutes and selection recommendations for AETC/CC approval and provide the RegAF board minutes when a board is convened. **(T-3)** Approval authority cannot be delegated below AFRS/RSO. The board support section destroys all individual evaluations after scores are compiled.

7.2.15. AFRCRS will:

7.2.15.1. Develop the AFR fiscal year recruiting plan to meet mission accession requirements prior to the beginning of the affected fiscal year. **(T-3)**

7.2.15.2. Develop, schedule, and advertise the AFR's OTS selection process and convenes boards when necessary. **(T-3)**

7.2.15.2.1. Develop and implement the AFR's application process and guidance. **(T-3)**

7.2.15.2.2. Review AFR applications to ensure applicants meet all program admission and commissioning prerequisites. **(T-3)**

7.2.15.3. Develop, schedule, and advertise the AFR's health professions selection process and convene boards when necessary. **(T-3)**

7.2.16. NGB/A1Y will:

7.2.16.1. Develop the ANG fiscal year recruiting plan to meet mission accession requirements prior to the beginning of the affected fiscal year. **(T-3)**

7.2.16.2. Develop, schedule, and advertise the ANG OTS selection process and convenes boards when necessary. **(T-3)**

7.2.16.2.1. Develop and implement the ANG's application process and guidance. **(T-3)**

7.2.16.2.2. Review the ANG applications to ensure applicants meet all program admission and commissioning prerequisites. **(T-3)**

7.2.16.3. Develop, schedule, and advertise the ANG's health professions selection process and convene boards when necessary. **(T-3)**

7.2.17. The health professional, judge advocate, and chaplain functional communities of the RegAF, AFR, and ANG will:

7.2.17.1. Appoint a single-point office to serve on the Officer Training Policy Working Group to represent their component functional community. **(T-3)**

7.2.17.2. Provide three (3)-year quota planning data during quota allocation coordination. **(T-3)**

7.2.17.2.1. Inputs to coordination process include quota requirements for execution years one (1) and two (2), and the sustainment goals for the out year.

7.2.17.2.2. Inputs are reviewed annually by AF/A1MR to ensure sustainment goals for the out year is realistic and fiscally sound.

7.2.17.3. Identify and submit any requirement changes within the year of execution to AFPC/DP2N for health professions or AFPC/DP2H for chaplains, and OTS/CC. **(T-3)**

7.2.17.4. Identify the TRQI and provide the OTS quota manager with the names of attendees through the MilPDS and Oracle Training Administration within the timelines specified. **(T-3)**

7.2.17.5. Ensure only mission essential, executable requirements are identified, validated, and loaded into Oracle Training Administration. **(T-3)**

7.2.18. Officer Training Policy Working Group:

7.2.18.1. Brings leadership and functional communities together to develop and propose policy guidance for the OTS program. The group meets as determined necessary by AF/A1PT, but normally, at least annually. Meetings rotate between Washington, DC and Maxwell AFB, Alabama.

7.2.18.2. Includes representatives from, but not limited to:

7.2.18.2.1. AF/A1PT (Chair)

7.2.18.2.2. AF/SG, JA, HC, and RE

7.2.18.2.3. AFRC/HC, JA, SG and A1

7.2.18.2.4. NGB/SG, HC, and A1

7.2.18.2.5. AFRS/RSO and RSOC

7.2.18.2.6. AFRCRS/RSO

7.2.18.2.7. Air Force Institute of Technology, Healthcare Education Division (AFIT/ENEM)

7.2.18.2.8. Holm Center Curriculum Directorate (Holm Center/CR)

7.2.18.2.9. OTS/CC

7.2.18.2.10. OTS Training Squadron Commanders (TRS/CC)

7.2.18.2.11. ARPC/DPA

7.2.18.3. Reviews requirements, course syllabi, proposed class schedules, quota allocations, and programmatic course issues.

7.2.18.4. Recommends quota requirement priorities to AF/A1PT in the event of resource shortages or limitations.

7.2.18.5. The TRS/CC and Holm Center/CR provide a review detailing current OTS academic/course changes, if applicable.

7.2.18.6. The TRS/CC provides a review detailing current OTS field training changes (i.e., physical training, drill, field events, Air Expeditionary Force training/Medical Readiness Indoctrination Course), if applicable.

7.2.18.7. The OTS/CC incorporates functional concerns and requirements into an approved schedule for the upcoming fiscal year OTS classes.

7.3. General Guidance.

7.3.1. **Overseas Curtailment for Attending Air Force Commissioning Programs [RegAF only].** Individuals must comply with all provisions listed in AFI 36-2110 if serving in an overseas area, interested in applying for an Air Force commissioning program, and requiring a date eligible for return from overseas curtailment. **(T-2)** These procedures provide applicants a window of opportunity to serve as much of their tour length as possible. Monitoring of this window is critical to the success of the applicants submitting their commissioning application. AFRS will initiate the date eligible for return from overseas curtailment requests for OTS selectees as required. **(T-2)**

7.3.1.1. Applicants must serve more than half of the overseas tour. **(T-2)** Applicants submit waiver requests through command channels to AFPC/DP2LWA.

7.3.1.1.1. Applicants must submit waiver requests in writing with commander's endorsements. **(T-2)**

7.3.1.1.2. Any commander in the processing chain may disapprove a waiver request when, in their judgement, the applicant does not meet the exceptional level as described for each specific program.

7.3.1.2. Applicants serving at overseas long tour locations must submit applications before the 25th day of the 8th month before the date eligible for return from overseas. **(T-2)**

7.3.1.2.1. Applicants may voluntarily request an extension of their overseas tour to become eligible for consideration. AFPC/DP2LWA considers an overseas tour extension request separate from the commissioning program application.

7.3.2. **Nonnative English-Speaking Evaluation and Processing Actions.** A nonnative English speaking individual is anyone whose primary language spoken at home as a child was not English.

7.3.2.1. The interviewing officer determines if the applicant demonstrates English speaking and/or comprehension abilities at a level that allows him/her to function effectively as an Air Force officer. The interviewing officer:

7.3.2.2. Explains to the applicant that, if selected for a commissioning program, he/she must satisfactorily complete the English Comprehension Level Test and the Defense Language Institute English Language Center (DLIELC) interview.

7.3.2.3. Advises the applicant that failure to achieve qualifications within 45 days of selection notification results in withdrawal of the selection.

7.3.2.4. See [Table 7.1](#) for additional guidance.

Table 7.1. Nonnative English Speaking Evaluation and Processing Actions.

R U L E	A	B
	Actions	Responsibility of
1	During the application interview, the interviewer completes the nonnative English speaking statement on the AF Form 56, Section III. If the applicant is determined to be nonnative English speaking with an English speaking and/or comprehension difficulty, brief according to paragraph 7.3.2.	the applicant's unit commander or Air Force recruiting officer/interviewer.
2	Immediately notify the applicant of tentative selection. Arrange for the test control officer at the nearest military facility that offers the English Comprehension Level Test to administer, score, and send the answer sheet to the DLIELC for filing. For civilian applicants, ask the test control officer at the applicant's MEPS to administer, score and process the English Comprehension Level Test. Withdraw tentative selection for those scoring below 90 or waive the minimum score requirement. (see notes 1 and 2)	the appropriate selection notification agency.
3	Contact the DLIELC Test and Measurements Branch (DLIELC/LEAT) to schedule an oral telephonic proficiency interview. Call DSN 473-4889 or commercial (210) 671-4889, or at DLI.Testing@us.af.mil for scheduling.	the Applicant.
4	Inform the commissioning source of the results.	DLIELC
5	Withdraw tentative selection for those with a DLIELC score of less than 2+/2 or waive the minimum score (see note 2). Confirm final selections.	the appropriate selection notification agency.
Notes: 1. The selection agency withdraws selection of applicants who fail to qualify on both the English Comprehension Level Test and the DLIELC oral proficiency interview within 45 days of being notified of tentative selection. 2. See Table 10.6., note 1.a. , for appropriate waiver authority.		

7.3.3. Wartime Restrictions.

7.3.3.1. RegAF enlisted members may not receive a commission during periods of war formally declared by Congress. **Exception:** The AFPC Commander (AFPC/CC) may waive this restriction based on:

7.3.3.1.1. Best interest of the Air Force;

7.3.3.1.2. Manning and experience levels of the enlisted and officer forces; or

7.3.3.1.3. Expected duration of the war.

7.3.3.2. The AFPC Directorate for Personnel Operations (AFPC/DP2) convenes an OTS review board to evaluate trainees currently participating in these programs when a war

occurs. AFROTC/RRUE and AFRS/RSOCL provide requested information on trainees being reevaluated.

7.3.3.2.1. The review board consists of three (3) or four (4) officers.

7.3.3.2.1.1. The board president is the AFPC/DP2.

7.3.3.2.1.2. Other board members are from:

7.3.3.2.1.2.1. AFPC/DP2LT.

7.3.3.2.1.2.2. AFPC Mission Support Services and Public Affairs Career Management Section (AFPC/DP2LSP).

7.3.3.2.1.2.3. AFPC/DP2N.

7.3.3.2.1.2.4. AFPC/DP2NP.

7.3.3.2.2. The review board selects trainees to continue in a commissioning program based on:

7.3.3.2.2.1. Time in the program;

7.3.3.2.2.2. Level of enlisted AFSC skill proficiency retained by the trainee;

7.3.3.2.2.3. Academic record; and

7.3.3.2.2.4. Critical need of the academic degree.

7.3.3.2.3. Trainees not selected to continue their commissioning program become available for assignment in their enlisted AFSC.

7.3.4. Quota Execution and Management.

7.3.4.1. Quota management is the operation of swapping or moving scheduled quotas between users or requesting use of another training user's future scheduled unfilled seats. Air Force customers manage quotas during the execution year to ensure the most efficient use of training resources. The quota management authority rests with the OTS/CC, and requires proper justification for quota movements and out-of-cycle requests promoting a quota management discipline among users and reducing risks of erroneous or unintended actions. All functional quota or TRQI managers are eligible to make quota management requests.

7.3.4.2. Management of OTS quota data is performed within the MilPDS and Oracle Training Administration and monitored to ensure limited quotas and resources are being maximized.

7.3.4.3. Functional users will identify a point of contact to act as their functional quota or TRQI manager. **(T-3)** He/she is responsible for loading student information, monitoring utilization of quotas, and returning unused seats to the applicable OTS registrars for reallocation.

7.3.4.4. Functional quota or TRQI managers will load their respective rosters in the MilPDS and Oracle Training Administration not later than 30 days prior to class start date. **(T-3)** Exceptions to this deadline are handled on a case-by-case basis with the applicable TRS/CC.

7.3.4.5. Not later than 45 days prior to class start date, the OTS registrar office will notify functional quota managers that their unused quotas may be reallocated to other users on a first-come, first-serve basis. **(T-3)** Exceptions to this deadline are handled on a case-by-case basis with the applicable TRS/CC. Functional quota or TRQI managers are encouraged to maintain a list of alternates who are able to attend on short notice.

7.3.4.6. Name changes are acceptable after this period, but total number of class seats cannot change without the approval of the applicable TRS/CC.

7.3.4.7. Not later than five (5) workdays prior to class start date, AFR and ANG functional quota managers or TRQI managers will submit out-of-cycle allocation requests to the OTS registrar office, at which time the Oracle Training Administration is locked. **(T-2)** At this point, no further changes are authorized unless coordinated through the OTS/CC. The applicable TRS/CC may approve name changes to the upcoming class for those students who are unable to attend due to injury, illness or medical condition.

7.3.4.8. TRS registrar provides fill rates by functional quota or TRQI manager for each class.

7.3.4.9. Functional quota or TRQI managers notify the applicable TRS/CC if a student is expected to be a late arrival. The TRS registrar office provides functional quota or TRQI managers with the names of all no-shows. The functional quota or TRQI managers contact the appropriate unit to determine the cause of the no-show and provide feedback to OTS/CC.

7.3.5. Travel Authorizations and Allowances. The Joint Travel Regulations (JTR) (located at <https://www.defensetravel.dod.mil/site/travelreg.cfm>) contains transportation and travel allowance information.

7.3.6. Supplying Uniforms to Trainees.

7.3.6.1. Civilians selectees receive money for initial issue of uniforms from the clothing monetary allowance system.

7.3.6.2. RegAF Airmen who are temporary duty (TDY) en route to OTS receive their usual clothing maintenance allowance.

7.3.6.3. Guidance regarding clothing allowances for ARC members can be found in the Department of Defense 7000.14-R, *Financial Management Regulation (FMR)*, Volume 7A, Chapter 29, *Clothing Monetary Allowances* (located at <https://comptroller.defense.gov/fmr.aspx>).

7.3.6.3.1. Units will conduct clothing inspections for their members selected for OTS. **(T-3)** The OTS website (<http://www.au.af.mil/au/holmcenter/OTS/index.asp>) is the official source document for all OTS uniform requirements.

7.3.6.3.2. The host or base equipment management office replaces uniform items meeting the criteria in AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

7.3.7. Administration of OTS Personnel Actions.

7.3.7.1. The 22nd Training Support Squadron Mission Support Flight (22 TRSS/MSP) serves as the military personnel section for all trainees. It uses a modified MilPDS to access

and process data, and perform other actions necessary to maintain the trainee's military personnel file.

7.3.7.2. The TRS/CC manages and controls all OTS functions including administrative procedures for the elimination and recycling of trainees for their respective squadrons.

7.3.7.3. Granting a Special Pass to Trainees. Trainees are not authorized to take leave while in training. In emergency situations, TRS/CCs may authorize a special pass not to exceed three (3) days in accordance with AFI 36-3003, *Military Leave Program*.

7.3.8. Accession Assignments. Refer to AFI 36-2110.

7.3.8.1. The office responsible for each specific commissioning program's accession actions as listed in **Table 10.4** initiates the assignment process by introducing the initial Master Personnel Record.

7.3.8.2. In accordance with Air Force assignment policy outlined in AFI 36-2110, RegAF officers commissioned from enlisted status are not assigned back to the last base at which they served in enlisted status. **Exception:** (1) This restriction does not apply to attendance at a training course more than 20 weeks in duration. Training equaling 20 weeks or more constitutes a permanent change of station (PCS) to school. (2) Individuals separating from enlisted status and going to AFROTC require at least one (1) to two (2) years in the program before they can be assigned to their previous base.

7.3.9. Orders. The following publications provide guidance for issuing orders for programs governed by this publication.

7.3.9.1. Appointment. Refer to **Chapter 5**.

7.3.9.2. Demotions. Refer to AFI 36-2502.

7.3.9.3. Enlistment. Refer to **Chapter 3**.

7.3.9.4. Reassignments. Refer to AFI 36-2102, *Base-Level Relocation Procedures*, and AFI 36-2110.

7.3.9.5. Separations. Refer to AFI 36-2102, AFI 36-3208, and AFI 36-3209.

7.3.10. AFSC Classification/Reclassification. Once an individual has been selected as a candidate for a commissioning program and classified into an AFSC, the classification remains firm. The only considerations for a change in classification are to meet the needs of the Air Force, to rectify an administrative error, to address a specific individual hardship, or address the individual's failure to meet or become disqualified from meeting a physical standard or security requirement.

7.3.10.1. For RegAF members, submit requests through AFRS/RSOCL to AFPC/DP2LT for action.

7.3.10.2. For AFR members, the military position must be vacant and funded for at least one (1) year from the date the member is expected to graduate from OTS. The military position must also be classified as an Air Force specialty other than a special duty identifier (for example, 86M0/Operations Management) or reporting identifier (for example, 97E0/Executive Officer). **Exception:** AFRC/CV may approve or disapprove for an Air

Reserve Technician military position classified as a special duty identifier or reporting identifier.

7.4. Line Officer (Non-JAG) OTS Program. Personnel attend OTS in enlisted status and are commissioned upon successful completion of OTS. There are primarily two program categories, “Rated” and “Non-rated line.” Rated is comprised of the pilot, combat systems officer, air battle manager and remotely piloted aircraft subprograms. The non-rated line category is comprised of technical and non-technical subprograms.

7.4.1. Eligibility Requirements. Applicants must:

7.4.1.1. Meet eligibility requirements in **Chapter 5. (T-1)**

7.4.1.2. For RegAF only. Meet any additional requirements contained in the AFRS Program Announcements, which are posted on the AFRS page on the Air Force Portal website (<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC134BF10FB5E044080020E329A9>). **(T-1)**

7.4.1.3. Additional age restrictions.

7.4.1.3.1. Non-rated line officer (non-JAG) applicants must submit age waivers if they will be over 39 years of age on board convening date. **(T-2)** This allows for board convening, OTS attendance, and commissioning prior to the applicant’s 40th birthday.

7.4.1.3.1.1. Applicants who previously served in any branch of the military, use an adjusted age. To calculate the adjusted age, subtract the applicant’s years of satisfactory service from the applicant’s age.

7.4.1.3.1.2. A prior service applicant must have an actual age which allows for the accrual of 20 years of satisfactory service, 10 years of which must be commissioned service, prior to the applicant’s mandatory retirement date. **(T-0)**

7.4.1.3.1.3. Submit age waiver requests through command channels in accordance **Chapter 5.**

7.4.1.3.2. Rated line officer (non-JAG) applicants must submit age waivers or exception to policy request in accordance with AFI 36-2105 prior to submitting the OTS application. **(T-1)**

7.4.1.4. For RegAF only. Have an approved financial eligibility determination. **(T-1)** Applicants who have ever filed for bankruptcy should refer to the AFRS page on the Air Force Portal website and the annual RegAF OTS Announcement for further instructions.

7.4.1.5. Have earned a baccalaureate degree or higher, or meet one of the following conditions **(T-1)**:

7.4.1.5.1. Is within 365 days of receiving a baccalaureate degree from a college or university that is regionally or nationally accredited and is listed in the Integrated Postsecondary Education Data System located on the website (<http://nces.ed.gov/collegenavigator/>) maintained by the United States Department of Education, National Center for Education Statistics. **(T-1)** If selected, applicants cannot attend OTS until after confirmation the degree has been conferred.

- 7.4.1.5.2. Has a degree from an institution that is both accredited and appears in either the latest edition of the Accredited Institutions of Postsecondary Education Directory, published annually by the American Council on Education (<http://www.acenet.edu//AM/Template.cfm?Section=Home>), or the latest edition of the Higher Education Directory®, published by Higher Education Publications, Inc. (<http://www.hepinc.com/>), or any other education publication which clearly indicates regional or national accreditation. **(T-1)**
- 7.4.1.5.3. Graduated from a non-accredited college or university in the United States and can present evidence from an accredited institution of higher learning that their credits are acceptable for graduate work. **(T-1)**
- 7.4.1.5.4. Graduated from a college or university outside the United States and can meet the following conditions:
- 7.4.1.5.4.1. Provide an official transcript translated to English (when required). The applicant must pay all fees involved with obtaining copy of foreign transcript. **(T-3)**
 - 7.4.1.5.4.2. Possess a degree evaluated by the National Association of Credential Evaluation Services found at the following web site: <http://www.naces.org/>. **(T-3)**
 - 7.4.1.5.4.3. Written evidence obtained from a regionally or nationally accredited college or university in the United States that credits would be acceptable for graduate work. **(T-3)**
- 7.4.1.6. Be able to attend an OTS class within 450 days from date of application, allowing for college graduation, dislocation allowance restrictions, overseas tour length restrictions, or other restrictions as noted in the JTR and AFI 36-2110. **(T-1)**
- 7.4.1.7. Individuals who apply to fill AFR requirements must be qualified and available for a Selected Reserve assignment. **(T-1)**
- 7.4.1.8. A selectee without prior service must enlist for eight (8) years to satisfy the incurred military service obligation (MSO). **(T-1)**
- 7.4.1.9. An applicant who has prior service, but no remaining MSO must enlist for two (2) years. **(T-1)** See **Table 7.2** for additional information.
- 7.4.1.10. An applicant with prior service and a remaining MSO must enlist for at least two (2) years, but not less than the remaining MSO. **(T-1)**

Table 7.2. Enlistment/Reenlistment and Assignment of Trainees.

R U L E	If the processing step is	and the applicant is	then	takes action to:	See note
1	enlisting	a civilian	the recruiting activity	enlist the applicant under Chapter 3 .	1, 2
2	assigning to OTS	a civilian applicant AFRS processed		assign applicant to OTS on RegAF active duty orders in accordance with Chapter 3 .	3
3		a Selected Reserve Airman AFRS selected		enlist the applicant in the RegAF under Chapter 3 and assign the applicant to OTS on RegAF active duty orders in accordance with Chapter 3 .	3,4
4		a RegAF Airman whose military personnel section has received assignment notification from AFPC/DP2LT	the servicing military personnel section	publish PCS orders with TDY en route to OTS. Promote those in pay grade E-4 and below to the pay grade of E-5 and issue a new identification card effective one day before scheduled departure date (see Table 7.3).	5,6
5		an AFR Airman the AFR selected		publish active duty for training orders with duty location of OTS. Promote those in pay grade E-4 and below to the pay grade of E-5 and issue new identification card effective one day before scheduled departure date (see Table 7.3).	
6		A RegAF Airman the AFR selected		Assign to Selected Reserve in accordance with AFI 36-3205, then take action according to Rule 6.	
7	reenlistment or extending reenlistment	any Airman		reenlist the Airman, in accordance with AFI 36-2606, <i>Reenlistment and Extension of Enlistment in the United States Air Force</i> , if needed, to ensure retainability through OTS graduation date.	7

R U L E	If the processing step is	and the applicant is	then	takes action to:	See note
8	extending active duty orders	an AFR or ANG member on extended active duty	22 TRSS/MSP	contact the members AFR or ANG unit to take the corrective action(s).	
9	changing the Air Force specialty for which originally guaranteed	any RegAF candidate		counsel the candidate regarding the reason for the change and obtain the member's concurrence with the change.	8

Notes:

1. Overseas civilian applicants may enlist through the military personnel section in the same manner as non-prior service applicants. Refer to **Chapter 3** for procedures.
2. Inform all applicants that voluntary changes from a flying to a non-flying utilization field and medical disqualification from flying training after commissioning do not, by themselves, result in discharge.
3. An applicant selected by AFRS to attend OTS who is a member of the AFR or ANG is ineligible for the program if he or she refuses to accept voluntary active duty.
4. Selected Reserve Airmen must be conditionally released by the applicable component. (T-2)
5. During relocation processing, the military personnel section career development element interviews the applicant to determine if he or she is still eligible and desires officer training. They notify AFRS and the MAJCOM if the applicant is no longer eligible or does not want to attend the program.
6. AFPC/DP2LT furnishes the military personnel section end assignment instructions for the applicant's projected officer AFSC not later than 30 days before class start date begins. AFPC/DP2LT does not enter the assignment into the MilPDS since strength accountability remains with the losing military personnel section until the Airman accepts a commission. At that time, 22 TRSS/MSP affects separation from enlisted status through the MilPDS. If the Airman fails to complete the program, AFPC provides 22 TRSS/MSP with assignment instructions.
7. Provide counselling in accordance with **Table 10.3.**, rule 29. If an Airman is in a Selective Reenlistment Bonus skill and is administratively accepted or selected for OTS or reenlists or extends enlistment after the date of acceptance or selection, the Airman is not entitled to the Selective Reenlistment Bonus. The Defense Finance and Accounting Services suspends installments for Airmen who have received partial Selective Reenlistment Bonus payments and for Airmen who reenlist after submitting application for training leading to a commission in accordance with AFI 36-2606. The fact that an Airman has not received official orders to attend a course of instruction leading to a commission (at time of reenlistment or entry into an extension), does not establish Selective Reenlistment Bonus payment entitlement as the reason

R U L E	If the processing step is	and the applicant is	then	takes action to:	See note
<p>for reenlistment or extension is not to serve in an Selective Reenlistment Bonus AFSC. Trainees may not receive proficiency pay (see AFI 36-3017).</p> <p>8. AFPC/DP2LT changes a trainee's AFSC if the trainee's academic background is better suited to another specialty or to meet changing Air Force needs.</p>					

Table 7.3. Promotion of Airmen Scheduled to Attend OTS.

R U L E	If the selected Airman is	then the servicing Military Personnel Section
1	serving in the grade of E-4 or below	promotes to the grade of E-5 and issues new identification card effective 1 day before scheduled departure date (see note 1).
2	selected for promotion to the grade of E-5 or below and the effective date of promotion is before PCS or TDY orders are issued	promotes on usual effective date provided the Airman is otherwise eligible.
3	selected for promotion to the grade of E-5 or below and the effective date of promotion is on or after PCS orders are issued [RegAF only]	notes the promotion cycle, selected grade, and sequence number (if appropriate) on the personnel records (see note 2).
4	selected for promotion to the grade of E-6 or higher	promotes on the usual effective date provided the Airman is otherwise eligible and the effective date of promotion occurs before the OTS class start date.

Notes:

1. RegAF only: In the remarks section of the PCS orders note the Airman is promoted to the grade of E-5 effective 1 day before scheduled departure date to ensure entitlements to transportation of dependents and household goods at government expense. Do not authorize Airmen promoted under this criterion more than a 10 calendar day delay en route. If the selectee does not attend the scheduled OTS class, the military personnel section administratively demotes the Airman to the grade previously held. While being selected to attend OTS is cause for celebrating, do not hold a ceremony for the provisional promotion to the grade of E-5. If promotion cannot be updated at the military personnel section, career development element contacts AFPC/DPSOE for assistance.

2. Since the Airman serves in the grade of E-5 while attending OTS, no action is taken to effect promotion at the time the sequence number would be affected.

7.4.2. Application Requirements. All civilian applicants and enlisted members changing service or components must initiate the application process with an AFRS, AFR or ANG Recruiter, as appropriate. **(T-1)** Enlisted members remaining in the same component obtain assistance from their Base Education and Training Offices.

7.4.2.1. RegAF applicants.

7.4.2.1.1. Refer to the AFRS page on the Air Force Portal website for the board schedule and additional program guidance.

7.4.2.1.2. In order to meet RegAF officer accession requirements, AFRS/RSO may develop a boardless selection process as necessary for critical fill Air Force specialties, or in other special circumstances when an Air Force specialty has a unique pre-selection process (e.g. Air Force band officers, public affairs officers, etc.).

7.4.2.1.3. RegAF applications only meet the board applied for, i.e. if an applicant applied for the rated board, the applicant will not meet the non-rated line board unless also applied for. Applicants can only be selected for career fields available on the particular board submitted for. Applicants can apply for both boards at the same time. Applicants can reapply after 180 days from the date of non-selection or withdrawal. Supplemental board panels are conducted as directed to meet specific needs of the Air Force.

7.4.2.1.4. To meet RegAF officer recruiting requirements, AFRS/CC may allow non-select RegAF applicants to meet the next board (two consecutive boards).

7.4.2.1.5. Refer to AFRS page on the Air Force Portal website and the OTS website for additional information and application requirements.

7.4.2.2. AFR applicants.

7.4.2.2.1. Non-prior and prior service rated applicants contact a reserve recruiter for application information. Applicants are boarded at the wing-level for a commission and boarded again at AFRC/A3 for the rated selection. Current enlisted members of the Selected Reserve may apply for a commission via the non-extended active duty commissioning program. Information and application instructions are posted on the myPers website (<https://mypers.af.mil>).

7.4.2.2.2. Non-prior and prior service non-rated applicants contact a Reserve recruiter for application information. Applicants are interviewed and boarded as required at the Wing level. Current enlisted members of the Selected Reserve may apply for a commission via the non-extended active duty commissioning program. Information and application instructions are posted on myPers (<https://mypers.af.mil>).

Notes:

1. For ANG applicants, refer to **Attachment 10**, for required application documents.
2. Detailed guidance can be found on the AFRS page on the Air Force Portal website (<https://mypers.af.mil>). Submit application to AFRS/RSOCL.
3. Print form to be one (1)-sided. Provide two (2) copies. Provide a detailed statement describing each offense listed on page two (2), other than minor traffic violations, and attach an authenticated copy of the court record. Ensure a field grade officer in the applicant's chain of command reviews and indorses the AF Form 56 if the applicant's unit commander is a captain or below.
4. RegAF applicant's letter of recommendation can only be within the applicant's chain-of-command and cannot be higher than the organization's senior rater (Refer to AFI 36-2406 or contact the military personnel section to determine who the organization's senior rater is when not assigned to a wing).
5. If service documents are not available in the member's Unit Personnel Record Group or Automated Records Management System, use a SF 180 or a memorandum to request the records of civilian applicants who previously held military status. Current RegAF personnel who had a break in service should request their prior service records from AFPC (commercial fax (210) 565-4021; DSN fax 665-4021). Prior service records can be accessed through the National Personnel Records Center (314-801-0800 or fax 314-801-9195). Online requests may be submitted through the U.S. National Archives and Records Administration's eVetRecs system (located at <https://www.archives.gov/veterans/military-service-records>).
6. The undeleted version contains the personnel data system code on the bottom of the form.
7. Provide official copies of all applicants' transcripts from accredited institutions.
8. Include a statement of circumstances if applicant answers "yes" to the marijuana question. Include a statement of circumstances, commander's endorsement, and pertinent documentation if applicant answers "yes" to the drug and alcohol treatment/rehabilitation question.
9. RegAF applicants must submit a copy of their commission-qualifying AF Form 422. **(T-1)** Civilian applicants submit MEPS commission-qualifying physical or AETC/SGPS commission-qualifying physical.
10. Qualified flying class physical or memorandum from the military treatment facility stating the physical has been accomplished and is in coordination to AETC/SG. This only applies to rated applicants who are older than 28 1/2 years. All others are suspended for their physical upon selection notification.

7.4.3. Elimination of Line Officer (non-JAG) Trainees.

7.4.3.1. The OTS/CC is the disenrollment decision authority.

7.4.3.2. Consider eliminating a trainee from training for any of the following reasons:

7.4.3.2.1. Summary Disenrollment. A summary disenrollment is either a military training deficiency or a lack of adaptability.

7.4.3.2.1.1. A military training deficiency is a failure to achieve a passing grade/score on graded measurements. A military training deficiency disenrollment can be triggered by a single failure and may warrant a military training deficiency

disenrollment depending on the severity of the failure and resulting impact on final course percentages.

7.4.3.2.1.2. A lack of adaptability is the inability to adapt to or display the necessary physical, psychological, or personality traits of an Air Force officer, or any trainee that lacks the personal capacity and inclination, whether natural or acquired, to adapt to military relationships, customs, and responsibilities that have become traditional and necessary in military service. This also includes, but is not limited to, any misconduct, prejudicial conduct, any conduct inconsistent with the OTS Honor Code, or demonstration of undesirable character traits.

7.4.3.2.2. Self-Initiated Elimination. A self-initiated elimination is a trainee's written request to be removed from training. Once approved, the trainee is disenrolled.

7.4.3.2.3. Medical Disqualification. Medical disqualification results from a medical defect or condition that renders the trainee incapable of maintaining the physical standards required to complete the program. The TRS/CC initiates elimination due to medical disqualification after proper medical authority certifies the trainee as "disqualified." The TRS/CC ensures the medical disqualification information is noted in the remarks section of the DD Form 785 and indicates whether a trainee is permanently or temporarily medically disqualified.

7.4.3.2.3.1. For trainees who are deemed permanently medically disqualified (per conditions listed in AFI 48-123), the medical records are reviewed by AETC/SGPS, who confirms the disqualifying factor. The review date is annotated in the remarks section of the DD Form 785.

7.4.3.2.3.2. Trainees who qualified medical personnel believe can recover from their medical condition within 180 days and complete the physical training requirements of OTS are given a 180-day reinstatement option, which is outlined in the remarks section of the DD Form 785.

7.4.3.2.3.2.1. Trainees are not permitted to complete training while pregnant. **(T-0)** In accordance with DoDI 6130.03, pregnancy is a medical condition that does not meet accession medical standards.

7.4.3.2.3.2.2. Physical Fitness. Trainees must meet all Air Force physical fitness standards in accordance with AFI 36-2905. Trainees on a profile that exempts all components of the fitness test or who are restricted from accomplishing multiple required syllabus events (Physical Fitness Baseline, Physical Fitness Assessment, Physical Fitness Diagnostic, Project X, Leadership Reaction Course, Confidence Course, or Assault Course) may be eliminated from training. **(T-2)**

7.4.3.2.4. Extended absence from training for personal reasons (usually more than three (3) days) for any reason.

7.4.3.2.5. Prejudicial Conduct. Any conduct inconsistent with the OTS honor code or demonstration of undesirable character traits. OTS/CC will give strong consideration to initiating administrative discharge action under AFI 36-3208 for any trainee eliminated under this paragraph. **(T-3)**

7.4.3.3. OTS processes trainee elimination in accordance with internal procedures and AETC, Holm Center, and OTS instructions. OTS is responsible for completing a DD Form 785 to document each elimination from training case.

7.4.3.4. The 22 TRSS/MSP contacts AFPC or applicable ARC unit for all disenrollments. The 22 TRSS/MSP conducts elimination briefings and, for RegAF trainees, utilizes the MilPDS to update separation actions.

7.4.4. **Disposition of Disenrolled Line Officer (non-JAG) Trainees.** 22 TRSS/MSP processes disenrolled trainees in accordance with the guidelines listed in [Table 7.5](#).

Table 7.5. Disposition of Disenrolled Line Officer (non-JAG) Trainees.

R U L E	Disenrolled Line Officer (non-JAG) Trainee Procedures
1	If the trainee being eliminated entered OTS as a non-prior or prior service RegAF applicant and specifically enlisted/reenlisted to attend OTS, OTS processes the discharge in accordance with AFI 36-3208.
2	If the trainee being eliminated entered OTS as a prior service RegAF applicant and is being eliminated for failure to meet military retention standards, consider processing the trainee for discharge under AFI 36-3208. If discharge is not warranted by the circumstances, OTS processes the trainee for reassignment.
3	If the trainee being eliminated entered as a prior service RegAF applicant and is not being eliminated for failure to meet military retention standards, OTS processes the trainee for reassignment. (See Rule 7)
4	If the trainee being eliminated is a non-prior service RegAF applicant, 22 TRSS/MSP updates separation codes in the MilPDS and coordinates with AFPC for any further actions
5	If the trainee being eliminated is an AFR applicant, 22 TRSS/MSP notifies ARPC/DPAR so member's active duty for training can be curtailed and applicable AFR unit can make discharge or reassignment decision. If the applicant is prior service the unit demotes the applicant to the grade held immediately before entering OTS (if below the grade of E-5).
6	If the trainee being eliminated is an ANG applicant, 22 TRSS/MSP notifies NGB/AIPO so member's active duty for training can be curtailed and applicable ANG unit can make discharge or reassignment decision. If the applicant is prior service the unit demotes the applicant to the grade held immediately before entering OTS (if below the grade of E-5).
7	If the trainee being eliminated is a prior service RegAF applicant, AFPC/DP1SSP demotes the applicant to the grade held immediately before entering OTS (if below the grade of E-5).
8	AFPC files all the forms in the Personnel Records Display Application for all RegAF OTS elimination cases. 22 TRSS/MSP keeps copy of elimination package on file for 90 days.

R U L E	Disenrolled Line Officer (non-JAG) Trainee Procedures
9	When reassigning RegAF eliminated trainees, AFPC/DP2SP promotes an Airman entitled to promotion because of previous selection (see Table 7.3) in accordance with AFI 36-2502.
10	<p>22 TRSS/MSP completes <i>Reassignment Request for Officer Training School Regular Air Force Trainee Being Eliminated</i> (see Attachment 23) to request assignment instructions for eliminated RegAF Airmen from the trainees control AFSC assignment office of primary responsibility via the Case Management System (see AFI 36-2110) and send an informational e-mail to AFRS/RSOCL, AFPC/DP2LT, and AFPC/DP1TAM.</p> <ul style="list-style-type: none"> - Assignment office of primary responsibility sends assignment instructions to the 22 TRSS/MSP via CMS or e-mail. -The 22 TRSS MSP publishes the required PCS order amendments and presents to the trainee. -The trainee remains attached to their respective training squadron pending receipt of assignment instructions.

7.4.5. Placing Line Officer (Non-JAG) Trainees on Hold.

7.4.5.1. Not later than three (3) duty days before graduation, 22 TRSS/MSP notifies AFPC/DP2LT, ARPC/DPAR, or NGB/A1PO, as appropriate, of trainees whose status requires they be held over; specifically, trainees who are:

7.4.5.1.1. Awaiting medical qualification.

7.4.5.1.2. Awaiting action which renders them ineligible for graduation.

7.4.5.1.3. Awaiting completion of a security clearance in accordance with assignment instructions.

7.4.5.1.4. Awaiting receipt of official transcripts

7.4.5.2. The 22 TRSS/MSP notifies appropriate agencies by telephone or e-mail by the close of the duty day on which the withholding action occurred.

7.4.5.3. Trainees held over may be commissioned as soon as all required actions are complete.

7.4.6. Line Officer (Non-JAG) Graduation and Commissioning.

7.4.6.1. A trainee who was a trainee at any service academy (including the Coast Guard and Merchant Marine academies) may not receive a commission before the commissioning date of his or her former academy classmates. **(T-2)** AFPC/CC, ARPC/CC, or NGB/A1 may grant a waiver.

7.4.6.2. When a trainee completes all requirements for graduation, but the flight commander and the reviewing authorities do not recommend the qualified trainee for commissioning, the TRS/CC determines if elimination action is appropriate.

7.4.6.3. When a trainee completes all requirements for graduation, but does not accept an appointment, 22 TRSS/MSP:

7.4.6.3.1. Processes the trainee as an eliminated trainee.

7.4.6.3.2. Terminates the appointment offer.

7.4.6.3.3. Takes action to have the trainee reassigned, if required.

7.4.6.4. If it is discovered that a civilian or Uniform Code of Military Justice criminal action or investigation is pending against a trainee, the TRS/CC suspends commissioning actions until the case is resolved. **Exception:** Minor traffic violations do not require a commissioning suspension. If the TRS/CC determines, in consultation with the Holm Center Office of the Staff Judge Advocate, that resolution of the criminal case may be delayed for an unusual length of time, OTS consults AFPC/DP2LT for guidance. If the trainee is the subject of any adverse adjudication while in OTS (such as a deferred judgment or pretrial diversion), the TRS/CC consults with the Holm Center Office of the Staff Judge Advocate to consider appropriate waiver action in accordance with [Chapter 3](#).

7.4.6.5. The 22 TRSS/MSP will verify approved original appointment of each new officer with AFPC/DP1TAM, ARPC/DPAR, or NGB/A1PO, as appropriate, prior to commissioning. **(T-0)**

7.4.6.6. The 22 TRSS/MSP verifies official transcripts for graduating OTS students and forwards to AFIT/ACB within 90 days of graduation. Transcripts must reflect that the degree has been awarded/conferred. **(T-1)**

7.4.6.7. When a trainee who entered OTS to fill a RegAF quota accepts an appointment, 22 TRSS/MSP notifies AFPC to appoint the trainee as a RegAF second lieutenant and publishes the active duty order. AFPC then updates the active duty service commitment (ADSC).

7.4.6.8. When a trainee who entered OTS to fill an AFR quota accepts an appointment, 22 TRSS/MSP forwards the oath to ARPC/DPAR to appoint the trainee as an AFR second lieutenant. ARPC ensures the appropriate office files the reserve service commitment documentation and updates system in accordance with AFRCI 36-2102.

7.4.6.9. When a trainee who entered OTS to fill an ANG quota accepts the appointment, 22 TRSS/MSP notifies NGB/A1PO to appoint the trainee as a second lieutenant in the appropriate state ANG and update the service commitment.

7.4.6.10. The 22 TRSS/MSP terminates a newly commissioned officer's enlisted status by discharging the trainee in accordance with AFI 36-3208. Upon discharge, deliver the DD Form 214, NGB Form 22, or Reserve Discharge Order as appropriate to the new trainee on the discharge date.

7.4.6.11. For RegAF members, 22 TRSS/MSP initiates appropriate military record groups in accordance with AFI 36-2608.

7.4.6.12. For RegAF members, 22 TRSS/MSP transfers the following documents on the new officer to AFPC/DP1TAM in accordance with AFI 36-2608:

7.4.6.12.1. DD Form 4 (original).

7.4.6.12.2. Copies of any previous DD Forms 214 and DD Forms 215 (if applicable).
Note: Any DD Form 214 generated by 22 TRSS/MSP is automatically forwarded to Automated Records Management System electronically.

7.4.6.12.3. Officer appointment order.

7.4.6.12.4. AF Form 133.

7.4.6.12.5. Distinguished Graduate Certificate (if applicable).

7.4.6.12.6. AF Form 899, *Request and Authorization for Permanent Change of Station – Military*.

7.4.6.13. For ARC members, 22 TRSS/MSP transfers the following documents on the new officer to ARPC/DPAR or NGB/AIPO, as applicable:

7.4.6.13.1. DD Form 4 (original).

7.4.6.13.2. AF Form 133.

7.4.6.13.3. Distinguished Graduate Certificate (if applicable).

7.4.6.13.4. Copies of any previous DD Form 214 and DD Form 215 (if applicable).
Note: Any DD Form 214 generated by 22 TRSS/MSP is automatically forwarded to Automated Records Management System electronically.

7.4.6.13.5. AFR Point Credit Summary.

7.4.6.14. Distinguished Graduates.

7.4.6.14.1. Criteria:

7.4.6.14.1.1. Have the recommendation of the commissioned staff. **(T-3)**

7.4.6.14.1.2. Finish in the top 10 percent of the class. **(T-3)**

7.4.6.14.2. TRS registrar office provides the 22 TRSS/MSP, as well as the member, a copy of the Distinguished Graduate certificate.

7.4.6.14.3. For RegAF graduates, 22 TRSS/MSP annotates the source of commissioning code in the member's MilPDS record.

7.4.6.14.4. For ARC graduates, the member provides a copy to their ARC unit of assignment to update their personnel record.

7.4.7. Reinstating Line Officer (non-JAG) Trainees.

7.4.7.1. A trainee eliminated due to medical disqualification, academic failure, physical fitness assessment failure, or extended absence may request reinstatement in his or her original utilization category.

7.4.7.2. A trainee eliminated from training due to pregnancy may be given a reinstatement option to return to training six (6) months after the completion of pregnancy, so long as the trainee meets accession and medical standards. Members wishing to participate in training sooner than six (6) months following completion of a pregnancy must receive written approval to participate in all physical requirements from the applicant's attending physician with concurrence from the AETC/SG. **(T-2)**

7.4.7.3. Trainees who are eliminated from OTS must first request reinstatement via a letter to the OTS Vice Commandant. **(T-3)** The trainee must attach their DD Form 785. The OTS/CV will concur or non-concur on the request. **(T-3)** Following the OTS/CV decision, OTS will send the reinstatement package to AFRS/RSOC, ARPC/DPAR, or NGB/A1PO as appropriate, for further waiver consideration and potential reinstatement to OTS. **(T-3)**

7.4.7.4. For RegAF applicants, AFPC/DP2LT:

7.4.7.4.1. Considers the request based on Air Force needs, the individual's qualifications, and the recommendations at the time of disenrollment.

7.4.7.4.2. Sends the eliminated trainee a memorandum either granting reinstatement or explaining why the request was denied.

7.4.7.4.3. Sends memoranda authorizing reinstatement to AFRS/RSOCL and OTS/CV.

7.4.7.4.4. Coordinates the trainee's reinstatement with the member's military personnel section or AFRS/RSOCL for civilian reinstatements for processing through the MEPS.

7.4.7.5. ARC Selection Authority:

7.4.7.5.1. Reinstates the disenrolled trainee or denies the request based on AFR needs, the individual's qualifications, and the recommendations at the time of disenrollment.

7.4.7.5.2. Sends the eliminated trainee a memorandum either granting reinstatement or explaining why the request was denied.

7.4.7.5.3. Sends memoranda authorizing reinstatement to the servicing military personnel section.

7.4.7.5.4. AFR: Coordinates the trainee's reinstatement with the member's military personnel section or AFRCRS/RSO for civilian reinstatements for processing through the MEPS. Coordinates with ARPC/DPAR for new training line number.

7.4.7.5.5. ANG: Coordinates the trainee's reinstatement with the member's military personnel section or NGB/A1Y for civilian reinstatements for processing through the MEPS. Coordinates with NGB/A1D, NGB/A3 for rated, for new training line number.

7.5. Non-Line and Line-JAG Officers OTS Program. Personnel attend OTS as commissioned officers. The duration of the course depends on the member's competitive category and status (RegAF or ARC). A two (2)-week course is offered for hard-to-recruit ARC medical personnel; Air Force specialties considered hard-to-recruit are defined by AF/RE and NGB/A1Y.

7.5.1. **Eligibility Requirements.** Applicants must meet requirements set forth in [Chapter 5](#) and their respective functional community to be eligible for commissioning. **(T-1)**

7.5.2. **Attendance Requirements.** Successful completion of OTS is mandatory for all officers who serve in the judge advocate general, chaplain, and health profession officer corps. **(T-1)**

7.5.2.1. The following groups of individuals are exempt:

7.5.2.1.1. Individuals who have successfully completed a previous OTS course.

7.5.2.1.2. Individuals who were commissioned after completing USAFA, Basic Officer Training, AFROTC, or the Academy of Military Science programs.

7.5.2.1.3. Officers accessed through an inter-service or inter-component officer transfer process, who have successfully completed an initial commissioned officer training program in another uniformed service of the United States.

7.5.2.1.4. See [Attachment 24](#) for a list of qualifying commissioned officer training courses.

7.5.2.2. Functional communities may allow, or require, course completion for officers eligible for exemption under [paragraph 7.5.2.1](#) if the functional determines it is in the best interest of the Air Force for the officer to attend OTS.

7.5.2.3. Selected Reserve members who have satisfactorily participated for one year in the ANG or AFR as a commissioned officer may request an exception to policy. Requests may be disapproved at any level. SAF/MR is the approval authority.

7.5.3. Completion Requirements.

7.5.3.1. Training Reports.

7.5.3.1.1. All commissioned officers attending OTS will receive an AF Form 475, *Education/Training Report*.

7.5.3.1.2. Referral Training Reports. Referral reports are conducted in accordance with AFI 36-2406. A trainee will receive a referral training report if his/her AF Form 475, states "Does not meet standards" in any part or if there are comments that are derogatory in nature or directly refer to or imply a failure to meet minimum acceptable standards of performance, personal conduct, character, judgment or integrity, to include mention of disciplinary action. (T-3)

7.5.3.2. **Physical Fitness Requirements.** Functional communities advise prospective trainees on weight and body fat standards, fitness standards, and the physical demands of OTS at least 120 days from class start date when possible. OTS requires marching, running, lifting, climbing, calisthenics, and field training.

7.5.3.2.1. Commissioned officer trainees will accomplish a Physical Fitness Baseline (PFB) during the first week of training. Individuals will not be disenrolled based upon the PFB results.

7.5.3.2.2. Commissioned officer trainees whose course is less than 42 days, who failed the PFB, will accomplish a Physical Fitness Diagnostic (PFD) prior to completion of OTS. This is an OTS syllabus requirement and failure of the PFD will result in a referral AF Form 475 for not meeting OTS fitness standards.

7.5.3.2.3. Commissioned officer trainees whose course is 42 days or longer will accomplish a Physical Fitness Assessment (PFA) in accordance with AFI 36-2905. Students must take all four (4) components of the PFA. This assessment will fulfill the annual fitness requirement in the Air Force Fitness Management System. This assessment is an OTS syllabus requirement and failure of the Physical Fitness Assessment will result in a referral AF Form 475.

7.5.3.2.4. Commissioned officer trainees attending the two (2)-week OTS course may accomplish a PFD during the first (1st) week of training.

7.5.3.2.5. Officers who cannot participate in these physical activities will not attend OTS without an approved AF Form 422 detailing medical limitations and prior approval from the TRS/CC. **(T-2)** If an officer is injured during training, medical personnel determine physical limitations, and the TRS/CC determines if the trainee can complete the program.

7.5.3.2.6. Officers are not permitted to complete training while pregnant or for six (6) months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more (delivery, miscarriage, etc.). Members wishing to participate in training within six (6) months following completion of a pregnancy lasting 20 weeks or more must receive written approval to participate in all physical requirements (to include the physical fitness assessment) from the applicant's attending physician with concurrence from AETC/SG.

7.5.3.3. OTS Standards. If a trainee fails to meet standards, he/she may be subject to disenrollment.

7.5.3.3.1. **Academic Failures .** If a trainee does not meet standards on the Consolidated Written Test, briefing, writing assignments, or Graded Leadership Problem, the trainee receives additional study time and assistance in understanding the course material. For an initial failure, the trainee will be given the opportunity to re-test. If the trainee fails the re-test, the trainee will finish the program but not graduate/complete. **(T-3)** However, his/her AF Form 475 is documented with a "Course Non-Complete" indicating evaluation failure making it a referral report. The functional quota or TRQI manager reschedules the trainee in a later class.

7.5.3.3.2. **Professionalism.** Trainees should demonstrate the highest levels of professionalism, integrity and honor expected of a military officer while at OTS. A failure to meet minimum expectations of conduct expected of a military officer may result in disciplinary action and/or disenrollment from OTS. Negative performance will be documented on the AF Form 475. **(T-3)**

7.5.3.3.3. **Extended Absence.** If the trainee misses significant portions of the course either intentionally or by no fault of their own, the TRS/CC evaluates each situation on a case-by-case basis and makes a recommendation to the OTS/CC.

7.5.3.4. Disenrollment. The OTS/CC is the disenrollment authority.

7.5.3.4.1. Cause for disenrollment may include, but is not limited to: inability to obtain medical clearance to engage in physical activities, absenteeism without prejudice (missing class through no fault or beyond the control of the officer), lack of adaptability, etc.

7.5.3.4.2. OTS/CC coordinates with the functional quota or TRQI manager during disenrollment proceedings.

7.5.3.4.3. Functional quota or TRQI managers send officers, who for non-punitive reasons, cannot complete the course to the next available OTS class.

7.5.3.5. Discharge of Attendees. AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, provides the guidelines for the involuntary discharge for RegAF officers on active duty orders. ANG and AFR officers are returned to their unit for action.

7.5.3.5.1. The TRS/CC will notify the functional point of contact if it becomes necessary to discharge a RegAF officer based on a mandatory situation (i.e., initial ineligibility, illegal drug use, or falsifying information on application forms). **(T-3)**

7.5.3.5.2. If the RegAF officer has already been assigned to a parent wing, the Show Cause Authority for the discharge action is their home station chain of command (wing commander if he/she is in the rank of brigadier general or the numbered Air Force commander). The officer is assigned to his/her home unit for discharge processing.

7.5.3.5.3. If the RegAF officer is attending OTS and was scheduled to return to an internship or academic institution prior to assignment to his/her first duty station, the Show Cause Authority is the first general officer who is also a court-martial convening authority in the TRS chain of command. In these cases, the officer does not return to the Air Force-sponsored internship or education program, but is assigned to the 42d Air Base Wing, Maxwell AFB, until final actions under AFI 36-3206 are complete.

7.5.3.6. Timeline for Completion. Completion of OTS should be as soon as possible, but must no later than 12 months after commissioning, unless the member is granted an extension. **(T-1)**

7.5.3.6.1. Requests for extension of completion timeline are forwarded through the respective functional quota or TRQI managers for review and then to appropriate authority for approval/disapproval of OTS timeline extension.

7.5.3.6.1.1. For RegAF personnel, AF/A1PT is the final approval/disapproval authority.

7.5.3.6.1.2. For ANG personnel, NGB/A1P is the final approval/disapproval authority.

7.5.3.6.1.3. For AFR personnel, AF/REP is the final approval/disapproval authority.

7.5.3.6.1.4. Air Force Health Professional Scholarship Program (HPSP) trainees attend in accordance with the HPSP Service Agreement and AFI 41-110.

7.5.3.6.2. ARC members who attend the 2-week course are required to successfully complete the distance learning module and tests within a six (6)-month window prior to the course start date, but not later than 30 days prior to attending the course. **(T-3)** If extenuating circumstances preclude an officer from completing the distance learning module and tests within this window, the functional quota or TRQI manager must coordinate these on a case-by-case basis with TRS/CC. **(T-3)** If the officer has not completed all advance course work within 15 days prior to class start date, trainees may be removed from the course roster by the TRS registrar.

7.5.3.6.3. Trainee rosters are loaded into the MilPDS and Oracle Training Administration not later than 30 days prior to class start date in accordance with [paragraph 7.3.4.4](#) Exceptions are handled on a case-by-case basis with TRS/CC or TRS/DO.

7.5.3.6.4. Nonnative English Speaking Evaluation and Processing Actions. Trainees will complete English Comprehension Level Test and the DLIELC interview as described in [paragraph 7.3.2](#) and [Table 7.1](#) prior to attending OTS. (T-2)

7.5.4. OTS Graduation.

7.5.4.1. The TRS/CC awards the AF Form 1256 to each trainee upon successful completion of OTS.

7.5.4.2. The TRS/CC prepares an AF Form 475 on each trainee in accordance with AFI 36-2406.

7.5.4.3. The TRS records program completion in the MilPDS and Oracle Training Administration.

7.6. Leave Procedures After Graduation. The authority to grant leave and its duration is dependent on the reporting requirements to the member's first duty or training assignment.

7.6.1. ARC members must coordinate all requests for leave after graduation with their assigned ARC unit. (T-3)

7.6.2. For RegAF members, see [Table 7.6](#)

Table 7.6. OTS Leave Procedures After Graduation.

R U L E	If the OTS graduate:	Then:	See note:
1	Has an initial duty assignment at Maxwell AFB (Permanent Change of Assignment without PCS).	22 TRSS/MSP assigns member to the new unit with a report not later than date.	1
		The member departs OTS immediately after graduation for unit of assignment.	
		The member reports to unit of assignment immediately after OTS graduation and signs in. The member signs out or in from leave with new unit.	
3	Has a report not later than date for technical training within 30 days after OTS graduation, does not have early reporting authorized for training,	22 TRSS/MSP assigns member to the new unit with a report not later than date.	1
		Assignment orders authorize delay en route.	1, 2
		Member are attached to the appropriate training squadron pending departure when the member does not desire to begin delay en route immediately after graduation.	1
		Holm Center Commander's Support Staff (CSS) prepares and processes requests for leave other than delay en route (the member signs out or in on leave while attached to	1

R U L E	If the OTS graduate:	Then:	See note:
		OTS). The appropriate training squadron coordinates with Holm Center CSS for trainee leave requests.	
5	Has a report not later than date for initial skills training with more than 29 days after OTS graduation, does not have early reporting authorized for training.	22 TRSS/MSP assigns member to the new unit with a report not later than date.	1
		Assignment orders authorize delay en route.	1, 2
		Assignment orders indicate gaining military personnel section publishes TDY orders for required initial skills training.	1
		Assignment orders contain report not later than date to new duty station to allow sufficient time for the gaining military personnel section to publish TDY orders.	1
6	Has a direct duty assignment with no TDY to initial skills training required.	22 TRSS/MSP assigns member to the new unit with a report not later than date.	1
		Assignment orders authorize delay en route.	2
Notes: 1. Graduates attending technical training at Maxwell AFB may not take a delay en route between graduation from OTS and their reporting date to the course of instruction. The gaining unit must initiate normal leave procedures to ensure leave accountability. (T-3) 2. Even if the member does not desire leave at the time of graduation, include authority for delay en route in the assignment orders. This ensures coverage of any situation that might arise after publication of assignment orders and graduation that may require leave status for the member.			

CHAPTER 8

UNITED STATES AIR FORCE ACADEMY (USAFA)

8.1. Overview. This chapter establishes procedures for prospect marketing and identification, attraction, mentoring and evaluation of potential applicants and provides instructions to Air Force members to process nominations and appointments to the United States Air Force Academy (USAFA).

8.2. Roles and Responsibilities.

8.2.1. USAFA/CC:

8.2.1.1. Serves as the head of an accredited, undergraduate institution of higher education, authorized to confer Bachelor of Science degrees as an accredited college. **(T-0)**

8.2.1.2. Offers cadet appointments according to 10 USC § 9431 et seq. **(T-0)**

8.2.1.3. Ensures potential candidates meet all eligibility requirements for USAFA and the USAFA Preparatory School (USAFAPS). **(T-0)**

8.2.1.4. Approves graduation for every USAFA cadet who meets the graduation requirements. **(T-0)**

8.2.1.5. Recommends appointment as second lieutenants for USAFA cadets who meet all officer eligibility requirements contained in this publication. **(T-0)**

8.2.1.6. Ensures adequate oversight of USAFAPS activities, administration, and resources. Means of oversight include but are not limited to:

8.2.1.6.1. USAFA Instruction 36-3502, *Institutional Effectiveness*. **(T-3)**

8.2.1.6.2. The USAFAPS Advisory Committee, as established in USAFA Instruction 36-2013, *Superintendent's USAF Academy Preparatory School Advisory Committee*. **(T-3)**

8.2.1.6.3. Annual assessments, as established in DoDI 1322.22. **(T-0)**

8.2.1.6.4. Audits and internal inspections. **(T-3)**

8.2.1.6.5. Special reviews and investigations as directed by Headquarters Air Force. **(T-1)**

8.2.1.6.6. USAFA Board of Visitors. **(T-0)**

8.2.2. The USAFA Director of Admissions (USAFA/RR):

8.2.2.1. Determines strategic goals and objectives for marketing campaigns, outreach activities, and applicant pool goals.

8.2.2.2. Directs activities of the Selections Division, the Outreach and Liaison Division, and the Operations Support Division.

8.2.2.3. Leads and oversees activities of the Admissions Group.

8.2.2.4. Senior Admissions representative to all USAFA governing and resourcing bodies.

8.2.3. The USAFA Selections Division (USAFA/RRS):

8.2.3.1. Conducts the application and appointment process in accordance with 10 USC § 9431 et seq, needs of the Air Force, and needs of USAFA. **(T-0)**

8.2.3.2. Evaluate the application information and provide an analysis to appropriate Congressional offices. **(T-0)** This report should indicate the applicant's potential to qualify for admission and assist Members of the Congress in selecting the best-qualified applicants for nomination.

8.2.3.3. Advise all applicants to seek a nomination in all categories in which they are eligible. **(T-3)** Inform and encourage individuals whose evaluations reflect areas needing improvement to submit additional test scores or information in an effort to improve their qualifications. **(T-3)**

8.2.3.4. Forward the names of candidates with the potential to qualify for direct entry into USAFA or entry into USAFAPS to the Department of Defense Medical Examination Review Board (DODMERB) for scheduling of a medical examination to determine medical eligibility. **(T-3)** DODMERB will notify the student directly of his or her medical status.

8.2.3.5. Notifies candidates of offers of appointment to USAFA, offers to attend USAFAPS, and of non-selection. **(T-3)**

8.2.3.6. Sends a notice to non-selected service personnel and their servicing military personnel section. **(T-3)**

8.2.4. Chief, Liaison and Outreach Division (USAFA/RRA):

8.2.4.1. Directs the worldwide network of Admission Liaison Officers (ALO) program activities to support candidate recruiting programs for USAFA. **(T-3)**

8.2.4.2. Provides mentoring, recruiting, and scholarship evaluation support to the Air Force Reserve Officers' Training Corps (AFROTC) program as set forth in the Memorandum of Agreement and Joint Implementation Plan between USAFA, AFROTC, and Air Force Recruiting Service (AFRS). **(T-3)**

8.2.4.3. Plans and implements the training program for all ALOs. **(T-3)**

8.2.4.4. Develops recommendations for USAFA/RR approval and implements ALO hiring, retention, and dismissal policy. **(T-3)**

8.2.4.5. Publishes handbooks, guides, training materials, and other directives necessary to effectively manage and implement all outreach programs. **(T-3)**

8.2.4.6. Coordinates and assists with development of marketing campaigns and publications for USAFA and the ALO force. **(T-3)**

8.2.4.7. Coordinates all outreach programs and initiatives conducted by the USAFA Admissions Office. **(T-3)**

8.2.4.8. Provides administrative support for budgeting, contracts, travel orders, man-day management, awards and decorations, officer performance reports, letters of evaluations and performance recommendation forms. **(T-3)**

8.2.4.9. Coordinates with AFRS/RSO and AFROTC Recruiting Branch (AFROTC/RRR) on joint recruiting issues, plans, and policies. (T-3)

8.2.5. AFROTC/RRR, relative to the ALO program:

8.2.5.1. Formulates AFROTC recruiting policy. (T-3)

8.2.5.2. Provides technical guidance to ALOs and to AFRS/RSO. (T-3)

8.2.5.3. Provides AFROTC field recruiting support for ALOs and recruiters. (T-3)

8.2.5.4. Provides AFROTC recruiting supplies and training materials for ALOs. (T-3)

8.2.5.5. Develops media advertisement and recruiting publications for use by ALOs. (T-3)

8.2.5.6. Provides support to USAFA as set forth in the Memorandum of Agreement between USAFA, AFROTC, and AFRS. (T-3)

8.2.6. AFROTC Program Liaison (AFROTC/RRR LNO):

8.2.6.1. Provides liaison between AFROTC and USAFA. (T-3)

8.2.6.2. Serves as the AFROTC focal point for developing joint AFROTC and USAFA admissions and recruiting initiatives. (T-3)

8.2.6.3. Monitors ALO activity to support overall AFROTC recruiting objectives. (T-3)

8.2.6.4. Ensures maximum coordination and cooperation between ALOs, AFROTC recruiting personnel, and Air Force Reserve (AFR) personnel. (T-3)

8.2.6.5. Informs ALOs of AFROTC program changes. (T-3)

8.2.6.6. Helps USAFA/RRA develop, manage, and conduct initial and recurring training programs for ALOs at USAFA. (T-3)

8.2.6.7. Establishes AFROTC College Scholarship Program recruiting goals for each Liaison Officer Director (LOD) unit. Monitors goal accomplishment. (T-3)

8.2.7. AFROTC Regional Directors of Admissions:

8.2.7.1. Act as the AFROTC field representative for local ALOs, recruiters and their supervisors, and AFRS squadron and group representatives. (T-3)

8.2.7.2. Coordinate the AFROTC recruiting efforts of local ALOs. (T-3)

8.2.7.3. Provide staff support to local ALOs, as needed. (T-3)

8.2.7.4. Coordinate local AFROTC training for ALOs with Deputy Liaison Officer Directors (DLODs) and AFRS squadron operations officers, and provide AFROTC-related training for ALOs and recruiters. (T-3)

8.2.7.5. Facilitate joint AFROTC, USAFA, and AFRS recruiting programs and initiatives in the local community. (T-3)

8.2.8. Individual Reservist Readiness and Integration Organization Detachment 3 (RIO Det 3):

8.2.8.1. Provides administrative support to assigned AFR members performing primary ALO duties. **(T-3)**

8.2.8.2. Manages the electronic Unit Personnel Record Group in accordance with AFI 36-2608. **(T-3)**

8.2.8.3. Keeps participation records in accordance with AFI 36-2254, Volume 1, *Reserve Personnel Participation*. **(T-3)**

8.2.8.4. Processes officer performance report submissions. **(T-3)**

8.2.8.5. Manages all other administrative correspondence on assigned ALOs. **(T-3)**

8.2.8.6. Tracks completion of the AF Form 1288 and, when required, the extended active duty order. **(T-3)**

8.2.9. The Directorate of Cadet Personnel (USAFA/A1A) and the military personnel section issues common access cards. **(T-3)**

8.2.10. The USAFA Commander's Support Staff (USAFA/CSS) maintain individual personnel records on all assigned and attached ALOs. **(T-3)**

8.3. ALO Program

8.3.1. Program Overview.

8.3.1.1. ALOs are USAFA representatives who help applicants throughout the admissions process. The ALO Program prepares each ALO to identify, attract, mentor, and evaluate prospective applicants for careers in the Air Force. ALOs are qualified to assist in all aspects of the application process, to answer any questions an applicant might have regarding USAFA academic, military training, athletic and airmanship programs, or to discuss what it means to be an officer in the Air Force. They also provide counseling for the AFROTC commissioning program.

8.3.1.2. The majority of ALOs are Air Force officers (either Regular Air Force (RegAF), AFR, Air National Guard (ANG), or retired) who often have prior knowledge about USAFA and the applications process. Some ALOs participate as an additional duty to their normal AFR or ANG position, while others serve as primary duty ALOs, while still other ALOs are retired officers. RegAF officers and civilians of military affiliation are also eligible. Officers do not have to be a graduate of USAFA to be eligible to become an ALO.

8.3.1.3. The ALO Program strives to provide the Air Force with the best qualified and most motivated students available. The primary responsibility is serving as a link between students applying to USAFA and/or for an AFROTC scholarship. Effective mentoring is critical to ensuring a diverse applicant pool. Insightful and objective evaluations ensure candidates possess appropriate character and leadership potential and compatible motivation to serve in the Air Force.

8.3.1.4. A critical secondary responsibility is serving as the local institutional representative. Here the majority of time is spent conducting targeted outreach activities (for example, school visits and supporting Congressional/Senate service academy events),

identifying and attracting potential applicants/students, engaging with key influencers in schools and community based organizations. During these activities ALOs discuss the benefits, requirements, and obligations of USAFA and AFROTC commissioning programs.

8.3.1.5. When performing ALO duties, ALOs work for the USAFA Admissions Office. Primary duty ALOs are assigned directly to RIO Det 3, but are responsible to the USAFA Admissions Office. Additional duty ALOs remain assigned to their primary organizations, but perform the same admissions-related duties as primary duty ALOs. Primary duty ALOs perform ALO duty for points only as members of the Participating Individual Ready Reserve; additional duty ALOs perform ALO duties as volunteers without compensation or reimbursement from the government.

8.3.2. Assignment Eligibility.

8.3.2.1. Primary Duty Assignment. Any AFR officer eligible for assignment to a Participating Individual Ready Reserve position in accordance with AFI 36-2110 is eligible for assignment to the RIO Det 3. The following limitations and exceptions will disqualify an officer for primary duty ALO duties:

8.3.2.1.1. Assignment to the Inactive Status List Reserve Section with 20 years of satisfactory federal service for retirement. **(T-3)**

8.3.2.1.2. Assignment to the Inactive Status List Reserve Section twice for failure to meet participation requirements for retention in an active Reserve status. **(T-3)**

8.3.2.1.3. Within two (2) years of maximum service date. **(T-3)**

8.3.2.1.4. Currently in a failed promotion status. **(T-3)**

8.3.2.1.5. Failure to earn promotion to first lieutenant during the first eligible cycle. **(T-3)**

8.3.2.1.6. Assignment to Obligated Reserve Section/Reserve Corps and served less than two (2) years. **(T-3)**

8.3.2.1.7. Assignment to The Judge Advocate General's Corps (TJAGC) unless approved for redesignation by The Judge Advocate General (TJAG) in accordance with 51-101. **(T-3)**

8.3.2.1.8. Assignment as a chaplain unless approved for a competitive category transfer to Line of the Air Force (non-JAG) in accordance with [Chapter 5](#). **(T-3)**

8.3.2.1.9. Assigned to a medical Air Force specialty code (AFSC) unless approved for release in accordance with AFI 36-2101. **(T-3)**

8.3.2.1.10. Rank of lieutenant colonel or colonel with 20 or more satisfactory years' service and eligible for retirement. **(T-3)** (These officers are eligible to serve as additional duty ALOs if qualified.)

8.3.2.1.11. Rank of General Officer. **(T-3)** (General officers may serve as additional duty ALOs in a limited capacity at the discretion of the LOD.)

8.3.2.1.12. Failure to maintain a sustained exemplary record of performance in past assignments. **(T-3)** Officer performance reports should not reflect unfavorable

information or contain negative references or comments regarding conduct, attitude, or inability to work and function well with the public. Officer performance reports must "meet standards" and receive the support of the additional rater and reviewer. **(T-3)**

8.3.2.1.13. Involvement in any public or private activity which conflicts or reflects negatively on the Air Force, USAFA, AFROTC, or the overall ALO program. **(T-3)**

8.3.2.1.14. Agree to serve as a primary duty ALO for at least two (2) years following acceptance into the program. **(T-3)**

8.3.2.2. Additional Duty ALO Assignments (**Note:** The limitations and exceptions in [paragraphs 8.3.2.1.11](#) and [8.3.2.1.12](#) apply to all additional duty applicants):

8.3.2.2.1. Officers may serve as additional duty ALOs with approval from their primary duty unit commander. Officers with less than two (2) years of commissioned service must obtain a waiver from USAFA/RRA for ALO duty assignments. **(T-3)**

8.3.2.2.2. Selected retired Air Force officers may serve as ALOs with approval of USAFA/RRA.

8.3.2.2.3. USAFA/RRA may assign other individuals to the ALO Program for additional duty support when a critical need exists. They must have previous ALO experience in the program or have a special background or expertise in such work. **(T-3)**

8.3.2.2.4. Officers in an active duty status (RegAF officers or AFR or ANG officers on extended active duty orders) and assigned to USAFA or AFROTC may not serve as additional duty ALOs. **(T-3)**

8.3.2.2.5. Officers must agree to serve as an ALO for at least two (2) years following acceptance into the program. **(T-3)**

8.3.3. Application Requirements.

8.3.3.1. General. To apply, the applicant will request consideration from the LOD of the desired area. **(T-3)** The LOD will determine if a need exists and interview the applicant to explain requirements, program policies, standards, and the administrative application process. **(T-3)** LODs who desire to hire a new ALO will forward each application, with a letter of recommendation and justification, to the respective USAFA Regional Director (RD) for review/approval. **(T-3)**

8.3.3.1.1. Military members must be in a proper uniform and meet the dress and appearance standards of AFI 36-2903 to take part in any pay or point-gaining activity. **(T-3)**

8.3.3.1.2. Military members must meet the medical standards of AFI 48-123 to take part in any pay or point-gaining activity. **(T-3)**

8.3.3.1.3. Military members must be current on all readiness items to include medical, dental, security clearance, training (including ALO Annual Training and Total Force Awareness Training) and fitness assessment to take part in any pay or point-gaining activity. **(T-3)**

8.3.3.2. Primary Duty ALOs assigned to the Participating Individual Ready Reserve. Individuals in this category must submit:

8.3.3.2.1. A general letter of request to the LOD outlining why he/she desires to serve as an ALO. **(T-3)**

8.3.3.2.1.1. All rated officers must submit original copies of flight records as part of the application. **(T-3)** Failure to do so will result in package termination. **(T-3)**

8.3.3.2.1.2. AFR officers assigned to TJAGC must obtain a release from their legal AFSC, approved by TJAG in accordance with AFI 51-101 to become primary duty ALOs. **(T-1)**

8.3.3.2.2. Copies of last three (3) officer performance reports. **(T-3)**

8.3.3.2.3. An AF Form 1288 with this statement in box 16: "Admissions Liaison Officer, RIO Det 3, RS-MX, Pay Group--None." For transfer from another unit, losing unit must indorse the AF Form 1288 with date member was officially released based on orders. **(T-3)**

8.3.3.3. Additional Duty Applicants. Individuals in this category must, in addition to [paragraph 8.3.3.2](#), submit a letter of approval from the commander of their primary organization authorizing the applicant to serve as an additional duty ALO. **(T-3)** **(Note:** AFR officers assigned to TJAGC must obtain a release from their legal AFSC, approved by TJAG) **(T-1)**

8.3.3.4. Additional Duty Retired or Civilian ALOs. Individuals in this category must submit items in [paragraphs 8.3.3.2.1](#) and [8.3.3.2.3](#) in addition to the items below. **(T-3)**

8.3.3.4.1. A statement agreeing to:

8.3.3.4.1.1. Perform all ALO functions and comply with personal appearance, conduct, training, and performance standards required of all other ALOs. **(T-3)**

8.3.3.4.1.2. Serve without compensation or reimbursement from the government. **(T-3)**

8.3.3.4.1.3. Release his or her name, grade, rank, and contact telephone numbers under the Privacy Act to persons inquiring about the ALO program. **(T-3)**

8.3.3.4.2. One letter of reference addressing attitude, character, performance, and motivation. **(T-3)**

8.3.3.4.3. Copies of last three officer performance reports (retired officers only). **(T-3)**

8.3.4. Selection and Assignment Procedures.

8.3.4.1. Application Processing. USAFA/RRA reviews applications and makes selections. RIO Det 3 and ARPC also approve and process applications for primary duty assignments. If USAFA/RRA disapproves the application, they will advise the LOD of the reasons and return the application package. **(T-3)**

8.3.4.2. Assignment.

8.3.4.2.1. Upon selection, all new ALOs will receive an ALO identification number and be placed on the active ALO Roster. **(T-3)** Primary duty ALOs will use the AF

Form 40A, *Record of Individual Inactive Duty Training*, to record points for years of service credit. **(T-3)**

8.3.4.2.2. New ALOs will not be assigned to manage ZIP codes or Educational Testing Services codes or be given responsibility for completing candidate evaluations until completion of the initial ALO Training. **(T-3)** USAFA/RRA must approve any exception. **(T-3)**

8.3.5. Administrative Support Requirements.

8.3.5.1. Retirement Points:

8.3.5.1.1. Primary duty ALOs assigned to RIO Det 3 earn points toward retirement in accordance with AFI 36-2254, Volume 1. These ALOs must earn at least 50 points annually for performing ALO-related duties to satisfy the requirement for a good year in the AFR. **(T-3)**

8.3.5.1.2. ALOs in other reserve categories and the ANG are eligible to earn retirement points. LODs may set minimum expectations for effective participation within their respective LOD areas.

8.3.5.2. Active Duty for Operational Support (ADOS) Status. AFR and ANG ALOs may be placed in an ADOS status while performing ALO duties and training associated with the ALO Program. USAFA/RRA allocates man-days to the LODs, who in turn approve and manage their expenditure. ALOs request ADOS status from the RD who in turn forwards approved requests to USAFA for administrative processing and coordination with the primary organization.

8.3.5.3. Activity Reports. Submit after action reports, as required by the LOD.

8.3.6. Training and Orientation Requirements.

8.3.6.1. ALO Orientation. New ALOs must attend an initial ALO orientation at USAFA within two (2) years or at the earliest opportunity after initial assignment. **(T-3)** USAFA/RRA schedules required refresher training, every five (5) years after initial orientation. New ALOs must attend a one (1)-day training at a host AFROTC detachment as soon as possible after assignment and once every three (3) years thereafter **(T-3)**.

8.3.6.2. Annual Training Exceptions. ALOs assigned to RIO Det 3 may perform points-only annual training in accordance with AFI 36-2254, Volume 1. Primary duty units will establish annual training requirements for additional duty ALOs assigned to the Selected Reserve. **(T-3)** On occasion, ALOs may perform their annual training at USAFA, if authorized by their command or assignment. (See AFI 36-2254, Volume 1 concerning waiver for annual training.)

8.3.6.3. Professional Military Education. ALO personnel assigned as primary duty reservists with RIO Det 3 will not attend professional military education in-residence; however, attendance through correspondence is permitted. **(T-3)** ALO personnel may also attend National Security Seminars in a non-pay status for points only, if quotas allow. **(T-3)**

8.3.7. Communications.

8.3.7.1. General. LODs must contact Congressional members and staff annually to maintain communications. **(T-3)** Each LOD should offer ALO support or assistance, e.g., Congressional selections panels, briefings, and other related USAFA and AFROTC recruiting and screening activities. ALOs may communicate by personal visit, telephone, or written correspondence, but must not solicit nominations, committee interview ratings, rankings or selection results. **(T-3)** ALOs who have contact with a Member of Congress must notify USAFA concerning the date and substance of the contact. **(T-3)**

8.3.7.2. Communication with Admissions Staff. ALOs may coordinate directly with the appropriate USAFA admissions staff regarding USAFA applicant problems and status. They should direct ALO program administration and management inquiries to the respective USAFA RD.

8.3.7.3. Communication with Cadets and their Commanders. ALOs should correspond directly with USAFA or AFROTC cadets and their USAFA Air Officers Commanding (AOC) or AFROTC Recruiting Officers to offer encouragement, maintain support, and monitor progress if they recruited and assisted them in obtaining USAFA appointments or enrolling in AFROTC. ALOs and USAFA AOCs or AFROTC detachment staff may mutually communicate with one another to maintain support of their respective cadets.

8.3.7.4. Communication with Senior Staff. ALOs should communicate with the USAFA/CC, Dean of Faculty, Commandant of Cadets (USAFA/CW), Director of Athletics, AFROTC/CC, or AFROTC Vice Commander through the USAFA or AFROTC chain of command.

8.3.7.5. Communication with their primary organization. Additional duty ALOs must coordinate and communicate directly with their primary organization on personnel, administration, career, and other unit matters. **(T-3)**

8.3.7.6. Communication with AFRS Personnel. LODs, DLODs, and ALOs normally communicate with AFRS personnel through the AFRS chain of command. Depending on the nature of the communication, ALO personnel at any level may directly address any echelon within AFRS. They must, however, inform their counterparts in the USAFA chain of command of such communications. **(T-3)**

8.3.8. Retention Policy.

8.3.8.1. Retention. Retention in the ALO Program is contingent upon satisfactory performance of duty and meeting participation requirements in AFI 36-2254, Volume 1. USAFA RDs and LODs may recommend an ALO be removed from the ALO program for unsatisfactory conduct, performance, and lack of participation, or other cause. USAFA/RRA will make the final decision. **(T-1)**

8.3.8.2. Training and Currency. ALOs must satisfy initial and periodic USAFA, AFROTC, and local training requirements to maintain currency. **(T-3)**

8.3.8.3. Transfers to other LOD Areas. ALOs support a specific LOD area. The gaining LOD must approve the transfer of an ALO to the new area. **(T-3)**

8.3.8.4. Probationary Status. USAFA/RRA may retain an ALO who is deficient in some area in probationary status not to exceed one (1) year. At the conclusion of the year, the

LOD will submit an evaluation of the ALO's performance with a recommendation for continuance or removal from the program. (T-3)

8.3.8.5. Other. Additional duty ALOs removed for cause will lose their eligibility for ALO duty status. (T-3)

8.4. Appointment to USAFA. USAFA offers cadet appointments to candidates with the strongest potential to become successful career officers. The USAFA/CC will offer appointments according to law and Air Force guidance. (T-0) Cadets at USAFA shall be appointed by the President alone. (T-0) An appointment is conditional until the cadet is admitted.

8.4.1. Eligibility and Nomination Categories. Statutory authority for nominations and appointments is 10 USC § 9431 et seq.

8.4.1.1. Eligibility requirements for potential candidates to USAFA and USAFAPS are at [Attachment 26](#).

8.4.1.2. Additional requirements for RegAF, AFR, and ANG Airmen applying under the Leaders Encouraging Airman Development (LEAD) program are found in [paragraphs 10.4, 10.5 and 10.12](#) and [Tables 10.1 through 10.6 and 10.8](#)

8.4.1.3. Each applicant must obtain a nomination in order to receive an appointment to USAFA. (T-0) Applicants may apply for a nomination in each category in which they are eligible. Nomination categories are at [Attachment 27](#).

8.4.1.4. Entrants from USAFAPS require a nomination for appointment to USAFA. (T-0)

8.4.2. Notice of Nomination. USAFA/RRS will acknowledge receipt of all nominations from Congressional sources and will notify the applicant of receipt of nominations from all other sources. (T-1)

8.4.3. Unit commanders of Air Force personnel applying to USAFA will:

8.4.3.1. Accept and review each applicant's completed AF Form 1786, *Application for Appointment to the United States Air Force Academy for Enlisted Members of the Regular, Reserve, and National Guard Components of the Air Force*, and determine if the applicant meets eligibility requirements in [Attachment 26](#). (T-3)

8.4.3.2. Complete an electronic recommendation via the Academy Admissions Portal (www.academyadmissions.com) for all candidates who meet eligibility requirements. (T-3) Commanders must include in the endorsement a comprehensive statement of the applicant's character, ability, and motivation to become a career officer. (T-3) Commanders should verify statements in application regarding service component, length of service, and date of birth from official records.

8.4.3.3. (AFR or ANG members only) Complete the first endorsement of the AF Form 1288 and the Section II of the DD Form 368 and include with the members application. (T-0) In order to facilitate the accession of an AFR or ANG member into USAFA or USAFAPS, an AF Form 1288 and DD Form 386 should be accomplished and submitted via vPC to AFRC for processing the release and unit transfer to USAFA or USAFAPS.

8.4.3.4. Forward the AF Form 1786, AF Form 1288 and DD Form 386, if applicable, through the Academy Admissions Portal (www.academyadmissions.com) only if the applicant meets eligibility requirements. (T-3)

8.4.3.5. Notify USAFA/RR immediately on determining that an applicant is no longer recommended for selection to the USAFA.

8.4.4. Unit commanders of Army, Navy or Marine Corps Regular or Reserve members and unit commanders of Army National Guard members should:

8.4.4.1. Accept letters of application to USAFA from unit personnel.

8.4.4.2. Complete an electronic endorsement via the Academy Admissions Portal (www.academyadmissions.com) for all applicants who meet the eligibility requirements and include a comprehensive statement of the applicant's character, ability, and motivation to become a career officer. Commanders should verify statements in the application regarding service component, length of service, and date of birth from official records.

8.4.4.3. Ensure each applicant receives a completed DD Form 368. Unit commanders should complete Section II of the DD Form 368 and include the form in the eligible member's application.

8.4.4.4. Forward the DD Form 368 and letter of application online through the Academy Admissions Portal (www.academyadmissions.com) only if the applicant meets eligibility requirements at **Attachment 26**. Selected applicants will be discharged from their service and appointed a cadet at USAFA. **(T-0)**

8.4.4.5. Notify USAFA/RR immediately on determining that an applicant is no longer recommended for selection to USAFA.

8.4.5. Appointment Selection.

8.4.5.1. USAFA/RR will follow the guidance established in 10 USC § 9442 with respect to filling Congressional and other nominating category vacancies for USAFA. **(T-0)** Selection criteria for USAFA will be established on an annual basis and approved by USAFA/CC. **(T-3)**

8.4.5.2. USAFA/RRS will notify all Congressional Members and the Vice President of their nominees selected for appointment to USAFA. **(T-0)**

8.4.5.3. USAFA/RRS will notify all candidates selected for an appointment to USAFA after notification of their Congressional Members. **(T-0)**

8.4.5.4. USAFA/RR will automatically considers civilian candidates for admission to USAFAPS who have completed an application to USAFA, but were not selected. **(T-3)**

8.4.5.5. On receipt of an acceptance statement for each unconditional offer of appointment to USAFA, USAFA/RRS will forward pertinent information from the completed candidate file to Cadet Examinations and Records (USAFA/DFRR). **(T-3)**

8.4.5.6. USAFA/RRS will hold accepted conditional offers of appointment to USAFA, until the conditional factor is resolved. **(T-3)** If the conditional status of appointment is not removed, USAFA/RRS will notify the applicable nominating source of the withdrawal of the appointment. **(T-3)**

8.4.5.7. USAFA completes appointment processing by:

8.4.5.7.1. USAFA/RRS coordinates appointees' travel with the appropriate agencies.

8.4.5.7.2. USAFA/RRS will notify the USAFA/A1A of RegAF Airmen appointees. **(T-3) Note:** RegAF Airmen in technical school should complete all phases of training, if time permits, before reporting to USAFA, and comply with all additional requirements of the LEAD program specified in [paragraph 10.12](#). USAFA/A1A will coordinate with the AFPC Airman Assignments Division (AFPC/DPAA) to set the reporting date. **(T-3)**

8.4.5.8. USAFA/CW completes appointment processing by producing the “Instructions to Appointees.” Admissions will post the instructions on the appointees’ portal.

8.4.6. Non-selection for an Appointment.

8.4.6.1. USAFA/RRS will notify in writing each candidate who was entered into the candidate phase but was later disqualified (due to receipt of unfavorable or un-validated information). **(T-3)**

8.4.6.2. USAFA/RRS will notify in writing each candidate who is not offered an appointment to USAFA by 1 May. **(T-3) Note:** For RegAF applicants, USAFA/RRS will also notify the applicable military personnel section of the member’s appointment status. **(T-3)**

8.4.7. **Obligation of Appointees.** As a condition to appointment, cadets will fulfill the following obligations:

8.4.7.1. Cadet’s Oath of Allegiance. **(T-0)** On admission, each appointee (except foreign cadets) is required to take the Oath of Allegiance as written at [Attachment 30](#). **(T-0)**

8.4.7.2. If an appointee refuses to take and subscribe to the oath, the appointment is terminated. **(T-0)**

8.4.7.3. Complete the course of instruction unless disenrolled from USAFA in accordance with AFI 36-3501, *United States Air Force Academy Operations*. **(T-0)** Cadets will incur a service obligation on the first day of academic classes of their junior year. **(T-0)**

8.4.7.4. Be subject to the separation policies in AFI 36-3501. **(T-1)**

8.4.7.5. Cadets who enter USAFA from the any component of the Air Force or as an enlisted member of one of the other armed forces may not terminate any period of remaining obligated service because of the acceptance of that appointment. **(T-0)** If such cadets fail to complete the USAFA course of instruction, or are separated from service as cadets for any reason other than appointment as a commissioned officer or because of a physical disability, they will revert to enlisted status to serve any prior service obligation under 10 USC § 516. **(T-0)** However, all service as a cadet will count toward fulfillment of the remaining period of obligated service. **(T-0)**

8.4.7.6. Upon graduation incur an eight (8) year service obligation, of which not less than five (5) years must be as a commissioned officer in a regular component of one of the armed services under 10 USC § 9448. **(T-0)** If authorized to resign from the regular component before the eighth (8th) anniversary of their graduation, the member will serve as a commissioned officer in a reserve component until the eighth (8th) anniversary. **(T-0)**

8.4.7.7. USAFA/A1A will ensure minor cadets sign an agreement with the parent's or guardian's consent to fulfill the above obligations. **(T-1)** A minor cadet is an individual who has not reached his or her 18th birthday.

8.4.8. Graduation and Commission.

8.4.8.1. Cadets who complete all requirements for graduation and meet medical accession standards may be awarded a bachelor of science degree and commission as a second lieutenant in the RegAF.

8.4.8.2. USAFA/A1 verifies that cadets meet the requirements for their selected AFSC. USAFA/A1 compiles and forwards all AFSC selection information to the AFPC/DP2LT.

8.4.8.3. Graduates must meet all accession and appointment requirements contained in **Chapter 5. (T-1)**

8.4.8.4. Appointment in Other Services (Cross-Commissioning).

8.4.8.4.1. USAFA cadets apply through the service liaison officers who provide the USAFA Director of Manpower and Personnel (USAFA/A1) all required documents. Required documents include:

8.4.8.4.1.1. Cadet written request to cross-commission, to include top three (3) choices of specialty with the gaining service.

8.4.8.4.1.2. Current academic transcript.

8.4.8.4.1.3. Order of Merit standing.

8.4.8.4.1.4. Record of physical fitness.

8.4.8.4.1.5. Report of medical clearance for commissioning (DD Form 2808, *Report of Medical Examination*, and/or DD Form 2807-1, *Report of Medical History*)

8.4.8.4.1.6. Test results or training reports from the gaining Service, if applicable.

8.4.8.4.1.7. Letter of Endorsement from the service liaison officer.

8.4.8.4.1.8. Letters of Recommendation, if applicable.

8.4.8.4.2. USAFA/A1 will coordinate the requests through USAFA/CC. **(T-1)** The USAFA/CC will endorse the request and recommend approval or disapproval. **(T-1)**

8.4.8.4.3. USAFA/A1 will forward all requests, whether recommended for approval or disapproval, to AF/A1PT not later than 31 October. **(T-1)**

8.4.8.4.4. SAF/MR, in coordination with the Assistant Secretary for Manpower and Reserve Affairs of the applicable gaining or losing military service, is the approval authority for all requests to cross-commission. **(T-0)**

8.4.8.4.5. Respective service liaison officers work with their service counterparts to obtain graduation assignments for those USAFA applicants approved for cross-commissioning. **(T-0)**

8.4.8.4.6. AFPC/DP2LT, in coordination with USAFA/A1 and AF/A1PT, will classify all cross-commissionees into the Air Force.

8.4.8.4.7. USAFA/A1 will submit the appointment nomination for all cross-commissionees in the Air Force in accordance with [paragraph 5.14](#)

8.4.8.5. Graduation Leave. USAFA graduates are authorized up to 60 days non-chargeable graduation leave, military requirements permitting (i.e., provided it does not conflict with their reporting instructions). This leave must be taken and completed within 90 days of graduation (10 USC § 702). **(T-0)** Graduation leave may not be carried forward beyond the reporting date to the first permanent duty station or to a port of embarkation for permanent duty outside the United States or in Alaska or Hawaii. Graduating cadets must provide USAFA/A1 with a leave address and telephone number. **(T-3)**

8.4.8.6. Participation in Professional Activities. RegAF officers commissioned from USAFA will not be released from active duty to pursue a professional activity with the potential of public affairs or recruiting benefit to the Department of Defense during the initial two (2) years of RegAF active duty commissioned service **(T-0)**. See [paragraph 6.8.3](#) for additional details.

CHAPTER 9

THE UNITED STATES AIR FORCE ACADEMY (USAF) PREPARATORY SCHOOL (USAFAPS)

9.1. Overview. This chapter explains the procedures for selection, disenrollment, and assignment to USAFAPS. USAFAPS is not an official accession source. Although successful completion of USAFAPS program improves chances of an appointment to USAFA, it does not guarantee it.

9.1.1. USAFAPS provides an avenue for effective transition to the USAFA environment. It educates, trains, and inspires select enlisted personnel, minorities, women, recruited athletes and diverse candidates who are selected through the USAFA admissions process to increase performance in academics, physical fitness, and character development to succeed at USAFA.

9.1.1.1. The mission of USAFAPS is to motivate, prepare, and evaluate selected candidates in an educational, military, moral character, and physical environment to perform successfully at USAFA.

9.1.2. Candidates attending USAFAPS come from several sources.

9.1.2.1. Current serving enlisted Regular Air Force (RegAF) or Air Force Reserve (AFR) members. These members are reassigned to USAFAPS with the highest grade held as of their date of enrollment.

9.1.2.2. Current serving enlisted Air National Guard (ANG) members. These members are transferred from the ANG to the AFR to attend USAFAPS under 10 USC § 12105. Such members are reassigned to USAFAPS with the highest grade held as of their date of enrollment.

9.1.2.3. Current serving enlisted members of the regular or reserve components of other services. These members are discharged from the losing service and enlisted in the AFR solely to attend USAFAPS. Such members are enlisted in the grade held on the date of discharge.

9.1.2.4. Civilians with no previous military status. These members are enlisted as a member of the AFR upon admission to USAFAPS.

9.2. Roles and Responsibilities.

9.2.1. **USAFA/CC** ensures adequate oversight of USAFAPS activities, administration, and resources and conducts annual assessments in accordance with DoDI 1322.22.

9.2.2. **USAFA/RR.**

9.2.2.1. Notifies candidates of their acceptance into USAFAPS, includes an accept-or-decline form with acceptance letter and asks candidates to return the form as soon as possible.

9.2.2.2. Issues “invitation to travel” letters to all accepted candidates (including civilians, reservists and members of other services) inviting them to travel to USAFAPS, enlist in the AFR (if applicable), and attend USAFAPS.

9.2.2.3. Provides the USAFAPS Commander's Support Staff (PS/CSS) with the name, grade, social security number, mailing address, and unit of assignment for reassignment of all current enlisted applicants who are accepted into USAFAPS.

9.2.2.4. Receives a DD Form 1966, *Record of Military Processing-Armed Forces of the United States*, from select candidates upon inprocessing, and reviews and provides the completed form to USAFAPS.

9.2.2.5. Automatically considers candidates for admission who have a nomination to USAFA, but were not selected.

9.2.3. The Commander, USAFAPS (PS/CC):

9.2.3.1. Ensures the education and training programs satisfy the school's mission. **(T-3)**

9.2.3.2. Administers the disenrollment process. **(T-3)** Notifies the USAFA/CC; USAFA/RR; the Executive Director of Athletic Programs (USAFA/AD); the USAFA Comptroller; and the 10th Force Support Squadron, Sustainment Services Flight of all disenrollments. **(T-3)**

9.2.3.3. Responsible for administering the oath of enlistment, as appropriate, on the date of inprocessing. **(T-3)**

9.2.4. PS/CSS:

9.2.4.1. Ensures current enlisted personnel (RegAF, AFR, ANG and other service) admitted to USAFAPS enter with the highest grade they had achieved as of their date of enrollment, retain their primary Air Force specialty code (PAFSC) and date of rank or effective date, and promote with pay commensurate with their grade in accordance with AFI 36-2101, AFI 36-2502 and 37 USC § 203(e)(2).

9.2.4.2. Ensures civilians admitted to USAFAPS are enlisted using the DD Form 4 and take the oath of enlistment on the date of their initial in-processing and receive the grade of E-1 upon entry. Pay for non-prior service members is in accordance with 37 USC § 203(e)(1). **(T-0)**

9.2.4.2.1. Within the first 30 days after initial enlistment, conducts a post-enlistment records review to accommodate unique circumstances that, in the PS/CC's judgment, clearly warrant promotion for pre-service activities, consistent with **Table 3.1, Rules 2-10**. Such promotions are authorized to the grades of E-2 and E-3 only. DOR and effective date are the date the selection authority announces the promotion.

9.2.4.2.2. Updates the records of non-prior service cadet candidates to document automatic time-in-grade promotions in accordance with AFI 36-2502.

9.2.4.3. Responsible for completing the DD Form 4, as appropriate, on the date of inprocessing pursuant to 10 USC § 12103. The effective date of enlistment is the date the applicant took the oath.

9.2.4.4. Issues common access cards along with the military personnel section.

9.2.4.5. Maintains records on all USAFAPS cadet candidates.

9.2.4.6. Processes permanent change of assignment actions for all members who complete USAFAPS and accept an appointment to a United States service academy in accordance with 10 USC § 516(a).

9.2.4.7. Coordinates with AFPC or ARPC, as appropriate, to reassign prior enlisted Air Force members who are disenrolled or do not accept appointment to a United States service academy.

9.2.4.8. Prepares discharge orders for members who enlisted in the AFR for the sole purpose of attending USAFAPS and are disenrolled or do not accept appointment to a United States service academy in accordance with AFI 36-3208.

9.2.4.9. Prepares discharge orders for prior enlisted Air Force Airmen who are disenrolled and are not suited for further enlisted military service because of demonstrated unsuitability, unfitness, or physical disqualification in accordance with AFI 36-3208.

9.2.4.10. Transfers records on cadet candidates selected to attend USAFA or another United States service academy after USAFAPS graduation.

9.2.4.11. Posts the reserve enlistment order to Automated Records Management System and/or applicable system of record. **(T-3)**

9.2.5. **ARPC** creates and publishes the reserve enlistment orders placing applicants in active duty status pursuant to 10 USC § 12301(d) for the purpose of attending USAFAPS. **(T-3)**

9.3. Eligibility.

9.3.1. The applicant must be an active candidate in the USAFA admissions program.

9.3.2. The applicants must be at least 17 and no more than 22 years old by 1 July of the year of admission to USAFAPS.

9.3.3. The applicants must be a member of the armed services or eligible to enlist in the AFR.

9.3.4. Members of the AFR or ANG must agree to serve in an active duty status if admitted to USAFAPS. **(T-3)** If selected, ANG personnel must transfer to the AFR before leaving their place of residence to travel to USAFAPS and being called to active duty status. **(T-0)**

9.3.5. Currently serving enlisted applicants must have completed basic training and have at least one (1) year retainability when they enter USAFAPS.

9.4. USAFAPS Selection.

9.4.1. USAFA/RR selects applicants for USAFAPS in accordance with Secretary of the Air Force and USAFA/CC guidance.

9.4.1.1. USAFA/RR conducts a holistic review of each viable candidate's record by a panel. This holistic review may include consideration of factors that would enhance diversity at USAFA, such as unique academic abilities, language skills, demonstrated leadership skills, foreign cultural knowledge, athletic prowess, flying aptitude, uncommon life experiences, demonstrated moral or physical courage or other performance-based factors.

9.4.1.2. In the selection process, USAFA/RR also examines reports and records that indicate an applicant's aptitude, achievement, ability to graduate from USAFAPS, and as applicable, letters of recommendation from applicants' unit commanders.

9.4.2. The Civil Air Patrol is authorized one appointment to USAFAPS. Civil Air Patrol cadets must send their applications to USAFA/RR by 31 December. **(T-3)** In addition, Civil Air Patrol cadets must apply to Civil Air Patrol National Headquarters by 31 January. **(T-3)** Applicants must meet the eligibility criteria for USAFAPS. **(T-3)** USAFA/RR may select one individual for appointment to USAFAPS from the names recommended by Civil Air Patrol Headquarters.

9.5. USAFAPS Attendance.

9.5.1. Current serving RegAF members are reassigned by AFPC to USAFAPS. Selected RegAF members at a technical training school remain in training, must not leave their training school without coordinating with USAFA/RR, and must comply with all additional requirements of the Leaders Encouraging Airman Development (LEAD) program specified in [paragraph 10.12](#). **(T-3)**

9.5.2. Current serving AFR members are reassigned by their reserve unit to USAFAPS.

9.5.3. Current serving ANG members are transferred from the ANG to the AFR using the AF Form 1288, with the same rank held and date of rank as in the ANG, and reassigned to USAFAPS. The AF Form 1288 must be signed by the losing wing commander, PS/CC, and ARPC.

9.5.3.1. USAFA/RR issues "invitation to travel" letters inviting them to travel to USAFAPS, enlist in the AFR (if applicable), and attend USAFAPS.

9.5.3.2. Once the ANG member has transferred to the AFR, PS/CSS will send a copy of the DD Form 4 and orders to the losing military personnel section and ARPC. **(T-1)**

9.5.3.3. In turn, the losing military personnel section will project the member's record in the Military Personnel Data System based on the gaining Personnel Accounting System code provided by the PS/CSS. **(T-1)**

9.5.4. Civilian selected to attend USAFAPS.

9.5.4.1. USAFA/RR issues "invitation to travel" letters inviting them to travel to USAFAPS, enlist in the AFR, and attend USAFAPS.

9.5.4.2. PS/CSS provides Appointee Handbook with reporting instructions.

9.5.5. Applicants from other services selected to attend USAFAPS are discharged from their service and enlisted in the AFR in the same grade held in the other service. **(T-3)**

9.5.5.1. USAFA/RR issues "invitation to travel" letters inviting them to travel to USAFAPS, enlist in the AFR, and attend USAFAPS.

9.5.5.2. PS/CSS will provide a copy of the DD Form 4 and orders to the losing unit. **(T-3)**

9.6. Enlistment and reenlistment requirements.

9.6.1. Civilians admitted to USAFAPS will take the oath of enlistment on the date of their initial in-processing at USAFAPS. **(T-0)** Civilians who enlist for the purpose of attending USAFAPS will awarded the grade of E-1 upon entry.**(T-0)** Members enlist for six (6) years with a two (2) year active duty service obligation.

9.6.1.1. Pay for non-prior service members will be in accordance with 37 USC § 203(e)(1). **(T-0)**

9.6.1.2. Within the first 30 days after initial enlistment, PS/CSS will conduct a post-enlistment records review to accommodate unique circumstances that, in the PS/CC's judgment, clearly warrant promotion for pre-service activities, consistent with **Table 3.1, Rules 2-10. (T-1)** Such promotions are authorized to the grades of E-2 and E-3 only. DOR and effective date are the date the selection authority announces the promotion. However, these members continue to receive pay in accordance with 37 USC § 203(e)(1).

9.6.1.3. These members will receive automatic time-in-grade promotions in accordance with AFI 36-2502. **(T-1)**

9.6.2. Current serving enlisted members from other services who are discharged from their losing service and enlist in the AFR, retain their grade and date of rank. These members receive pay, commensurate with their grade in accordance with 37 USC § 203(e)(2).

9.6.3. Current serving ANG members, who are transferred from the ANG to the AFR must have one (1) year of retainability. These members retain their grade and date of rank and promote, with pay, commensurate with their grade in accordance with AFI 36-2502 and 37 USC § 203(e)(2).

9.6.4. Current serving RegAF and AFR members must have one (1) year of retainability. These members retain their grade and date of rank and promote, with pay, commensurate with their grade in accordance with AFI 36-2502 and 37 USC § 203(e)(2).

9.7. Disenrollment of Cadet Candidates. The PS/CC can disenroll a student who:

9.7.1. Fails to meet and maintain USAFAPS educational, military, character, or physical fitness standards.

9.7.2. Fails to demonstrate adaptability and suitability for participation in USAFA educational, military, character, or physical training programs.

9.7.3. Displays unsatisfactory conduct.

9.7.4. Fails to meet statutory requirements for admission to USAFA, for example:

9.7.4.1. Marriage or acquiring legal dependents.

9.7.4.2. Medical disqualification. A cadet candidate may be eligible to return on a non-competitive basis to USAFAPS six (6) months after the completion of pregnancy in accordance with DoDI 6130.03 if eligibility requirements in DoDI 1322.22 are met. A waiver may be granted for a cadet candidate to return to USAFAPS sooner than six (6) months after the completion of pregnancy if cleared by the USAFA Chief of Aerospace Medicine (USAFA/SGP) and authorized by USAFA/CC.

9.7.4.3. Refusal to serve as a commissioned officer in the United States Armed Forces.

9.7.5. Requests disenrollment.

9.7.6. When it is determined the Airman's retention is not in the best interest of the government.

9.8. Reassignment of Cadet Candidates with an Appointment to USAFA. Cadet candidates who graduate from USAFAPS and receive an appointment to USAFA are reassigned as a USAFA cadet, effective on the date of entry into USAFA in accordance with 10 USC §§ 516(a) and 532(f) and AFI 36-3208.

9.9. Reassignment or Discharge of Airmen without an Appointment to USAFA.

9.9.1. For prior enlisted Air Force Airmen, PS/CSS coordinates with AFPC or ARPC.

9.9.1.1. Members should be assigned in their previous PAFSC in accordance with AFI 36-2110.

9.9.1.2. Members will retain their enlisted grade. Their military service commitment will be equal to the time not served on their enlistment contract, with all service as a candidate at the preparatory school counted as service under that contract.

9.9.1.3. Members will be discharged in accordance with AFI 36-3208, if disenrolled and not suited for further enlisted military service because of demonstrated unsuitability, unfitness, or physical disqualification.

9.9.2. For all others who enlisted in the AFR and subsequently called to active duty for the sole purpose of attending USAFAPS, PS/CSS discharges them from the Air Force in accordance with AFI 36-3208, without any further military obligation.

9.10. Cadet Candidate Records and Reassignment Forms. The PS/CSS will:

9.10.1. Transfer records of cadet candidates who enter USAFA to USAFA/A1A **(T-1)**; USAFA/A1A will maintain their records until they are commissioned or disenrolled. **(T-1)**

9.10.2. Send records of RegAF personnel who enter one of the other service academies to AFPC for processing. **(T-1)**

9.10.3. Collects the DD Form 368 or AF Form 1288 and projects the member's assignment to USAFA in the Military Personnel Data System. **(T-3)**

9.10.4. Dispose of all records of cadet candidates who are disenrolled in accordance with the appropriate records disposition schedule. **(T-3)**

CHAPTER 10

ENLISTED COMMISSIONING PROGRAMS

10.1. Overview.

10.1.1. This chapter provides the basic authority and assigns responsibilities for the conduct and administration of the enlisted commissioning programs, to include the Senior Leader Enlisted Commissioning Program (SLECP), Airman Scholarship and Commissioning Program (ASCP), Leaders Encouraging Airmen Development (LEAD), Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (SOAR), Air Force Reserve Officers' Training Corps (AFROTC) Professional Officer Course Early Release Program (POC-ERP), Nurse Enlisted Commissioning Program (NECP), Interservice Physician Assistant Program (IPAP), Doctor of Physical Therapy (DPT) Program, Ph.D. in Clinical Psychology Program, and Enlisted to Medical Degree Preparatory (EMDP2) Program. Further, it details eligibility and application requirements for each program, how commands process applications, and how to administer trainees enrolled in these programs.

10.1.2. The latest information on these commissioning programs (except SLECP) can be obtained through the Base Education and Training Office or via one of these two websites: the AFRS page on the Air Force Portal website or <https://www.airuniversity.af.edu/Holm-Center/AFROTC/>. All reference to academic degrees in this chapter refer to disciplines required by the Air Force.

10.2. Roles and Responsibilities.

10.2.1. AF/SG1/8 will:

10.2.1.1. Fund all program costs associated with the NECP, IPAP, DPT Program, Ph.D. in Clinical Psychology Program, and EMDP2 to include execution year and outyear requirements. Resources include trainee man-years and Defense Health Care Operations and Maintenance monies to cover scholarship costs (tuition and fees).

10.2.1.2. Coordinate with the Secretary of the Air Force, Financial Management and Comptroller Budget office to facilitate the transfer of funding to Air Education and Training Command (AETC), Air University and the Uniformed Services University of Health Sciences (USUHS) to execute NECP, IPAP, DPT, Ph.D. in Clinical Psychology, and EMDP2 each fiscal year.

10.2.1.3. With Chief, Air Force Medical Service Enlisted Force Manager, evaluate the availability of trainee man-years for NECP, IPAP, DPT, Ph.D. in Clinical Psychology and EMDP2 and transfers man-years as appropriate.

10.2.2. The Chief, Nurse Utilization and Education Branch (AFPC/DP2NN):

10.2.2.1. Reviews NECP applications to ensure applicants meet program admission prerequisites.

10.2.2.2. Hosts the NECP selection boards in coordination with AFROTC/RR.

10.2.2.3. Prepares applications for board members to review.

10.2.2.4. Establishes and announces board convening dates.

10.2.2.5. Selects and notifies board members.

10.2.2.6. Ensures all required personnel actions are accomplished prior to active duty and Officer Training School (OTS) attendance.

10.2.2.7. Processes necessary paperwork to determine first assignment, initiates Regular Air Force (RegAF) orders, and forwards orders to trainees prior to active duty.

10.2.2.8. Executes reclassification, assignment, and orders for former NECP trainees upon disenrollment from NECP.

10.2.3. AFPC/DP2NP:

10.2.3.1. Reviews EMDP2 applications to ensure applicants meet program admission prerequisites.

10.2.3.2. Hosts the EMDP2 selection boards in coordination with Uniformed Services University of the Health Sciences (USUHS).

10.2.3.3. Prepares applications for board members to review.

10.2.3.4. Establishes and announces board convening dates.

10.2.3.5. Selects and notifies board members.

10.2.3.6. Ensures all required personnel actions are accomplished prior to permanent change of station (PCS).

10.2.3.7. Executes reclassification, assignment, and orders for former EMDP2 trainees upon disenrollment from EMDP2.

10.2.4. AFPC/DP2NW:

10.2.4.1. Reviews IPAP applications to ensure applicants meet program admission prerequisites.

10.2.4.2. Hosts the IPAP selection boards in coordination with the University of Nebraska Medical Center and Army Medical Department Center and School.

10.2.4.3. Prepares IPAP applications for board members to review.

10.2.4.4. Establishes and announces IPAP board convening dates.

10.2.4.5. Ensures all required personnel actions are accomplished prior to PCS and OTS attendance.

10.2.4.6. Executes reclassification, assignment, and orders for former IPAP, DPT, and Ph.D. in Clinical Psychology candidates upon disenrollment from program.

10.2.5. The Holm Center will:

10.2.5.1. Advise AF/SG1/8 on any program shortfalls for Nurse Enlisted Commissioning Program (NECP). **(T-3)**

10.2.5.2. Manage SLECP students while participating in the program to ensure students continue to meet standards. **(T-3)** The assigned AFROTC detachment will enforce military standards to include all annual training requirements, accountability, and oversight. **(T-3)**

10.2.5.3. Review ASCP, SOAR, and POC-ERP program applications to ensure applicants meets the applicable prerequisites. **(T-3)**

10.2.5.4. Host the ASCP, POC-ERP, and SOAR selection boards. **(T-3)**

10.2.5.5. Administer Uniform Code of Military Justice actions to SLECP, ASCP, POC-ERP, and SOAR trainees as required. **(T-3)**

10.3. Organizational Program Management Responsibilities. Programs for individuals to apply for an Air Force commission share many common procedures. **Tables 10.1** through **10.5** identify common procedures used to ensure a smooth application submission and program management processing.

Table 10.1. Organizational Program Management Responsibilities.

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	AF/A1PT:										
1	Determines the academic degrees participants may pursue based on anticipated Air Force needs in coordination with AFPC/DP2LT.	X									
2	Ensures the appropriate budget documents include the Technical Degree Scholarship Program (TDSP) program elements. Monitor the budget for program element 84722F, OTS, and program element 84724F, Other College Commissioning Programs.				X	X					
	For the RegAF, AFPC/CC, through AFPC/DP2LT:										
3	Monitors AFRS and AFROTC production.	X			X	X					
4	Classifies all non-rated selects to meet mission requirements by specific Air Force specialties.	X			X						
5	Acts on reclassification requests.	X	X	X	X	X	X	X			
6	Acts as waiver authority for applicants ineligible according to Table 10.6 .	X	X	X	X	X	X	X	X	X	
7	Conducts a quality review through the Automated Records Management System	X	X	X			X	X			

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	and notifies the final processing authorities on the results of the quality review.										
8	Maintains statistics on OTS production.	X			X	X					
	For the RegAF, AFPC/CC, through AFPC/DP1TAM:										
9	Provides military personnel sections assignment instructions on RegAF Airmen selected for the program. (See Attachment 22)	X			X						
	USAFA/RRS:										
10	Notifies MAJCOMs, field operating agencies, and direct reporting units of Airmen selected for the United States Air Force Academy Preparatory School (USAFAPS) no later than 20 April each year.			X							
11	Sends letters of non-selection or disqualification to Airmen and their military personnel sections after 10 May each year.			X							
12	Forwards USAFAPS certificates to MAJCOMs for presentation no later than 15 May each year.			X							
13	Gives military personnel sections assignment instructions on Airmen selected for the program.			X							
	USAFA/A1										
14	Submits a complete list of individuals in the program to the Military Accession and Assignment Section (AFPC/DP1TAM) at least six (6) months prior to commissioning for the purpose of requesting Presidential approval for a RegAF appointment.			X							

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	For RegAF, AFRS Operations:										
15	Ensures the AFRS/CC serves as the convening authority for the AFRS OTS selection process.				X	X					
16	Coordinates with AF/A1PT, AFPC/DP2LT, and the Holm Center on fiscal year requirements at the Officer Accession Summit.				X	X					
17	Schedules, advertises, and convenes OTS and TDSP selection boards/non-board selection dates.				X	X					
18	Generates board minutes and selection recommendation for AETC/CC approval.				X	X					
19	Classifies all rated selects and schedules AFPC/DP2LT to classify all non-rated selects to meet mission requirements by specific Air Force specialties.				X	X					
20	Conducts after-selection audits on all selects, to include a quality control audit of all RegAF selects against the Automated Records Management System through AFRS/RSOCL before releasing selection board results.				X						
21	Provides selection board results to AFPC, who in turn disseminates results to commanders.				X						
22	Provides selection instructions and directs trainees to check the OTS website for detailed reporting and preparation instructions.				X	X					
23	Develops and implements class assignment plan and processing instructions in coordination with AFPC/DP1TAM and OTS				X	X					

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	for both civilian and RegAF officer candidates.										
24	Completes final processing of civilian and RegAF applicants, including accepting or rejecting applicants and assigning them to OTS classes.	X			X	X					
25	Updates the Military Personnel Data System (MilPDS) with projected OTS attendance for RegAF applicants. Coordinates with AFPC/DP1TAM, AFPC MilPDS Customer Service Center, 22 TRSS/MSP on record rejects or related problems.	X			X	X					
26	Sends the list of RegAF selects and non-selects to AFPC/DP2LWA.	X			X						
27	Requests a National Agency Check or Single Scope Security Background Investigation from the Office of Personnel Management for each civilian (to include Air National Guard (ANG) and Air Force Reserve (AFR), if needed) applicant after notifying the applicant of his or her selection to attend OTS. Ensures RegAF members have a current Secret clearance or, if member has a projected officer Air Force specialty code (AFSC) of 13C1, 13D1, 13L1, 13M1, 13N1, 13S1, 14N1, 21M1, 71S1, or 92TX are submitted for a top secret clearance with sensitive compartmented information access prior to class assignment.	X			X	X					
28	Verifies trainee meets worldwide medical qualification and military retention standards via AF Form 422, Military Entrance Processing Station (MEPS) physical, or required physical documents for AFSCs of 92T0, 92T1, 92T2, 13D1X, 13M1, and 13S1.	X			X	X					

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
29	Electronically notifies AFPC/DP1TAM of RegAF members' OTS class assignments to initiate members' temporary duty (TDY) en route assignment actions.	X			X	X					
30	Coordinates overseas curtailment approval with AFPC/DP2LWA prior to finalizing OTS class assignment for RegAF members stationed overseas.	X			X						
31	Submit Personnel Reliability Program prescreening packet to AETC Nuclear Operations Division (AETC/A3N) for approval to proceed in an AFSC of 13N1 and 21M1.	X			X						
32	Sends an electronic excel class spreadsheet with full name to include suffix, social security number, demographic data, qualification data (to include Air Force Officer Qualifying Test (AFOQT) scores), a valid email address and class/board number to the OTS Training Squadron (TRS) registrar at least 60 days prior to each OTS class start date for prospective trainees to begin prerequisites coursework. Advise and coordinate with the TRS registrar on any final changes to the class roster prior to and during the class report date; coordinates with the TRS registrar to validate arrival of all trainees.	X			X	X					
33	Coordinates approved trainee reinstatement medical recertification via update of AF Form 422, with AETC/SGPS or the recruiting squadron (for MEPS qualification) as applicable to the Air Force specialty.	X			X	X					
34	Forwards significant program changes to AF/A1PT and AFPC/DP2LT for inclusion into this publication.	X			X	X					

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
35	Disposes of applications and related documents in accordance with the Records Disposition Schedule.	X			X	X					
36	Sends the list of applicants who are meeting the board to AFPC/DP2LT to update assignment availability code 05.	X			X						
37	Submits a complete list of individuals in the program to AFPC/DP1TAM at least four (4) months prior to the trainees projected OTS graduation date.	X			X	X					
38	Promptly disenrolls trainees who fail to maintain acceptable academic standards.	X				X					
39	Removes trainees who fail to complete the program within the period specified.	X				X					
40	Grants extensions of up to six (6) months if the trainee's academic performance merits it and does not exceed program requirements.	X				X					
41	Notifies AFPC/DP2LWA to remove medically disqualified applicants from assignment availability code 05.	X				X					
	For AFR members: AFRC/A1K, AFRC/A3R, AFRCRS, servicing military personnel section, and Reservist Readiness and Integration Organization (RIO) Detachment:										
42	AFRC/A1K monitors AFROTC and OTS production in order to provide initial skills training.				X						
43	AFRC/A1K sends an electronic excel class spreadsheet with full name to include suffix, social security number, demographic data, qualification data (to include AFOQT scores), a valid email address and class/board number to the TRS registrar at	X			X	X					

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	least 60 days prior to each OTS class start date for prospective trainees to begin prerequisites coursework. Advise and coordinate with the TRS registrar on any final changes to the class roster prior to and during the class report date; coordinates with the TRS registrar to validate arrival of all trainees.										
44	AFRC/A3R announces undergraduate flying training selection board results and OTS quota requirement, if applicable.				X						
45	AFRCRS, servicing military personnel section or RIO Detachment, as applicable, ensures National Agency Check or Single Scope Security Background Investigation from the Office of Personnel Management has been initiated based on the projected AFSC for each applicant selected to attend OTS.				X						
46	AFRCRS, servicing military personnel section or RIO Detachment, as applicable, notifies ARPC/DPAR of selection at least 6 months prior to commissioning for the purpose of requesting Presidential approval for a reserve appointment.				X						
47	AFRCRS, servicing military personnel section or RIO detachment, as applicable, notifies ARPC/DPAR if selected applicants are determined to be medically disqualified for service.				X						
	MAJCOMs, field operating agencies, and direct reporting units with SOAR/LEAD/SLECP allocations:										
48	Publish specific program details and suspense dates to subordinate units. In			X							

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	addition, they are responsible for forwarding the name of a point of contact to USAFA/RRS.										
49	Instruct commanders to identify outstanding Airmen and forward completed nomination packages using Table 10.7. not later than 15 October each year.	X						X			
50	Forward selectees' packages with a cover letter listing selectees to AFROTC/RRUE.	X						X			
51	Notify the appropriate Base Education and Training Office to have the military personnel section's career development element update assignment availability code 05 upon nomination.	X						X			
52	Notify USAFA/RRS no later than 10 May each year that selected Airmen remain eligible for USAFAPS entry.			X							
	Field operating agencies or direct reporting units without SOAR allocations:										
53	Each field operating agency/direct reporting unit sends the name of a SOAR point of contact to AFROTC/RRUE and distributes specific program information to all assigned units. Note: AFROTC/CC reserves allocations for these organizations for award by a central selection board specifically set up for SOAR nominees.							X			
54	Nomination packages are completed per Table 10.7. and forwarded through the appropriate field operating agency/direct reporting unit SOAR points of contact, ensuring the nomination package is received by AFROTC/RRUE no later than 15 October each year.							X			

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	AFROTC or Uniformed Services University of the Health Sciences (USUHS):										
55	Promptly disenrolls Airmen who fail to maintain acceptable academic standards.	X	X				X		X	X	X
56	Removes trainees who fail to complete the program within the period specified.	X	X				X		X	X	X
57	Notifies the servicing military personnel section of removal actions.	X							X	X	X
58	Grants extensions of up to six (6) months if the trainee's academic performance merits it and does not exceed program requirements.	X	X				X				
59	Discharges health professions candidates and publishes RegAF orders in conjunction with the servicing military personnel section upon receipt of commissioning packages and reassignment instructions from AFPC/DP2N.								X		X
60	Provides a list of RegAF health professions candidates to AFPC/DP2SSM, who conducts a quality review and notify AFROTC/RRUE of the results.		X				X				
61	Notifies AFPC/DP2LWA to remove medically disqualified applicants from assignment availability code 05.		X				X		X		X
62	Approves an educational institution for each NECP participant.								X		
63	Maintains records to ensure each Airman complies with NECP or EMDP2 requirements.								X	X	
64	Coordinates with NECP selectees on application to AFROTC-affiliated colleges and universities.								X		

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
65	Arranges for contract education service agreements with educational institutions to cover normal tuition and fees for all NECP trainees.								X		
66	Authorizes a textbook allowance for each trainee.	X	X					X	X	X	X
67	Cancels selection of applicants whose performance or personal conduct is not compatible with officer training standards.		X				X	X	X	X	X
68	Provides selection board results to AFPC/DP0K for dissemination to unit commanders and Base Education and Training Office.		X				X	X			
69	Ensures proper certification of medical examination reports before determining Airmen are eligible to be boarded.		X				X	X			
70	Ensures the military personnel section reports to AFPC/DP2LT and AFROTC/RRUE the names of applicants discharged from the RegAF before receiving a notice of selection or starting the academic phase for removal from the selectee list.	X									
71	Removes the names of selectees who decline retainability and notify AFPC/DP2LT.	X									
72	Sends assignment instructions via AFPC to the selectees' military personnel sections.	X									
73	Notifies the gaining AFROTC units, each MAJCOM's Chief, Education Operations Branch, and commanders of board results.	X	X				X	X			
74	Ensures the unit commander, first sergeant, or squadron section commander certifies a valid physical fitness assessment is administered.		X				X	X			

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
75	Ensures fitness assessment scores are not over three (3) months old at the time of discharge and enlistment.		X				X	X			
76	Does not allow Airmen to discharge if they have not met their fitness standards.	X	X				X	X			
77	Upon receipt of proof the applicant has met their required fitness standards, but not earlier than 90 days before the class start date, forwards authorization for discharge to the selectee who then works with the servicing military personnel section to determine separation date.	X	X				X	X			
78	Forwards the Airmen instructions for continued application processing after they are ensured the member has been notified of his or her tentative selection.	X	X				X	X			
79	Forwards instructions to the gaining AFROTC unit to start enlistment actions once nominees are qualified.		X				X	X			
80	Ensures all cadets complete an AFROTC Form 53, <i>Cadet Assignment Preference Worksheet</i> , during their junior year so they can be classified into an Air Force specialty.	X	X				X	X			
81	Submits a complete list of individuals in the program to AFPC/DP1TAM at least four (4) months prior to trainee's projected OTS graduation date.	X	X				X	X			
	The Holm Center Commander:										
82	Administers Uniform Code of Military Justice actions to trainees.	X			X	X			X		
83	Ensures the gaining AFROTC detachment publishes the appropriate reserve special orders.	X	X				X	X			

R U L E	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
84	Makes sure AFROTC or TRS, as appropriate, prepares a DD Form 785 in accordance with Chapter 5 , upon an Airman's elimination from a commissioning program.	X	X		X		X	X			X
	AFPC/DP2NN:										
85	Submits a complete list of individuals in the program to AFPC/DP1TAM at least four (4) months prior to the trainee's projected OTS graduation date.								X		
	ARPC/DPA:										
88	Provides military personnel sections, RIO detachments, and members a selection letter informing them that their training line number is being processed and will contain specific reporting and administrative instructions.				X						

Table 10.2. Unit Commander's (or equivalent) Management Responsibilities.

	Program Management Responsibilities Unit Commanders of applicants:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
1	Interview applicants and use an AF Form 56 to document the results. Complete each part of Section III (see notes 1, 2, and 3).		X		X		X	X			
2	Complete the nonnative English speaking identification statement (refer to paragraph 7.3.2.) during the interview.		X		X		X	X			

	Program Management Responsibilities Unit Commanders of applicants:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
3	Notify the military personnel section in writing to place the Airman in assignment availability code 05 (see AFI 36-2110).		X	X			X	X			X
4	Promptly notify the Base Education and Training Office and the servicing military personnel section, who in turn notifies the commissioning program office of primary responsibility, if any disqualifying factors appear at any time up to an applicant's actual enrollment in school. These factors include: misbehavior or failure to maintain high performance standards, adverse changes in attitude or personal appearance, decline in duty performance, or personal conduct not compatible with officer training standards.		X		X		X	X	X	X	X
5	Ensure all disqualifications requiring waivers are indicated on the AF Form 56.				X						
6	Counsel members who have received any initial enlistment/reenlistment bonus for their current enlistment that they lose further bonus entitlements upon entering any commissioning or pre-commissioning program.	X	X	X	X		X	X	X	X	X
7	Inform Airmen who fail to complete the program or who do not adhere to scholarship contract terms they are subject to involuntary recall to active duty in their enlisted grade (see Chapter 6). Non-completion of the scholarship contract terms is grounds for recall of Airmen under the same criteria.	X	X				X	X			
8	Inform Airmen who fail to complete USAFA direct entry program they are subject to involuntary recall to active duty in their enlisted grade. Non-completion			X							

	Program Management Responsibilities Unit Commanders of applicants:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	of either program is grounds for recall of Airmen under the same criteria.										
9	Schedule an initial Flying Class I/II medical evaluation for applicants selected for aviation duty within 30 days of receiving selection notifications.				X						
10	Schedule medical evaluation for applicants/selectee	X	X		X	X	X	X	X	X	X

Notes:

1. Ensure no more than one letter of recommendation is included in the application. **(T-3)** This letter can only be from an individual in the applicant's chain of command, no higher than the organization's senior rater, normally the wing commander or equivalent.
2. The Air Force Chief of Staff, Air Staff Deputy Chiefs of Staff, other heads of staff agencies, directors, and comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense may act as the unit commander for their staff members.
3. The commander reviews the applicant's Unit Personnel Record Group or Automated Records Management System, including military performance reports and unfavorable information file (if applicable), and confirms the recommendation includes a copy of each performance report and any derogatory information within the past 10 years (if applicable). Commanders must include specific comments regarding the applicant's potential as an officer, a statement that the applicant does not have any disqualifying factors contained in **Table 10.6.** and a statement that the commander reviewed the applicant's Unit Personnel Record Group or Automated Records Management System and did or did not find derogatory information within the past 10 years in the recommendation. **(T-3)** The commander personally determines the applicant's moral fitness for commission and counsels the applicant as appropriate. A field grade officer in the applicant's chain of command must review and indorse the application if the applicant's commander is less than a field grade officer. **(T-3)** This form should be typed in paragraph or bullet format.

Table 10.3. Military Personnel Section Program Management Responsibilities.

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	Career Development Element:										
1	Follows guidelines to promote selectees in accordance with AFI 36-2502 before publication of their active duty for training, PCS, or TDY orders. See also Rules 5, 6, 7, and 8.				X	X			X	X	X
2	Follows guidelines to reenlist or extend selectees in accordance with AFI 36-2606.	X			X	X			X	X	X
3	Notifies AFPC Promotions and Training Operations Section (AFPC/DP2SPP) or ARPC/DPA, as appropriate, of selectees promoted to the grade of E-5, effective one (1) day before their scheduled PCS or TDY departure dates, if they are in the grade of E-4 and have the required retainability.	X			X	X			X	X	X
4	Reissues identification cards to selectees and their dependents after reenlistment, extension, or promotion, as appropriate, prior to arrival for assignment.	X			X	X			X	X	X
5	Notes the promotion in the remarks section of the member's order. Notifies AFPC/DP2SPP or AFRC/A1R, as appropriate, of selectees promoted to the grade of E-5 that haven't attended Airman Leadership School for the MilPDS update. Note: the MilPDS does not allow base-level promotion	X			X	X			X	X	X

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	updates on Airmen who have not attended Airman Leadership School (see AFI 36-2502).										
6	Appoints selectees in the grade of E-5 and above as trainees on their active duty for training, PCS, or TDY orders effective on class start date. Members in the grade of E-5 and above retain their current grade.	X			X	X			X	X	X
7	Changes selectees' control AFSC in the MilPDS to 9T100, <i>Officer Trainee</i> , effective 1 day before their scheduled active duty for training, PCS, or TDY departure dates.	X			X	X			X	X	X
8	For RegAF Airmen selected for promotion to the grade of E-5 or below, effective on or after the publication date of PCS or TDY orders, notes promotion cycle, selected grade, and sequence number on the personnel record. Note: Since Airmen serve in the minimum grade of E-5 while enrolled in SLECP, OTS and NECP, there is no need for any promotion action.	X			X				X	X	X
9	For qualified RegAF Airmen selected for promotion to the grade of E-6 or above, promotes on the normal effective date, regardless of whether it occurs before or after the Airman enters the commissioning program.	X			X				X	X	X

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
10	Demotes individuals eliminated from training in accordance with AFI 36-2502 or Chapter 3 .	X			X	X			X		X
11	Ensures member is submitted for a top secret clearance with sensitive compartmented information access prior to publishing active duty for training or PCS orders if member has a projected AFSC of 13D1X, 13S1, 14N1, 15W1 21M1, 71S1, 92T0, 92T1, or 92T2. Member's orders are annotated with the date the top secret with sensitive compartmented information request was submitted to the Defense Information Systems Agency and a copy of the top secret with sensitive compartmented information request is placed in the Unit Personnel Record Group or Automated Records Management System.	X			X						
	Upon receipt of assignment instructions the servicing Military Personnel Section:										
12	Reassigns RegAF Airmen on PCS to their new duty organization.	X			X	X			X	X	X
13	Does not publish reassignment orders until verification of medical worldwide qualification and military retention standards via an AF Form 422.	X			X						

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
14	Members assigned to Special Duty programs/flying status hand-carry their dental records in accordance with AFI 41-210, <i>TRICARE Operations and Patient Administration Functions</i> . Note: Medical records are all electronic.				X						
15	Ensures Airmen acquire the necessary retainability by taking one of these actions: (1) extend current enlistment six (6) months from projected class graduation date for OTS trainees for continental United States (CONUS) selects; 13 months from class report date for overseas selects; (2) reenlist effective from the class start date AFROTC provides. Note: Trainees given a PCS to AFIT for NECP or EMDP2 must have three (3) years retainability; and trainees reassigned in permissive TDY status must have two (2) years retainability as of the expected graduation date. (T-2)	X			X				X	X	X
16	Does not discharge Airmen from the RegAF earlier than 30 days before their class start date as provided by AFROTC/RRUE. If an AFROTC unit accomplished the enlistment, they contact the losing military personnel section once enlistment is complete so the military personnel section can		X				X	X			

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	deliver discharge documents to the gaining AFROTC unit.										
	Career Development Element										
17	Places the Airman in assignment availability code 05 when directed.	X	X	X	X	X	X	X	X	X	X
18	Removes assignment availability code 05 when directed.	X	X	X	X		X	X	X		X
19	Reports to AFPC/DP2LT, AFROTC/RRUE, and AFRS/RSOCL, the names of RegAF applicants discharged from active duty before receiving a notice of selection or starting the academic phase for removal from the selectee list.	X	X	X	X		X	X			
20	Publishes RegAF orders, as appropriate.	X (see note 1)			X (see note 2)	X (see note 2)					
21	Reviews selectees' records and forward to the gaining military personnel section:										
	• Unit Personnel Record Group (only forward if not in Automated Records Management System).	X			X	X			X	X	X
	• PCS orders (15 copies).	X			X	X				X	X
22	Ensures selectees deliver the following items to their new duty station:										
	• Personal clothing and equipment.	X			X	X			X	X	X

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	<ul style="list-style-type: none"> • Driver Training Record. 	X			X						
	<ul style="list-style-type: none"> • On-the-job training record, career counseling, and career intent records. 	X			X				X	X	X
23	Establishes procedures to ensure selectees deliver their finance records or the losing Accounting and Finance Office directly transmits them to the gaining Accounting and Finance Office, depending on the location of the gaining Accounting and Finance Office.	X			X	X			X	X	X
24	Ensures selectees complete any required medical or dental treatment and update their immunizations before they depart.	X		X	X				X	X	X
25	Removes selectees from flying status, parachute jump status, etc., before they leave their present duty station (see AFI 36-3017).	X		X	X				X	X	X
26	Sets a firm departure date for selectees to allow for processing of removal-from-status actions and publication of removal orders; selectees acknowledge departure date before departing for PCS.	X		X	X	X					
27	Completes the removal of selectees from proficiency and superior performance pay, effective on their date of	X		X	X				X	X	X

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	departure, before selectees leave their present duty station.										
28	Ships household goods to selectees at their PCS destination. (see note 3)	X	X		X		X	X	X	X	X
29	Counsels career Airmen who would experience a financial loss through reenlistment that they may extend their current enlistment to acquire retainability. (See notes 4 and 5)	X							X	X	X
30	Counsels Airmen who reenlist or extend their enlistment to get retainability for Air Force commissioning programs for which they do not get a Selective Reenlistment Bonus, regardless of any Air Force specialty they hold at the time of reenlistment or extension. (See notes 1 and 2)	X			X				X	X	X
31	Counsels selectees that the Air Force suspends Selective Reenlistment Bonus payments to selectees in accordance with AFI 36-2606. Note: The suspension ends if the member returns to enlisted status and serves in the Selective Reenlistment Bonus skill. (See notes 1 and 2)	X			X				X	X	X
32	Instructs selectees who decline to obtain the required retainability they are ineligible.	X		X					X	X	X
33	For RegAF applicants, ensures the individual attending training	X			X						

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	has the following documents in their outprocessing package: PCS order to include amendments (if applicable), official college transcripts for all conferred degrees, all DD Form 4s, Records Review Listing, and DD Form 214 (if applicable).										
34	Discharges Airmen who enlist in the AFR -Obligated Reserve Section for eight (8) years if there are no disqualifying factors discovered before or occurring after submission of the application. Separation authority is base level.		X				X	X			
35	Discharges Airmen assigned overseas and enlist them in the AFR-Obligated Reserve Section at the port of entry or at their AFROTC detachment.		X				X	X			
36	Does not give Airmen their discharge documents until after enlistment in the AFR-Obligated Reserve Section is complete.		X				X	X			
37	Enlists Airmen in the AFR-Obligated Reserve Section on the day following discharge. Enlistment may be accomplished by the military personnel section or the nearest AFROTC unit. Enlistment documents and instructions are provided to the military personnel section or nearest AFROTC unit by the gaining AFROTC unit.		X				X	X			

	Program Management Responsibilities	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
38	Within two (2) duty days after enlisting the selectee in the AFR-Obligated Reserve Section, the military personnel section or the AFROTC unit which performed the enlistment, sends all enlistment documents to the AFROTC unit the Airman is attending.		X				X	X			
39	Coordinates with the nearest AFROTC detachment to complete the prescribed documents.		X				X	X			
40	Forwards the documents according to instructions in the memorandum authorizing discharge.		X				X	X			
41	Notifies AFRS/RSOC of any change in a RegAF applicant's eligibility status from the time of selection notification to when the member departs for OTS.				X						

Notes:

1. Except for those promoted in accordance with AFI 36-2502, Airmen may take a delay in route in excess of 30 days if it does not interfere with them reporting on time.
2. Orders are TDY en route to PCS.
3. If there is an AFROTC detachment at the new duty location, mark the shipment: "Contact AFROTC Detachment (number) before placing the shipment in storage."
4. Total extensions on current enlistment may not total more than 48 months (see AFI 36-2606).
5. If an Airman is in a Selective Reenlistment Bonus skill and is administratively accepted or selected for a pre-commissioning program or OTS, or reenlists or extends enlistment after the date of acceptance or selection, the Airman is not entitled to the Selective Reenlistment Bonus. The Defense Finance and Accounting Services suspends installments for Airmen who have received partial Selective Reenlistment Bonus payments and for Airmen who reenlist after submitting application for training leading to a commission in accordance with AFI 36-2606. The fact that an Airman has not received official orders to attend a course of instruction leading to a commission (at time of reenlistment or entry into an extension), does not establish Selective Reenlistment Bonus payment entitlement, as the reason for reenlistment or extension is not to serve in an Selective Reenlistment Bonus AFSC. Trainees may not receive proficiency pay (see AFI 36-3017).

Table 10.4. Base Education and Training Office Program Management Responsibilities.

	Program Management Responsibilities The Force Support Squadron Education and Training Section:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
1	Notifies the military personnel section to remove the applicant from assignment availability code 05 if applicant was non-selected or disqualified.		X	X	X		X	X	X		X
2	Advises the applicant on obtaining needed documents and completing requirements.		X	X	X		X	X	X	X	X
3	Does not place the member in assignment availability code 05 earlier than one (1) month before forwarding the application to the processing authority. Update assignment availability code 05 in accordance with AFI 36-2110.	X	X	X	X		X	X	X		X
4	Ensures sections I and II of the AF		X	X	X		X	X			

	Program Management Responsibilities The Force Support Squadron Education and Training Section:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	Form 56 are completed prior to the interview.										
5	Publicizes the enlisted commissioning programs.		X	X	X		X	X	X	X	X
6	Reviews and helps assemble documents in the order listed per AFROTC website: https://www.airuniversity.af.edu/Holm-Center/AFROTC/ and the AFRS page on the Air Force Portal website.		X	X	X		X	X	X		
7	Advises the applicant to read applicable portions of Chapter 5 and be aware of its provisions.		X	X	X		X	X	X	X	X
8	Advises Airmen to see the military personnel section on service commitment requirements.	X	X		X		X	X	X	X	X
9	Assists applicants in requesting the memorandum of academic eligibility along with original or an official copy of required documents to submit to AFROTC/RRUE for the academic evaluation phase of the application process. (see note 1)								X		
10	Assists applicant in ordering College Level Examination Program/Defense Activity for Non-Traditional Education Support Subject Standardized Test, if applicable.								X	X	X
11	Assists member in ordering official copies of all college transcripts, including Community College of the Air Force transcripts, if applicable.	X							X	X	X
12	Provides member a list of college courses the member is now attending or is scheduled to attend before the								X		

	Program Management Responsibilities The Force Support Squadron Education and Training Section:	S L E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	selection board convenes to include in the members application package.										
13	Schedules applicants/nominees for the AFOQT and pilot applicants for the Test of Basic Aviation Skills.	X	X		X		X	X			
14	Assists member in ordering ACT or SAT scores. Report may be on a college transcript or an official test report.	X	X					X		X	X
15	Immediately notifies the Airman's commander of the board results. Note: Do not preempt the commander by notifying the Airman directly.				X				X	X	X
16	Advises applicant to view AFROTC scholarship information on the AFROTC website at https://www.airuniversity.af.edu/Holm-Center/AFROTC/ .		X					X			
17	Assists member, if needed, with determining eligibility.		X	X	X		X	X	X	X	X
18	Helps Airmen complete the AF Form 1786, ensuring they meet basic eligibility requirements and forward the completed form to USAFA/RRS not later than 31 January each year.			X							
19	Helps commanders prepare commissioning packages and ensures applicants meet minimum eligibility requirements. Notify USAFA/RRS no later than 10 May each year that selected Airmen remain recommended for USAFAPS entry. (see note 2)			X							
20	When notified by the member's commander, updates AFRS/RSOCL, ARPC/DPAR, or NGB/AIPO as				X						

	Program Management Responsibilities The Force Support Squadron Education and Training Section:	S L E C P	A S C P	L E C P	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP / DPT / Ph.D. Clin Psych
	appropriate, of any change in the applicant's eligibility status from the time of selection notification to when the member departs for OTS.										
21	Only reviews and assists with applications process for active service members and refers all other interested applicants to the nearest Air Force Recruiter.				X						
22	Ensures TDSP participants do not receive tuition assistance.					X					
Notes: 1. Assist RegAF applicants in requesting the memorandum of academic eligibility along with original or an official copy of transcripts and submit to AFPC/DP2NN for the academic evaluation phase of the application process. 2. Notify AFPC/DP2NN (for NECP), AFPC/DP2NW (for IPAP) or AFPC Physician Education Branch (AFPC/DPN2P) (for EMDP2) of any changes to their eligibility between the time of selection notification and reporting to AFROTC detachment, Army Medical Department Center and School or USUHS trainee squadron.											

Table 10.5. Applicant's Commissioning Responsibilities.

	The applicant:	S L E C P	A S C P	L E C P	O T S	T D S P	P O C - E R P	S O A R	N E C P	E M D P 2
1	Notifies AFROTC detachment, OTS, USAFA, or unit commander and the military personnel section, customer service element of any change in address, telephone number, or status for as long as they are in the program.	X	X	X	X	X	X	X		
2	If selected, reviews Holm Center website https://www.airuniversity.af.edu/Holm-Center/OTS/ for OTS reporting information for OTS inbound trainees.				X					

	The applicant:	S L E C P	A S C P	L E C P	O T S P	T D S P	P O S C - E R P	S O A R P	N E C P	E M D P 2
3	If selected, provides post selection documents in accordance with email request from AFROTC/RRUE.	X	X			X	X			
4	If selected, provides post board documents (i.e., fitness assessment results, Base-of-Preference, security clearance memorandum, Personnel Reliability Program administrative certification, physical, etc.) as required by individual AFSC. For further information on post board instructions, refer to the AFRS page on the Air Force Portal website.				X					
5	If selected, notifies AFROTC/RRUE of any changes to their eligibility between the time of selection notification and reporting to their AFROTC detachment. (see note)	X	X			X	X	X		
6	If selected, notifies AFRS/RSOC of any changes to their eligibility between the time of selection notification and reporting to OTS.				X					
7	Request the university mail an official college transcript to 22 TRSS/MSP. A graduate will not receive a commission without an official transcript prior to OTS graduation. (T-0)	X			X					
8	Complies with all AFROTC directives while assigned to the program.	X						X		
9	Submits DD Form 368 to AFRS/RSOC when requested.				X					
10	Submits DD Form 368 to AFROTC/RRUE, if they are members on active duty from a sister service.		X			X				
11	Meet academic requirements listed in the applicable guidelines	X						X		
12	Notify their unit commander of changes in their eligibility from the time they apply until the selection board convenes. Failure to do so may preclude the applicant from further consideration.	X	X	X	X	X	X	X		
Note: Notify AFPC/DP2NN (for NECP) or AFPC/DP2NP (for EMDP2) of any changes to their eligibility between the time of selection notification and reporting to AFROTC detachment or USUHS trainee squadron.										

10.4. Eligibility Requirements. Specific Air Force commissioning program guidance, required documentation, and individual program management responsibilities are outlined for each program in [Tables 10.1](#) through [10.8](#)

10.4.1. Applicants must meet the eligibility requirements or have an approved waiver, for enlistment in accordance with [Chapter 3](#), and appointment in accordance with [Chapter 5](#). (T-1)

10.4.1.1. Requests for waiver of a reenlistment code that renders an applicant ineligible to reenlist are forwarded to the appropriate approval authority (see [paragraph 10.4.1.2](#)) with the application package through:

10.4.1.1.1. For ASCP, POC-ERP and SOAR: AFROTC/RRUE.

10.4.1.1.2. For OTS: AFRS/RSOCL, ARPC/DPAR or NGB/A1PO as appropriate.

10.4.1.1.3. For LEAD: USAFA/RRS.

10.4.1.1.4. For NECP: AFPC/DP2NN.

10.4.1.1.5. For IPAP, DPT, and Ph.D. in Clinical Psychology: AFPC/DP2NW.

10.4.1.1.6. For EMDP2: AFPC/DPN2P

10.4.1.2. Route the reenlistment eligibility code waiver through the AFPC Transition, Retention and Skills Management Branch (AFPC/DP3ST), AFRCRS/RSO, or NGB/A1P, as appropriate for final waiver approval or disapproval.

10.4.2. Additional age restrictions.

10.4.2.1. POC-ERP (non-scholarship) applicants must commission prior to the applicant's 40th birthday. (T-1)

10.4.2.2. NECP must be commissioned prior to the applicant's 42nd birthday. (T-1)

10.4.2.3. EMDP2 applicants must be commissioned prior to the applicant's 40th birthday. (T-1)

10.4.2.4. In accordance with 10 USC § 2107 applicants who apply for ASCP, SOAR, or POC-ERP (scholarship) must be under age 31 on December 31 of their graduation year to earn a commission. (T-0)

10.4.2.5. In accordance with 10 USC § 9446 LEAD applicants must be under age 23 upon entering USAFA. (T-0) If attending USAFAPS, applicants must be under age 22 before entering the Preparatory School. (T-0) See [Table 10.6](#) and [paragraph 10.12](#) for ineligibility factors and waiver authorities.

10.4.3. NECP applicants within 12 months of completing a controlled tour (codes 44 and 50, as defined by AFI 36-2110) at the application cutoff date may apply (no waiver required). NECP applicants must receive a major command (MAJCOM) waiver in order to apply if they have more than 12 months remaining on their controlled tour at the time of the application cutoff date. (T-2)

10.4.4. RegAF enlisted applicants selected for any commissioning program prescribed in this publication must successfully pass AFPC/DP2LT personnel quality control screening prior to assignment. (T-2) The quality control screening encompasses a review of the Air Force's Automated Records Management System, which holds all documents authorized in the Master Personnel Records; specifically, nonjudicial punishment action under Article 15, Uniform Code of Military Justice; courts-martial documents; lost time records; and unfavorable

information files within the past 10 years. Nondisclosure of derogatory information requested on the AF Form 56 normally results in selection status withdrawal.

10.4.5. All applicants will complete an AF Form 1034. **(T-2)** This form is the official agreement between an OTS applicant and the United States Air Force. It lists all promises or guarantees made to the applicant and becomes an annex to the DD Form 4. All instructions are on the form.

10.5. Ineligibility Factors and Waivers. Eligibility requirements and criteria are developed to ensure only the best qualified persons available apply and are accepted for commissioning programs. See **Table 10.6** for conditions that require a waiver to apply for commissioning programs and the waiver authority for each condition. Normally, applicants granted waivers are those who have special skills and qualifications not readily available in the existing applicant pool.

10.5.1. Applicants who report arrest, indictment, or conviction for any violation of civil or military law should refer to **paragraph 10.5.3** to determine if a waiver is required.

10.5.2. A waiver request may be disapproved without further consideration by any commander in the reporting chain (see **Table 10.6**, note 1). However, applicants may reapply after six (6) months from the disapproval date.

10.5.3. Waivers of Moral Disqualifications. Applicants must submit a waiver request if they have convictions or adverse adjudication of offenses, as indicated in **Attachment 2** and <https://www.airuniversity.af.edu/Holm-Center/AFROTC/>.

10.5.3.1. Include the following documentation with the waiver request:

10.5.3.1.1. Copies of any relevant police reports.

10.5.3.1.2. Copies of any charging documents.

10.5.3.1.3. If the case resulted in conviction, a certified copy of the criminal judgment, including the sentence.

10.5.3.1.4. If the case resulted in deferred judgment, suspended judgment, or diversion, a certified copy of the court order and a copy of any diversion agreement.

10.5.3.1.5. If official court documentation is not available or adequate, a letter from the court or from a prosecutor, explaining the disposition of all charges.

10.5.3.1.6. For RegAF Airmen, their unit commander's recommendation.

10.5.3.1.7. For AFR Airmen, their servicing AFRC Force Support Squadron, RIO detachment, or recruiting squadron commander's recommendation routed through the numbered Air Force (NAF) (or equivalent) for endorsement.

10.5.3.1.8. For ANG Airmen, endorsement by The Adjutant General (TAG).

10.5.3.2. Unit commanders, recruiting squadron or group commanders, RIO detachment commanders, or TAGs may disapprove waivers. Do not forward waiver requests to the processing authorities (see **Table 10.6**, note 1.a.) if any of these officials disapproved the applicant's waiver. **Note:** For ANG applicants, the waiver authority for Category 1, 2 and 3 conduct waivers is NGB/A1P.

Table 10.6. Conditions Requiring Waiver to Apply For Air Force Commissioning Programs.

	A	B	C	D	E	F	G	H	I	J
R U L E	If the applicant:	And is applying to:							Waiver Authority is:	See notes
		L E A D	O T A S	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP/ DPT/ Ph.D. Clin Psych		
1	Is selected for an assignment.	X	X	X	X	X	X	X	AFPC/DP2LWA [RegAF only]	1
2	Has been selected for or is enrolled in a course leading to an award of an AFSC.	X	X	X	X	X	X	X	AFPC/DP2SST [RegAF only]	1
3	Is an Airman with less than one (1) year of continuous service in the Air Force as of the commissioning program board convening date.	X	X	X	X	X	X	X	AFPC/DP2LWA for RegAF ARPC/CC for AFR	1, 8, 10
4	Does not have one (1) year on station at board convening date, including completion of one (1) year or less of a controlled duty assignment or service commitment.	X	X	X	X	X	X	X	AFPC/DP2LWA for RegAF ARPC/CC for AFR	1, 2, 7, 10
5	Has a personnel security clearance investigation reflecting “ <i>ACTION PENDING</i> ” in the Joint Personnel Adjudication System; or had a personnel security clearance denied or revoked.	X	X	X	X	X	X	X	AFRS, AFROTC, USAFA, ARPC/CC, or NGB/A1P (as appropriate)	1
6	Is under investigation or undergoing court-martial or civilian criminal court proceedings (includes Airmen who refuse punishment under Article 15 of the Uniform Code of Military Justice and request trial by court-martial).	X	X	X	X	X	X	X	Not waiverable	

	A	B	C	D	E	F	G	H	I	J
R U L E	If the applicant:	And is applying to:						IPAP/ DPT/ Ph.D. Clin Psych	Waiver Authority is:	See notes
		L E A D	O T S	P O C - E R P	S O A R	N E C P	E M D P 2			
7	Is on a control roster.	X	X	X	X	X	X	X	Not waivable	
8	Previously received a commission in any of the Uniformed Services through a program listed in Attachment 24 .	X	X	X	X	X	X	X	Not waivable	
9	Holds or held a commission in any of the Uniformed Services, but did not attend a commissioning program listed in Attachment 24 .	X	X	X	X	X	X	X	AFRS, AFROTC, or USAFA as appropriate [RegAF only]	1, 3
10	Is an active member of another component or service--unless the applicant submits an approved DD Form 368 or AF Form 1288, as appropriate	X	X	X	X	X	X	X	Not waivable	
11	Is a USAFA or AFROTC disenrollee involuntarily called to active duty, and has not served one-half (1/2) of his or her term of enlistment.		X	X	X	X	X	X	AFPC/DP3DA	1, 4
12	Requested withdrawal of application or had a waiver request disapproved within previous six (6) months.	X	X	X	X	X	X	X	AFRS, AFROTC, USAFA, ARPC/CC, or NGB/A1P (as appropriate)	1, 5
13	Is not recommended for commissioning by his or her commander based on derogatory information.	X	X	X	X	X	X	X	Not waivable	
14	Declined selection or selection is involuntarily withdrawn	X	X	X	X	X	X	X	AFRS, AFROTC,	1, 6

	A	B	C	D	E	F	G	H	I	J
R U L E	If the applicant:	And is applying to:							Waiver Authority is:	See notes
		L E A D	O T S	P O C - E R P	S O A R	N E C P	E M D P 2	IPAP/ DPT/ Ph.D. Clin Psych		
	within previous six (6) months.								USAFA, ARPC/CC, or NGB/A1P (as appropriate)	
15	Is currently serving as one of the 12 Outstanding Airmen of the Year and cannot complete tenure prior to departing for commissioning program. The tenure runs from September of the current year through September of the following year.	X	X	X	X	X		X	Office of the Chief Master Sergeant of the Air Force	1, 10
16	Has received an initial enlistment bonus within the present enlistment and has not served at least half of the term of enlistment.	X	X	X	X	X		X	AFPC/DP3ST in coordination with AFPC/DP2LWA, ARPC/CC, or NGB/A1P (as appropriate)	1, 9
17	[RegAF only] Has received a selective reenlistment bonus within the present enlistment and has not served at least half of the term of enlistment.	X	X	X	X	X		X	AFPC/DP3ST in coordination with AFPC/DP2LWA	1, 9, 11

Notes:

1. Submit a request for a waiver with the application through the processing authority. Applicants must submit waiver requests in writing with justification and commanders' endorsements. **(T-2)** Any commander in the processing chain may disapprove a waiver request when, in their judgment, the applicant does not meet the exceptional level as described for each specific program outlined in this publication.

a. Processing authorities are:

(1) For AFR quotas: ARPC/DPAR

(2) For ANG quotas: NGB/A1PO

(3) For RegAF quotas:

(a) ASCP, SOAR, POC-ERP: AFROTC/RRUE

- (b) LEAD: USAFA/RRS
 - (c) OTS: AFRS/RSOC
 - (d) NECP: AFPC/DP2NN
 - (e) IPAP, DPT, and Ph.D. in Clinical Psychology: AFPC/DP3NW
 - (f) EMDP2: AFPC/DPN2P
 - (4) AETC/SG, when applicable.
- b. When an AFPC office is the waiver authority, processing authorities forward waiver requests to that office for consideration. The applicable AFPC office notifies the processing authority of the final approval/disapproval status of the waiver request.
- c. When an AFRC office is the waiver authority, ARPC/DPAR receives waiver requests from hiring unit with NAF (or equivalent) endorsement and forwards to approval authority. The applicable AFRC office notifies the processing authority of the final approval/disapproval status of the waiver request.
- d. When an ANG office is the waiver authority, processing authorities forward waiver requests to that office for consideration. The applicable ANG office notifies the processing authority of the final approval/disapproval status of the waiver request.
- e. Include the following with each waiver request: rank, name, social security number, age, control AFSC, date assigned to station, date of separation, assignment action number, if applicable, date of birth, and date of graduation. Explain the circumstances of the disqualifying factor and provide specific justification for the waiver. Include a copy of the DD Form 785, if applicable. The applicable commander will indorse all waiver requests according to the prescribed instruction. **(T-1)**
2. Applies to non-continental United States residents serving in their home area and other members serving in the continental United States (for assignment purposes only, a non-continental United States resident is a member whose home of record at the time of initial enlistment (for Airmen), or immediately preceding commissioning (for officers) is located in Alaska, Hawaii, Guam, or other United States territories and protectorates). For purposes other than assignments, home of record may be defined otherwise.
3. AFPC/DP2LT considers exceptions to policy to enter a commissioning program on a case-by-case basis for applicants who previously received a direct appointment without attending a formal commissioning training program, or have previously completed another formal commissioning training program.
4. Applicants disenrolled from AFROTC or USAFA contact AFPC/DP3ST for a DD Form 368 prior to application submission and disenrollment waiver consideration. Individuals pending a recall to active duty due to disenrollment are not eligible to apply.
5. An OTS applicant may not reapply for a period of six (6) months from the date of disenrollment, date of the withdrawal request, or date of the disapproval of a waiver request without an approved waiver from the listed waiver authority.
6. An OTS selectee may not reapply for a period of six (6) months from the date of their declination or selection withdrawal without an approved waiver from the listed waiver authority.
7. An OTS applicant must start training within 450 days from the time of application. **(T-2)**
- Note:** AFRS/RSOC, the applicable AFR senior rater, or NGB/A1P, as appropriate, may extend the 450-day requirement on a case-by-case basis to account for situations beyond the applicant's control (deployment would be an example). Additionally, AFRS/RSOC, AFRCRS/RSO or NGB/A1P, as appropriate, may withdraw select status if applicant fails to

comply with select suspenses (i.e., medical and/or security clearance processing).

8. For NECP, IPAP, DPT, Ph.D. in Clinical Psychology and EMDP2, applicant must be on active duty in the minimum rank of senior airman at the time of the board convening date. **(T-1)**

9. Upon selection, the Defense Finance and Accounting Services suspends installments for Airmen who have received partial bonus payments and initiates recoupment of any unearned portion of the bonus payment in accordance with AFI 36-2606 and the DoD 7000.14, *Financial Management Regulation*, Volume 7A (located at <https://comptroller.defense.gov/fmr.aspx>). Trainees may not receive proficiency pay in accordance with AFI 36-3017.

10. Members may apply prior to the one (1)-year mandatory date; however, must not depart for any commissioning program until the one (1)-year timeframe has been met. **(T-2)**

11. In accordance with AFI 26-2606, request must be processed through the Airman's unit commander/civilian director to AFPC Reenlistments prior to the board convening date. AFPC Reenlistments forwards all requests to the Force Management Policy Division for approval/disapproval.

10.6. AFROTC General Information.

10.6.1. AFROTC scholarship programs allow enlisted Airmen to request voluntary separation in order to enter an AFROTC program in accordance with AFI 36-3208 (for RegAF) or AFI 36-2110 (for reassignment to the AFR-Obligated Reserve Section for ANG or AFR members).

10.6.2. Members from other military services are eligible for POC-ERP. These individuals should contact AFROTC/RRUE for specific application guidelines.

10.6.3. RegAF personnel who are selected for an AFROTC commissioning program must be discharged from the RegAF and enlisted in the AFR. AFR and ANG personnel must be released from active duty and remain enlisted in the AFR while an AFROTC cadet. **(T-0)** They lose all medical benefits, pay, and allowances unless serving in the Selected Reserve while in non-contract (pursuing) status as an AFROTC cadet.

10.6.4. Applicants may pursue technical, non-technical, nursing, biomedical sciences, or pre-health majors depending upon the program for which they applied. The pre-health program interfaces with the Armed Forces Health Professions Scholarship Program (HPSP), with follow-on medical school scholarships. AFROTC pre-health cadets are guaranteed an Air Force HPSP award provided they obtain a pre-health designation and acceptance to an accredited medical school before their commissioning date. For more information about the pre-health program, biomedical sciences disciplines, and nursing boards, contact an AFROTC unit. Submit an application through (<https://www.airuniversity.af.edu/Holm-Center/AFROTC/>).

10.6.5. Details on AFROTC scholarship programs can be found in **paragraphs 10.7 through 10.9**

10.7. AFROTC Airman Scholarship and Commissioning Program (ASCP). ASCP offers enlisted personnel the opportunity to earn a commission while completing their bachelor's degree as an AFROTC cadet. Scholarships range from two (2) to four (4) years in length. Participants receive payment for tuition and scholarship fees (refer to the website below for current scholarship

amount), an annual textbook allowance, and a monthly stipend when the scholarship is activated. AFROTC scholarships do not pay for room and board costs. Enlisted members may obtain information by contacting their Base Education and Training Office, an AFROTC unit, or via the following website: <https://www.airuniversity.af.edu/Holm-Center/AFROTC/>.

10.7.1. See **Table 10.7** for a list of documents needed to submit an application package.

10.7.2. Application deadlines are published by AFROTC/RRUE on the above website.

10.7.3. Applicants submit packages, to include all waiver requests, to AFROTC/RRUE.

10.7.4. AFROTC/RRUE requests and receives a quality control audit from AFPC/DP2LT for all applicants accepted for an AFROTC scholarship program.

10.7.5. AFROTC/RRUE hosts the ASCP central selection board. Results are released by AFPC. The Base Education and Training Office should notify appropriate unit commanders who in turn notify individuals of their selection or non-selection.

10.7.6. Selectees coordinate with AFROTC/RRUE for their out-processing instructions and enrollment in AFROTC.

Table 10.7. ASCP, SOAR, and POC-ERP Application/Nomination Documents.

R U L E	Document (see note 1):	is required for		
		ASCP	POC-ERP	SOAR
1	AF Form 56 completed by applicant's commander showing recommendation (see note 2).	X	X	X
2	AF Form 1206, <i>Nomination for Award</i> (see note 3).			X
3	Letters of recommendation (see note 4).	None	None	None
4	Affidavit from the applicant listing all civil involvement since last security clearance via a memorandum for record and utilize AFROTC Form 14, <i>Law Enforcement Inquiry</i> (if applicable) (see notes 5, 6 and Attachment 15).	X	X	X
5	One copy of all military performance reports and any derogatory information within the past 10 years (if applicable).	X	X	X
6	Waiver request (if applicable) and other documents specified in Table 10.6. and Chapter 5.	X	X	X
7	One legible official transcript from each college or university attended (see note 7).	X	X	X
8	Letter of acceptance from a university or college (see note 8).	X	X	X
9	Member provides a memorandum for record showing financial resources are adequate to pay for college and living expenses (see note 9).	X	X	X
10	AFOQT scores printout (from https://w45.afpc.randolph.af.mil/afoqtsnet40/default.aspx).	X	X	X

R U L E	Document (see note 1):	is required for		
		ASCP	POC-ERP	SOAR
11	Assignment Management System enlisted Single Unit Retrieval Format.	X	X	X
12	AF Form 422 (see note 10).	X	X	X
13	Academic plan coordinated with the applicant's desired college/university and detachment (see note 11).	X	X	X
14	Physical fitness assessment results (see note 12).	X	X	X
15	ACT or SAT scores.	see note 7		see note 7
16	AFROTC Enlisted Commissioning Program Application Checklist.	X	X	X
17	Body Mass Index Letter of Certification.	X	X	X
18	Letter listing whether college courses are currently being taken.	X		X

Notes:

- Further detailed guidance on form completion and additional information can be found on the AFROTC website at: <https://www.airuniversity.af.edu/Holm-Center/AFROTC/>
- The commander personally reviews the applicant's Unit Personnel Record Group or Automated Records Management System including military performance reports and unfavorable information file (if applicable) and confirms that the recommendation includes a copy of each performance report and any derogatory information within the past 10 years (if applicable). Commander must include specific comments regarding the applicant's potential as an officer, a statement that the applicant does not have any disqualifying factors contained in **Table 10.6.**, and a statement that the commander reviewed the applicant's Unit Personnel Record Group or Automated Records Management System and did or did not find derogatory information within the past 10 years in the recommendation. **(T-3)** The commander personally determines the applicant's moral fitness for commission and counsels the applicant as appropriate. The first field grade officer in the applicant's chain of command must review and indorse the application if the applicant's commander is less than a field grade officer. **(T-3)** This form may be handwritten or typed, in paragraph or bullet format. Ensure it is legible.
- Completed by the candidate's supervisor with the following main topics:
 - Leadership and job performance in primary duty.
 - Significant self-improvement.
 - Leadership qualities.
 - Air Force or civilian awards, prizes, titles, etc.
 - Other accomplishments (including extracurricular activities).
 - Articulate and positive representative of the Air Force.
- There are no letters of recommendation required for the ASCP, SOAR, and POC-ERP programs.
- AFROTC forms are located on the AFROTC website at: <https://www.airuniversity.af.edu/Holm-Center/AFROTC/>
- The affidavit is completed for anything more serious than minor speeding offenses, including shoplifting, and disorderly conduct on station (see **Chapter 5**). Include the

R U L E	Document (see note 1):	is required for		
		ASCP	POC-ERP	SOAR
	<p>monetary amount of all fines. Corroborate the events with arrest records from the appropriate arresting authorities or get an official statement denying their release or existence (Use AFROTC Form 14 to accomplish this). AFROTC requires a waiver. Affidavit from the applicant listing all civil involvement since last security clearance via a memorandum for record and utilize AFROTC Form 14 (if applicable). The applicant completes the statement without advice and assistance.</p> <p>7. Applicants must submit scores from the ACT or SAT if they have less than one (1) year (24 semester hours or 36 quarter hours) of graded college work (i.e., not College Level Examination Program, Defense Activity for Non-Traditional Education Support, Community College of the Air Force, etc.). (T-1) Minimum scores for each program are located on the AFROTC website at: https://www.airuniversity.af.edu/Holm-Center/AFROTC/</p> <p>8. The timing of when a university releases a letter of acceptance and application deadlines do not always coincide. If the applicant does not have a letter of acceptance, submit a letter indicating to which school they have applied and an estimated date the letter should be released. Letters should be signed by appropriate school advisor/registrar. AFROTC/RRUE must receive the letter of acceptance before authorizing the discharge. (T-1)</p> <p>9. RegAF personnel are released to the AFR-Obligated Reserve Section to accept the scholarships and enroll in AFROTC. Applicants (airman first class (E-3) and below) must provide a memorandum showing financial resources are adequate to pay for college and living expenses only for the first year they are in college to show they are financially stable. (T-3)</p> <p>10. The medical officer performs a physical health assessment and reviews the medical records to determine if the applicant is qualified. If qualified, the medical officer completes the AF Form 422 stating the applicant is worldwide qualified. If the medical officer determines the applicant is not qualified, the medical officer schedules a medical evaluation board.</p> <p>11. Airmen must coordinate their proposed degree plan with their detachment staff and the appropriate college/university officials to ensure the plan is realistic and meets all degree and AFROTC requirements. (T-2) Use the electronic version of the AFROTC Form 48, <i>Academic Plan</i>, to coordinate the plan through the detachment and school officials. The AFROTC Form 48 can be found at: https://www.airuniversity.af.edu/Holm-Center/AFROTC/.</p> <p>12. Applicants must pass the physical fitness assessment. (T-2) Report the results via memorandum signed by unit commander, squadron section commander, or first sergeant to AFROTC/RRUE.</p>			

10.8. AFROTC Professional Officer Course Early Release Program (POC-ERP). [RegAF Only] POC-ERP is an avenue for RegAF Airmen to attend college in order to finish earning their baccalaureate degree. The POC-ERP allows Airmen with no more than two (2) years of college remaining to apply for early release from the RegAF to pursue a commission through AFROTC. Selected applicants attend college full time at universities offering AFROTC. See [Table 10.7](#) for a list of documents needed to submit an application package.

10.9. Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (SOAR). [RegAF Only] SOAR allocates scholarship quotas to MAJCOMs, field operating agencies, and direct reporting units for outstanding Airmen. If qualified and selected by the AFROTC board, Airmen receive two (2)-year to four (4)-year scholarships to a college or university offering AFROTC. Commanders are encouraged to seek out their strongest performers with exceptional potential, motivating them to complete college degrees and be commissioned through AFROTC. RegAF personnel are discharged from the RegAF and enlisted in the AFR-Obligated Reserve Section to accept the scholarships and enroll in AFROTC.

10.9.1. Scholarship allocations are distributed by MAJCOM, field operating agency, and direct reporting units based on the number of Airmen assigned as of 1 July each year. MAJCOMs, field operating agencies, and direct reporting units (or their Voluntary Education Services Manager) will tentatively select Airmen for scholarships but will forward all qualified candidates to AFROTC/RRUE no later than 15 October. **(T-1)** Those selected start school the following fall term.

10.9.2. Those field operating agencies and direct reporting units who do not receive allocations based on their number of Airmen assigned will submit nomination packages to AFROTC/RRUE for the small units central selection board not later than 15 October. **(T-1)** The application package must conform to the requirements listed in [Table 10.7 \(T-1\)](#)

10.10. Senior Leader Enlisted Commissioning Program (SLECP). SLECP allows designated Air Force senior leaders to directly select exceptionally performing, highly talented enlisted Airmen for commissioning through OTS. MAJCOM Directors of Manpower, Personnel and Services are responsible for assisting their respective senior leaders in the SLECP selection process. A review of this publication is recommended to assist in developing selection guidelines for senior leaders. **Note:** All conditions listed in [Table 10.6](#), except those rules requiring AETC/SG input, can be waived. Once the AETC/SG has provided a favorable waiver recommendation, the applicable senior leader identified in [paragraph 10.10.3](#) may waive those conditions.

10.10.1. SLECP-A is for candidates who do not possess a baccalaureate degree, but completed at least 24 semester hours or equivalent by the end of the SLECP selection window with plans for completing a bachelor's degree within (3) years from an accredited institution. This program provides an opportunity for enlisted members to complete their degree while in an active duty status. Airmen must complete all degree requirements within three (3) years and attend an accredited school with an associated funding agreement and/or affiliated cross-town AFROTC (for management purposes only) with a tuition cap of \$18,000/year. **(T-3)** The degree earned must qualify for the AFSC classified into or the member will be reclassified into a qualifying AFSC. **(T-3)** After graduation, the Airman attends OTS to earn their commission.

10.10.2. SLECP-O is for candidates who currently possess a baccalaureate degree from an accredited institution. Members should be placed in the earliest OTS class the member is eligible to attend.

10.10.3. The following senior leaders are the selection authorities:

10.10.3.1. The Secretary of the Air Force.

10.10.3.2. The Under Secretary of the Air Force.

- 10.10.3.3. The Chief of Staff of the Air Force.
- 10.10.3.4. The Vice Chief of Staff of the Air Force.
- 10.10.3.5. The Assistant Vice Chief of Staff of the Air Force.
- 10.10.3.6. The Commander, Air Combat Command.
- 10.10.3.7. The Commander, Air Education and Training Command.
- 10.10.3.8. The Commander, Air Force Materiel Command.
- 10.10.3.9. The Commander, Air Force Space Command.
- 10.10.3.10. The Commander, Air Mobility Command.
- 10.10.3.11. The Commander, Air Force Global Strike Command.
- 10.10.3.12. The Commander, Pacific Air Forces.
- 10.10.3.13. The Commander, United States Air Forces in Europe.
- 10.10.3.14. The Commander, Air Force Special Operations Command.
- 10.10.3.15. The Commander, Air Force Reserve Command (SLECP-A only).
- 10.10.3.16. The Director, Air National Guard (SLECP-A only).
- 10.10.3.17. The Chief Master Sergeant of the Air Force.

10.10.4. The Director for Personnel Programs (AFPC/DP3) provides program nomination information to senior leaders before each program nomination period.

10.10.5. Nominees must meet the below minimum eligibility criteria.

- 10.10.5.1. Meet all eligibility criteria for appointment as outlined in **Chapter 5. (T-1)**
- 10.10.5.2. Receive a minimum AFOQT quantitative score of 10 and verbal score of 15. **(T-1)**
- 10.10.5.3. Any additional criteria as determined by the applicable senior leader

10.11. Nurse Enlisted Commissioning Program (NECP). [RegAF Only] The NECP program sponsors enlisted members to complete the upper division curriculum toward a baccalaureate degree in nursing. Maximum program participation may not exceed 24 months. The Base Education and Training Office can assist those interested in applying with their education packages.

- 10.11.1. Application requirements are published each academic year on the myPers website.
- 10.11.2. Trainee Allocation: The number of new NECP trainees is dependent upon the number of Trainee Man Years available for NECP each year.
- 10.11.3. Trainee selections are done at the discretion of the Air Force Nurse Corps and subject to acceptance for baccalaureate degree education. Prerequisites and procedures for application are published by AFPC/DP2NN, who also conducts NECP candidate selection boards.
- 10.11.4. NECP applicants must meet the following prerequisite requirements:

10.11.4.1. Have completed 59 semester hours of graded college coursework from a regionally accredited college or university. **(T-1)** Any of this coursework is accepted if completed via the College Level Examination Program, with the exception of those requiring labs. On-line courses are accepted as long as the prospective nursing school accepts them. However, the applicant must show the college/university accepts and grants credit for these classes toward their degree on the AFROTC approved academic plan. **(T-1)**

10.11.4.2. Have completed the following courses (part of the above mentioned 59 hours): general psychology, anatomy and physiology I and II (labs required), microbiology (lab required), chemistry I and II (labs required), nutrition, and statistics. Course requirements may not be waived. If the nursing school selected does not require any of the above listed academic prerequisites, the degree plan should reflect they are not a requirement or the applicant should provide other evidence from the school.

10.11.4.3. Be eligible for a commission in accordance with age requirement listed in **Chapter 5**. **(T-1)**

10.11.4.4. Be accepted to a nationally accredited School of Nursing (Accreditation Commission for Education in Nursing or the Commission on Collegiate Nursing Education) and provide their letters of acceptance in their package. **(T-1)**

10.11.4.5. Upon in-processing, be administratively assigned to their respective AFROTC detachment. **(T-1)** NECP trainees fall under the purview of the AFROTC detachment commander while pursuing their degree.

10.11.4.5.1. The detachment is directly responsible for the accountability of the NECP trainees assigned to their detachment.

10.11.4.5.2. The detachment ensures NECP trainees are on track to graduate on their intended date of graduation.

10.11.5. NECP trainees must meet the following academic standards:

10.11.5.1. Complete their degree within 24 months. **(T-1)** The detachment commander will investigate for disenrollment and extended active duty decision if member fails to complete program requirements within 24 months. **(T-2)** Final approval/disapproval authority is AFPC/DP2NN.

10.11.5.2. Maintain a term grade point average (GPA) of at least 2.5 on a 4.0 scale. Trainees with a GPA below 2.5 will be placed on academic probation by the detachment commander. **(T-3)** Failure to improve may result in dismissal from the NECP.

10.11.5.3. Abide by the Air Force Nurse Corps's and affiliated university's policies and procedures in addition to those mentioned above. **(T-1)**

10.11.6. Detachment commanders will:

10.11.6.1. Conduct trainee counseling each term. **(T-2)**

10.11.6.2. Place trainees on probation if failing to meet minimum academic standards. **(T-3)** This action, referred to as a Conditional Event, constitutes a documented warning.

10.11.6.3. Initiate a disenrollment investigation after an NECP trainee receives his/her second Conditional Event for failure to maintain academic standards. **(T-3)** The focus of the investigation is to determine whether there are any mitigating circumstances for failing to meet academic standards. **Note:** Because this is a RegAF education program, scholarship funds are not suspended, regardless of the number of Conditional Events awarded, unless the trainee is disenrolled from the program.

10.11.6.4. Provide AFROTC/RRUE with a recommendation concerning removal or retention of the NECP trainee. **(T-2)** AFROTC/RR will forward detachment commander's removal or retention recommendation to AFPC/DP2NN for a final decision. **(T-2)** AFROTC will then notify the detachment of that final decision. **(T-2)** If disenrolled from NECP, AFPC/DP2NN will execute the reclassification, assignment, and orders for the former NECP trainee. **(T-1)**

10.11.7. Commissioning.

10.11.7.1. NECP trainees must successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and obtain licensure as a registered nurse in at least one state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States to be eligible for commissioning. **(T-1)**

10.11.7.2. NECP trainees remain in enlisted status and are commissioned into the nurse corps just in time for OTS attendance. The AFROTC detachment commander will forward the AF Form 133 to AFPC/DP2NN for processing. **(T-1)**

10.11.7.3. AFPC/DP2NN will ensure all required personnel actions (e.g., separation from enlisted status) are accomplished prior to RegAF appointment and OTS attendance. **(T-1)**

10.11.7.4. AFPC/DP2NN will process all necessary paperwork to determine first assignment, initiate active duty orders, and ensure orders are forwarded to trainees prior to active duty. **(T-1)**

10.12. Leaders Encouraging Airmen Development (LEAD). The LEAD Program delegates authority to unit and wing commanders to nominate highly qualified enlisted members to attend USAFA and become Air Force officers. Depending on level of qualifications, nominations may lead to direct entry to USAFA, entry to the Preparatory School, or referral to other programs.

10.12.1. USAFA guidelines and schedule for application and processing are announced annually during September.

10.12.1.1. Airmen are selected to attend USAFAPS with the intention of USAFA appointments to follow.

10.12.1.2. Applicants must be under 23 years old as of 1 July of the application year to apply for direct entry to USAFA and under 22 years old to apply USAFAPS entry; both options are limited to those with less than six (6) years of active duty service. **(T-0)** Applicants must take the ACT or SAT, the Candidate Fitness Assessment, and complete a Department of Defense Medical Examination Review Board (DODMERB) medical examination. **(T-1)**

10.12.2. See **Table 10.8** for a list of required documents to include in the application package.

Table 10.8. LEAD Application Documents.

R U L E	Document:	Note
1	Letters of recommendation.	1
2	AF Form 422.	2
3	Physical fitness assessment results.	3
4	Completed AF Form 1786 indicating unit commander approval.	4
5	Official high school transcripts and official transcripts from each college or university attended.	
6	ACT or SAT scores.	
Notes: 1. See the USAFA on-line application for details on all application requirements. 2. Applicants must have a DODMERB-certified physical examination. (T-1) 3. Applicants must pass a Candidate Fitness Assessment. (T-2) 4. Nominations are completed by Airmen, endorsed by unit commanders, coordinated with the Base Education and Training Office, and processed by the servicing military personnel section, which assigns an availability code.		

10.13. The Enlisted to Medical Degree Preparatory Program (EMDP2) offers enlisted personnel the opportunity to complete the preparatory coursework for admission to medical school while maintaining an active duty status. EMDP2 is open to candidates who demonstrate integrity and are dedicated to becoming future physicians, leaders and scholars of the nation's medical force. **Note:** ARC members accepted into the program are accessed into the RegAF prior to beginning the program.

10.13.1. EMDP2 is a 24-month program offered through USUHS in Bethesda, MD. Program components include full-time coursework in a traditional classroom setting, structured pre-health advising, formal Medical College Admission Test preparation, dedicated faculty and peer mentoring, and integrated clinical exposure. AFPC manages applicants and administratively assigns them to USUHS who funds the tuition and associated academic costs.

10.13.2. Members must complete EMDP2 in 24 months. **(T-1)** This is a structured, funded program which incurs a three (3) year active duty service commitment (ADSC). ARC members accepted into the program are accessed into the RegAF to meet the ADSC requirements.

10.13.3. AFPC/DPN2P conducts EMDP2 candidate selection boards. Prerequisites and procedures for application are published on myPers by AFPC/DP2NP.

10.13.4. EMDP2 selects will abide by AFPC/DPN2P and affiliated USUHS policies and procedures in addition to those mentioned above. **(T-1)**

10.13.5. EMDP2 selects must successfully complete the preparatory program prior to commissioning and be accepted to an accredited medical school in the continental United States or Puerto Rico. **(T-1)** Upon receiving a letter of acceptance from an accredited medical

school, EMDP2 selects may then apply for an HPSP scholarship through the Air Force HPSP scholarship board that is held in the March/April timeframe. They must have a letter of approval to apply to the Air Force HPSP scholarship board signed by their unit and wing commander and can obtain this letter by accessing the Physician Education website at <http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/>, once in click on the Medical School Scholarship link that will provide instructions on how to apply. In addition, EMDP2 selects may also apply to USUHS simultaneously with the Air Force HPSP scholarship board. Application instructions to USUHS are also in the Physician Education website at <http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/>. The USUHS squadron commander can assist the EMDP2 medical school applicant with the request to apply for an HPSP or USUHS scholarship, or both simultaneously through the virtual MPF application process.

10.13.6. If the EMDP2 medical school applicant is selected for an HPSP scholarship, he/she will commission into the AFR as a second lieutenant Medical Sciences Corps officer; if selected for the USUHS scholarship he/she will commission into the RegAF as a second lieutenant Medical Sciences Corps officer.

10.13.7. The oath of office can be administered by any retired or active duty commissioned officer in any United States branch of service the EMDP2 medical school select chooses (local options include the USUHS squadron commander or USUHS assistant professor of aerospace studies). The USUHS squadron commander will forward the completed AF Form 133 to AFPC/DP2NP2 for processing. (T-1)

10.13.8. Upon completion of EMDP2, Air Force members attending the F. Edward Hebert School of Medicine will:

10.13.8.1. One (1) duty day following EMDP2 completion, complete any out-processing actions and separate from Air Force enlisted status. (T-3)

10.13.8.2. The second duty day following EMDP2 completion, attend a commissioning ceremony at USUHS. USUHS must verify the member has an approved appointment (scroll) by the Secretary of Defense, in accordance with [paragraph 5.15](#), prior to administering the Oath of Office and completing the AF Form 133. (T-0) The member is required to complete all required in processing actions following their commission. (T-3) **Note:** The effective date on the AF Form 133 must be after the official date of EMDP2 completion.

10.13.8.3. Attend the first available OTS course following the commissioning ceremony (June) in TDY/Return status.

10.14. Interservice Physician Assistant Program (IPAP) offers enlisted personnel the opportunity to complete requirements to earn a Master's Degree conferred through an accredited university and receive a commission as a Physician Assistant in the Biomedical Sciences Corps while maintaining an active duty status. See [paragraph 5.7.4](#) for more information.

Shon J. Manasco
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

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Executive Order 13384, *Assignment of Functions Relating to Original Appointments as Commissioned Officers and Chief Warrant Officer Appointments in the Armed Forces*

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5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

5 USC § 552a, *Records Maintained on Individuals*

5 USC § 2903, *Oath; Authority to Administer*

5 USC § 8140, *Members of the Reserve Officers' Training Corps*

8 USC § 1101, *Definitions*

8 USC § 1401, *Nationals and citizens of the United States at birth*

10 USC § 101, *Definitions*

10 USC § 247, *Militia duty: exemptions*

10 USC § 347, *International Engagement Authorities for Service Academies*

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10 USC § 503, *Enlistments: recruiting campaigns; compilation of directory information*

10 USC § 504, *Persons Not Qualified*

10 USC § 505, *Regular Components: qualifications, term, grade*

10 USC § 513, *Enlistments: Delayed Entry Program*

10 USC § 516, *Effect Upon Enlisted Status of Acceptance of Appointment as Cadet or Midshipman*

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10 USC § 533, *Service Credit Upon Original Appointment as a Commissioned Officer*

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10 USC § 619, *Eligibility for consideration for promotion: time-in-grade and other requirements*

10 USC § 629, *Removal From a List of Officers Recommended for Promotion*

10 USC § 651, *Members; Required Service*

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10 USC § 689, *Retired Members: grade in which ordered to active duty and upon release from active duty*

10 USC § 702, *Cadets and midshipmen*

10 USC § 716, *Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

10 USC § 936, *Article 136, Authority to Administer Oaths*

10 USC § 978, *Drug and alcohol abuse and dependency; testing of new entrants*

10 USC § 1031, *Administration of Oath*

10 USC § 1174, *Separation Pay Upon Involuntary Discharge or Release from Active Duty*

10 USC § 1174a, *Special Separation Benefits Programs*

10 USC § 1175, *Voluntary Separation Incentive*

10 USC § 1175a, *Voluntary Separation Pay and Benefits*

10 USC § 1211, *Members on Temporary Disability Retired List: Return to Active Duty; Promotion*

10 USC § 2005, *Advanced Education Assistance: Active Duty Agreement; Reimbursement Requirements*

10 USC § 2101 et seq, *Senior Reserve Officers' Training Corps*

10 USC § 2103, *Eligibility for Membership*

10 USC § 2104, *Advanced training; eligibility for*

10 USC § 2106, *Advanced training; commission on completion*

10 USC § 2107, *Financial Assistance Program for Specially Selected Members*

10 USC § 2111b, *Senior military colleges: Department of Defense international student program*

10 USC § 2171, *Education loan repayment program; enlisted members on active duty in specified military specialties*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 9067, *Designation: Officers to Perform Certain Professional Functions*

10 USC § 9138, *Regular Air Force; reenlistment after service as an officer*

10 USC § 9233, *Requirement of exemplary conduct*
10 USC § 9314, *Twenty to thirty Years; enlisted members*
10 USC § 9342, *Higher grade for service in special positions*
10 USC § 9431 et seq, *United States Air Force Academy*
10 USC § 9442, *Cadets: appointment; numbers, territorial distribution*
10 USC § 9446, *Cadets: requirements for admission*
10 USC § 9448, *Cadets: agreement to serve as officer*
10 USC § 9481, *Establishment: Purpose*
10 USC § 10145, *Ready Reserve Placement in*
10 USC § 10147, *Ready Reserve: training requirements*
10 USC § 12102, *Reserve components: qualifications*
10 USC § 12103, *Reserve Components: Terms*
10 USC § 12105, *Army Reserve and Air Force Reserve: transfer from Guard components*
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10 USC § 12204, *Commissioned Officers: Original Appointment; limitation*
10 USC § 12207, *Commissioned Officers: Service Credit Upon Original Appointment*
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32 USC § 304, *Enlistment oath*
32 USC § 305, *Federal Recognition of Commissioned Officers: Persons Eligible*
32 USC § 307, *Federal Recognition of Officers: Examination; Certificate of Eligibility*
32 USC § 308, *Federal Recognition of Officers: Temporary Recognition*
32 USC § 310, *Federal Recognition of National Guard Officers: Automatic Recognition*
32 USC § 312, *Appointment Oath*
37 USC § 203, *Rates*

37 USC § 209, *Members of Precommissioning Programs*

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42 USC § 2000bb-1-4, *Religious Freedom Restoration Act*

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50 USC § 3802, *Registration*

50 USC § 3803, *Persons liable for training and service*

50 USC § 3806, *Deferments and exemptions from training and service*

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MyPers Website: <https://mypers.af.mil>

Prescribed Forms

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AF Form 133, *Oath of Office (Military Personnel)*

AF Form 477, *Application for Delay from Entry on Extended Active Duty (AFROTC)*

AF Form 485, *Application for Enlistment – United States Air Force Band*

AF Form 766, *Extended Active Duty Order*

AF Form 1034, *Active Duty Agreement (Officer Training School) United States Air Force*

AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*

AF Form 1082, *Education Delay Education Plan*

AF Form 1268, *Application and Agreement for the Establishment of an Air Force Reserve Officer Training Corps Detachment*

AF Form 1786, *Application for Appointment to the United States Air Force Academy for Enlisted Members of the Regular, Reserve, and National Guard Components of the Air Force*

AF Form 2030, *United States Air Force Drug and Alcohol Abuse Certificate*

AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement – Non-Prior Service – United States Air Force*

AF Form 3006, *Enlistment Agreement – Prior Service / Active United States Air Force Reserve / Air National Guard – United States Air Force*

AF Form 3007, *Guaranteed Training Enlistment Agreement Non-Prior Service - United States Air Force*

AF Form 3008, *Supplement to Enlistment Agreement – United States Air Force*

AF Form 3009, *Change to Enlistment Agreement – United States Air Force*

AF Form 3010, *United States Air Force Statement of Understanding for Dependent Care Responsibilities*

AF Form 4060, *USAFA Candidate Evaluation/AFROTC Scholarship Evaluation*

Adopted Forms

DD Form 1AF, *Certificate of Commission*

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DD Form 93, *Record of Emergency Data*

DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*

DD Form 214, *Certification of Release or Discharge from Active Duty*

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

DD Form 368, *Request for Conditional Release*
DD Form 369, *Police Record Check*
DD Form 372, *Request for Verification of Birth*
DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*
DD Form 1966, *Record of Military Processing – Armed Forces of the United States*
DD Form 2005, *Privacy Act Statement – Health Care Records*
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DD Form 2807-1, *Report of Medical History*
DD Form 2807-2, *Accessions Medical Prescreen Report*
DD Form 2808, *Report of Medical Examination*
DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*
DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*
DJ Form FD-258, *Fingerprint Card*
SF 86, *Questionnaire for National Security Positions*
SF 88, *Medical Record – Report of Medical Examination*
SF 93, *Report of Medical History*
SF 180, *Request Pertaining to Military Records*
AF Form 40A, *Record of Individual Inactive Duty Training*
AF Form 77, *Letter of Evaluation*
AF Form 100, *Request and Authorization for Separation*
AF Form 125, *Application for Extended Active Duty with the United States Air Force*
AF Form 215, *Aircrew Training Candidate Data Summary*
AF Form 220, *Request, Authorization, and Pay Order, Basic Allowance for Subsistence (BAS)*
AF Form 357, *Family Care Certification*
AF Form 422, *Notification of Air Force Member's Qualification Status*
AF Form 475, *Education/Training Report*
AF Form 847, *Recommendation for Change of Publication*
AF Form 899, *Request and Authorization for Permanent Change of Station – Military*
AF Form 910, *Enlisted Performance Report (AB thru TSgt)*
AF Form 911, *Enlisted Performance Report (MSgt thru SMSgt)*
AF Form 912, *Enlisted Performance Report (CMSgt)*
AF Form 1206, *Nomination for Award*

AF Form 1256, *Certificate of Training*

AF Form 1288, *Application for Ready Reserve Assignment*

AF Form 1540, *Application for Clinical Privileges / Medical Staff Appointments*

AF Form 1562, *Credentials Evaluation of Health Care Practitioners*

AF Form 1768, *Staff Summary Sheet*

AF Form 4428, *Tattoo/Brand/Body Marking Screening/ Verification*

NGB Form 22, *Report of Separation and Record of Service*

NGB Form 337, *Oath of Office*

AFROTC Form 14, *Law Enforcement Inquiry*

AFROTC Form 48, *Academic Plan*

AFROTC Form 53, *Cadet Assignment Preference Worksheet*

Air Force JROTC Form 310, *AFJROTC Certificate of Completion*

Abbreviations and Acronyms

AD—Active Duty

ADOS—Active Duty for Operational Support

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFQT—Armed Forces Qualification Test

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFRCRS—Air Force Reserve Command Recruiting Service

AFRISS-TF—Air Force Recruiting Information Support Total Force
AFROTC—Air Force Reserve Officers' Training Corps
AFRS—Air Force Recruiting Service
AFSC—Air Force Specialty Code
ALO—Admissions Liaison Officer
ANG—Air National Guard
ANGI—Air National Guard Instruction
AOC—Air Officer Commanding
ARC—Air Reserve Component
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
ASCP—Airman Scholarship and Commissioning Program
ASVAB—Armed Services Vocational Aptitude Battery
BMT—Basic Military Training
CAP—Civil Air Patrol
COI—Center of Influence
CSS—Commander's Support Staff
DAFSC—Duty Air Force Specialty Code
DD—Department of Defense
DDS—Doctor of Dental Surgery
Det—Detachment
DLIELC—Defense Language Institute English Language Center
DLOD—Deputy Liaison Officer Director
DMD—Doctor of Dental Medicine
DNP—Doctor of Nursing Practice
DO—Doctor of Osteopathy
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DODMERB—Department of Defense Medical Examination Review Board
DPT—Doctor of Physical Therapy
DVM—Doctor of Veterinary Medicine

EAD—Extended Active Duty
EMDP2—Enlisted to Medical Degree Preparatory Program
ETCA—Education and Training Course Announcements
FAP—Financial Assistance Program
FOIA—Freedom of Information Act
FYDP—Future Years Defense Program
GED—General Education Development
GMC—General Military Course
GPA—Grade Point Average
HAFMD—Headquarters Air Force Mission Directive
HPSP—Health Professions Scholarship Program
HQ—Headquarters
IPAP—Interservice Physician Assistant Program
IRC—Inter-service Recruitment Committee
JAG—Judge Advocate General
JROTC—Junior Reserve Officers’ Training Corps
JTR—Joint Travel Regulations
LEAD—Leaders Encouraging Airman Development
LOD—Liaison Officer Director
MAJCOM—Major Command
MD—Doctor of Medicine
MEPS—Military Entrance Processing Station
MPerR—Master Personnel Record
MRS—Medical Recheck Status
MSO—Military Service Obligation
NCLEX-RN—National Council Licensure Examination for Registered Nurses
NECP—Nurse Enlisted Commissioning Program
NGB—National Guard Bureau
NRL—Non-Rated Line
NVRA—National Voter Registration Act
O.D.—Doctor of Optometry
OIS—Officer Initial Skill

OPR—Office of Primary Responsibility
OTS—Officer Training School
PAFSC—Primary Air Force Specialty Code
PAS—Personnel Accounting Symbol
PCS—Permanent Change of Station
PCSM—Pilot Candidate Selection Method
PFA—Physical Fitness Assessment
PFB—Physical Fitness Baseline
PFD—Physical Fitness Diagnostic
PGL—Program Guidance Letter
PGY-1—Postgraduate Year One
PharmD—Doctor of Pharmacy
Ph.D.—Doctor of Philosophy
POC—Professional Officer Course
POC-ERP—Professional Officer Course-Early Release Program
PRD—Program Requirements Document
RD—Regional Director
RegAF—Regular Air Force
RIO—Individual Reservist Readiness and Integration Organization
ROTC—Reserve Officer Training Corps
RPDP—Religious Professional Deferment Program
SDI—Special Duty Identifier
SF—Standard Form
SLECP—Senior Leader Enlisted Commissioning Program
SOAR—Scholarships for Outstanding Airmen to Reserve Officers' Training Corps
SWAP—Special Warfare Airman Program
TAG—The Adjutant General
TDSP—Technical Degree Scholarship Program
TDY—Temporary Duty
TFRC—Total Force Recruiting Council
TJAG—The Judge Advocate General
TJAGC—The Judge Advocate General's Corps

TRQI—Training Requestor Quota Identifier

TRS—Training Squadron

UCMJ—Uniform Code of Military Justice

USAFA—United States Air Force Academy

USC—United States Code

USCGA—United States Coast Guard Academy

USMA—United States Military Academy

USMEPCOM—United States Military Entrance Processing Command

USMMA—United States Merchant Marine Academy

USNA—United States Naval Academy

USPHS—United States Public Health Service

USUHS—Uniformed Services University of the Health Sciences

Terms

Accession—A personnel action resulting in an individual being placed on the regular or reserve roll of a military service.

Accredited Educational Institution—An institution conferring a degree accredited by one of the six regional accrediting associations and listed in the current Accredited Institutions of Postsecondary Education Dictionary (published by the American Council on Education), or the latest edition of the Higher Education Dictionary (published by Higher Education Publications, Inc.), or any other education publication which clearly indicates regional accreditation.

Action Pending—A clearance adjudication status indicated in the Joint Personnel Adjudication System that indicates possible derogatory information was found during the security investigation.

Active Duty—Full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

Active Duty for Training—The primary purpose of active duty for training is to provide individual or unit readiness training. Support to mission requirements (i.e., Operational Support) may occur incidental to performing active duty for training. Included in this category are initial active duty training, annual training, and other training duty.

Active Duty Service Commitment—A period of active duty a member will serve before becoming eligible for voluntary separation or retirement.

Active Service—Active duty or full-time National Guard duty.

Active Status—The status of all Reservists except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points or pay and may be considered for promotion.

Administrative Delay—An option available to AFROTC commissionees which allows the individual to delay entrance on active duty by up to 12 months from date of commissioning. AFPC/DP2LT is final approval authority for such requests.

Administrative Control—The direction or exercise of authority over subordinate or other organizations with respect to administration and support, including personnel management.

Air Force Reserve—A reserve component of the Air Force to provide a reserve for active duty. It includes all Reserves of the Air Force who are not members of the Air National Guard of the United States. The purpose of each reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components.

Air Force Reserve Command—A MAJCOM of the United States Air Force, with its headquarters located at Robins Air Force Base, Georgia. Air Force Reserve Command ensures its three (3) numbered air forces, 34 wings and other subordinate units are prepared to accomplish their Total Force missions. The command supervises the unit-training program, provides logistics support and ensures combat readiness.

Air Force Reserve Officers' Training Corps—A program by which fully qualified and selected college students can earn a commission in the United States Air Force while completing undergraduate studies.

Air Force Specialty—A group of positions requiring common qualifications; each Air Force specialty has a title and code.

Air Force Specialty Code—A four or five alpha-numeric code used to identify an Air Force specialty. When a more specific identification of the position requirement and individual qualification is needed, an alpha prefix or suffix is used with the numerical codes.

Air National Guard—That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that (A) is an air force; (B) is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution; (C) is organized, armed, and equipped wholly or partly at federal expense; and (D) is federally recognized.

Air National Guard of the United States—A reserve component of the United States Air Force consisting of all federally recognized units, organizations, and members of the Air National Guard of the states and territories, the District of Columbia, Puerto Rico, the Virgin Islands and Guam.

Air Reserve Component—All units, organizations, and members of the Air National Guard and the Air Force Reserve

Air Reserve Technician—Full-time civilian employees who are also members of the Air Force reserve unit in which they are employed. In addition to their civilian assignments, they are assigned to equivalent positions in the reserve organization with a reserve military rank or grade. Air Reserve Technicians must maintain active membership in their reserve unit of assignment and satisfactory participation in order to keep their Air Reserve Technician position.

Air Reserve Personnel Center—A direct reporting unit of Air Force Reserve Command. Administers the personnel management of Air Force Reserve and Air National Guard who are not

on extended active duty. Maintains the master personnel records for all members of the Reserve components not on extended active duty.

Applicant—Any person who has begun processing for enlistment or appointment in a military service by participating in an initial interview with recruiting personnel. An individual who applies for or requests a commission in the Regular Air Force, Air Force Reserve, or Air National Guard and requires the submittal of additional information before meeting the requirements to become a candidate. Individuals remain an applicant until they complete or discontinue processing into the Air Force.

Appointment—The creation of a commissioned status. In this context, an appointment is neither a promotion nor a demotion. Appointments generally require nomination by the President, confirmation by the Senate (depending upon the grade and component), tender of the appointment to the person, and acceptance of the tender. The term appointment as used in this publication refers to an "original" appointment as defined in 10 USC § 101(b)(10). Individuals are appointed to a specific grade, in a specific component of a military service. For example, an individual is appointed as a second lieutenant in the United States Air Force Reserve.

Appointment as a Reserve of the Air Force—Appointment to the permanent grade in which federally recognized as a member of the Air National Guard. On the date a member executes an AF Form 133, member has accepted a Reserve of the Air Force appointment.

Armed Forces—As defined by 10 USC § 101(a)(4), the Armed Forces are the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Assignment—An administrative act performed by competent authority to direct an individual to perform duties in a particular Air Force specialty code, in a particular unit and at a particular location.

Branch of Military Service—See Armed Forces.

Breach or Anticipated Breach of an AFROTC Contract—A breach occurs when one party to the signed AF Form 1056 refuses to fulfill its side of the contract. Anticipatory breach of contract occurs when one party indicates (verbally, written, or through demonstrated or lack of action), an intent not to fulfill its side of the contract.

Cadets—All students participating in USAFA and AFROTC. **Note:** Members of the USAFA Preparatory School are not considered in this category, but rather are included in the Student category.

Candidate—An applicant who has completed the initial application process, meets the initial selection criteria for commissioning, and requires additional processing before meeting the criteria established to become a viable candidate.

Civilian—An individual not enlisted or appointed in the United States Armed Forces.

Company Grade Officers—Officers in the pay grade of O-1 through O-3. For the Air Force, these are equal to the ranks of second lieutenant, first lieutenant, and captain.

Competitive Category—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force (non-judge advocate) (LAF), Line of the Air Force-Judge Advocates (LAF-J), Medical Corps (MC), Dental Corps (DC), Chaplain (HC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Constructive Service Credit—Education, training, or experience credit awarded at the time of original appointment, designation, or assignment to an officer category that requires advanced education, training, or special experience. Credit is not awarded for education, training, or experience obtained while serving as a regular or reserve commissioned officer, an officer on active duty or as a reserve officer in an active status in any armed force, the National Oceanic and Atmospheric Administration, or the United States Public Health Service before such appointment, designation, or assignment.

Conviction or Adverse Adjudication—A conviction is the act of finding an individual 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. An adverse adjudication (adult or juvenile) is 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. Pretrial diversion, deferred adjudication, suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. If an individual is charged and convicted with violating any federal (including Uniform Code of Military Justice offenses), state, or municipal law or ordinance, that conviction is an adverse adjudication.

Conscientious Objector—A conscientious objector is a member who, by reason of conscientious objection, sincerely opposes participating in combatant and non-combatant military training and service in war in any form and for whom such beliefs play a significant role in his or her other life.

Cross-Commission—Commission into a branch of military service other than the branch a member is currently serving in.

Crossflow Officers—The Air Force crossflow program allows officers on active duty in certain career fields to volunteer for retraining into undermanned career fields.

Date of Separation—A date established according to law or policy for termination of active service.

Delayed Enlistment Program—A period of time (typically not to exceed 365 days per 10 USC § 513) an applicant may spend in a reserve status that immediately proceeds entry on active duty in the regular component. AF/AIP may authorize an extension to the delayed enlistment program of up to an additional 365 days, if the member is in an inactive reserve status. Delayed enlistment program time is not creditable for longevity pay increases, but it does count against an eight (8)-year military service obligation. The delayed enlistment program is only open to selected OTS and enlisted applicants, and they must be administered an enlistment oath to enter the delayed enlistment program.

Dependent Family Member—For the purpose of this publication and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a dependent is:

- (1) A spouse of an applicant;
- (2) An unmarried adopted child or an unmarried step-child under the age of 18 living with the applicant;
- (3) An unmarried biological child of the applicant under the age of 18;
- (4) Any person under the age of 18 whom the applicant or spouse has legal or physical custody;
- (5) Any person, regardless of age, living with the applicant who is, by law or in fact, dependent upon the applicant for over one-half of his or her support, or who is not living with the applicant

and is dependent upon the applicant for over one-half of his or her financial, medical, or logistical support;

(6) For male applicants, the term biological child includes any unborn child and any child born out of wedlock that the applicant claims or a court order determines is his.

Designation—A professional status to which competent authority (the designating authority) selects an individual to perform certain professional functions. 10 USC § 9067 specifies these functions, which include medical, judge advocate and chaplain functions. Designating authorities (the Air Force Surgeon General, The Judge Advocate General, the Air Force Chief of Chaplains) are established by appropriate AFI.

Direct Appointment—An officer who is entering the Air Force having not just attended the USAFA, a college Reserve Officers' Training Corps program, or officer candidate school.

Disposition—Final resolution for a given charge should reflect the date and specific charge against the person and exact sentence, fine, decision, or adjudication of the court, judge, or other authorized adjudication authority. "No Record" is not a disposition. If disposition is unavailable to the recruiter through normal procedures, the burden of proof falls on the applicant.

Diversity—Broadly defined as a composite of individual characteristics, experiences and abilities consistent with the Air Force Core Values and the Air Force Mission. Air Force Diversity includes but is not limited to: personal life experiences, geographic background, socioeconomic background, cultural knowledge, educational background, work background, language abilities, physical abilities, philosophical/spiritual perspectives, age, race, ethnicity and gender.

Dropped From the Rolls—A type of release from military service used to separate Service members who are away without official leave for 30 days or more and reported as a deserter or who are confined by civilian authorities for at least 6 months. This type of release terminates a members military status along with any rights, benefits, and pay to which he or she may have otherwise been entitled because of that status.

E-1—Enlisted pay grade commensurate with the rank of airman basic

E-2—Enlisted pay grade commensurate with the rank of airman

E-3—Enlisted pay grade commensurate with the rank of airman first class

E-4—Enlisted pay grade commensurate with the rank of senior airman

E-5—Enlisted pay grade commensurate with the rank of staff sergeant

E-6—Enlisted pay grade commensurate with the rank of technical sergeant

Ecclesiastic Endorsement—Endorsement is a professional credential that affirms to an employer that a person in chaplaincy is, or will be, performing a valid ministry of the church, and has presented evidence of calling and training for that ministry. Ecclesiastical Endorsement means that the candidate is a member or minister of the church in good standing and has completed appropriate training for the specialized ministry. Endorsement creates a covenant of mutual commitment, accountability, and support between the chaplain and the denomination or faith group organization. It states a level of denominational connection and a standard of excellence to the using agency. Ecclesiastical Endorsement is the certification which permits the chaplain to minister in the name of the parent denomination. Furthermore, the Ecclesiastical Endorsement is the authentication by the denomination that the prospective chaplain is not only in good standing

with the ordaining body, but is a person highly qualified to serve as a chaplain. Ecclesiastical endorsement is required by virtually all government or public agencies that hire chaplains; it is required by most private organizations that hire chaplains; it is required for membership and certification in most professional associations, some organizations require an update of the endorsement at periodic intervals. Endorsement is a significant step in achieving the highest levels of professional certification. Most churches and Faith Group organizations have special agencies that deal directly with the issue of Ecclesiastical Endorsement.

Educational Delay—An initial delay from entry on active duty granted an AFROTC graduate to pursue full-time instruction in graduate or professional studies. Study must be at an accredited school in the United States or Puerto Rico.

Elimination—The formal disenrollment of a cadet from training by a faculty board, medical disqualification, or administrative action.

Enrollment Allocation—Provides authorization to enter the Professional Officer Course and indicates which component the individual will commission into.

Entry Grade Credit—For other than line officers, entry grade credit determines the entry grade for extended active duty and the Current Grade Date of Rank to which the officer is entitled at time of entry. Entry grade credit equals the total service credit awarded according to **paragraph 5.12.** plus any additional credit authorized in **paragraph 5.13.** of this publication.

Extended Active Duty—(Defined only as it applies to this AFI)—A tour of active duty greater than 30 consecutive days by a member of the ARC.

Extension of Delay—A delay granted beyond the maximum period listed in **Table 6.1.** or the initial period authorized by the approving authority.

The Falcon Visitation Experience—A program that allows highly qualified and diverse students to stay at the United States Air Force Academy for three (3) nights and experience the routine of a United States Air Force Academy cadet.

Federal Recognition—Acknowledgment by the federal government that an individual assigned within the Air National Guard meets the federal standards for the grade and position assigned. This authority has been delegated to the Chief, National Guard Bureau.

Field Grade Officers—Officers in the pay grade of O-4 through O-6. For the Air Force, these are equal to the ranks of major, lieutenant colonel, and colonel.

First Year (Freshman) Option—High school scholarship recipients incur an active duty service commitment effective the first day of attendance at Aerospace Studies classes or Leadership Laboratory in their sophomore year. High school scholarship recipients have the right to relinquish scholarship benefits via the First Year (Freshman) Option and be disenrolled from AFROTC without any obligation any time during the freshman year. Such action, however, may jeopardize the cadet's future entry into any commissioning program.

Former Officer—An individual who held, but no longer holds, a commission with any branch of the Uniformed Services.

Full-Time Course of Instruction—An uninterrupted course of instruction that an accredited educational institution defines as full-time (usually at least 12 hours per term). The delayed person may accept research or teaching assistantships or fellowships while on delay. However, accepting

an assistantship or fellowship must not cause an extension of delay beyond the maximum authorized by period **Table 6.1**. Also, full-time student status must be maintained. Unless the school requires attendance at summer sessions, summer attendance is encouraged but is not mandatory.

Gaining Category—The competitive category into which an officer transfers.

Geographically Separated Unit—A unit at least 50 miles away from the servicing wing military personnel section.

Grade—A step or degree, in a graduated scale of officer or military rank, that is established and designated as a grade by law or regulation.

Health Care Practitioner—A trained professional who independently provides direct health care service to a patient. Includes physicians, dentists, podiatric surgeons, nurse anesthetists, nurse practitioners, nurse midwives, physician assistants, optometrists, clinical psychologists, clinical social workers, physical therapists, occupational therapists, and audiologists.

Health Professions—A collective term referring to officers in Medical Corps, Dental Corps, Biomedical Sciences Corps, Medical Service Corps, and Nurse Corps as defined under the term competitive categories listed above.

Hold Status—Status conferred on a cadet who has not completed all training requirements for commissioning or has not received a medical, security, or administrative clearance by graduation date. OTS reassigns such trainees to the next graduating class for either commissioning or disenrollment.

Inactive Status—The status of reserve members on an inactive status list of a reserve component or assigned to the Inactive National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion.

Individual Ready Reserve—The Individual Ready Reserve primarily consists of those members of the ready reservists who are not in the Selected Reserve or the inactive National Guard. The Individual Ready Reserve is subdivided into four sections: the Obligated Reserve Section; the Ready Reinforcement Personnel Section; the Non-obligated Nonparticipating Ready Reserve Section; mobilization filler resources in the Air Reserve Squadrons.

Initial Appointment—Appointment received from the source of commissioning

Inter-Component Transfer—Transfer between the Air Force components of Regular Air Force, Air Force Reserve, and Air National Guard.

Inter-Service Recruitment Committee—A committee of all Services battalion, squadron, and area commanders who utilize the same Military Entrance Processing Station. The Inter-service Recruitment Committee policy is located in DoDM 1145.02.

Inter-service Transfer—Transfer between the Uniformed Services.

Irregularity—Any other recruiting infraction not covered under the purview of malpractice or misconduct. This includes an unintentional action that causes a prospect or applicant to be misinformed about any aspect of the recruiting or enlistment process, policies, procedures, entitlements, and benefits.

Key Employees—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. Any federal employee occupying a position not to be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. Non-federal employers are encouraged to use the federal key position guidelines in DoDD 1200.7 for making their own key position designations and when applicable for recommending key employees be removed from the Ready Reserve.

Lautenberg Amendment—Codified in 18 USC § 921 et seq, the Lautenberg Amendment to the Gun Control Act of 1968 establishes a comprehensive regulatory scheme designed to prevent the use of firearms in domestic violence offenses. To this end, the Amendment prohibits the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, and, relatedly, prohibits the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanor. Furthermore, the Lautenberg Amendment alters the traditional public interest exception to the possession of firearms under the Gun Control Act by making the prohibition applicable to any individual convicted of a domestic violence misdemeanor, including federal, state, and local law enforcement officers.

Leads—Individuals who appear to possess, or who may in the future possess, the potential and qualifications for enlistment or appointment as a commissioned officer in a military service.

Line Officers—Officers appointed to all Air Force specialty codes except those appointed as a chaplain or in a health professional specialty code.

Losing Category—The competitive category from which an officer transfers.

Man-Year—A product of course length, number of entries, attrition rate and training days per year.

Medical Recheck Status—A status allowing cadets to retain benefits, specifically scholarship and stipend, while they are temporarily not medically qualified, for example, broken bones, joint (knee, shoulder, etc) problems and pregnancy. During Medical Recheck Status, cadets cannot participate in physical fitness training or other physical activities but continue to receive scholarship and stipend if they are still taking classes for their degree unless they choose No-Pay Period of Non-Attendance (PNA) when they are not able to attend classes. Cadets cannot commission until removed from Medical Recheck Status and AETC/SGPS provides certification of medical clearance for commission.

Medical Service Officer—An officer of the Medical Corps, Dental Corps, Nurse Corps, Medical Service Corps, or Biomedical Sciences Corps. See also Health Professions.

Military Entrance Processing Station (MEPS)—A Department of Defense joint-service organization staffed with military personnel and civilians. MEPS personnel assess an applicant's physical qualifications, aptitude and moral standards as set by each branch of military service, the Department of Defense and federal law. There are 65 MEPS facilities located throughout the United States and at some overseas locations.

Military Service—Service in any of the Armed Forces

Military Service Obligation—The time a member must serve in a regular or reserve component of the Armed Forces as required by 50 USC § 3803(d).

National Guard—Consist of those members of the Army National Guard and the Air National Guard. As defined by 10 USC § 101, the National Guard is the part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that (A) is a land or air force; (B) is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the United States Constitution; (C) is organized, armed, and equipped wholly or partly at federal expense; and (D) is federally recognized.

National of the United States—An individual who owes his sole allegiance to the United States, including all United States citizens, individuals who were born in American Samoa and Swains Island, or were born in the Commonwealth of the Northern Mariana Islands who have made the election to be treated as a United States nationals and not as a United States citizens.

Nominee—A viable candidate submitted for appointment as a commissioned officer in the Air Force, Air Force Reserve, or the Air National Guard and has not been commissioned.

Nonnative English Speaking—Anyone whose primary language spoken at home as a child was not English.

Non-Line Officers—Officers appointed as a chaplain or in a health professions specialty code.

Non-Prior Service—An applicant who has no previous military service or a former member of the United States Armed Forces who has less than 180 days of active duty/initial active duty for training.

Official Transcript—Transcripts/documentation must be mailed or sent electronically from the issuing institution directly to the recruiting agency or commissioning source. Transcripts issued to students must be in an original sealed unopened envelope from the issuing institution, not maintained by the student.

Officer Trainee—An individual undergoing training or on hold status in the Officer Training School commissioning program.

Officer Training School—An intensive program that trains cadets and commissioned officers who meet Air Force standards. The program is open to college graduates with the required academic background and leadership potential who have not completed another commissioning program.

Original Appointment—An individual's most recent appointment to an officer grade in a component, which is neither a promotion nor demotion.

Overseas Long Tour Location—A location where an accompanied tour is authorized and the unaccompanied tour length is 18 months or more.

Participating Individual Ready Reserve—A subset of the Individual Ready Reserve which consists of Ready Reservists who are not in the Selected Reserve and are subject to Active Duty recall by the President or Congress in time of national emergency or war; they are also known as Category E reservists. There are four (4) main programs: 1) Ready Reinforcement Personnel Selection--for line personnel only; 2) Admission Liaison Officer/Air Force Reserve Officers' Training Corps--for line officers only; 3) Civil Air Patrol Reserve Assistance Program--for line personnel only; 4) Professional Career Programs--for judge advocate, chaplain and health professional personnel, these members participate in respective professional programs for legal, chaplain and health professional career fields.

Personnel Accounting Symbol Code—A unique eight (8) character code assigned to each individual unit of the United States Air Force. Each person who is assigned to a specific Air Force unit shares the same Personnel Accounting Symbol Code, also called PAS code.

Personnel Processing Code Listing—The personnel processing code listing provides the processing instructions for the member and military personnel section to ensure that the member is qualified and prepared to proceed on assignment. Personnel processing codes are included in assignment instructions which refer to Permanent Change of Station (PCS)-related processing requirements or post-selection assignment actions.

Prior Service—An applicant who has served 180 days or more of active duty/initial active duty for training with the United States Armed Services, and such service included completion of a recognized Basic Military Training course.

Processing Authorities—The processing authorities for enlisted commissioning programs are:

- 1) AFROTC/RRUE: Airman Scholarship and Commissioning Program, Scholarships for Outstanding Airmen to Reserve Officers' Training Corps, and Professional Officer Course-Early Release Program applicants.
- 2) AFRS/RSOCL: Officer Training School applicants who desire to enter the program to fill Regular Air Force quotas.
- 3) ARPC/DPAR: Officer Training School applicants who desire a quota to be assigned to a Selected Reserve position for the Air Force Reserve.
- 4) USAFA/RRS: Applicants who desire to enter the Leaders Encouraging Airman Development program.
- 5) AFPC/DP2NN: Applicants who desire to enter the Nurse Enlisted Commissioning Program.
- 6) AFPC/DPN2P: Applicants who desire to enter the Enlisted to Medical Degree Preparatory Program.

Professional Categories—Those categories consisting of judge advocate, chaplain, and health professionals (to include the subcategories of medical, nurse, dental, biomedical sciences and medical service corps).

Prospective member of the Armed Forces or Prospect—Any person who has expressed, to recruiting personnel, an interest in enlisting or receiving an appointment as a commissioned officer in a military service and who appears to possess, or who may in the future possess, the potential and qualifications for enlistment or appointment as a commissioned officer in a military service. An individual who expresses a loss of interest in enlistment or appointment as a commissioned officer will continue to be a prospect for the purpose of this publication for a period of one (1) year from the date they express this loss of interest to recruiting personnel. Individuals who possess the potential or qualifications for enlistment or appointment in the future may include, but are not limited to, individuals who do not meet minimum age requirements, who scored too low on the qualification testing but will be eligible to retest, or who have not completed their education. An individual who expresses an interest in enlistment or appointment as a commissioned officer but is permanently barred under existing regulations is not a prospect.

Pursuing Status—Identifies any applicant who is a full-time student, has an AFROTC enrollment allocation, has attended field training or had field training deferred, and is temporarily ineligible to enlist or does not wish to enlist, as a result of a condition that is expected to be corrected within one (1) academic term. **Note:** Air National Guard and Air Force Reserve members with a Regular

Air Force enrollment allocation wishing to retain their active status may participate in Pursuing Status until approximately 30 days prior to commissioning with a conditional release (DD Form 368 or AF Form 1288) from their unit commander valid through the expected contracting date; Air National Guard and Air Force Reserve members with an Air National Guard or Air Force Reserve enrollment allocation who wish to retain their active status may participate in Pursuing Status and remain non-contracted with a conditional release (DD Form 368 or AF Form 1288) from their unit commander valid through the expected graduation and commissioning date.

Quality Control Screening—Quality control screening encompasses a review of all documents authorized in the Master Personnel Records; specifically, Article 15 actions, courts-martial, lost time, and unfavorable information files within the past 10 years. Nondisclosure of derogatory information normally results in selection status withdrawal.

Rated Officer—Flight Surgeons and all line officers appointed to an Air Force specialty code requiring an Air Force aeronautical rating.

Recall—The voluntary entry on extended active duty of officers who have previously served on extended active duty as commissioned officers.

Reclassification—An approved change in a cadet's career field.

Recruit—An individual who has joined a military service to include military academy cadets, Reserve Officers' Training Corps cadets who are under contract, and individuals in the delayed enlistment program or similar programs.

Recruiter—Any military or civilian member whose primary duty is to recruit persons for military service regardless of program. Recruiters include, but are not limited to, Reserve Officers' Training Corps (ROTC) admission or liaison officers, service academy admission liaison officers, ANG Retainers, any commissioned officer, noncommissioned officer, or Airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

Recruiting Malpractice—Any act to conceal or conspire to conceal a disqualifying factor; or take any action to qualify an ineligible applicant in violation of directives.

Recruiting Misconduct—Misconduct is defined as any willful or intentional conduct contrary to this publication or any other applicable publication that is prejudicial to the good order and discipline of the Armed Forces, or of a nature that could bring discredit upon the Air Force.

Recruiting Personnel—Recruiting personnel are defined as all persons assigned to the Air Force recruiting program including personnel assigned to the Air Force Recruiting Service, wings, groups, squadrons, and Geographically Separated Units regardless of their duty Air Force specialty code.

Reserve Active Status List—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List, and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade.

Reserve of the Air Force—The federal status granted to members of the Air National Guard and the Air Force Reserve.

Reserve Components—The reserve components consist of the Army National Guard, the Army National Guard of the United States, the Air National Guard, the Air National Guard of the United States, and the Reserve of each of the Armed Forces.

Restraint—Court-imposed restrictions such as confinement, suspended sentence of confinement, parole, probation, or work detail. Also any type of pretrial diversion program imposed by the court or by agreement with authorities. The following are not considered forms of restraint: a fine, whether or not suspended or an unconditional suspended sentence or unsupervised unconditional probation imposed by a criminal or juvenile court. The imposed unconditional suspended sentence or unsupervised unconditional probation place no:

1) conditions on the individual's freedom of movement, 2) requirement of the payment of damages, 3) requirement for periodic reporting by the applicant to an officer of the court (to include probation officer), and 4) supervision by an officer of the court (to include probation officer).

Retired Reserve—The Retired Reserve is made up of retired members of the Air Force Reserve or Air National Guard. The Retired Reserve consists of two categories: (1) those receiving retired pay, and (2) those who have met all requirements for retired pay except for attainment of retired pay age.

Return on Investment—The utilization of a matrix-based formula to measure the effectiveness of the initial investment. For example, a career fair cost to participate was \$300 and it produced three (3) leads and one (1) accession. Therefore, the return on investment for this event was \$100 per lead and \$300 for one accession. Return on investment can be measured in variety of areas such as dollars, man hours, cost of materials, etc.

Scroll Nomination List—A formatted document, which includes a statement of appointment/nomination, the names, and last four digits of the social security numbers of nominees for regular or reserve appointment.

Scroll Nomination Package—A scroll nomination package represents a collection of required documents submitted for coordination to AF/AIPT, AF/JA, and SAF/MR for Secretary of Defense or the President and the Senate. The package includes a staff summary sheet, action memorandum, Scroll Nomination List, and Senate Text File.

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

Service Commitment—Period of time a member is obligated to serve in the Air Force as an initial accession, in exchange for in-residence training, or entitlements in accordance with AFI 36-2110.

Show Cause Authority—Individual who determines whether an officer is required to show cause for retention in military service for one or more of the reasons.

Sister Services—Army, Navy, Marine Corps, and Coast Guard.

Special Duty Identifier—A four (4)- or five (5)-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field. Has a complete specialty description. Examples: 83RO Recruiting Service (Officer), 8P000 Courier (Enlisted).

Students—All active military personnel who are attending non-initial entry courses of instruction in a permanent change of status (normally a combined course length of 20 weeks or more at one location) or in a temporary duty status while executing a permanent change of status. Members in a temporary duty-to-school out-and-back status from a permanent party assignment are not

considered in this category. The corresponding Man-Years are a product of course length, number of entries, attrition rate and training days per year.

Total Force—The Regular Air Force, Air National Guard, and Air Force Reserve.

Training Carryover—Any training requirement that cannot be fulfilled in the assigned fiscal year, which carries over to the next fiscal year.

Training Pipeline—A student's training cycle as they attend school after school to become certified to deploy with their assigned military unit.

Transfer—When moving from one uniformed service to another, transfer is a discharge from the parent service on one day and appointment in the gaining service on the next.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration commissioned Officer Corps, and United States Public Health Service Commissioned Corps.

Unit—A separate and distinct organization meeting the definition provided in AFI 38-101, *Air Force Organization*.

United States Citizen—The following individuals are United States citizens:

- An individual born in the United States.
- An individual whose parent is a United States citizen.
- A former alien who has been naturalized as a United States citizen.
- An individual born in Puerto Rico.
- An individual born in Guam.
- An individual born in the United States Virgin Islands.
- An individual born in the Northern Mariana Islands.

Unqualified Resignation—This resignation is submitted by an active component officer who would be awarded an Honorable discharge upon separation, including Full Time Support officers.

Vicinity Travel—Area within the duty station (permanent or temporary) limits and the metropolitan area around that duty station served by local public transit systems; local travel within the local commuting area of the duty station (permanent or temporary) is determined in accordance with AFI 65-114.

Attachment 2

WAIVER AUTHORITY MATRIX – UNIFORM GUIDE LIST OF TYPICAL CONDUCT OFFENSES

A2.1. Waiver Authority Matrix

A2.1.1. Use the information in [Table A2.1](#), [paragraph A2.2](#), and [Table 2.2](#) to determine the proper offense category classification and required conduct waiver or eligibility determination requirements for application convicted or adversely adjudicated of a moral conduct offense:

Table A2.1. Waiver Authority Matrix.

	Air Force conduct waiver approval authority matrix							
Office of the Secretary of Defense Offense Classification	Air Force Offense Category	Air National Guard	Air Force Reserve	AFRS and OTS	USAFA	Air Force Reserve Officers' Training Corps	Notes	
Major Misconduct (4XX)	1	No waiver authorized	AFRCRS/CC/CV/RSD	CC/CV	USAFA/CW	AFROTC/CC	1,9	
	2		AFRCRS/RSOO	RCG/CC or CD		AFROTC/RR	1,2,9	
Misconduct (3XX)	2	The Adjutant General (TAG)				AFROTC/RR	1,2,3,9	
	3	TAG		RCS/CC		AFROTC/RR	1,4,9	
Non-traffic (2XX)	2	TAG		RCG/CC or CD		USAFA/CW or USAFA/RR as appropriate	AFROTC/RR	1,9
	3	TAG		RCS/CC				1,4,9
	4				USAFA/RR		DET/CC	4,6,9
Traffic (1XX)	4	TAG	Waiver required by Air Force Reserve Command and Air Force Recruiting Service when included in a pattern of misconduct. See Cat 4 and Cat 5 Eligibility Determinations.	USAFA/RR	DET/CC	4,6,9		
	5					5,7,9		

Category 4 Service Eligibility Determination	4	N/A	RSOO	RCS/CC		DET/CC	2,6,8, 9
Category 5 Service Eligibility Determination	5						2,7,8, 9

Notes:

1. Conviction or adverse adjudication of one or more of these offenses requires a conduct waiver.

2. (AFR only) When the final authority is the wing commander, this refers to the gaining wing commander (unit enlistment) or Reservist Readiness and Integration Organization (RIO) detachment commander (Individual Mobilization Augmentee enlistment) and recommendation is necessary.

3. (ANG only) First Offense Driving Under the Influence and other “under the influence” offences, waiver authority is TAG.

4. (ANG only) Waiver authority is TAG but may be delegated to the director of staff.

5. (ANG only) Waiver authority is the wing commander.

6. Two convictions in the last three (3) years or three (3) or more convictions in a lifetime require a service eligibility determination.

7. Six (6) or more convictions in any 365-day period in the last three (3) years require a service eligibility determination.

8. Service eligibility determinations are discretionary waivers required by a service or component and not required by the Office of the Secretary of Defense, or reported to the Office of the Secretary of Defense.

9. For specific conduct waiver or service eligibility determination processing refer to: individual component guidance.

A2.2. Uniform Guide List of Typical Moral Conduct Offenses:

A2.2.1. Use **Table A2.2** to classify moral offenses based on Air Force conduct offense categories. For moral offenses not listed in the Uniform Guide List at **Table A2.2**, align the offense to the proper Air Force category based on the seriousness of the offense and the maximum possible confinement and or fine under local law. Recruiters should contact local law enforcement to validate the maximum possible confinement. Use **paragraphs A2.2.1.1 – A2.2.1.5** in conjunction with the Uniform Guide List at **Table A2.2** to determine proper classification.

A2.2.1.1. Category 1 “Major Misconduct” Moral Offenses. For moral offenses not listed in the Uniform Guide List at **Table A2.2**, treat violations of a similar nature of seriousness as a Category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to **Table A2.1** for the proper waiver authority.

A2.2.1.2. Category 2 “Major Misconduct” Moral Offenses. For moral offenses not listed in the Uniform Guide List at [Table A2.2](#), treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds one (1) year. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to [Table A2.1](#) for the proper waiver authority.

A2.2.1.3. Category 3 “Misconduct” Moral Offenses. For moral offenses not listed in the Uniform Guide List at [Table A2.2](#), treat the offenses as a Category 3 offense when the maximum possible confinement under local law exceeds four (4) months but no more than one (1) year (including boating, aviation and similar recreational vehicular offenses). A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Refer to [Table A2.1](#) for the proper waiver approval authority.

A2.2.1.4. Category 4 Moral Offenses. For moral offenses not listed in the Uniform Guide List at [Table A2.2](#), treat traffic violations treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). For moral, non-traffic offenses not listed in the Uniform Guide List at [Table A2.2](#), treat similar offenses as Category 4 offenses when the maximum possible confinement under the local law is four (4) months or less. Refer to [Table A2.1](#) for proper waiver approval authority. Two (2) convictions or adverse adjudications in the last three (3) years or three (3) or more convictions or adverse adjudications in a lifetime are disqualifying for entry into the Air Force.

A2.2.1.5. Category 5 Moral Offenses. For moral offenses not listed in the Uniform Guide List at [Table A2.2](#), treat offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and those traffic offenses treated as minor by local law enforcement agencies, as Category 5 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. Refer to [Table A2.1](#) for the proper waiver approval authority. Conviction or adverse adjudication for six (6) or more Category 5 offenses in a 365-day period in the last three (3) years or five (5) Category 5 offenses and one (1) Category 4 traffic-related offense in a 365-day period in the last three (3) years is disqualifying for entry into the Air Force.

Table A2.2. Uniform Guide List - Morals Conduct Offenses

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Adultery	3	330	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as a juvenile)	2	400	
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as an adult)	1	400	
Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement)	3	300	
Aggravated Sexual Contact or Abusive Sexual Contact (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Altered driver's license or identification	4	200	
Arson	2	401	
Assault (simple assault with fine or restitution of \$500 or less and no confinement)	4	201	
Attempt to commit a felony	2	402	
Bicycle ordinance violation	5	100	
Blocking or retarding traffic	5	101	
Breaking and entering a vehicle	3	330	
Breaking and entering with intent to commit a felony	2	403	
Bribery (adjudicated as a juvenile only)	2	441	
Bribery (adjudicated as an adult only)	1	404	
Burglary (adjudicated as a juvenile only)	2	441	
Burglary (adjudicated as an adult only)	1	405	
Carjacking	2	406	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Carnal knowledge of a child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	407	
Carrying concealed weapon (other than firearm); possession of Brass knuckles	3	202	
Carrying of a weapon on school grounds (firearm).	1	408	
Check worthless, making or uttering (put in circulation), with intent to defraud or deceive (less than \$500).	4	203	
Check worthless, making or uttering, with intent to defraud or deceive (over \$500).	2	409	
Check: \$250 or less, insufficient funds, or worthless.	4	248	
Child abuse	2	410	
Child pornography (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	411	
Committing or creating a nuisance	4	204	
Concealment or failure to report a felony	3	302	
Conspiring to commit a felony	2	412	
Conspiring to commit a misdemeanor	3	205	
Contempt of court for minor traffic offenses	5	102	
Contributing to delinquency of minor (<u>including purchase of alcoholic beverages</u>).	3	303	
Crimes against the family; contempt of court (including nonpayment of child support or alimony required by court order)	3	304	
Criminal libel	2	413	
Criminal mischief (more than \$500 fine or restitution or confinement).	3	305	
Criminal trespass	3	306	
Crossing yellow line; driving left of center	5	103	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Curfew violation	4	206	
Damaging road signs	4	207	
Desecration of grave	3	307	
Discharging a firearm through carelessness or within municipal limits	3	208	
Disobeying traffic lights, signs, or signals	5	104	
Disorderly conduct; creating disturbance; boisterous conduct	4	210	
Disturbing the peace	4	211	
Domestic battery and/or violence qualifying as a conviction prohibiting the possession of a firearm as defined in the Lautenberg Amendment (see terms) (Waiver not authorized if applicant was convicted of this offense).	2	414	
Domestic battery and/or violence NOT considered covered by the "Lautenberg Amendment."	3	308	
Draft evasion	1	441	
Drinking alcoholic beverages on public transportation	4	212	
Driving on shoulder	5	105	
Driving uninsured vehicle	5	106	
Driving with blocked or impaired vision/tinted windows	5	107	
Driving with expired plates or without plates	5	108	
Driving with suspended or revoked license or never issued a license	5	109	
Driving without license in possession	5	110	
Driving without registration or with improper registration	5	111	
Driving wrong way on one-way street	5	112	
Drunk in public (drunk and disorderly, public intoxication)	3	213	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Driving Under the Influence / Driving While Under Influence / Driving While Intoxicated	2	309	
Dumping refuse near highway	4	214	
Embezzlement	2	415	
Extortion (adjudicated as a juvenile only)	2	441	
Extortion (adjudicated as an adult only)	1	416	
Failure to appear (other than traffic, comply with judgment, or answer or disobey summons)	4	209	
Failure to appear for traffic violations	5	113	
Failure to appear, contempt of court (all offenses except felony proceedings)	4	215	
Failure to appear, contempt of court (felony proceedings)	3	216	
Failure to comply with officer's directive	5	114	
Failure to have vehicle under control	5	115	
Failure to signal	5	116	
Failure to stop and render aid after accident	3	217	
Failure to stop or yield to pedestrian	5	117	
Failure to submit report after accident	5	118	
Failure to yield right-of-way	5	119	
Fare/toll evasion	4	218	
Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield Wipers	5	120	
Fighting, participating in a brawl	4	248	
Following too closely	5	121	
Forgery, knowingly uttering or passing forged instrument (except for altered identification).	2	417	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Forcible pandering (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Grand larceny, larceny, shoplifting, petty larceny, theft, or petty theft of stolen goods (value of \$500 or more)	2	418	
Grand theft auto	2	419	
Harassment, menacing or stalking (non-sexual).	4	219	
Hate crimes	2	420	
Hitchhiking	5	122	
Housebreaking	2	330	
Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).	2	421	
Illegal betting or gambling: operating illegal handbook, raffle, lottery, or punch board; cockfighting	4	220	
Illegal/fraudulent use of a credit card, bank card or automated card (value less the \$500)	3	310	
Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk	5	123	
Improper blowing of horn	5	124	
Improper passing (passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk)	5	125	
Improper turn	5	126	
Indecent acts or liberties with a child (a child is defined as under 16 years of age for this offense); molestation (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	422	
Indecent assault (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	423	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Indecent exposure (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission method	3	222	
Indecent viewing, visual recording or broadcasting - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense).	1	441	
Invalid or unofficial inspection sticker, failure to display inspection sticker	5	127	
Involuntary manslaughter	2	441	
Jaywalking	5	128	
Jumping turnstile (to include those states that adjudicate jumping a turnstile as petty larceny)	4	223	
Juvenile adjudications (noncriminal misconduct); beyond parental control, incorrigible, runaway, truant, or wayward.	4	224	
Kidnapping or abduction	1	424	
Killing a domestic animal	3	225	
Larceny, shoplifting or conversion (Less than \$500)	3	311	
Leaving key in ignition	5	129	
Leaving the scene of accident (when not considered hit and run)	5	130	
Leaving the scene of an accident (hit and run) involving no personal injury	3	312	
Leaving the scene of an accident (hit and run) involving personal injury.	2	330	
Lewd, licentious or lascivious behavior (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
License plates improperly displayed or not displayed	5	131	
Liquor or alcoholic beverages: unlawful manufacture, sale, possession, or consumption in a public place	3	239	
Littering	4	226	
Loitering	4	227	
Looting	2	313	
Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking not including the destruction of mailboxes).	2	425	
Mailbox destruction	3	314	
Mailing, to include e-mail, of obscene or indecent matter (including bulletin board systems and files).	2	315	
Maiming or disfiguring	2	441	
Malicious mischief (fine or restitution of \$500 or less and no confinement)	3	228	
Manslaughter (includes voluntary and vehicular).	1	426	
Murder	1	427	
Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included - see Category 2)	2	428	
Negligent or vehicular homicide	2	429	
Operating a motor vehicle after consumption of less than legal limit of alcohol, while under legal drinking age	4	248	
Operating overloaded vehicle	5	132	
Other major misconduct offenses not specifically listed	2	441	1
Other misconduct offenses not specifically listed	2	330	1
Other non-traffic offenses not specifically listed	4	248	1
Other traffic offenses not specifically listed	5	142	1
Pandering	2	229	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Perjury or subornation of perjury (adjudicated as a juvenile only)	2	430	
Perjury or subornation of perjury (adjudicated as an adult only)	1	430	
Poaching	4	230	
Possession of indecent publications or pictures (other than child pornography)	4	248	
Possession of marijuana or drug paraphernalia (arrest or adjudication only)	2	316	
Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property	2	431	
Possession/carrying of weapon on school grounds (other than firearm)	3	301	
Prostitution or solicitation for prostitution	2	317	
Public record; altering, concealing, destroying, mutilating, obliterating, or removing	2	432	
Purchase, possession, or consumption of tobacco/alcoholic beverages by a minor.	4	231	
Racing, dragging, or contest for speed	5	133	
Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	433	
Rape of a Child, Sexual Assault of a Child, or Sexual Abuse of a Child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Reckless endangerment	3	319	
Reckless, careless or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when	3	318	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
confinement is imposed; otherwise, considered a minor traffic offense).			
Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement) Court costs are not part of a fine	4	134	
Removing property from public grounds	3	232	
Removing property under lien	3	233	
Resisting, fleeing or eluding arrest	3	320	
Riot	2	434	
Robbery, to include armed (adjudicated as a juvenile only)	2	435	
Robbery, to include armed (adjudicated as an adult only).	1	435	
Robbing an orchard	4	234	
Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent)	2	436	
Seatbelt and/or child restraint violation	5	136	
Sedition or soliciting to commit sedition	2	330	
Selling or leasing weapons	2	321	
Sexual abuse. Sexual assault, criminal sexual abuse, incest, or other sex crimes (adjudicated as a juvenile only).	2	441	
Sexual harassment	2	330	
Shooting from a highway	3	235	
Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or less)	4	330	
Skateboard, roller skate, or inline skating violation	5	137	
Slander	3	248	
Sodomy (only when it is nonconsensual or involves a minor) - (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	437	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Speeding	5	138	
Spilling load on highway	5	139	
Spinning wheels, improper start, zigzagging, or weaving in traffic	5	140	
Stalking (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	1	441	
Stolen property, knowingly received (value less than \$500)	3	322	
Stolen property, knowingly received (value of \$500 or more)	2	438	
Terrorist threats including bomb threats	2	439	
Throwing glass or other material in roadway	4	236	
Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles	3	323	
Trespass on property (non-criminal/simple)	4	237	
Unlawful assembly	4	238	
Unlawful carrying of firearms or carrying concealed firearm	2	325	
Unlawful or illegal entry	3	326	
Unlawful use of long distance telephone calling card	4	240	
Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another	3	327	
Using or wearing unlawful emblem and/or identification	4	241	
Vagrancy	4	242	
Vandalism, defacing or injuring property (fine or restitution of \$500 or less and no confinement).	4	243	
Vandalism, defacing or injuring property (fine or restitution of \$500 or more or confinement).	3	328	
Violation of civil rights	2	440	

Uniform Guide List of Typical Morals Conduct Offenses	Air Force Conduct Category	Office of the Secretary of Defense Code	Notes
Violation of fireworks law	4	244	
Violation of fish and game laws	4	245	
Violation of leash laws	4	246	
Violation of noise control ordinance	5	141	
Violation of probation	4	247	
Willfully discharging firearm so as to endanger life; shooting in public	2	329	
Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent (if the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft-auto Category 2).	3	324	
Notes: 1. Use this Office of the Secretary of Defense code to categorize similar offenses not previously matched to a specific Office of the Secretary of Defense conduct category and code, such as major misconduct, misconduct, non-traffic and traffic offenses. 2. This Office of the Secretary of Defense code isn't currently aligned to any offense.			

Attachment 3

MEDICAL STANDARD EXCEPTIONS TO POLICY

A3.1. Headquarters Air Force considers exceptions to policy for potential Air Force applicants who do not meet medical accession standards but are exceptionally qualified individuals that could be matched to compelling mission requirements. The Secretary of the Air Force remains the overall approval authority in accordance with current Mission Directives and delegation from the Secretary of Defense.

A3.2. An exception to policy may be requested only after all waivers have been considered, and denied. An exception to policy should only be submitted if strong justification can be provided to support such a request. It is intended only for rare and truly exceptionally qualified applicants who:

A3.2.1. Apply for Air Force-designated critically-manned specialties;

A3.2.2. Do not meet Department of Defense (DoD) medical accession standards; and

A3.2.3. Are supported by their entire chain of command, i.e., United States Air Force Academy (USAFA), Air Education Training Command (AETC), Air Force Reserve (AFR) or Air National Guard (ANG), as appropriate.

A3.3. Exceptions to policy shall originate at the accession source commander-level (AFRS/CC, AFRCRS/CC, ANG/A1Y, AFROTC/CC and USAFA/CC) and should offer information that has been independently verified by official channels or medical authorities. The applicant package should contain, at a minimum, the following: purpose, applicant background, medical condition, discussion and recommendation.

A3.3.1. The purpose section should be concise; that is, sufficient to obtain a decision on an exception to policy request.

A3.3.2. The applicant background section should address why the candidate requires an exception to policy and why the commander believes it should be granted. This section should explain what makes this candidate a rare and a truly exceptionally qualified asset for the Air Force. It should also provide an assessment or overview of the candidate's academic and military performance (if applicable) and must clearly place the candidate above all others in academic, physical and military performance (if applicable). **(T-1)**

A3.3.3. The medical condition section should clearly define the medical condition(s) that caused the disqualification, the disqualification standard(s), and any other medical information the AF/SG deems relevant. This section must also include a signed DD Form 2870, *Authorization for Disclosure of Medical or Dental Information*. **(T-1)**

A3.3.4. The discussion section must include an assessment of the inherent risks associated with the individual's medical condition as well as the ability of the member to perform his/her duties, to include their ability to meet deployment requirements. **(T-1)** Other non-medical information relevant to the candidate's situation such as an examination of the condition as it affects or does not affect the individual's performance, should also be addressed. Extracurricular activities or external support, such as supporting comments from Members of Congress or senior military leaders, may also be included.

A3.3.5. The recommendation section asks the Secretary of the Air Force to approve the request.

A3.4. The exception to policy request is routed through the applicant's appropriate chain of command (AETC, USAFA, AFR or the ANG) to AF/A1. AF/A1 provides a business case analysis and obtains legal review, AF/SG risk analysis determination, and SAF/MR review and recommendation prior to routing for decision by the Secretary of the Air Force.

Attachment 4

PRE-ACCESSION REQUEST FOR RELIGIOUS ACCOMMODATION

A4.1. Request procedures. All requests must be in writing and must explain the type of military grooming and appearance standard accommodation requested and the religious basis for the request. **(T-1)** Prospective Airmen may submit a letter addressed to the AFRS/CC, AFRCRS/CC, NGB/A1Y, AFROTC/CC or USAFA/CC, as appropriate, through their recruiter or admissions liaison officer. The request must include a description or photo of the requested accommodation. **(T-1)** The recruiter or admissions liaison officer will forward the request for the exception to policy to AFRS, AFRCRS, ANG, AFROTC or USAFA for endorsement by an Air Force chaplain and, if an Air Force specialty has been assigned, endorsement by the Airman's career field manager (see [paragraph A4.1.3](#)). **(T-1)**

A4.1.1. Exceptions to policy of military grooming and appearance standard contained in AFI 36-2903 for religious accommodation will be resolved in a timely manner and will be approved when accommodation would not adversely affect mission accomplishment. **(T-0)** For requests for religious accommodation when accommodation would adversely affect mission accomplishment, in accordance with 42 USC § 2000bb-1, requests for religious accommodation from a military policy, practice, or duty that substantially burdens a Service member's exercise of religion may be denied only when the military policy, practice, or duty: (a) furthers a compelling governmental interest and (b) is the least restrictive means of furthering that compelling governmental interest. **(T-0)**

A4.1.2. AFRS/RSOH, AFRCRS/CC, NGB/A1Y, AFROTC/RR or USAFA/RR identifies an appropriate Air Force chaplain in the rank of major or above to conduct an in-person or telephonic interview of the prospective Airmen to assess whether the requested dress and appearance accommodation is in keeping with the doctrinal or traditional observances of the member's faith. The chaplain must provide a memorandum confirming this interview occurred and addressing the religious basis and sincerity of the Airman's request. **(T-1)** The chaplain is not required to recommend approval or disapproval, but may do so. Memorandums from other religious ministry professionals, uniformed services chaplains, or authoritative religious leaders may accompany the request as optional attachments, but do not meet the requirement for interview by the assigned Air Force chaplain.

A4.1.3. If an Air Force specialty has been assigned, the career field manager must endorse the request and address effect on health or safety and impact on duties of the prospective Airman. **(T-1)**

A4.1.4. A legal advisor will review the request packet for legal sufficiency and may make a recommendation for disposition of the request. **(T-1)** The review will also state whether the request and enclosures are complete within the provisions of this directive. **(T-1)**

A4.1.5. Once all materials are received by the recruiter or admissions liaison officer, the recruiter or admissions liaison officer forwards the prospective Airman's religious accommodation request package through command channels to the approving authority, as required in [paragraph 3.6.3.2](#) or [5.4.4.2](#), as appropriate **(T-1)** Requests denied by the appropriate Air Force recruiting agency may be appealed to AF/A1, AF/RE, or NGB/CF as appropriate. For requests requiring AF/A1, AF/RE, or NGB/CF final action, the appropriate Air Force recruiting agency will provide a recommendation.

A4.1.6. Upon a decision by the approval authority, a copy of the exception to policy request and decision documents will be added to the administrative folder of the requestor's Personnel Record Display Application. **(T-1)** For individuals without an established record, the Office of the DCS, AF/A1 will maintain copies and the unit personnel file until upload to the Personnel Record Display Application is possible.

A4.1.7. AF/A1PA, Uniform Policy Section, will track approved religious accommodation exceptions to policy for military grooming and appearance standard.

A4.1.8. Subject to the reservations contained in the exception to policy decision document, all approved pre-accession religious accommodation exceptions to policy continue throughout the individual's career. If the Airman's commander later believes a modification may be necessary, the commander forwards the recommendation through the chain of command for action by AF/A1, AF/RE, or NGB/CF. Decision to temporarily or permanently withdraw or limit an approved accommodation must be based on military necessity. **(T-0)** The commander recommendation should clearly identify the basis and provide any recommended start and end dates for the proposed modification.

A4.1.9. Submission of a new request for accommodation is not required unless the Airman has a break in service longer than 365 days or is requesting a modification of a previously approved exception to policy.

A4.2. Sample Pre-Accession Request for Religious Accommodation. Date

Name

Commander, Air Force Recruiting Service

Address

City State

Name

Address

City State

To the Commander of Air Force Recruiting Service,

I am a candidate for enlistment into the United States Air Force. I request a religious accommodation waiver of the [(uniform)(grooming)(uniform and grooming)] requirements of Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, to wear [describe requested religious accommodation]. I request that this determination be made before I accept entry into service in the Air Force as an enlisted member.

This request is based on [describe the religious basis for the request]. Enclosed is a [photograph of my requested accommodation] and [any other relevant documentation]. I understand my Air Force recruiter will assist me in arranging for an in-person or telephonic interview with an Air Force chaplain as part of the process for requesting a religious accommodation.

I understand that if I choose to enter service before my request is acted upon, I will be required to comply with the uniform and grooming standards of AFI 36-2903 for non-accommodated Airmen unless or until I am notified that my request is approved.

If my request is disapproved, I understand I may choose to enlist and serve without an accommodation or I may choose to discontinue the accession process. I understand that an approved accommodation continues throughout my Air Force career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

The point of contact for this request is the undersigned at [phone number] or [email address].

JOHN D. DOE
Enlisted Candidate

Attachment 5

FORMS/DOCUMENT REQUIRED FOR ENLISTMENT

A5.1. Enlistment Documents. Use the original or authenticated copies of documents to verify eligibility (social security card, birth certificate, diploma, etc).

A5.2. Department of Defense Forms . See DoDI 1304.02, *Accession Processing Data Collection Forms*, for further guidance.

Table A5.1. Required Forms/Documents for Enlistment

	Required Form	Use of Form
1.	DD Form 4.	This form is used to record enlistment or reenlistment into the military services.
2.	DD Form 93, <i>Record of Emergency Data</i> .	This form is completed for each applicant and is used to designate beneficiaries for certain benefits in the event of the service member's death.
3.	DD Form 372, <i>Request for Verification of Birth</i> .	Used by the military services in verifying age and citizenship to meet the requirements for enlistment into the military services when an applicant is unable to provide a birth certificate.
4.	DD Form 368.	Used to obtain clearance from one component within a military service to discharge a service member upon entry into another component of military service.
5.	DD Form 369, <i>Police Record Check</i>	This form or the data specified therein is used to make checks with law enforcement agencies to determine the eligibility of a prospective enlistee in the military services.
6.	DD Form 1966.	The DD Form 1966 is the principal document to report military processing and enlistment data elements, to include continued military service records. The information collected is used to feed other DoD - and Service-specific forms that later are used to prepare contracts, issue identification cards, and provide benefits associated with military service.
7.	DD Form 2005, <i>Privacy Act Statement – Health Care Records</i> .	5 USC § 552a establishes a code of fair information practices that governs the collection, maintenance, use, and dissemination of personally identifiable information about an individual's health care that is maintained in systems of records by federal agencies.
8.	DD Forms 2807-1.	This form is completed by the applicant to evaluate an applicant's medical status in determining his or her eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the military services in accordance with DoDI 6130.03.
9.	DD Form 2808.	
10.	DD Form 2807-2, <i>Accessions Medical Prescreen Report</i> .	This form is completed by the military services to evaluate an applicant's medical status in determining

		eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the military services.
11.	DD Form 2983, <i>Recruit/Trainee Prohibited Activities Acknowledgement</i> .	This form is completed as early in the sales process as practical prior to initial Military Entrance Processing Station scheduling and ensures the applicant understands their rights and responsibilities and professional/unprofessional relationships during the recruitment process.
12.	AF Form 485, <i>Application for Enlistment – United States Air Force Band</i> .	Mandatory for all band applicants.
13.	AF Form 2030.	Is used to acquire applicant's history with drugs and alcohol, and also providing them statements of understanding regarding Air Force policy.
14.	AF Form 357.	DoDI 1342.19_AFI 36-2908 is used to counsel all applicants on policy concerning family care, and AF Form 357 is completed as appropriate.
15.	AF Form 1288	This form is used in accordance with AFI 36-3205 and AFI 36-2110. (see notes 1 and 2)
16.	AF Form 3010, <i>United States Air Force Statement of Understanding for Dependent Care Responsibilities</i> .	Mandatory for all RegAF enlistments. Complete as early as practical in applicant processing.
17.	AF Form 3005, <i>Guaranteed Aptitude Area Enlistment Agreement-Non Prior Service – United States Air Force</i> . (see note 3)	Used for non-prior service applicants enlisting into an aptitude area (i.e., mechanical, administrative, general or electronics) without a specific Air Force specialty guaranteed and for enlistment into the Delayed Entry Program. Classification into a specific Air Force specialty occurs during basic military training on individual preferences, qualifications, and specialties available at time of classification and Air Force needs.
18.	AF Form 3006, <i>Enlistment Agreement – Prior Service / Active United States Air Force Reserve /Air National Guard – United States Air Force (Regular Air Force only)</i> .	Used for prior service, AFR, and ANG applicants applying for RegAF enlistment.
19.	AF Form 3007, <i>Guaranteed Training Enlistment Agreement Non-Prior Service – United States Air Force (Regular Air Force only)</i> .	Used for non-prior service applicants enlisting into a specific Air Force Specialty.
20.	AF Form 3008, <i>Supplement to Enlistment Agreement – United States Air Force</i> .	Use as supplement to AF Forms 3005, 3006 and 3007. It lists all additional promises and guarantees to

		applicants not covered on the primary enlistment document and becomes an annex to DD Form 4.
21.	AF Form 3009, <i>Change to Enlistment Agreement – United States Air Force.</i>	To determine enlistment eligibility and process qualified applicants.
Notes: 1. The AF Form 1288 is authorized to be used as the transfer document for all PALACE CHASE/PALACE FRONT assignments within the Air Components. Follow specific component guidance. 2. For intra-service transfers between the Air Components and accessions from the Individual Ready Reserve and Participating Individual Ready Reserve, the AF Form 1288 can be used as the application for reserve assignment as well as the conditional release document. Per DoDI 1300.04, all inter-service transfers will utilize DD Form 368. (T-0) 3. These forms are an official agreement between the RegAF applicant and the Air Force. The forms become an annex to DD Form 4. Unless supplemented by an AF Form 3008 containing additional promises or guarantees, these forms list all promises or guarantees made to the RegAF applicant.		

A5.3. Correction of Enlistment Documents.

A5.3.1. Take the necessary action to ensure the following enlistment documents are correct: DD Form 4 and AF Forms 1034, 3005, 3006, 3007 and 3008. Refer questions to AFPC/DP3DA.

A5.3.1.1. Military Entrance Processing Stations (MEPS) discovering errors in a form prior to an enlistee's departure will reaccomplish the form.

A5.3.1.2. Errors discovered after enlistee's departure from MEPS: Contact 369th Air Force Recruiting Group Recruiting Service Liaison (369 RCG/RSL) with member's name, SSN, date of enlistment, and summary of discrepancies. Agencies listed in paragraphs A5.2.2-A5.2.6 may make corrections to enlistment documents as indicated.

A5.3.1.3. Line out erroneous entry, insert correct data, and have the member and Air Force representative initial the correction. Include a short statement in a clear area of the form identifying the item corrected, date corrected, and activity making the correction. Annotate the top of the form with "Corrected Copy."

A5.3.1.4. The activity making the correction will make required systems updates. **(T-3)**

A5.3.2. 319th Training Squadron (319 TRS). 319 TRS Processing Flight (319 TRS/TPPP) identifies and corrects errors, including:

A5.3.2.1. Misspelled names.

A5.3.2.2. Incorrect social security numbers.

A5.3.2.3. Other obvious typographical errors.

A5.3.2.4. Refer these errors to 369 RCG/RSL for correction:

A5.3.2.4.1. Enlistment grade.

A5.3.2.4.2. Term of enlistment.

A5.3.2.4.3. Missing signature.

A5.3.2.4.4. Problems with enlistment incentive options.

A5.3.2.5. 369 RCG/RSL coordinates changes to documents with 319 TRS/TPPP to ensure 319 TRS/TPPP updates the personnel data system and makes administrative corrections.

A5.3.2.6. Forward a copy of all changes to AFPC/DP3DA for inclusion in the member's master personnel file.

A5.3.3. Corrective Actions. 369 RCG/RSL determines appropriate corrective action on enlistment agreement errors and effects contract changes on enlistees not offered the proper enlistment incentive, having erroneous enlistments, or not properly processed for reenlistment:

A5.3.3.1. After reviewing the circumstances, notify 319 TRS/TPPP of the corrective action taken. **Note:** Refer corrective action changing an enlistee's guaranteed Air Force specialty or aptitude index to 319 TRS/TPCAR.

A5.3.3.2. Counsel enlistees with an erroneous enlistment (guaranteed an option they do not qualify for) on their ineligibility and accomplish a new agreement.

A5.3.3.2.1. A member who does not want a new agreement must ask for separation for nonfulfillment of enlistment agreement. **(T-3)**

A5.3.3.2.2. If the member agrees to the change but believes an injustice occurred, provide them a copy of the DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*, and copies of the incorrect and new agreement. Forward a copy of both agreements to AFPC/DP3DA for inclusion in the member's master personnel file.

A5.3.4. Classification. Only 319 TRS/TPCA may classify or reclassify enlistees during basic military training.

A5.3.4.1. Refer errors discovered during classification to either 319 TRS/TPPP or 369 RCG/RSL, as appropriate.

A5.3.4.2. Record changes to enlistment agreements on the AF Form 3009 and send a copy to AFPC/DP3DA to file in the member's master personnel file.

A5.3.5. Second Air Force, Vice Commander may reclassify members when mission requirement changes, during technical school training, or to meet enlistment guarantees.

A5.3.5.1. Member must request reclassification. **(T-1)**

A5.3.5.2. Record changes on the AF Form 3009 and send a copy to AFPC/DP3DA to file in the member's master personnel file.

A5.3.5.3. Separate for nonfulfillment of enlistment agreement any member who refuses the new classification.

A5.3.6. The military personnel section corrects administrative errors not found during initial entry processing. **Exception:** Send changes to enlistment grade to AFPC/DP3DA for approval; a request for enlistment grade change must include letter of justification and supporting documents. A request to authorize changes in enlistment incentives such as term of enlistment, bonuses, special training or retraining must be submitted on a DD Form 149.

Attachment 6

APPOINTMENT SOURCES

A6.1. Current Direct Appointment Programs. The Air Force directly appoints individuals in certain professions.

A6.1.1. Individual regular Air Force commission is authorized for applicants who can qualify as:

A6.1.1.1. Health professional officers (to include Health Professions Scholarship Program (HPSP) / Financial Assistance Program (FAP) students).

A6.1.1.2. Chaplains and chaplain candidates.

A6.1.1.3. Judge advocates.

A6.1.1.4. Line officers (**Note:** only a former officer of a uniformed service).

A6.1.2. Individual reserve commission is authorized for applicants who can qualify as:

A6.1.2.1. Health professional officers (to include HPSP / FAP students).

A6.1.2.1.1. Direct appointment as Air Force Reserve officers and concurrent Ready Reserve program assignment (Category E Medical Individual Ready Reserve Program) are authorized for applicants who can qualify as health professionals in selected critical specialties as identified annually by the appropriate component surgeon general.

A6.1.2.2. Chaplains and chaplain candidates.

A6.1.2.3. Judge advocates.

A6.1.2.4. Former reserve or regular officers of any uniformed service (including those who qualify for undergraduate pilot or navigator training under AFI 36-2105).

A6.2. Air Force Commissioning Sources. Air Force commissioning source and the source's office of primary responsibility for identifying and communicating lists of nominees to the component nomination source are contained in [Table A6.1](#). The table provides the specific type of commission based on what drives the appointment and the nomination source, as well as the commissioning status, and the component the nominee would enter based on their commission status. It references the relevant policies governing the eligibility requirements for a nominee to receive appointment. Additional information on each commissioning source may be found in the Original Appointment Process Guide maintained by each commissioning source.

Table A6.1. Air Force Commissioning Sources

R U L E	Commissioning Source	Appointment Driver by Program	Type of Commission	Component Entering	Policy
1	Air Force Reserve Officers’ Training Corps (AFROTC); OPR - AFROTC	graduation	Reserve, Regular	Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG)	AFMAN 36- XX6
		completion of the Nurse Enlisted Commissioning Program	Regular	RegAF	AFMAN 36- XX6
2	United States Air Force Academy (USAFA); OPR - USAFA	graduation	Regular	RegAF	AFMAN 36- XX6
3	OTS; OPR - AFRS/RSO; ARPC/DPA and NGB/A1	graduation from OTS	Reserve, Regular	RegAF, AFR, ANG	AFMAN 36- XX6
4	Direct Appointment, Medical; OPR - AFPC/DP2N	entry into the USUHS	Regular	RegAF	AFI 41-110 AFMAN 36- XX6
		graduation from the USUHS			
	Direct Appointment, Medical; OPR - AFPC/DP2N, AFRS Health Professions and AFRC Health Professions Recruiters	entry into the HPSP	Regular (graduation); Reserve (entry and graduation)	RegAF AFR	
		graduation from the HPSP			

R U L E	Commissioning Source	Appointment Driver by Program	Type of Commission	Component Entering	Policy
5	Individual Enlisted Commission, Medical; OPR -AFPC/DP2N, ARPC/DPA and AFRC/SG	selection and approval	Reserve, Regular	RegAF, AFR	AFMAN 36- XX6
6	Direct Appointment, Law; OPR - AF/JAX	graduation from the Graduate Law Program -- (graduate ROTC)	Reserve, Regular	RegAF, AFR	AFI 51-101
		graduation from the One-Year College Program - (graduate ROTC)	Reserve, Regular	RegAF, AFR	
		graduation from ROTC Educational Delay (graduate ROTC)			
7	Direct Appointment, Theology; OPR - AFRS/RSOH	entry into the Chaplain Program – Reserve ecclesiastical endorsement; Chaplains – Total Force; Experienced chaplain - Total Force	Reserve, Regular	RegAF, AFR	AFMAN 36- XX6
8	Direct Appointment Recall Programs; OPR - AFPC/DP2LT	selection for RegAF appointment	Regular	RegAF	AFMAN 36- XX6
9	Direct Appointment, Inter-Service Transfers; OPR - AFPC/DP2LT, ARPC/DPA and NGB/A1PO	selection and approval	Regular, Reserve	RegAF, AFR, ANG	AFMAN 36- XX6
10	Resigning Regulars; PALACE CHASE/ FRONT;	military service obligation	Reserve	AFR, ANG	AFI 36-3205, AFI 36-3207
		receipt of separation pay			

R U L E	Commissioning Source	Appointment Driver by Program	Type of Commission	Component Entering	Policy
	OPR - ARPC/DPA	selection and approval			
11	Direct Appointment, Air National Guard; OPR - State/Territory Headquarters	request for appointment by individual states/territories	Reserve	ANG	AFMAN 36- XX6

Attachment 7

WAIVERS FOR DEFERRED OFFICERS

A7.1. Waivers for Deferred Officers. For deferred officers requesting to be transferred to the Air Force Reserve or Air National Guard, all waiver requests, authorized in [Table A7.1](#), require a commander's letter justifying the selection of the individual, copies of the last five (5) officer performance reports and appropriate Headquarters indorsement. (T-3) See [Chapter 5 paragraph 5.4.8.3.12](#) for appropriate waiver approval authority.

Table A7.1. Waivers for Deferred Officers

R U L E	A	B		C	D
	Current and Former Member Appointed from:	Current Non-Selection Status is:		For appointment to Air National Guard:	For appointment to Air Force Reserve:
		One Time	Two Time		
1	Air National Guard	X		No waiver required	No waiver required
2	Air National Guard		X	Waiver required	Waiver required
3	Air Force Reserve	X		No waiver required	No waiver required
4	Air Force Reserve		X	Waiver required	Waiver required
5	Regular Air Force	X		No waiver Required	No waiver required
6	Regular Air Force		X	Waiver required	Waiver required
7	Regular Army, Navy, Marines, Coast Guard	X		No waiver required	No waiver required
8	Regular Army, Navy, Marines, Coast Guard		X	Waiver required	Waiver required
9	Reserve Army, Navy, Marines, Coast Guard	X		No waiver required	No waiver required
10	Reserve Army, Navy, Marines, Coast Guard		X	Waiver required	Waiver required
11	Army National Guard	X		No waiver required	No waiver required
12	Army National Guard		X	Waiver required	Waiver required

Attachment 8

SAMPLE STATEMENTS OF UNDERSTANDING

A8.1. Complete all statements on plain bond paper and when completed, file in the Master Personnel Record Group.

A8.2. Reserve Medical Service Officers Orientation Course. "I, (*print or type name and social security number*), agree to attend the two-week Officers Training School program, L3OQR4000-000, as soon as possible but not later than one year after I receive my commission as an officer of the medical service."

(*signature*) (*date*)

(*unit or authorized representative's signature*) (*date*)

(*witness" signature*) (*date*)

Note: All applicants for commission in the medical services for assignment to Air Force Reserve positions complete this statement.

A8.3. For All Health Care Practitioners Except Clinical Psychologists. "I, (*print or type name and social security number*), understand I must obtain a permanent, unencumbered, unrestricted state license for my specialty in accordance with AFI 44-119, *Medical Quality Operations*. I also understand failure to procure a license may lead to separation from the United States Air Force."

(*signature*) (*date*)

(*recruiter's signature*) (*date*)

A8.4. For All Clinical Psychologists. "I, (*print or type name and social security number*), understand I must obtain a permanent, unencumbered, unrestricted state license within two years after receipt of the award of the Doctorate degree. I also understand failure to procure a license may lead to separation from the United States Air Force."

(*signature*) (*date*)

(*recruiter's signature*) (*date*)

A8.5. Appointment as a Commissioned Officer. "I, (*print or type name and social security number*), understand my appointment as a commissioned officer in the United States Air Force is being accomplished prior to completion of the required National Agency Check.

I further understand that if, as a result of completion of the post commissioning investigation process, I am determined ineligible or unqualified for original appointment as an Air Force commissioned officer under the laws and instructions applicable on the date of accelerated appointment or the laws and instructions applicable on the date the investigation is finally reviewed by the Air Force, or if the investigation discovers information which, if known, could have permissively prevented tender of commission, I will be subject to discharge."

(*signature*) (*date*)

(*witness" signature*) (*date*)

A8.6. Appointment as a Chaplain Candidate. "I (*print or type name and social security number*), understand to remain in the Chaplain Candidate Program, I must have a valid Ecclesiastical Endorsement on the DD Form 2088, *Statement of Ecclesiastical Endorsement* and be a full-time student pursuing a graduate-level degree from a qualifying education institution per DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*. I also

understand failure to maintain good standing in the Chaplain Candidate Program, complete my education or maintain my ecclesiastical endorsement may lead to separation from the United States Air Force. Air Force needs will determine the need for reappointment and utilization as a chaplain of the Air Force or separation."

(signature) (date)

(witness" signature) (date)

A8.7. Conditional Tender of Appointment of DDS, DMD and OD. **Note:** Students take and execute the oath of office only after they graduate and furnish evidence the degree has been conferred and they have met all other requirements.

"I, (print or type name and social security number), understand I am being conditionally tendered an appointment, conditional on receipt of my qualifying degree, and failure to receive a qualifying degree by (date) will result in the conditional tender of appointment being revoked. On satisfying the requirements for appointment, I agree to serve a minimum of three years on active duty unless sooner relieved by proper authority. I further understand and agree my date of graduation and no other date will be used to compute my service, promotion and pay dates."

(signature) (date)

(witness" signature) (date)

A8.8. Appointment of MD, DO, DDS, or DMD in Sponsored Residency or Fellowship Programs. "I, (print or type name and social security number) understand, if appointed in the (see note below), continuation of the appointment is contingent on my completing the residency for which I was sponsored. On completing training, I must serve any active duty service commitment specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. Failure to complete my training program will result either in utilization in another appropriate specialty, or separation, as determined by Air Force needs."

(signature) (date)

(witness" signature) (date)

Note: Type in Medical Corps or Dental Corps as appropriate.

A8.9. Air Force Medical Technology or Hospital Dietetic Internship Programs. "I (print or type name and social security number), understand, if appointed in the Biomedical Sciences Corps, continuation of the appointment is contingent on my completing the (see note) internship. I agree to serve on active duty for a period of three years according to AFI 36-2107, *Active Duty Service Commitments (ADSC)* after I complete the internship. If I fail to complete the internship, my Biomedical Sciences Corps appointment will be terminated. Air Force needs will determine the need for reappointment and utilization as a line officer, or separation."

(signature) (date)

(witness" signature) (date)

Note: Enter Medical Technology or Hospital Dietetic, as appropriate.

A8.10. Clinical Psychology Internship Program. "I (print or type name and social security number) understand, if appointed in the Biomedical Sciences Corps, continuation is contingent upon my completing the doctorate degree and clinical internship. I agree to serve on active duty for a period of three years according to AFI 36-2107, *Active Duty Service Commitments (ADSC)* after I complete clinical internship. If I fail to complete the doctorate or clinical internship, my

Biomedical Sciences Corps appointment will be terminated. Air Force needs will determine the need for reappointment and utilization as a line officer, or separation.”

(signature) (date)

(witness" signature) (date)

A8.11. Appointment in the Biomedical Sciences Corps as a Physical Therapist. "I, *(print or type name and social security number)*, understand continuation of this appointment is contingent on completion of the Doctor of Physical Therapy degree. On completing the training, I must serve any active duty service commitment specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. If I fail to meet the doctoral degree requirements, my Biomedical Sciences Corps appointment will be terminated. Air Force needs will determine the need for reappointment and utilization as a line officer, or separation."

(signature) (date)

(witness" signature) (date)

A8.12. Appointment in the Medical Service Corps as a Health Services Administrator (Air Force specialty code 41A1).

"I, *(print or type name and social security number)*, agree to attend the Health Services Administration Course, J30BR41A1 001, as soon as possible but not later than one year after I receive my commission as an officer of the medical service.”

(applicant signature) (date)

(unit commander or authorized representative signature) (date)

(witness' signature) (date)

Note: All applicants for commission in the medical service corps complete this statement.

A8.13. Appointment in the Biomedical Sciences Corps as a Bioenvironmental Engineer (Air Force specialty code 43E1). "I, *(print or type name and social security number)* agree to attend the Bioenvironmental Engineering Course, B30BY43E1 (000/001/002/003/004), as soon as possible but not later than one year after I receive my commission as an officer of the medical service.”

(applicant signature) (date)

(unit commander or authorized representative signature) (date)

(witness' signature) (date)

Note: All applicants for commission in Air Force specialty code 43E1 in the biomedical sciences corps complete this statement.

A8.14. For Regular Officers, Guard/Reserve Line Officers, and Guard/Reserve Judge Advocates Applying for the Regular Air Force. 1. I am a Regular officer whose competitive category is:

____ Line ____ Judge Advocate ____ Biomedical Sciences Corps
____ Chaplain ____ Medical Corps ____ Medical Service Corps
____ Dental Corps ____ Nurse Corps

or

I am a Guard/Reserve officer whose competitive category is:

____ Line ____ Judge Advocate

2. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment of four years (three years for chaplains, six years for rated officers) before I will be eligible for separation or release from active duty.

3. I understand the Secretary of the Air Force will assign my grade and date of rank at the time of my appointment.

4. I understand I may be assigned to a government-sponsored training program or a permanent change of station to meet Air Force needs. If I must undergo such training or permanent change of station, I understand I must serve any additional active duty service commitment appropriate for the training I received or my permanent change of station assignment according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*.

officer's signature (date)

(typed name, grade)

A8.15. For Other Uniformed Service Chaplain or Health Professional Guard/Reserve Officers Applying for the Regular Air Force. 1. I am a Guard/Reserve officer whose competitive category is:

____ Chaplain ____ Medical Corps ____ Biomedical Sciences Corps
____ Dental Corps ____ Nurse Corps ____ Medical Service Corps.

2. I understand the Secretary of the Air Force will assign my grade and date of rank at the time of my appointment.

3. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment of four years (three years for chaplains) and I will be released from active duty after I finish my initial active duty service commitment. I understand the Secretary of the Air Force can release me from active duty before I complete my initial active duty service commitment.

4. I further understand if I receive and accept a Regular Air Force appointment, my previous release from active duty is nullified and a change in law, instruction, or policy can require my separation.

5. If, after accepting a Regular Air Force appointment, I want to resign my commission and separate from active duty, I must resign under appropriate directives.

6. If I want release from active duty, I must apply under the appropriate directives. I understand such release requires the approval of the Secretary of the Air Force.

officer's signature (date)

(typed name, grade)

Attachment 9

OFFICER TRAINING PROGRAM DISENROLLMENT

A9.1. Requesting DD Form 785. The military services use DD Form 785 to exchange information on individuals disenrolled from an officer candidate training program in any service and who later applies to another program. Send a request for the DD Form 785 to the appropriate authority listed in [Table A9.1](#)

Table A9.1. Requesting DD Form 785.

R U L E	A	B	C	D
	If an individual has been disenrolled or eliminated from	and	then send the request to	See notes
1	AFROTC	has been disenrolled for three (3) years or less	AFROTC/RRFD (Disenrollments Branch) 60 West Maxwell Blvd Maxwell AFB AL 36112-6106	1,2,3
2		has been disenrolled over three (3) years	National Personnel Records Center Air Force Reference Branch (NPRC/NRPMF) 1 Archives Drive St Louis MO 63138	1,2,3,4
3	OTS Program	is on active duty with the Regular Air Force	member's servicing military personnel flight (MPF)	1,2,3,4
4		has no military status or obligation	NPRC/NRPMF (see rule 2C of this table)	1,2,3
5		is in the Air Force Reserve	ARPC/DPAR 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011	
6		is in the Air National Guard and not on Extended Active Duty	24 TRS Registrar 501 LeMay Plaza North, Maxwell AFB AL 36112-5000.	
7	USAFA		USAFA/DFR (Office of the Registrar) 2354 Fairchild Drive Ste 2G13 USAFA CO 80840-6210	1,2,3

R U L E	A	B	C	D
	If an individual has been disenrolled or eliminated from	and	then send the request to	See notes
8	US Military Academy (USMA)		Personnel Office US Corps of Cadets, USMA West Point NY 10096-5000	1,2,3
9	US Army Officer Candidate School		Commandant of school attended	1,2,3,5
10	US Army ROTC	has been disenrolled for five (5) years or less	Professor of Military Science (PMS) of the school from which disenrolled	1,2,3
11		has been disenrolled over five (5) years	NPRC/NRPMF (see rule 2C of this table)	
12	US Naval Academy (USNA)		Office of the Registrar USNA 589 McNair Road Annapolis MD 21402-5031	1,2,3
13	Naval ROTC		Chief, Naval Education and Training (Code N-1214) NAS Pensacola FL 32508-5000	1,2,3
14	Naval Officer Candidate School		Navy Recruiting Command (Code N-312) Officer Candidate School Programs 801 North Randolph Street Arlington VA 22303-1991	1,2,3
15	Naval Aviation Officer Candidate Course (AVROC)		Officer in Charge, Personnel Support Detachment Student Personnel Office Bldg 45, Room 218 NAS Pensacola FL 32508-5000	1,2,3
16	Aviation Officer Candidate Course			1,2,3
17	Naval Flight Officer Candidate Course			1,2,3
18	Aviation Maintenance Duty Officer Course			1,2,3
19	Naval Officer Candidate (Aviation Intelligence Course)			1,2,3

R U L E	A	B	C	D
	If an individual has been disenrolled or eliminated from	and	then send the request to	See notes
20	US Coast Guard Academy (USCGA)		Superintendent, USCGA New London CT 06320-5000	1,2,3
21	US Coast Guard Officer Candidate School		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000	1,2,3
22	US Merchant Marine Academy (USMMA)		Registrar, USMMA 300 Steamboat Road Kings Point NY 11024-5800	1,2,3
23	any US Marine Corps officer candidate training program		USMC #2 Navy Annex Washington DC 20380-5000	1,2,3
Notes: 1. Include the applicant's date of birth, social security number, and the date of discontinuance or disenrollment in the request for DD Form 785. 2. If the agency is unable to provide DD Form 785, a memorandum is acceptable if it contains all information usually provided on the DD Form 785 and states the DD Form 785 is unavailable. 3. For all applicants whose status does not fit under other rules, use the agency in rule 2C. 4. If the individual has been eliminated from Officer Training School for less than one (1) year, request may be submitted to Air Force Recruiting Service, Officer Procurement Division (AFRS/RSOO), 550 D Street West Ste 01, Joint Base San Antonio-Randolph TX 78150-4527. 5. If individual has been eliminated from US Army Officer Candidate School for more than 5 years, submit request to NPRC/Army Section, 1 Archives Drive, St Louis MO 63138.				

Attachment 10

FORMS/DOCUMENTS REQUIRED FOR APPOINTMENT

Table A10.1. Required Forms/Documents

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
1	AF Form 56	X	X	X	X	X	X	X	X	X	X	X	X	X	X note 1	X	X	Complete all blocks on AF Form 56 with "Yes/ No" or "N/A". Include exact dates; i.e., day/month/year.
2	Applicant Briefing Item on Separation Policy (Attachment 13)	X	X	X	X	X	X	X	X	X					X	X	X	Attached as an annex to AF Form 56. Note: This is a requirement only for civilian applicants and enlisted members.
3	SF 86, <i>Questionnaire for National Security Positions</i> , EPSQ or Security Clearance Verification Memo (SCVM)	X	X	X	X	X	X	X	X	X	X	X			X	X	X	SCVF required for all undergraduate flying training appointments. SF 86 or EPSQ not required if applicant had less than one (1)-year break in service with a National Agency Check or higher clearance. Break in service includes time in Inactive Status List Reserve Section. Applicants being considered for appointment prior to completion of the appropriate security investigation must sign Statement of Understanding (paragraph A8.5.)
4	DD Form 369 and/or other conduct documents	X	X	X	X	X	X	X	X	X					X	X		

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
5	DJ Form FD-258, <i>Fingerprint Card</i>	X	X	X	X	X	X	X	X	X						X		
6	Social security card	X	X	X	X	X	X	X	X	X					X	X	X	Verification only.
7	AF Form 422; SF 88, <i>Medical Record – Report of Medical Examination</i> ; or DD Form 2808	X	X	X	X	X	X	X	X note 3	X	X	X	X	X	X note 2	X	X	Include the date of physical examination; date medically certified applicant was qualified for commission.
8	SF 93, <i>Report of Medical History</i> , or DD Forms 2807-1 and 2807-2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	AF Form 1288	X	X	X	X	X	X	X	X	X	X	X	X		X note 4	X		A letter requesting and authorizing conditional release may suffice in lieu of AF Form 1288.
10	AF Form 2030	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	Applicant responds to ALL questions by initialing appropriate block.
11	Certificate of Citizenship Statement	X	X	X	X	X	X	X	X	X		X		X				Naturalized citizens only. Duplication of citizenship card is not authorized. Annotate certificate number on AF Form 56.
12	DD Form 785	X	X	X	X	X	X	X	X	X		X		X	X	X	X	Required for applicants eliminated from a commissioning program and applicants disenrolled from a

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
																		ROTC program after the second year. If the DD Form 785 does not provide sufficient information, send a request for additional facts to the appropriate authority or the MAJCOM responsible for the commissioning program.
1 3	AF Form 357	X	X	X	X	X	X	X	X	X		X			X	X	X	All applicants with dependents. Approved by Commander
1 4	AF Form 3010	X	X	X	X	X	X	X	X	X		X					X	Only for applicants to the Regular Air Force who have family members or a military spouse submit this form. Include the name, relationship, and date of birth of each family member (including spouse) in the remarks section of the form.
1 5	Statements of Agreement and Understanding	X	X	X	X	X	X	X	X	X	X	X	X		X		X	as prescribed by component. (see samples at Attachment 8)
1 6	Consolidated Certified Transcript of College Credits	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	inter-component transfer: only required if applicant does not hold an Air Force specialty code and the Air Force specialty code the applicant is projected against has mandatory education

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
																		requirements in accordance with the Air Force Officer Classification Directory.
17	Certificate of AFOQT Scores	X	X								X	X			X	X	X	only required if undergraduate flying training applicant
18	Certificate of AFROTC Completion	X	X												X			AFROTC graduates only
19	Request for waiver of any provisions of this publication	X	X	X	X	X	X	X	X	X	X	X	X	X	X note 1	X	X	If applicable.
ADDITIONAL PRIOR SERVICE APPLICANT DOCUMENTS																		
20	DD Forms 214/215, NGB Form 22, discharge or separation order	X	X	X	X	X	X	X	X	X		X	X		X	X	X	
21	SF 180	X	X	X	X	X	X	X	X	X		X			X	X	X	Used to authorize release of the applicants master personnel record (MPerR). If a copy of the MPerR is not available, the applicant provides the documents in item 22.
22	Prior service documentation	X		X	X	X	X	X	X	X		X	X		X	X	X	Include: performance reports, statement the applicant does not currently have failed promotion status, oath of office, verification of completed security investigation and

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
																		clearance, promotion and grade history (to determine the position on the Active Duty List or the Reserve Active Status List), Records Review RIP, reserve point credit summary
2 3	DD Form 368	X	X	X	X	X	X	X	X	X		X			X	X	X	Follow procedures established by the parent service to initiate the transfer request.
ADDITIONAL UNDERGRADUATE FLYING TRAINING APPLICANT/RATED OFFICER DOCUMENTS																		
2 4	Pilot Candidate Selection Method Score		X								X	X	X		X	X	X	UPT applicants only
2 5	Private Pilot's License		X								X	X	X			X	X	UPT applicants only (if applicable)
2 6	AF Form 215, <i>Aircrew Training Candidate Data Summary</i>		X								X	X	X			X		UPT/combat systems officer/air battle manager applicants only
2 7	Flying Evaluation Board Proceedings										X	X			X			Rated officers only. Document completed undergraduate flight training (fighter, multiengine, or helicopter) and any subsequent flight training courses.
2 8	Aeronautical Rating Board proceedings										X	X			X			Rated officers only

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
29	Revalidation of aeronautical orders										X				X			Rated officers only
ADDITIONAL CHAPLAIN CORPS APPLICANT DOCUMENTS																		
30	DD Form 2088			X							X	X	X		X	X	X	
31	NGB/HC interview			X							X	X	X		X			
ADDITIONAL JUDGE ADVOCATE GENERAL'S CORPS APPLICANT DOCUMENTS																		
32	Juris Doctor (J.D.) by an American Bar Association-approved law school				X							X	X		X	X	X	See AFI 51-101 for requirements for law student applicants
33	Certificate of Admission to Bar, current legal standing				X							X	X		X	X	X	
34	Interview by RegAF staff judge advocate				X							X	X		X	X	X	
35	All officer performance reports				X						X	X	X		X	X	X	Only last three (3) required for inter-component transfer
ADDITIONAL HEALTH PROFESSIONAL APPLICANT DOCUMENTS																		
36	Air Force Centralized Credentials Verification Office Form					X	X	X		X		X	X		X	X	X	For HPSP and FAP students, see note 5.
37	National Practitioner Data Bank Query					X	X	X		X		X	X		X			
38	Federation of State					X	X	X		X		X	X		X			Not required if the provider has not had

	Form / Document	Line Officer	Undergraduate Flight Training	Chaplain	Judge Advocate	Medical Corps	Dental Corps	Nurse Corps	Medical Service Corps	Biomedical Sciences Corps	Inter-component Transfer	Inter-service Transfer	Comp Category Transfer	State to State Transfer	Appointment to:			Remarks
															ANG	AFR	RegAF	
	Medical Boards																	a practice prior to 1 January 1995
39	AF Form 1540, <i>Application for Clinical Privileges/ Medical Staff Appointments</i>					X	X	X		X		X	X		X			
40	AF Form 1562, <i>Credentials Evaluation of Health Care Practitioners</i>					X	X	X	X RegAF only	X		X	X		X		X	
41	National Dental Exam, Part 1 and 2						X									X	X	

Notes:

1. Requires The Adjutant General indorsement.
2. With State Air Surgeon approval stamp, NGB/SG approval stamp, AETC/SG approval stamp, or approved Military Entrance Processing Station physical. The AF Form 422 is completed by unit medical personnel and is valid for a period of two (2) years from the date of physical examination.
3. RegAF enlisted personnel applying for commission in the Medical Service Corps under [paragraph 5.9](#) do not submit physical examination documents unless selected for appointment.
4. Conditional release is only required for officers transferring to the ANG from another component.
5. For HPSP, transcripts for MCAT scores and school acceptance letters are required.

Attachment 11

PUBLISHING, ISSUING, CHANGING, AND DISTRIBUTING ACTIVE DUTY ORDERS

A11.1. Orders-Issuing Activities. The appropriate orders-issuing activity ([Table A11.1](#)) publishes, corrects, amends, rescinds, or revokes active duty orders.

Table A11.1. Who Published Active Duty Orders

R U L E	A	B	C
	If the officer is	and is	then orders are published by
1.	A line officer	any status	AFPC/DP1TAM (lieutenant colonels and below); AF/DPO (colonels)
2.		enlisted on active duty	MAJCOM to which assigned in enlisted status, or by an authorized unit when AFPC so requests
3.		in a status other than in rule 2	
4.	A health professions officer	in any status	AFPC/DP2N
5.	A chaplain		AFPC/DP2H
6.	A judge advocate		AF/JAX

A11.2. Publishing Orders.

A11.2.1. Before publishing active duty orders, review the officer's master personnel record to ensure they meet eligibility criteria ([paragraph 5.8.6](#)). Give the officer at least 30 days advance notice unless they waive the requirement on AF Form 125.

A11.2.2. Arrange each fiscal year's orders chronologically starting with number one (1). Number in a single series, for example (AGA)-01.

A11.2.3. Authenticate orders, then copy and distribute them.

A11.3. Writing and Issuing Orders. Issue AF Form 766, *Extended Active Duty Order*, or write out an order to announce the call to active duty.

A11.3.1. Enter the following statements on all active duty orders:

A11.3.1.1. "Permanent change of station. Travel as directed is necessary in the military service."

A11.3.1.2. "Pursuant to AFI 32-6001, *Family Housing Management*, you will report to the Base Housing Referral Office serving your new duty station before entering into any rental, lease, or purchase agreement for off-base housing. This order cannot be amended to change the place from which you are ordered to extended active duty (EAD) after the indicated effective date of duty. Therefore, if it becomes necessary to change your present location and address before your effective date of duty, notify (insert orders issuing activity/address), in writing, so that amended orders can be published and forwarded to your new address."

A11.3.1.3. "Non-temporary storage and/or shipment of household goods is authorized as soon as the member receives this order."

A11.3.1.4. "By direction of the President."

A11.3.2. Include these items:

A11.3.2.1. Grade, name, and SSN.

A11.3.2.2. Component: AFR, ANG, RegAF.

A11.3.2.3. Aeronautical rating or designation, as authorized by AFMAN 11-402.

A11.3.2.4. Flying status.

A11.3.2.5. Effective date of reserve appointment.

A11.3.2.6. Home of record as determined from the Joint Travel Regulations (JTR) (located at <https://www.defensetravel.dod.mil/site/travelreg.cfm>).

A11.3.2.7. Place from which the member is ordered to active duty as determined from JTR, volume 1, appendix J.

A11.3.2.8. Indicate the primary or additional Air Force specialty code (AFSC) that the individual must acquire before entering EAD if the individual's first assignment (Temporary Duty (TDY) en route to EAD) is training. State: "Duration of course is (number) weeks; (course title and number, as applicable)." If the school or course of instruction doesn't have a course title and number, state: "This is a course of instruction."

A11.3.2.9. A statement that the officer "is ordered to EAD voluntarily," according to 10 USC § 12301(d). Include the duration of tour in months. If the tour is for a specified period, indicate how long. Otherwise, state that the tour is "indefinite" "unless sooner relieved."

A11.3.2.10. Appointment to temporary grade, if authorized according to 10 USC § 603.

A11.3.2.11. Accession designation number (ADN).

A11.3.2.12. AFR or ANG unit, major command, and address of the unit from which the member is relieved, and termination of AFR or ANG attachment, if appropriate.

A11.3.2.13. Unit, major command, address, and Personnel Accounting Symbol (PAS) of the unit to which the member is assigned. Give purpose of assignment if other than for duty (for example, for attending a course of instruction).

A11.3.2.14. Duty station, if different from station of assignment.

A11.3.2.15. Information on any TDY en route, including number of days, location, and purpose.

A11.3.2.16. If TDY en route is involved, reporting hours and dates to TDY locations.

A11.3.2.17. Unit and station, if officer is being attached to a unit, and give specific purpose of attachment.

A11.3.2.18. Effective date of duty.

A11.3.2.19. A statement directing the member to proceed to his or her duty station or TDY station on effective date of duty. When the member is assigned within continental United States (CONUS), indicate a reporting date no later than the date the member is to report to the commander of the unit of assignment.

A11.3.2.20. The security clearance and investigative basis (type and date completed) when available, for example "SECRET, NAC, January 1989".

A11.3.2.21. For authority, assignment action number.

A11.3.2.22. Accession and nontemporary storage accounting classification; transportation account code (TAC) and customer identification code (CIC), when applicable according to AFI 65-601, Volume 1, *Budget Guidance and Procedures*. Just after the accession accounting classification insert M for member, D for dependent, or H for HHG (GB/L), as appropriate. Include the proper accounting classification for TDY travel, if necessary.

A11.3.2.23. Mode of transportation, if directed. If travel by privately owned conveyance is permitted, indicate the number of days authorized for travel. Compute travel time by privately owned vehicle (POV) to first duty station according to the JTR paragraph 050205.

Attachment 12**TENDER OF RESIGNATION STATEMENT**

I, Captain JOHN DOE, 000-00-0000, hereby tender my resignation from all appointments in the (losing competitive category). I request my resignation be accepted contingent upon my acceptance of an appointment in the (gaining competitive category), effective as of the day preceding the date on which I accept the appointment. I understand I will incur an active duty service commitment of two years from the date of acceptance of the appointment in the (gaining competitive category).

(signature) (date)

JOHN DOE

SSN 000-00-0000

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC § 9013 and AFMAN 36-XX6, Chapter 5

PURPOSE: Before officers can be officially reappointed (transferred), after losing constructive service credit, they must tender a resignation from the losing competitive category. This letter serves to transmit (tender) such resignation.

ROUTINE USES: None. Furnishing the information is voluntary. If requested information is not submitted, officers will remain in their current competitive category.

Attachment 13**APPLICANT BRIEFING ITEM ON SEPARATION POLICY**

A13.1. Brief applicants, prior to the commissioning oath, as follows:

A13.1.1. 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. This 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 term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

A13.1.1.1. You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

A13.1.1.2. Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

A13.1.1.3. You fail to meet the fitness standards.

A13.2. Provide a typed copy of the following to each applicant prior to the commissioning oath:

RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES

Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior that may be acceptable in civilian society. These are necessary because military units and personnel maintain the high standards of morale, good order and discipline, and unit cohesion essential for combat effectiveness.

The Armed Forces must be ready at all times for worldwide deployment. Military laws and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base and off base, from the time the member enters the service until the member is discharged or otherwise separated from the Armed Forces.

Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as: (a) member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction, (b) a member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program, (c) a member may be discharged by reason of parenthood, if it is determined the member because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment, or (d) a member may be separated for failure to meet service fitness standards.

Attachment 14**SAMPLE EDUCATIONAL DELAY STATUS MEMORANDUM**

MEMORANDUM FOR AFROTC CADET (NAME)

(date)

FROM: (functional address symbol)

SUBJECT: Educational Delay Status

Seven months before your projected commissioning date, you are required to reaffirm your intent to apply for an Educational Delay under AFMAN 36-XX6, *Military Recruiting and Accessions*, Chapter 6. Please indicate your intent by completing the first indorsement below and returning this to the detachment by _____(date).

(signature)

(typed name, rank), USAF

(title)

1st Ind, AFROTC Cadet (name) (date)

TO: AFROTC Detachment

I understand that all cadets who formally indicate an intent to apply for an educational delay are removed from the normal assignment cycle. I also understand that if my application for an educational delay does not reach AFIT/CIG within 90 days before my projected date of commissioning, I automatically will be placed in the appropriate assignment cycle. If I decide not to accept an educational delay or if I fail to gain acceptance to graduate school, I must notify the detachment commander of such change in my educational delay status at the earliest possible time. I further understand that a change in status made less than five months before my projected date of commissioning may result in a delay in my accession to Regular Air Force active duty, if applicable. My educational delay status is (check one):

_____ I have decided that I do not desire an educational delay.

_____ I still wish to apply for an educational delay.

(Signature)

Attachment 15

**AFFIDAVIT OF INVOLVEMENT WITH CIVIL OR MILITARY LAW
ENFORCEMENT AUTHORITIES**

A15.1. Each applicant and selectee for Airman Scholarship and Commissioning Program (ASCP), Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (SOAR), and Professional Officer Course-Early Release Program (POC-ERP), Nurse Enlisted Commissioning Program (NECP), or Enlisted to Medical Degree Preparatory Program (EMDP2) with a significant involvement with civil, military, or school authorities must prepare an affidavit detailing any involvement with civil or military law enforcement authorities via a memorandum for record. **(T-1)**

A15.2. The memorandum must contain the following:

A15.2.1. Time, date, and place (city, county, state) of the offense or other involvement.

A15.2.2. Conditions that led to the offense or other involvement, including all relevant factors. If the arresting authority cited the use of drugs or alcohol, indicate the number of drinks or how and why the applicant took drugs and the degree of impairment.

A15.2.3. Event that caused the involvement.

A15.2.4. Manner or method of apprehension. Include whether or not detained or confined.

A15.2.5. Disposition of the charge, if any, including punitive measures imposed.

A15.2.6. Include the following statement: "I am aware of the following provision of Title 18, United States Code, Section 1001, *Statements or Entries Generally*: 'Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious, fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.' "

A15.3. The official administering the oath must review the information in the affidavit before administering the oath. **(T-1)** If the statement is incomplete or fails to answer all relevant questions, he or she will have the applicant or selectee rewrite it before administering the oath. **(T-1)**

Attachment 16

**RECRUITING SQUADRON COMMANDER'S (OR OTHER DESIGNATED
OFFICER'S) TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP)
PARTICIPANT BRIEF**

Table A16.1. Recruiting Sq/CC's (or other designated officer's) TDSP participant brief

On _____ (date), TDSP enlistee _____ (name) was briefed on:	CC Initials	TDSP Cadet Initials
a) Air Force security.		
b) Standards of conduct to include equal opportunity policy.		
c) Reporting/investigating espionage, sabotage, subversion, and terrorism.		
d) Protection of the President and other officials.		
e) Drug and alcohol abuse.		
f) Military law.		
g) Armed Services commissary sales stores and AAFES benefits.		
h) Use of medical facilities and TRICARE enrollment.		
i) Personal affairs to include financial responsibilities.		
j) Air Force personal grooming standards.		
k) Air Force leave and pay.		
l) Academic plan to include transcript review.		
m) Requirement to meet personal appearance standards in accordance with AFI 36-2903 from the initial date of enlistment.		
n) Failure to meet graduation requirements by the scheduled graduation date, due to circumstances within a cadet's control, results in being held to the contractual service agreement of two years of enlisted active duty service.		
o) The TDSP participant is responsible for visiting, in person, the Air Force recruiting office at least quarterly to ensure academic progress and enlistment standards are being met.		
p) Completion of AF Form 220.		
q) Any additional topics:		
Recruiting Officer Signature	TDSP Participant Signature	

Attachment 17

**TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, PRIOR
ENLISTED SERVICE**

(Addition to DD Form 4 and Annex C)

Note: Collection, use, and dissemination of personally identifying information (i.e., social security number, etc.) must be properly protected in accordance with AFI 33-332, *Air Force Privacy And Civil Liberties Program*. (T-0)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

Name: _____

Social security number: ____ - ____ - _____

Date: _____

I. ALL PARTICIPANTS:

I hereby agree to participate in the Air Force Technical Degree Sponsorship Program (TDSP) according to the following terms and conditions:

1. I understand that the Air Force will not reimburse me for any educational costs.

(liaison noncommissioned officer) _____ (participant) _____.

2. I will enlist in the Regular Air Force for a 48-month period, serving in the grade of E-3 while completing my degree requirements, receiving basic pay/privileges of that grade.

(liaison noncommissioned officer) _____ (participant) _____.

3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required.

(liaison noncommissioned officer) _____ (participant) _____.

4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and accept a commission as a regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my officer Air Force specialty code. My minimum active duty service commitment will be four (4) years from the date of appointment as a regular officer.

(liaison noncommissioned officer) _____ (participant) _____.

5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the

needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus six (6) months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (Title 10, United States Code, Sections 671a and b).

(liaison noncommissioned officer) _____ (participant) _____.

II. PARTICIPANTS WITHOUT AN UNDERGRADUATE DEGREE:

Upon failure to complete the TDSP requirements or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of two (2) years in an enlisted grade of E-3 or the higher grade of _____ authorized in accordance with AFMAN 36-XX6, Chapter 3, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first Regular Air Force assignment.

(liaison noncommissioned officer) _____ (participant) _____.

III. PARTICIPANTS WITH AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements and selects a four (4)-year officer commitment or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), I will compete at the next available OTS board. If selected I will attend OTS. If I am not selected for OTS or fail to successfully complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of two (2) years in an enlisted grade of E-3 or the higher grade of _____ authorized in accordance with AFMAN 36-XX6, Chapter 3, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first Regular Air Force assignment.

(liaison noncommissioned officer) _____ (participant) _____.

2. Upon failure to complete the TDSP requirements and selects a two (2)-year enlistment

I understand that, should I fail to successfully complete the requirements of my degree program by _____ (date), or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP and be required to continue on active duty for a period of two (2) years in an enlisted grade of E-3 or the higher grade of _____, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first Regular Air Force assignment.

(liaison noncommissioned officer) _____ (participant) _____.

IV. CERTIFICATION:

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. NO PROMISES, EITHER WRITTEN OR ORAL, HAVE BEEN MADE TO ME REGARDING MY PARTICPATION IN THE TDSP, EXCEPT AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.

(Signature of TDSP participant)

(Signature of Air Force representative)

Attachment 18**TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, NON-
PRIOR ENLISTED SERVICE**

(Addition to DD Form 4 and Annex C)

Note: Collection, use, and dissemination of personally identifying information (i.e., social security number, etc.) must be properly protected in accordance with AFI 33-332. **(T-0)**

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

Name: _____

Social security number: ____-____-_____

Date: _____

I. ALL PARTICIPANTS:

I hereby agree to participate in the Air Force Technical Degree Sponsorship Program (TDSP) according to the following terms and conditions:

1. I understand that the Air Force will not reimburse me for any educational costs.
(liaison noncommissioned officer) _____ (participant) _____.
2. I will enlist in the Regular Air Force for a period of 48 months and serve in the grade of E-3 while completing my degree requirements, receiving basic pay and privileges of that grade.
(liaison noncommissioned officer) _____ (participant) _____.
3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required.
(liaison noncommissioned officer) _____ (participant) _____.
4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and accept a commission as a regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my officer Air Force specialty code. My minimum active duty service commitment will be four (4) years from the date of appointment as a regular officer.
(liaison noncommissioned officer) _____ (participant) _____.
5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active

service of any member of an armed force to be extended for the duration of any wars plus six (6) months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (Title 10, United States Code, Sections 671a and b).

(liaison noncommissioned officer) _____ (participant) _____.

II. PARTICIPANTS WITHOUT AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to attend the next available Basic Military Training class and continue on active duty in an enlisted status (grade E-3) for a period of two (2) years. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with my reporting date for basic military training.

(liaison noncommissioned officer) _____ (participant) _____.

III. PARTICIPANTS WITH AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements and selects a four (4) year officer commitment

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), I will compete at the next available OTS board. If selected I will attend OTS. If I am not selected for OTS or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to attend the next available Basic Military Training class and continue on active duty in an enlisted status (grade of E-3) for a period of two (2) years. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with my reporting date for basic military training.

(liaison noncommissioned officer) _____ (participant) _____.

2. Upon failure to complete the TDSP requirements and selects a two (2)-year enlistment

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP and be required to continue on active duty in an enlisted status (grade E-3) for a period of two (2) years. In such an event, the two (2) years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with a reporting date for basic military training.

(liaison noncommissioned officer) _____ (participant) _____.

IV. CERTIFICATION:

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. NO PROMISES, EITHER WRITTEN OR ORAL, HAVE BEEN MADE TO ME REGARDING MY PARTICPATION IN THE TDSP, EXCEPT AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.

(Signature of TDSP participant)

(Signature of Air Force representative)

Attachment 19**INSTRUCTIONS FOR DISPOSITION OF PERSONNEL ELIMINATED FROM THE TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) ACADEMIC PHASE****A19.1. Personnel eliminated from the academic phase who have prior service and a baccalaureate degree:**

A19.1.1. Through AFRS, the TDSP participant chooses a four (4)-year commission or a two (2)-year enlistment.

A19.1.2. AFRS advises AFPC/DP2LT of assignment preferences immediately upon disenrollment.

A19.1.3. For four (4)-year commissionees:

A19.1.3.1. AFRS ensures OTS candidate competes at next appropriate OTS board to determine current need for utilization. Process the OTS candidate through normal accession process.

A19.1.3.2. Upon receipt of assignment instructions, AFRS, in coordination with AFPC, publishes permanent change of station orders. Include this statement on orders: "If member fails to complete OTS for other than physical elimination, transfer the member to Basic Military Training to complete two (2)-year enlisted service obligation."

A19.1.4. For two (2)-year enlistees:

A19.1.4.1. Upon receipt of assignment instructions, AFRS, in coordination with AFPC, publishes permanent change of station orders.

A19.1.4.2. Eliminated personnel entitled to a higher grade due to prior service are promoted to the appropriate grade the day before issuance of permanent change of station orders.

A19.1.4.3. The gaining military personnel section adjusts the date of separation and any other data required in the Military Personnel Data System. The date of separation is changed to 24 months from date arrived station.

A19.1.5. AFPC provides AFRS with assignment instructions within seven (7) workdays from receipt of message.

A19.1.6. Immediately after issuance of permanent change of station orders, AFRS forwards the eliminated personnel's Unit Personnel Record Group (unless in Automated Records Management System) to gaining base or OTS (as appropriate) so they arrive before the eliminated personnel reports.

A19.2. Personnel eliminated from the academic phase who have no prior service:

A19.2.1. Through AFRS, the TDSP participant chooses a four (4)-year commission if eligible or a two (2)-year enlistment.

A19.2.2. AFRS advises AFPC/DP2LWA and AFPC/DP3ST of assignment preferences immediately upon disenrollment.

A19.2.3. For four (4)-year commissionees: Same as Item c. above.

A19.2.4. For two (2)-year enlistees:

A19.2.4.1. AFRS notifies AFPC and 373rd Training Group (373 TRG) (if opting for two (2)-year enlistment) by message immediately upon disenrollment.

A19.2.4.2. AFRS publishes permanent change of station orders assigning eliminated personnel to Basic Military Training, reporting to Lackland Air Force Base, Texas with a report not later than date based on the earliest date the individual can travel.

A19.2.4.3. Movement of household goods and dependents and travel by privately owned vehicle are not authorized.

A19.2.4.4. In remarks section of the order include: "On arrival at San Antonio International Airport, report to the Military Reception Counter in the main concourse, for transportation to Lackland."

A19.2.4.5. Upon arrival at Basic Military Training, 373 TRG adjusts eliminated personnel's date of separation in the Military Personnel Data System to 24 months from the date arrived station.

A19.2.4.6. AFRS arranges for the nearest Air Force recruiter to contact the eliminated personnel to:

A19.2.4.6.1. Brief eliminated personnel on what to take to Basic Military Training.

A19.2.4.6.2. Provide eliminated personnel with a government transportation request.

A19.2.4.6.3. Ensure eliminated personnel clearly understands arrival and reporting dates at Basic Military Training.

A19.2.5. Immediately after issuance of permanent change of station orders, AFIT forwards the eliminated personnel's Unit Personnel Record Group (unless in Automated Records Management System) to 373 TRG or OTS (as appropriate) so they arrive before the eliminated personnel report to Basic Military Training /OTS.

Attachment 20

**RECRUITING SQUADRON COMMANDER'S (OR OTHER DESIGNATED OFFICER)
SPECIAL WARFARE AIRMAN PROGRAM (SWAP) PARTICIPANT BRIEF**

On _____ (date), SWAP participant _____ (name)
was briefed on:

	Recruiting Squadron Commander Initials	SWAP Participant Initials
a) Air Force security.		
b) Standards of conduct to include zero tolerance for sexual harassment, sexual assault and equal opportunity policy.		
c) Air Force core values of service before self, excellence in all we do, and integrity first; and		
d) Reporting/investigating espionage, sabotage, subversion, and terrorism.		
e) Protection of the President and other officials.		
f) Drug and alcohol abuse.		
g) Military law.		
h) Armed Services commissary sales stores and AAFES benefits.		
i) Use of medical facilities and TRICARE enrollment.		
j) Personal affairs to include financial responsibilities.		
k) Air Force personal grooming standards.		
l) Air Force leave and pay.		
m) Provide college degree and official transcript if already graduated or academic plan to include transcript review for college seniors.		
n) Requirement to meet personal appearance standards in accordance with AFI 36-2903 from the initial date of active duty enlistment.		
o) SWAP participants who passed Phase II, but fail to meet college graduation requirements by the scheduled graduation date, due to circumstances within his or her control, results in recoupment or two years of enlisted active duty service. AFRS in coordination with AFPC determines if the SWAP participant is offered an opportunity to continue in the Air		

Force and in what Air Force specialty code.		
p) The SWAP participant is responsible for visiting, in person, the Air Force recruiting office at least quarterly to ensure academic progress and enlistment standards are being met.		
q) Completion of AF Form 220.		
r) Any additional topics:		

(Signature of SWAP participant)

(Signature of Recruiting Squadron Commander)

Attachment 21

SPECIAL WARFARE AIRMAN PROGRAM (SWAP) CONTRACT AGREEMENT

(Addition to DD Form 4 and Annex C)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

Name: _____

Social security number: ____ - ____ - _____

Date: _____

I. ALL SWAP PARTICIPANTS:

I hereby agree to participate in the Air Force SWAP according to the following terms and conditions:

1. I understand that the United States Air Force will not reimburse me for any educational costs.

(liaison noncommissioned officer) _____ (participant) _____.

2. I will enlist in the Regular Air Force and serve in the grade of E-3, receiving the basic pay and privileges of that grade. I will attend the Enlisted Airman Orientation Course at Lackland Air Force Base, TX, before I attend Phase II of the special tactics officers, combat rescue officers or air liaison officers selection process.

(liaison noncommissioned officer) _____ (participant) _____.

3. While on active duty as a SWAP participant, I am subject to the Uniform Code of Military Justice and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, decorum, customs and courtesies required of Air Force members.

(liaison noncommissioned officer) _____ (participant) _____.

4. If I successfully complete Phase II of the special tactics officer, combat rescue officer, or air liaison officer selection process, I will remain contracted in SWAP and attend Officer Training School (OTS). I will receive assignment orders to a new duty station with temporary duty en route as a cadet at OTS. I will be promoted from an E-3 to cadet (pay grade of E-5). The promotion will be effective four days prior to OTS class reporting date. Upon graduation from OTS, I will be discharged, from enlisted status and accept a commission as a regular officer in the United States Air Force in the grade of second lieutenant with an Air Force specialty code of either 13CX (Special Tactics Officer), 13DX (Combat Rescue Officer) or 13LX (Air Liaison Officer), and I will attend initial skills training. My active duty service commitment will be six (6) years from the completion of initial skills training. Current Air Force policies apply regarding OTS and initial skills training.

(liaison noncommissioned officer) _____ (participant) _____.

5. If I cannot attend Phase II due to medical reasons, unforeseen circumstances, etc., AFRS in coordination with AF/A3 and ACC/A3 (combat rescue officer and air liaison officer) or 24 SOW/CC (special tactics officer) will determine if I will be delayed to attend the next Phase II or be discharged without prejudice.

(liaison noncommissioned officer) _____ (participant) _____.

6. If I do not successfully complete Phase II, and have graduated or will graduate college by my current scheduled graduation day, AFRS in coordination with AFPC will determine if I will be offered an opportunity to continue in the Air Force.

(liaison noncommissioned officer) _____ (participant) _____.

7. I will designate to AFRS my desires to:

a. volunteer to remain in the Air Force with a regular commission (rated or nonrated) via OTS based on the needs of the Air Force.

b. volunteer to be retained as an enlisted battlefield airman operator if qualified (pararescue, special operations weather, tactical air control party, or combat controller) or vectored toward another enlisted career field based on the needs of the Air Force. Current Air Force policies apply regarding Basic Military Training.

c. not volunteer to remain in the Air Force and be discharged without prejudice.

(liaison noncommissioned officer) _____ (participant) _____.

8. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus six months thereafter, and for extension of active service when the President determines that the . National interest so requires, if Congress is not in session (Title 10, United States Code, Sections 671a and 671b).

(liaison noncommissioned officer) _____ (participant) _____.

II. SWAP PARTICIPANTS WHO PASSED PHASE II WITHOUT A COLLEGE DEGREE:

1. According to the written orders presented to me, I will complete the requirements for my degree. Classes and other activities related to my degree are military duties and my attendance at such gatherings is required.

(liaison noncommissioned officer) _____ (participant) _____.

2. I understand I must possess a minimum 2.5 grade point average on a 4.0 scale for all college-level studies, as well as my academic major, and be in good academic standing (i.e. not be on probation at time of enlistment);

(liaison noncommissioned officer) _____ (participant) _____.

3. I will provide, through my school, official transcripts of my completed course work. I will also provide an official letter from the school, certified by the university/college registrar, indicating courses taken by academic term, which verifies degree to be awarded and graduation to coincide with the SWAP. Upon graduation, I will provide a copy of my college degree and final transcript.

(liaison noncommissioned officer) _____ (participant) _____.

4. After completion of my degree requirement, I will attend OTS and initial skills training.

(liaison noncommissioned officer) _____ (participant) _____.

5. If I fail to meet college graduation requirements by the scheduled graduation date, due to circumstances within my control, I will be held to the contractual service agreement to include recoupment or two (2) years of enlisted Regular Air Force active duty service.

(liaison noncommissioned officer) _____ (participant) _____.

III. CERTIFICATION

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. NO PROMISES, EITHER WRITTEN OR ORAL, HAVE BEEN MADE TO ME REGARDING MY PARTICIPATION IN THE SWAP, EXCEPT AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.

(Signature of SWAP participant)

(Signature of Air Force Representative)

Attachment 22**SAMPLE MESSAGE – AFPC/DP1TAM OFFICER TRAINING SCHOOL (OTS)
ASSIGNMENT INSTRUCTIONS NOTIFICATION**

"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 USC § 552) and/or the Privacy Act of 1974 (5 USC § 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."

The following individual will attend OTS temporary duty en route. If member is currently stationed overseas, please review AFI 36-2110, paragraph 5.5 and Table 5.1, rule 10 for applicability.

Individual must report to Maxwell Air Force Base, Alabama on (report date) for OTS Class XX-XX that starts (class start date), graduates (graduation date).

Fund citation education and training course announcements (ETCA), Air University, temporary duty fund citations:

(OTS) **(INSERT APPLICABLE FUND CITE).** Review Chapter 7 and the ETCA published by Second Air Force for additional processing/course instructions. OTS course number is MOTS001.

Please acknowledge receipt of this e-mail no later than (suspense date). The assignment information cannot be updated in the Military Personnel Data System. Do not delay processing pending the Military Personnel Data System update. This is the only assignment notification you will receive. Normal assignment notification procedures identified in AFI 36-2110 apply.

Name:

Social Security Number:

Gaining Personnel Accounting Symbol Code:

Assignment Action Number:

Secondary Air Force Specialty Code:

Assignment Action Reason:

Permanent Change of Station ID:

Functional Category:

Personnel Processing Code Listings:

Report Not Later Than Date:

Air Force Specialty Code:

(Program Manager Name)

Line Officer Accessions Section

550 C Street West, Suite 10

Joint Base San Antonio-Randolph, TX 78150-4712

Commercial Voice: (210) 565-4478

DSN: 665-4478

FAX#: (210) 565-4382 or DSN: 665-4382

Attachment 23

**SAMPLE MESSAGE—ASSIGNMENT INSTRUCTIONS FOR PERSONNEL ELIMIATED
FROM REGULAR AIR FORCE OFFICER TRAINING SCHOOL (OTS)**

MEMORANDUM FOR AFPC/DPAA
AFRS/RSOCL
AFPC/DP1TAM

FROM: 22 TRSS/MSP

SUBJECT: Reassignment Request for Officer Training School Regular Air Force Cadet Being Eliminated

1. Cadet (NAME), (SOCIAL SECURITY NUMBER WITH DASHES), was eliminated from Officer Training School on (date). Your assistance is required in providing reassignment instructions to member and for amending permanent change of atation orders. He/She is currently en route to (PROJECTED PAS code) in officer specialty code (LIST AIR FORCE SPECIALTY CODE) per Special Order: (PUT ORDER NUMBER FROM PERMANENT CHANGE OF STATION ORDER), issued by (MILITARY PERSONNEL SECTION THAT ISSUED ORDER), and dated: (DATE ORDER WAS PUBLISHED). He/She is available for immediate reassignment.

2. Member's enlisted classification information is:

- a. Primary Air Force Specialty Code:
- b. Control Air Force Specialty Code:
- c. Secondary Air Force Specialty Code:
- d. Date of Separation:
- e. He/She (has/has not) relocated dependents. He/She (has/has not) relocated household goods to new duty location.
- f. His/Her assignment preferences are:
 - 1. Overseas: (Maximum of 8)
 - 2. Continental United States: (Maximum of 8)
- g. The member was/was not promoted to the pay grade of E-5 for the purpose of attending Officer Training School. Demotion actions will/will not be taken in accordance with AFI 36-2502.

3. For any questions, please contact the 22 TRSS/MSP at 22TRSS.MS.PersonnelSection@us.af.mil.

NAME, Rank, USAF
Duty Title

Note: The collection, use and dissemination of the social security number must have the proper safeguards applied. (T-0) When collecting, routing, retrieving or sending personally identifiable information, ensure the information is properly protected, marked and encrypted while in transit (if applicable).

Attachment 24**QUALIFYING MILITARY COMMISSIONING SOURCES****A24.1. Graduates of the following military commissioning sources qualify for Officer Training School (OTS) exemption:**

- A24.1.1. United States Air Force Academy
- A24.1.2. Air Force Reserve Officers' Training Corps
- A24.1.3. Air Force OTS
- A24.1.4. United States Military Academy
- A24.1.5. United States Army Reserve Officers' Training Corps
- A24.1.6. United States Army Officer Candidate School
- A24.1.7. Army Medical Department – Direct Commissioning Course
- A24.1.8. United States Naval Academy
- A24.1.9. Naval Reserve Officers' Training Corps
- A24.1.10. Naval Officer Candidate School
- A24.1.11. Naval Officer Development School
- A24.1.12. Naval Direct Commission Officer Indoctrination Course
- A24.1.13. Naval Aviation Officer Candidate Course (AVROC)
- A24.1.14. Aviation Officer Candidate Course
- A24.1.15. Naval Flight Officer Candidate Course
- A24.1.16. Aviation Maintenance Duty Officer Course
- A24.1.17. Naval Officer Candidate (Aviation Intelligence Course)
- A24.1.18. United States Coast Guard Academy
- A24.1.19. US Coast Guard Officer Candidate School Commanding Officer
- A24.1.20. United States Merchant Marine Academy
- A24.1.21. Any United States Marine Corps officer candidate training program

Attachment 25

UNITED STATES AIR FORCE ACADEMY (USAF) ADMISSION LIAISON OFFICER (ALO) ACTIVITIES

A25.1. Activities Authorized for Point Credit. ALOs should use [Table A25.1](#) to identify and report authorized ALO activities on the AF Form 40A.

Table A25.1. Activities Authorized for Point Credit.

LINE	A	B
	Activity Title	Definition
1	School Contact	Contact with school personnel (e.g., personal visit, phone call, preparation of a letter, newsletter to a school).
2	Individual Contact	Counseling or other contact on an individual basis with students, parents, cadets, or other persons concerning USAFA or Air Force Reserve Officers' Training Corps (AFROTC).
3	Student Group Contact	Presentation to a group of students (e.g., scouts, social studies class, Civil Air Patrol, student body assembly) to provide general information about USAFA or AFROTC.
4	Adult Group Contact	Presentation to a group of adults (e.g., a civic or religious group) to provide general information about USAFA or AFROTC.
5	Recruiter Contact	Presentation of USAFA and AFROTC information to an Air Force recruiter. Also, attendance at recruiter meetings.
6	Career Day Convention	Participation in Career Day, College Day, or in other types of fairs or conventions to hand out USAFA and AFROTC information.
7	Candidate Evaluation	Preparation of a candidate evaluation to include both the writing of an evaluation and obtaining necessary data from teachers, guidance personnel, coaches, and other individuals.
8	Proficiency Maintenance	Participation in USAFA- or AFROTC-directed activities to maintain ALO proficiency. Includes individual testing, meetings, and conferences.
9	Candidate Fitness Assessment. See note.	Activity associated with the Candidate Fitness Assessment.
10	Grass Roots. See note.	Activity associated with the Grass Roots program.

L I N E	A	B
	Activity Title	Definition
11	Educator Visit	Activity associated with the Educator Visit program.
12	Parents Club	Activity associated with the Parents Club program.
13	Orientation Meeting	Activity associated with an orientation meeting or other programs especially for precandidates, candidates, and appointees to USAFA, and for individuals in the AFROTC High School Scholarship application process.
14	Admissions Event	Activity associated with supporting any Admissions on Campus recruiting or outreach events (includes, but not limited to, Summer Seminar, New ALO Orientation, Forum, Falcon Visitation Experience, Daily Campus Tours, Appointee Orientation, LOD Symposium, etc.)..
15	Public Information	Activity to maintain public awareness of USAFA and AFROTC through media (scholarship or appointment presentation).
16	Congressional	Assistance provided to a Member of Congress or congressional staff by providing information regarding USAFA and AFROTC or serving on a selection committee.
17	Supply Management	Activity to maintain supply program (for use by SOs only).
18	LOD/DLOD Management	Activity associated with overall management of the ALO Program (for use by LODs and DLODs only).
Note: Include time spent preparing for an event such as the Candidate Fitness Assessment or Grass Roots.		

Attachment 26**ELIGIBILITY REQUIREMENTS FOR UNITED STATES AIR FORCE ACADEMY
(USAFA) APPLICANTS**

A26.1. Age. Must be at least 17 and not have passed their 23d birthday on 1 July of the year of entry into USAFA. **(T-0)**

A26.2. Citizenship. Must be a citizen or national of the United States (except for students sponsored by foreign governments under 10 USC § 347 or granted a waiver by the Secretary of Defense pursuant to 10 USC § 532(f). **(T-0)** USAFA/RRS will verify citizenship of all incoming cadets prior to administration of the oath of appointment, (i.e. birth or nationalization certificate). **(T-3)** Facsimiles, copies, photographs or otherwise of birth certificate or certificate of citizenship must include proper certification as evidenced by the raised seal of the issuing authority. **(T-3)**

A26.3. Domicile. Must be domiciled within the boundaries of the constituency if nominated by an authority designated in the Congressional and United States Possessions categories. **(T-0)**

A26.4. Personal Standards. Must exhibit the highest standards of moral character, personal conduct, and integrity. **(T-0)** Applicants must explain or clarify any of the following circumstances **(T-3)**:

A26.4.1. Applicant cannot be or has been a conscientious objector.

A26.4.2. Applicant's appointment may not be inconsistent with national security interests.

A26.4.3. Applicant may not have been convicted by court-martial of other than a "minor offense" (Manual for Courts-Martial, 2019, Part V, paragraph 1e, page V-1) or convicted of a felony in a civilian court.

A26.4.4. Applicant may not have been eliminated from any officer training program or any preparatory school of the Army, Navy, or Air Force Academies for military inaptitude, indifference, or undesirable traits of character. This includes any person who resigned in lieu of impending charges or who was eliminated by official action.

A26.4.5. Habitual alcohol misuse or drug abuse which exceeds Air Force standards is disqualifying.

A26.4.6. Behavior, activity, or association showing the applicant's conduct may not be incompatible with exemplary standards of personal conduct, moral character, and integrity. Refer to **Attachment 2** for waiver authority.

A26.4.7. Requests for religious accommodation by any pre-accession applicant are handled on a case-by-case basis. Every request will be fully considered by the appropriate authority; however, if the request is denied the Airman will be required to comply with Air Force standards. Refer to **Attachment 4** for information and procedures on officer pre-accession requests for religious accommodation.

A26.5. Marital and Dependent Status. Must be unmarried and have no legal obligation to support a child, children, or any other person. **(T-0)**

A26.6. Medical Examination. Must be medically qualified as determined by DODMERB. **(T-3)** The USAFA Command Surgeon may grant waivers.

A26.7. Academic Examinations. Each applicant must achieve satisfactory results on the SAT or the ACT and exhibit satisfactory performance in high school or post high school academic programs. **(T-3)**

A26.8. Air Force regular and reserve members, as well as members of the Air National Guard must have completed basic training. **(T-3)**

A26.9. Regular members of the Air Force must have at least one (1) year retainability when they enter USAFA or the USAFA Preparatory School. **(T-3)**

A26.10. All Air Force members, regardless of component, must complete AF Form 1786 and submit it to their unit commander. **(T-3)**

A26.11. All Air Force members are also subject to the eligibility requirements specified **paragraph 10.12** and **Table 10.6** Air Force members, Commanders, and military personnel sections must abide by these requirements when completing the AF Form 1786.

A26.12. Candidates must take and pass the Candidate Fitness Assessment. USAFA/AD may grant waivers if the candidate clearly demonstrates an acceptable level of physical fitness. **(T-3)**

A26.13. Candidates must meet body fat requirements established by USAFA or be granted a waiver by USAFA. **(T-3)**

A26.14. Achieve satisfactory scores on the SAT and ACT.

A26.15. Have an acceptable academic record as determined by USAFA/RR. Each applicant must furnish a certified transcript from each high school or civilian preparatory school attended.

Attachment 27

UNITED STATES AIR FORCE ACADEMY (USAFA) NOMINATION CATEGORIES

A27.1. Congressional and United States Possessions Categories. The nominating authorities listed below are authorized the following cumulative quotas: **Note:** Nominating authorities use the on-line system for sending nominations to USAFA no later than the 31st of January each year.

Nominating Authority	Authorized Quota
United States Senators	5
United States Representatives	5
District of Columbia	5
United States Delegate Guam	4
United States Delegate Virgin Islands	4
United States Delegate American Samoa (Applicants domiciled in American Samoa)	3
Governor of Puerto Rico	1
Resident Commissioner of Puerto Rico (domiciled and native)	5
Resident Representative from the Commonwealth of Northern Mariana Islands	3
Vice-Presidential (Nominates from nation at large with dead- line to apply 31 January)	5

A27.2. Military Related Nomination Categories:

A27.2.1. Presidential Competitive Category. This nomination category authorizes up to 100 appointments each year. Individuals apply to USAFA/RRS between 1 May and 31 January. Applicants do not write directly to the President of the United States. **Note:** For the purpose of this publication, children are defined as natural children of a parent and adopted children whose adoption proceedings were initiated before their 15th birthday. To be eligible in this category, the applicant's parent must be or have been a regular or reserve member of the Armed Forces with the following restrictions (**T-0**):

A27.2.1.1. On active duty (other than for training) and served continuously on active duty for eight (8) years by 1 July of the year that the candidate would enter.

A27.2.1.2. Retired with pay or granted retired or retainer pay.

A27.2.1.3. Parent died after retiring with pay or died after being granted retired or retainer pay.

A27.2.1.4. In accordance with 10 USC § 9342, a person eligible for appointment consideration under the Children of Deceased or Disabled Veterans category is not eligible as a candidate in the Presidential category.

A27.2.2. Children of Deceased or Disabled Veterans and Children of Military or Civilian Personnel in a Missing Status Category. This category authorizes 65 cadets at USAFA at any one time. Individuals apply to USAFA/RRS between 1 May and 31 January. USAFA will offer appointments by order-of-merit. Eligibility requirements are delineated in 10 USC § 9342(a)(1), and the Department of Veteran Affairs is the final determining agency for this category. Disabilities under this category must be a full 100 percent determination (**T-0**).

A27.2.3. Honor Air Force, Honor Military, and Honor Naval Schools designated by the Department of the Air Force, Department of the, Army and Department of the Navy, and Air Force Reserve Officers' Training Corps (AFROTC) Competitive Category. This category authorizes up to 20 appointments.

A27.2.3.1. Honor Air Force, Honor Military, and Honor Naval Schools may nominate five (5) honor graduates, or prospective honor graduates, from each designated Honor Air Force, Honor Military and Honor Naval School. School authorities certify that each nominee is a prospective honor graduate or an honor graduate, and meets the basic eligibility requirements. School authorities submit nominations directly to the USAFA/RRS using specific nomination forms no later than 31 January of the entry year. Nominations are not limited to honor graduates of the current year. Eligible candidates apply to the administrative authority of the school involved.

A27.2.3.2. AFROTC may nominate five (5) students from each college or university AFROTC detachment to compete for appointment. Students must apply for nomination to the Professor of Aerospace Studies who must certify that the applicants meet the basic eligibility requirements and have or will have satisfactorily completed at least one (1) year of scholastic work at the time of admission. The president of the institution will nominate directly to USAFA/RRS by 31 January. (**T-3**)

A27.2.4. Children of Medal of Honor Recipients Category. The child of any Medal of Honor recipient who served in any branch of the Armed Forces may apply for nomination directly to USAFA/RRS between 1 May and 31 January. If applicants meet the eligibility criteria and qualify for admission, they are admitted to USAFA. Appointments from this category are unlimited. **Note:** For the purpose of this category, children are defined as natural children of a parent and adopted children whose adoption proceedings were initiated before their 15th birthday.

A27.2.5. Regular Airmen Category. This category is authorized up to 85 appointments each year. Any enlisted member of the regular component of the Air Force may apply for nomination by 31 January.

A27.2.5.1. Selectees must be in active duty enlisted status when appointed as cadets and must complete AF Form 1786 and submit it to their organization commander who determines if the applicant meets the basic eligibility requirements. (**T-0**) If a candidate is not qualified, the organization commander returns the application to the applicant and explains why the applicant was disqualified.

A27.2.5.2. The organization commander advises the local military personnel section to hold any reassignment action pending selection of an appointment. Complete an endorsement and forward AF Form 1786 through the Military Personnel Section to USAFA/RRS. The commander's endorsement must include a comprehensive statement of

the applicant's character, ability, and motivation to become a career officer. The commander will use official records to verify statements in the application regarding component, length of service, and date of birth. **(T-3)**

A27.2.5.3. The military personnel section places the Airman in assignment availability code 05 (Application for Program Leading to a Commission) and coordinates on the AF Form 1786. Upon USAFA notification, the military personnel section reassigns applicants not selected. The initial application package from the technical training center military personnel section to USAFA/RRS includes the following information on all pipeline students: name, social security number, Air Force specialty code, course graduation date, follow-on training, and end assignment.

A27.2.6. Reserve Airmen Category. This category is authorized up to 85 appointments each year. The deadline for applications is 31 January of the entry year. Any enlisted member of the Air Force Reserve or Air National Guard may apply for nomination by 31 January of the entry year. Cadets in this category who were separated from USAFA without prejudice and under honorable conditions may apply for reappointment under this category.

A27.2.6.1. Reserve category applicants must complete AF Form 1786 and submit it to their organization commander. The organization commander processes the application. **(T-3)**

A27.2.6.2. A reserve applicant is not placed on active duty for the purpose of processing him or her for a nomination or appointment to USAFA.

A27.3. Superintendent Competitive Category. The USAFA/CC may nominate 50 eligible applicants who have not secured a nomination to USAFA from any other nominating authority. USAFA will select highly qualified applicants from the nationwide applicant pool of qualified alternates to fill the class.

A27.4. Foreign Students Competitive Category. 10 USC § 347 authorizes USAFA to provide instruction for as many as 60 foreign students at any one time. Foreign citizens apply to their government. USAFA coordinates with U.S. embassies to ensure compliance with all admission and appointment requirements. USAFA/RRS coordinates with Air Force International Affairs (SAF/IA) and the Defense Security Cooperation Agency before forwarding nomination invitations to each country. Nominations are due to USAFA from the U.S. embassies by December 15th before their desired summer admission. Once nominated applications will be forwarded to the nominees by USAFA. The application must describe the applicant's background and must be received by USAFA by March 15th before their desired summer admission. Applicants must be able to read, write, and speak English proficiently in a college environment. **(T-3)** The Academy Board will approve qualified applicants for potential appointment and the final list will be forwarded to SAF/MR for review.

Attachment 28**UNITED STATES AIR FORCE ACADEMY (USAF) NOMINATION METHODS**

A28.1. Nomination methods to fill quota vacancies in the Vice Presidential, Congressional, and United States Possessions Categories follow:

A28.1.1. The Principal Numbered-Alternate Method. The nominating authority indicates his or her personal preference by designating a principal nominee and numbering up to nine alternate nominees in order of preference. USAFA/RRS must offer the appointment to the first fully qualified nominee. The order of preference must be honored. **(T-0)**

A28.1.2. The Principal Competitive-Alternate Method. The nominating authority designates his or her principal nominee and up to nine other nominees. If the principal nominee is fully qualified, USAFA/RRS will offer this individual the appointment; otherwise, USAFA/RRS evaluates the applications of the alternates and offers one of the qualified alternates based on order of merit and the needs of the Air Force.

A28.1.3. The Competitive Method. At the request of the nominating authority, the USAFA/RRS evaluates the applications of all the nominees and offers one of the nominees based on order of merit and needs of the Air Force.

Attachment 29**UNITED STATES AIR FORCE ACADEMY (USAF) APPOINTMENT VACANCY SELECTION**

A29.1. USAFA/RRS charges appointees on behalf of the Secretary of the Air Force and audits all charges.

A29.2. Selection of the charged cadets from the nominees for each vacancy is accomplished as follows:

A29.2.1. Principal Nominee, Numbered-Alternate Method. If the Principal Nominee has accepted appointment, he or she is charged against their nominating source vacancy. Otherwise the highest ranked alternate accepting an appointment is charged. In instances where a candidate received principal nominations from two (2) different congressional sources, the principal is normally charged to the Member of Congress who submitted the nomination first.

A29.2.2. Principal Nominee, Competitive-Alternate Method. If the Principal nominee has accepted appointment, he or she is charged against the nominating source vacancy. USAFA/RRS evaluates alternates based on merit and the needs of the Air Force. If the Principal does not meet admission criteria, the highest ranking alternate accepting an appointment is charged.

A29.2.3. Competitive Nominee Method. USAFA/RRS evaluates the group of competitive nominees, ranks according to merit and needs of the Air Force, and charges the highest-ranked nominee accepting an appointment.

A29.2.4. Multiple Congressional Nominations. For candidates receiving numerous nominations, USAFA/RRS normally charges the candidate to the congressional source. When a candidate is nominated by several congressional sources, USAFA/RRS charges the candidate to the slate of the congressional member where the candidate ranks the highest, unless the candidate is the principal nominee or a numbered alternate.

A29.2.5. Other Sources of Nomination. USAFA/RRS charges all other candidates not nominated by congressional, Vice-Presidential, or United States Possessions to that nominating source (Presidential, Air Force JROTC, AFROTC, Children of Deceased or Disabled Veterans, Medal of Honor, etc.).

A29.2.6. Multiple Congressional and Other Sources of Nomination. For appointees who have multiple nominations, USAFA/RRS determines the appointment category to which they are charged. Normally a cadet with both congressional and non-congressional nominations is charged to a congressional authority. USAFA/RRS notifies the Vice-President, nominating authorities in the Congress, and United States Possessions of their charged appointees and other nominees who win appointments.

Attachment 30**UNITED STATES AIR FORCE ACADEMY (USAFA) APPOINTEE OBLIGATIONS**

A30.1. Each USAFA appointee must take the below Oath of Allegiance as an obligation of service. **(T-0) Note:** The individual may omit the words “[s]o help me God,” if desired for personal reasons; Airmen who make a choice to “affirm” the oath of office and/or omit the words “so help me God” may also line through the words “swear” and/or “So help me God.”

“I (name), having been appointed an Air Force cadet in the United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of which I am about to enter. So Help Me God.”

Attachment 31

**EVALUATING UNITED STATES AIR FORCE ACADEMY (USAFA) CANDIDATES
AND AIR FORCE RESERVE OFFICERS' TRAINING CORPS (AFROTC) COLLEGE
SCHOLARSHIP APPLICANTS**

A31.1. As part of the selection process for AFROTC scholarships or USAFA appointments, qualified applicants are interviewed by USAFA admission liaison officers (ALOs) or AFROTC detachment personnel.

A31.1.1. Conduct USAFA candidate interviews and complete AF Form 4060 in accordance with the most current edition of the USAFA ALO Handbook and policy guidance.

A31.1.2. Conduct AFROTC candidate interviews and complete AF Form 4060 in accordance with the most current High School Scholarship Program Interview Handbook and AFROTC guidance.

A31.1.3. The AF Form 4060 is exempt from disclosure under the Privacy Act of 1974 and, therefore, is not releasable.

A31.1.4. When completing AF Form 4060, support numeric evaluations with a detailed written description. Unsupported ratings, or comments that fail to correlate with the ratings, reduce the value of the interview as an assessment tool.

A31.1.5. Interviewers may not ask direct or indirect questions regarding race, religion, gender, national origin or sexual orientation.

A31.1.6. The candidate interview provides an opportunity to capture and document unique diversity aspects that may not be captured elsewhere in the application. Evaluators may make note of candidates' diversity of thought, interests and experiences, fluency in languages and other aspects of interest, without violating restrictions in [paragraph A31.1.5](#)

A31.2. Advise applicants of the following during interviews:

A31.2.1. Brief applicants on the purpose and importance of the AF Form 2030 in accordance with current USAFA and AFROTC policy guidance. Clearly advise the applicant that any drug use or experimentation after signing the AF Form 2030 will make them ineligible for a scholarship, appointment or commission.

A31.2.2. If applicants are not United States citizens, advise them they must obtain citizenship. **(T-0)** For AFROTC applicants, these actions must be complete by the last day of the first term of their freshman year, or the scholarship will be withdrawn. **(T-3)** For USAFA candidates, these actions must be complete prior to in-processing for Basic Cadet Training. **(T-3)**

A31.2.2.1. If applicants have dual citizenship, the applicant must be willing to renounce their non-United States citizenship. **(T-0)** Dual citizenship in and of itself is not an automatic disqualifier. Dual citizenship and particularly the exercise of dual citizenship, to include foreign military service, is a condition raising a security concern and may be a disqualifying factor in a security clearance eligibility determination in accordance with DoDM 5200.02_AFMAN 16-1405.

A31.2.3. Advise applicants who are conscientious objectors they are ineligible for appointment to USAFA or membership in AFROTC. **(T-0)**

Attachment 32**CERTIFICATE OF AVAILABILITY OF KEY EMPLOYEE****(Appropriate Letterhead)**

(Date)

MEMORANDUM FOR (Unit /Address)

FROM: (Agency)

SUBJECT: Certificate of Availability of Key Employee

1. I concur in the Ready Reserve assignment of (name/military grade) who is employed as (job title of civilian position, General Schedule grade, etc., at (location of civilian employment).
2. 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 or Air Force Reserve) if alerted or ordered to active duty or initial active duty for training during a period of national emergency as declared and authorized under current law.
3. I understand that this certificate remains effective for the period the above named person maintains their membership in the (Air National Guard or Air Force Reserve) unless withdrawn by this agency by letter of notification to the Commander of the (Air National Guard or Air Force Reserve) unit of assignment.
4. I further understand that this letter cannot be withdrawn if the member is either alerted or involuntarily ordered to active duty as a result of an emergency proclaimed by the President or declared by Congress or as a result of any involuntary call to active duty 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 or Air Force Reserve unit of assignment and filed in the Automated Records Management System.
3. Member must obtain a new certificate each time their position as a Key Employee changes.