BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2022

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PERSONNEL

COMMISSIONED OFFICER TRAINING (COT)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It provides the basic authority and assigns responsibilities for the conduct and administration of the Commissioned Officer Training (COT) program. It provides general information on COT, details program management responsibility, attendance and separation policy, entry standards, quota execution and management, and the establishment of the Curriculum Review Committee. In addition, it describes the function of the COT Seat Allocation Conference. This publication applies to all Air Force activities, including Air National Guard (ANG) and the US Air Force Reserve (AFR).

1. General Information. The COT mission is to provide post-commissioning officership training to medical, legal, and chaplain services officers for the United States Air Force. The course provides the essential military knowledge, skills, and values that a new Air Force officer needs to perform effectively during their initial years of commissioned service. It is designed to reinforce high standards of character, conduct, self-discipline, commitment, integrity, honor, and sense of leadership and personal responsibility for the officer's mission and people.

    1.1. Commissioned Officer Training (COT). The COT course is a four-week residence program for non-line and Judge Advocate General (JAG) commissioned officers conducted by the 23d Training Squadron at Officer Training School.

    1.2. Reserve Commissioned Officer Training (RCOT). The RCOT course was developed to provide initial officership training for hard-to-recruit Air Reserve Component (ARC) medical officers. It is accomplished in three phases and meets the same exit standards as the four-week COT course. Phase I is a distant learning module with testing. Phase II is a follow-on nonresident program conducted in the student's unit of assignment under the direction of the wing commander. Phase III is a two week in-residence course.

2. Program Management Responsibilities.

2.1. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of Air Force training programs. HQ USAF/DP will:

2.1.1. Coordinate with the COT functional communities to ensure officer production needs of the Air Force are filled and prioritized.

2.1.2. Determine actions required to meet the total end-strength of medical, legal, and chaplain officers.

2.1.3. Serve as final authority on Air Force requirements and quotas for medical, legal, and chaplain officers IAW end strength.

2.1.4. Appoint AF/DPFM as OPR to oversee the COT requirement process. This OPR will: Facilitate the annual COT Seat Allocation Conference with assistance from AFOATS/XP.

2.1.5. Appoint AFPC/DPPAO as the OPR to oversee the COT scheduling process and act as AF Quota Manager, as defined below.

2.1.5.1. Perform oversight of Training Requestor Quota Identifier (TRQI) for medical, legal, and chaplain Air Force Specialty Codes (AFSC) to ensure overstated requirements are not submitted and requested quotas (i.e. seats) are filled.

2.1.5.2. Manage the Military Personnel Data System (MILPDS) and the Oracle Training Administration (OTA), which are used for the planning, controlling, allocating, and monitoring the COT class seats.

2.1.5.3. Submit any unprogrammed functional requirement changes within the execution year that cannot be accommodated to AF/DPFM for resolution.

2.2. The Chief, Military Personnel Policy Division (HQ USAF/DPFM) will:

2.2.1. Develop, approve and release policy guidance and directives for the COT program.

2.2.2. Serve as the Program Element Monitor for COT.

2.2.3. Chair meetings of the COT Policy Working Group.

2.2.4. Chair the annual Seat Allocation Conference.

2.2.5. Serve as final waiver authority on all officers unable to attend COT.

2.3. The Chief, Education Division (HQ USAF/DPDE) will:

2.3.1. Chair meetings of the COT Curriculum Review Committee.

2.3.2. Approve revisions to the Curriculum Program Plan (CPP).

2.4. The Chief, Resources Division (HQ USAF/DPRR) will:

2.4.1. Advocate and obtain resource required for approved production levels during all resource exercises (Budget Execution Review, Financial Plan and Program Objective Memorandum) or reduce production to fit within resources approved by the Air Force Corporate Structure.

2.5. The functional communities (HQ USAF/SG/JA/HC, AFRS/RSOC, ARPC/HC/SG, AFRC/ SG/HC, ANG/SG/JA/HC, AFIT/CIMJ and AFPC/DPAM) will:

2.5.1. Appoint a single point of contact to serve on the COT Policy Working Group, represent the functional community at the annual Seat Allocation Conference, and participate in the Curriculum Review Committee.

2.5.2. Determine annual functional training requirements through the Future-Year Defense Plan (FYDP) and provide final requirement to HQ USAF/DPRS by COT Seat Allocation Meeting (i.e. preceding the start of each FY).

2.5.3. Identify and submit any unprogrammed requirement changes within the year of execution to AFPC/DPPAO.

2.5.4. Serve as the Training Requester Quota Identifier (TRQI) and provide the COT quota manager with the names of attendees through the MILPDS/OTA within the timelines specified.

2.6. The Commander, Air University (HQ AU/CC) will:

2.6.1. Submit resource requirements to support COT through the AETC Corporate Structure for all budget exercises (Budget Execution Review, Financial Plan and Program Objective Memorandum).

2.6.2. Manage operations necessary to support COT.

2.6.3. Provide capacity information and other AU concerns prior to the COT Seat Allocation Conference.

2.6.4. Provide an end of fiscal year report to include training requirements, executability/fill rates and any additional information to the COT Policy Working Group that might assist COT program execution improvement.

2.7. The Commander, Air Force Officer Accession and Training School

(AFOATS/CC) will:

2.7.1. Monitor program execution to efficiently support Air Force program guidance.

2.7.2. Provide HQ USAF/DPPAO and functional users with utilization data needed for monitoring and or reallocation of funded class seats.

2.7.3. Send a designated representative to the annual Seat Allocation Conference.

2.7.4. Develop curriculum support of COT/RCOT training IAW the CPP.

2.7.5. AFOATS/XP will coordinate COT/RCOT class schedules within AU to insure necessary support is provided.

2.8. The Commander, 23rd Training Squadron (23 TRS/CC) will:

2.8.1. Execute and evaluate COT/RCOT training in support of Air Force requirements.

2.8.2. Award a diploma, certificate of completion, or AF Form 1256, *Certificate of Training,* to each student upon successful completion of COT/RCOT.

2.8.3. Prepare an AF Form 475, *Education/Training Report,* on each graduate IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*. Training report will include any severe adverse problems in addition to aspects of training performance.

2.8.4. Prepare a letter of assessment for gaining unit/program manager identifying training deficiencies, as required.

2.8.5. Record COT/RCOT completion in the MILPDS/OTA.

2.8.6. Build class schedules to support annual training requirements.

2.9. The COT Policy Working Group will:

2.9.1. Develop and propose policy guidance to the AF/DP for the COT/RCOT program. The COT Policy Working Group should meet during the first quarter of the fiscal year for program review and planning.

2.9.2. Prioritize training requirements in the event funding shortages and/or facility/instructor limitations cannot accommodate the requirement for a specific class.

2.9.3. Membership will include, but is not limited to:

> HQ USAF/DPFM (Chair)
>
> HQ USAF/SG/JA/HC
>
> ARPC/HC/SG
>
> AFRC/HC/SG
>
> ANG/SG/JA/HC
>
> ARFS/RSO
>
> AU/XP
>
> AFRC/JA
>
> AFIT/CI
>
> AFPC/DPA
>
> AFOATS/XP
>
> OTS/CD

3. COT Seat Allocation Conference.

3.1. The purpose of the COT Seat Allocation Conference is to bring the COT functional communities together for submission of training requirements and allocation of available class seats. The conference should be scheduled during the second quarter of the fiscal year or after the meeting of the COT Policy Working Group.

3.2. HQ USAF/DPFM delegates that HQ AFPC/DPPAO will chair the COT Seat Allocation Conference to oversee the non-line and JAG personnel training requirements needed for the USAF.

3.3. Participants in the COT Seat Allocation Conference include, but are not limited to:

> HQ USAF/DPFM and DPRS
>
> HQ USAF/SG/JA/HC
>
> ARPC/HC/SG

AFRC/HC/SG

ANG/JA/HC/SG

AFRS/RSOC

AFPC/DPPAO/DPAM

AFOATS/XP Representative

OTS/CC

AFRC/JA

AFIT/CI

3.4. AFOATS XP will provide the draft schedule for the upcoming Fiscal Year (FY) COT/RCOT classes and seats available per class prior to the conference.

3.5. The Functional Communities will provide their FYDP training requirements to HQ USAF/ DPRS.

3.6. If the AF requirements exceed OTS's capacity, the COT Policy Working Group will:

3.6.1. Validate, prioritize, and determine which requirements will be met based on OTS's constrained course capacity and USAF needs.

3.6.1.1. Priority will be given to those officers who have an established academic term date to attend a follow-on residency, intern program, seminary graduate studies requirement or other specialized programs.

3.6.1.2. The remaining seat allocation shortages will be fair-shared among the various users' based on each user's historical utilization rate.

3.6.2. Upon validation of increased requirements, AF/DP will formally request AU to determine the feasibility of accommodating an increase in student load.

3.6.3. AU will determine if the request for additional requirements can be met with available resources. If the additional requirements cannot be met, AU will inform AF/DP of the limitation.

4. COT Attendance Policy.

4.1. Attendance at COT or RCOT is mandatory for all newly commissioned officers who serve in the Judge Advocate General's Department, Chaplain or Medical Services. COT is designed for initial officership training and is not appropriate for some accessions that have had previous training; therefore, the following groups of individuals are exempt from COT:

4.1.1. Individuals who have successfully completed a previous COT course.

4.1.2. Individuals who were commissioned after completing the Air Force Academy, Basic Officer Training, or Reserve Officer Training Corps program.

4.1.3. Inter-service, inter-component officer transfers. Requests to waive this exemption for training will be forwarded to the functional accession source (e.g. ANG, AFRC, AFRS, AFPC) for review and approval/disapproval.

4.1.4. Individuals who have attended a previous indoctrination course as a commissioned officer (e.g., Air Force Officer Orientation Course, Health Professions Officer Indoctrination Course, or Military Indoctrination for Medical Service Officers) and subsequently served on a one-year Extended Active Duty (EAD) as a commissioned officer or who have satisfactorily participated for one year in the Air National Guard or Air Force Reserve as a commissioned officer.

4.2. Timeline for attendance. Attendance at COT/RCOT should be as soon as possible but within twelve months after commissioning. All newly appointed ANG and AFRES non-line and JAG officers are required to be scheduled for COT within 12 months of initial appointment. Requests for waiver will be forwarded through the respective functional managers for review and recommendation to appropriate authority for approval/disapproval. For active duty personnel, AF/DP has approval/disapproval authority, for ANG personnel, NGB has approval/disapproval authority, and for AFRC personnel, AF/RE has approval/disapproval authority. EXCEPTION: HPSP students will attend IAW statement of understanding in their contract.

4.3. Reserve and Guard members who attend the two-week Reserve COT (R/COT) are required to finish the distance module, to include passing the test, NLT 15 days prior to attending the RCOT course (if not completed at 40 days prior to start date the student will be removed from the course). AFOATS will administer and score the test and inform the functional POC of any failures. The COT course remains the primary officer training course for Reserve and Guard officers. The R/COT course is for "hard-to-recruit" specialties as defined by the AF/RE and NGB.

4.4. Requests for exception to policy will be forwarded to HQ USAF/DPF for review and approval.

5. Entry Standards and Separation Policy.

5.1. All officers attending COT/RCOT are commissioned officers and must comply with applicable AF standards.

5.1.1. Weight Management. If an officer is overweight or fails to maintain body fat within the standards listed in AFI 40-502, *The Weight and Body Fat Management Program,* he or she should not be sent to COT.

5.1.2. Injury. If an officer is injured during training, medical personnel will determine physical limitations. The 23 TRS/CC will determine if the student can complete the program within the constraints of the physical limitations. (For ANG/ResAF personnel, a line of duty determination will be provided, per AFI 36-2910).

5.1.3. Pregnancy. If pregnancy is determined while at COT, an appropriate physical profile will be determined by medical personnel. The 23 TRS/CC will determine if the student can complete the program within the constraints of the physical limitations.

5.1.4. Academic Failure. If an officer cannot meet the COT/RCOT training objectives after remediation, the 23d TRS/CC may recycle student to a later class, after coordination with the functional manager. If the student is not recycled, the, AF Form 475 will reflect non-completion of course.

5.1.5. If the student misses significant aspects of the course due to injury, they will either be recycled to a later class, after coordination with the functional manager, or COT/RCOT will advise the gaining commander/program manager via a letter of assessment. The student training report will be annotated accordingly.

5.1.6. English as a second language (ESL) students must successfully pass an English comprehension level assessment prior to attending COT or RCOT.

5.2. Air Force Instruction 36-3206, *Administrative Discharge Procedures for Commissioned Officers,* provides the guidelines for the involuntary discharge for officer on EAD orders.

5.2.1. The 23 TRS/CC advises and obtains the approval of the functional POC for any proposed discharge action.

5.2.1.1. If the officer has been already assigned to a parent wing then the Show Cause Authority (SCA) for the discharge action is their home station chain of command (Wing Commander if he/she is in the grade of Brigadier General, or the Numbered Air Force Commander). The officer will be assigned to their home unit for discharge processing.

5.2.1.2. If the officer is attending COT and will return to an internship or academic institution prior to assignment to their first duty station then the SCA is the first general officer who is also a court-martial convening authority in the 23 TRS chain of command. The officer will be assigned to 42 ABW for discharge processing.

5.2.1.3. Officers in the Air National Guard or Air Force Reserve are returned to their units or program manager for action.

6. **Quota Execution and Management Process.**

6.1. Management of COT/RCOT quotas will be within MILPDS/OTA and will be carefully monitored to ensure limited quota and resources are being maximized.

6.2. Functional users will identify a POC to act as their TRQI who will be responsible to load student information, monitor the utilization of quotas and return unused seats to HQ AFPC/DPPAO for reallocation to other training shortfalls.

6.2.1. NLT 30 calendar days prior to class start date, HQ AFPC/DPPAO will finalize quota distribution for each class and notify functional managers that their unused quotas (no face against the space) will be reallocated to other functional users on a first-come first-serve basis. Functional quota managers are encouraged to maintain a list of alternates who are able to attend on short notice. Name changes are acceptable after this period, but total number of class seats cannot change without approval of AFOATS. NLT 5 workdays prior to class start date the OTA will be locked and no further changes will be authorized unless coordinated through AFPC/DPPAO. AFPC/DPPAO will notify AFOATS/XP of any changes. The AFOATS/XP, with 23 TRS/CC coordination may approve name changes to the upcoming class for those students who are unable to attend due to injury or illness. COT school house will provide AFPC/DPPAO with fill rates by TRQI for each class.

6.2.2. Functional quota managers will not send students to COT/RCOT courses who have not been identified by name and loaded into the OTA for that class. Any such student will not be permitted entry into the COT/RCOT course and will be returned to their place of origin.

6.2.3. The Functional POC will notify COT if a student will be a late arrival. COT will provide the Functional POC and DPPAO with the names of all no-shows. The Functional POC will contact the appropriate unit to determine the cause of the no-show and provide feedback to AFPC/DPPAO.

7. Curriculum Review Committee.

7.1. The Chief, Education Division (HQ USAF/DPDE) chairs the COT/RCOT Curriculum Review Committee (CRC) to oversee the curriculum taught at COT/RCOT. CRC membership includes, but is not limited to:

AFOATS/CR

AU/CF

OTS Representative

HQ USAF/JA/HC/SGC/DPFM

ARPC/HC/SG

AFRC/SG/JA/HC

AF/REPP

CPD/HC

ANG/SG/JA/HC

7.2. HQ USAF/DPDE approves revisions to the Curriculum Program Plan, the document that outlines broad curriculum goals and objectives, the subject areas taught, and the educational objectives for the COT course.

7.3. CRC will convene biennially or on an as-needed basis. HQ USAF/DPDE will schedule CRC meetings and determine the appropriate location. Any member of the CRC can request a curriculum review.

RICHARD E.BROWN III,   Lieutenant General, USAF
Deputy Chief of Staff, Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, *Armed Forces*, Sections 532, 603, 654, 1211, 8067, 9411, 12201, 12203, 12204, 12207, 12208, 14703, and 14706, 1999 edition

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DoDD 1304.19, *Appointment of Chaplains for the Military Services*, 18 September 1993

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DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

AFPD 36-20, *Accession of Air Force Military Personnel*, 13 March 2001

AFI 36-2002, *Regular Air Force and Special Category Accession*

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*

AFI 36-2013, *Officer Training School (OTS) and Airman commissioning Programs*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*

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

AFI 36-2116, *Extended Active Duty for Reserve Component Officers*

AFI 36-2608, *Military Personnel Records Systems*

AFI 36-3207, *Separating Commissioned Officers*

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

AFI 41-108, *Training Affiliation Agreement Program*

AFI 41-110, *Applying for Medical School and Medical Programs*

AFI 51-101, *Judge Advocate Accession Program*

AFMAN 36-2105, *Officer Classification*

AFMAN 37-139, *Records Disposition Schedule*

NGR (AF) 36-2, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*

Abbreviations and Acronyms

ABW—Air Base Wing

AFIT—Air Force Institute of Technology

AFOATS—Air Force Officer Accession and Training School

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRS—Air Force Recruiting Service

AFSC—Air Force Specialty Code

ANG—Air National Guard

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

AU—Air University

BSC—Biomedical Sciences Corps

COT—Commissioned Officer Training

CPP—Curriculum Program Plan

CRC—Curriculum Review Committee

DC—Dental Corps

DP—Director of Personnel

ESL—English as a second language

FYDP—Future Year Defense Plan

HC—Chaplain

HPSP—Health Profession Scholarship Program

HQ—Headquarters

JAG—Judge Advocate General

MAJCOM—Major Command

MlIPDS—Military Personnel Data System

MC—Medical Corps

MSC—Medical Service Corps

NC—Nurse Corps

NGB—National Guard Bureau

OTA—Oracle Training Administration

OTS—Officer Training School

RCOT—Reserve Commissioned Officer Training

SCA—Show Cause Authority

SG—Surgeon General

TRQI—Training Requester Quota Identifier

USAFR—United States Air Force Reserve

U.S.C.—United States Code

USUHS—Uniformed Services University of Health Sciences