

**10 AUGUST 1994**



**Personnel**

**OFFICER TRAINING SCHOOL (OTS) AND  
AIRMAN COMMISSIONING PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 3620, *Accession of Air Force Military Personnel*. It explains how to apply for the Airman Education and Commissioning Program (AECP), the Air Force Reserve Officer Training Corps Airman Scholarship and Commissioning Program (AFROTC ASCP), the AFROTC Professional Officer Course (POC) Early Release Program (ERP), and the Officer Training School (OTS) Commissioning Program. It details eligibility and application requirements for each program, how commands process applications, and how to administer officer trainees enrolled in the programs. The instruction applies to all applicants, commands, and organizations that process applications for the AECP, AFROTCASCP, AFROTCPOC, and OTS. This publication is not applicable to the Air National Guard.

This instruction directs the collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013. System of records Notice F035 AF MP H, *Air Force Enlistment/ Commissioning Records System*, applies. Attachment 1 is a glossary of references, abbreviations, acronyms, terms, and addresses.

**SUMMARY OF CHANGES**

This is the first publication of Air Force Instruction (AFI) 362013, substantially revising Air Force Regulation (AFR) 5320, 20 July 1990 and 5327, 31 May 1990. It updates procedures for applying to OTS and airman commissioning programs.

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## Chapter 1

### GENERAL GUIDELINES

#### 1.1. Eligibility Requirements. Refer to:

- **Figure 1.1.** and **Table 1.1.**
- Specific programs' chapters in this AFI.
- AFI 362005, *Appointment in Commissioned Grades and Designation in Professional Categories Reserve of the Air Force and United States Air Force (Temporary)* (formerly AFR 3615).

#### 1.2. Ineligibility Factors and Waivers.

- General ineligibility factors are contained in **Table 1.2.** and **Table 1.3.** and prescribed in AFI 362005.
- Specific ineligibility factors are in chapters prescribing programs.
- Waivers must be requested in writing and supported by commanders' endorsements.

#### 1.3. Air Force Officer Qualifying Test (AFOQT) Scores.

- Test Control Officer (TCO) or unit commander will enter AFOQT scores on AF Form 56, **Application for Training Leading to a Commission in the United States Air Force.**
- See **Table 1.4.** for specific program eligibility.

#### 1.4. Nonnative English Speaking (NES) Evaluation and Processing Actions.

- Actions and criteria are uniform for all programs prescribed by this AFI.
- See **Table 1.5.** for procedural guidance.

#### 1.5. Wartime Restrictions:

1.5.1. Active duty enlisted members may not receive a commission during wartime. **EXCEPTION:** The Headquarters Air Force Military Personnel Center commander (HQ AFMPC/CC) may rescind this restriction based on:

- The best interest of the Air Force.
- Manning and experience levels of the enlisted and officer forces.
- The expected duration of the war.

1.5.2. HQ AFMPC/CC convenes a Headquarters United States Air Force (HQ USAF) Airman Education and Commissioning Program (AECP) selection board at AFMPC for AECP students when a war occurs.

1.5.3. The selection board reviews the records of all students in the academic phase of the program and selects students to continue in the program and attend the Officer Training School (OTS) commissioning program.

1.5.4. The selection board consists of three or four officers.

1.5.4.1. The board president is from HQ AFMPC/DPMA (Directorate of Personnel Program Management).

1.5.4.2. The other members are from:

- HQ AFMPC/DPMPO (Officer Procurement Branch).
- HQ AFMPC/DPMRS (Mission Support Officer Assignments Division).
- HQ AFMPC/DPMMU (Medical Service Officer Utilization Division) (for health profession students only).

1.5.5. The selection board selects a student to continue in the AECP based on:

- The student's time in the program.
- Level of retained enlisted Air Force specialty code (AFSC) skill proficiency by the student.
- The student's academic record.
- The critical need of the academic degree.

1.5.6. Students not selected to continue their degree program become available for assignment in their enlisted AFSC.

**1.6. Travel Authorizations and Allowances.** Joint Federal Travel Regulation (JFTR) volume 1 contains transportation and travel allowances information.

### **1.7. Accession Assignments.**

1.7.1. The office responsible for the accession action initiates the assignment process by introducing the initial Master Personnel Record (MPerR).

1.7.2. The Air Force doesn't assign new officers back to the base they left as airmen (applies only to the initial assignment after commissioning). **EXCEPTION:** The restriction does not apply to attendance at a technical training school.

**1.8. Orders:** The following publications provide guidance for issuing orders for programs governed by this Air Force Instruction.

**1.8.1. Appointment.** Refer to AFI 362005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories Reserve of the Air Force and United States Air Force (Temporary)* (formerly AFR 3615).

**1.8.2. Demotions.** Refer to AFI 362503, *Administrative Demotion of Airmen* (formerly AFR 3930).

**1.8.3. Enlistment.** Refer to AFI 362002, *Enlistment in the United States Air Force* (formerly AFR 333) and AETC Regulation 332, *Recruiting Procedures for the U.S. Air Force*.

**1.8.4. Promotions .** Refer to AFI 362502, *Promotion of Airmen* (formerly AFR 3929).

**1.8.5. Reassignments.** Refer to AFI 362102, *Preparation of Personnel Selected for Relocation Base Level Procedures* (formerly AFR 3517).

**1.8.6. Separations.** Refer to AFI 363208, *Administrative Separation of Airmen* (formerly AFR 3910).

**Figure 1.1. Criteria for Age Waivers.**

Factor	Minimums and Standards of Performance		
		<u>AECP</u>	<u>OTS AND AFROTC</u>
AFOQT Scores:	Academic Aptitude	60	60
	Verbal	60	60
	Quantitative	60	50

Promotion Phases: Staff Sergeant (SSgt) by 5 years or Technical Sergeant (TSgt) by 11 years or Master Sergeant (MSgt) by 16 years of active duty.

Other Waivers: None required (except assignment selection date).

Decorations and Awards: Support outstanding and deserving applicants whether the awards are military or civilian.

Performance Record:

- Military: Make a quality review of enlisted performance reports (EPR) without regard to the promotion potential rating in block IV.
- Civilian: If the applicant has prior active duty service, the EPR minimum is the same as for active duty military applicants. Letters of recommendation from past or current employers must document civilian work performance as outstanding.

Recommendations:

- For AECP and OTS: The applicant must be rated outstanding in all elements on AF Form 1145.
- For AECP, OTS and AFROTC: Memorandums or letters of recommendation will not by themselves mitigate achievement below minimum performance standards, but they may contribute to the assessment when viewing all performance factors.

**Table 1.1. Eligibility for AECP or AFROTC Early Release Programs.**

R U L E	A	B	C	D
	If the member	then the member is eligible to apply for		
		AECP	ASCP	POC
1	is eligible according to AFI 362005 or <b>Table 1.2.</b>	X	X	X
2	is currently enlisted in the Regular Air Force, has at least 1 year of continuous active duty and is a Citizen of the US.	X	X	X
3	is eligible and qualified for AFROTC Memorandum of Academic Eligibility. See note 1.		X	X
4	has an AFROTC Memorandum of Acceptance. See note 2.		X	X
5	has an AFIT Memorandum of Academic Eligibility ( <b>Attachment 2</b> ).	X		
6	hasn't reached age 30 by board convening date.	X		
7	will be under 25 (29 for prior service) years of age as of 30 June of the calendar year in which they are eligible for appointment as a second lieutenant. See note 3.		X	

R U L E	A	B	C	D
		then the member is eligible to apply for		
	If the member	AECP	ASCP	POC
8	can show financial resources adequate for medical expenses protection during loss of USAF benefits.		X	X
9	is recommended for commissioning by the unit commander.	X		X

**NOTES:**

1. To apply for this program, applicants must have a cumulative grade point average (GPA) of at least 2.5 (use high school or college grades) and a memorandum of academic eligibility from the gaining AFROTC unit commander. The GPA is based on the scale of A=4, B=3, C=2, D=1, F=0. Compute cumulative high school GPA on the following academic subject areas only: mathematics, English, social sciences, and natural and physical sciences and exclude all other courses. If an airman attended college, compute the cumulative GPA for all courses attempted if 1 full year of collegelevel courses has been completed. Otherwise, use the cumulative high school GPA.
2. Applicants must have a memorandum of acceptance to be discharged under this program (see attachment 10). The AFROTC unit commander at the educational institution processing the applicant issues the memorandum when HQ AFROTC/RRFP notifies of applicant's selection for an AFROTCPOC enrollment allocation. Don't issue this memorandum until the applicant satisfies the requirements of **Table 1.3**.
3. Airmen with prior service may exceed the normal maximum scholarship age of 25 years, by the amount of time served (computed on a yearforyear, dayforday active duty basis), for up to 4 years, if they are less than 29 years of age on 30 June of the calendar year in which they are eligible for commissioning. Title 10, U.S.C., Section 2107 imposes these provisions and the Air Force does not waive them.

**Table 1.2. Conditions That Make An Applicant Ineligible To Apply For The AECP, AFROTC ASCP, AFROTC POC, Early Release Program, And OTS.**

R U L E	A	B
	An applicant may not apply if the applicant	See notes
1	is ineligible for enlistment (see AFI 362002, <i>Enlistment in the United States Air Force</i> (formerly AFR 333) or AFRESR 331) or reenlistment (see AFI 362606, volume 1, <i>The USAF Reenlistment, Retention, and NCO Status Programs</i> (formerly AFR 35 volume 1) or AFRESR 331) or appointment (AFI 362005).	1, 2
2	does not meet age requirements (refer to appropriate program chapter).	1, 3
3	is selected for an assignment.	1, 4
4	is selected for or enrolled in a course leading to an award of, or upgrade training in, an AFS (other than a Career Development Course (CDC)).	1, 4
5	has served less than half of an overseas tour.	5

R	A	B
U L E	<b>An applicant may not apply if the applicant</b>	<b>See notes</b>
6	does not apply before the 25th day of the 8th month before the date eligible for return from overseas (DEROS) month.	6
7	is an airman with less than 1 year of continuous active service in the AF as of application date.	1
8	doesn't have 1 year on station, includes completion of 1 year or less of a controlled duty assignment or active duty service commitment (ADSC).	7
9	is being considered for involuntary discharge.	8
10	has a personal security clearance currently in adjudication or has had a personal security clearance denied or revoked.	8
11	is under investigation or undergoing courtmartial or civil court proceedings (includes airmen who refuse punishment under Article 15 of the UCMJ and request trial by courtmartial).	8
12	is on a control roster.	8
13	has ever been convicted by courtmartial or civil court, punished under Article 15 of the UCMJ, or had action taken tantamount to a finding of guilty.	1, 9
14	holds or has held a commission in any of the United States Armed Forces.	1, 10
15	has been disenrolled from an officer training program as defined in AFI 362012, <i>Record of Disenrollment from Officer Candidate Type Training</i> (formerly AFR 535).	1, 11
16	has obtained enrollment in another commissioning program.	8
17	has reservations about the Oath of Office, or has declared to be a conscientious objector.	8
18	was ever, or is permanently, disqualified from the Nuclear Weapons Personnel Reliability Program (see AFI 362104, <i>Nuclear Weapons Personnel Reliability Program</i> , formerly AFR 3599).	8
19	fails to meet all commissioning medical standards in AFI 48123 <i>Medical Examination and Medical Standards</i> (formerly AFR 16043).	1, 12
20	is ineligible for a commission according to current Air Force drug and alcohol policy (see AFI 362701, <i>Social Actions Program</i> , formerly AFR 302).	1, 13
21	has dependents under the age 18 or incapable of selfcare and is single, married to a military member, or has a commonlaw spouse.	1, 14, 15
22	holds a certificate of completion of a course leading to a commission in any of the US Armed Forces (commission to be granted at a later date).	8
23	is a member of any of the United States Air Force commissioning programs.	8
24	is a member of a National Guard or Reserve Force of the US or on active duty in an Armed Force other than the Air Force and has not obtained their approval or conditional release.	8
25	is a United States Air Force Academy (USAFA) or AFROTC disenrollee pending call to extended active duty (EAD), or has received orders for call to EAD.	8
26	is a USAFA or AFROTC disenrollee serving in the USAF Reserve (USAFR) based on involuntary call to EAD and has not served onehalf of his or her term of enlistment.	1, 16
27	was not selected by two consecutive boards (or one selection board, if only eligible for one); requested withdrawal of application or selection, or had an involuntarily withdrawn selection.	8, 17
28	is an airman who has not been recommended for commissioning by his or her commander.	8

R	A	B
U L E	<b>An applicant may not apply if the applicant</b>	<b>See notes</b>
29	is selected by USAFR to attend OTS, is a member of the USAFR or ANG, or in the OTS DEP and refuses voluntary EAD.	8

**NOTES:**

1. Submit a request for waiver with the application to the final processing activity when unusual or unique circumstances warrant it. Final processing activities are in **Attachment 1**. Include the following with each waiver request:

- Name, social security number (SSN), and grade, if applicable.
- Control AF specialty code (CAFSC), if applicable.
- Assignment action number (AAN), if applicable.
- Date of birth.
- A memorandum explaining the circumstances of the disqualifying factor and specific justification for waiver.
- A copy of DD Form 785, **Record of Disenrollment From Officer Candidate Type Training**, if applicable (see AFI 36 2012, formerly AFR 535) for obtaining DD Form 785.
- A statement from the base Education Services Officer (ESO) certifying that the applicant meets all criteria of this instruction except applicable restrictions.

2. The final processing authority recommends approval or disapproval of requests for waiver of a Reenlistment (RE) code that renders an applicant ineligible to reenlist and forwards the request with the application package through HQ AFMPC/DPMAPPO to HQ AFMPC/DPMAPE (Enlistment and Reenlistment Branch) for waiver approval or disapproval.

3. Figure 1.1 provides age waiver criteria. The final processing authority may approve or disapprove age waiver requests for nonflying training applicants who can accept a commission and enter on EAD before reaching age 35. The final processing authority may also disapprove age waiver requests for applicants who can commission before reaching age 35, but do not meet age waiver criteria. The final processing authority may recommend that HQ AFMPC/DPMAPPO make an exception to these policies for a particular individual.

4. The final processing authority recommends approval or disapproval of waiver requests to HQ AFMPC/DPMAPPO. DPMAPPO sends its recommendation to HQ AFMPC/DPMRAD (Airman Distribution Branch) or DPMROY (Assignment Procedures/Special Manning Branch), as applicable, for approval or disapproval.

5. An airman may apply 270 days before completing half of the established tour, but must complete half of the established tour (9 months, if the normal tour length is less than 18 months) before returning to Continental US (CONUS) for entry into a commissioning program.

6. An airman may voluntarily request an extension of the overseas tour to become eligible for consideration under this rule. HQ AFMPC considers the request on its own merits. Send the request through the appropriate major command (MAJCOM) to HQ AFMPC/DPMRA.

7. Rule 8 applies to nonCONUS residents serving in their home area and other members serving in CONUS. Applicants must complete at least 1 year on station or half of the tour of 24 months or longer before entering a commissioning program.
8. There are no waivers.
9. Request a waiver of offenses in accordance with AFI 362005 if required for enlistment or reenlistment. See **Table 1.4.** for waiver authorities. Approving authorities won't grant waivers for airmen who committed immoral acts such as con games, fraud, unprovoked assaults, robberies, thefts, or murders.
10. HQ AFMPC/DPMAPO considers exceptions to policy on a casebycase basis for applicants who:
  - Previously received a direct appointment without attending a formal commissioning training program.
  - Have not served on EAD.
  - No longer hold the commission.
11. The final processing authority may waive this restriction for applicants disenrolled from an officer training program.
12. The authorities specified in AFI 48123 may waive physical requirements.
13. Process requests for drug and alcohol waivers in accordance with AFI 362701.
14. This rule applies only to OTS civilian applicants. Airmen on EAD and Ready Reserve USAFR and ANG unit members are exempt from dependency restrictions.
15. If another person has legal custody of the applicant's dependents or adopts them, the applicant is eligible. A dependency determination must accompany the application.
16. HQ AFRS/RSOO recommends approval or disapproval of requests for waiver of this rule for OTS applicants and forwards them through HQ AFMPC/DPMAPO to HQ AFMPC/DPMAPE for approval or disapproval.
17. An OTS applicant may not reapply for a period of 180 calendar days from the date of the second board (or first board if there is no second board) or the date of the withdrawal memorandum.

**Table 1.3. Waivers of Moral Disqualifications.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>If applicant is</b>	<b>and preliminary processing is the responsibility of</b>	<b>and the applicant has a conviction or adverse adjudication for</b>	<b>then the authority is</b>	<b>send applications for final processing, verification and selection board action to</b>	<b>See notes</b>
<b>1</b>	a USAF airman	applicant's ESO	four or more minor traffic offenses (or three minor traffic and 1 serious traffic or minor nontraffic) in any 1 year of past 3 years	the applicant's commander.	HQ AFMPC/ DPMPO (AECF); HQ AFROTC/ RRUA (AFROTCASCP); HQ AFROTC/ RRFP (POC ERP); and HQ AFRS/ RSOO (OTS)	1, 2, 3
<b>2</b>			serious traffic & minor nontraffic offenses (two in past 4 years, three in past 6 years, or four or more in a lifetime)	final processing authority.		
<b>3</b>			serious nontraffic offenses (one or more in a lifetime)			
<b>4</b>			major nontraffic offenses (one or more in a lifetime)			
<b>5</b>	a civilian applying for OTS to fill	USAF Recruiting Squadron	any of those in rules 1 and 2	AFRSQ/CC.	HQ AFRS/ RSOO	
<b>6</b>	an active duty quota	(AFRSQ)	any of those in rules 3 and 4	AFRS/CC.		
<b>7</b>	a USAFR airman or a civilian applying for OTS to fill	applicant's servicing MPF or Recruiting Squadron, as			HQ AFRES/DPRT	
<b>8</b>	an AFRES quota	applicable	any of those in rules 3 and 4	HQ AFRES/ DPRI.		

**NOTES:**

1. See AFI 362002 (formerly AFR 333) for examples of offenses.
2. Any level of command may disapprove waivers. Do not forward waiver requests unless recommending approval.
3. Do not route waiver requests for which the final processing authority is the waiver authority through HQ AFMPC/DPMPO. Unless the waiver request is disapproved, forward it directly to the final processing authority.

**Table 1.4. AFOQT Category Qualifications.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If applying for</b>	<b>then the applicant completes</b>	<b>and the minimum qualifying scores are at least</b>	<b>See Notes</b>
<b>1</b>	A flying training (pilot or helicopter)	all five composites of the AFOQT	with private pilot license (PPL): At least in the 25th percentile in the pilot composite and the 10th percentile in the navigator composite with a total score in these two composites being at least the 50th percentile. At least in the 15th percentile in the verbal composite and at least in the 10th percentile in the quantitative composite. without PPL: At least in the 50th percentile in the pilot composite and at least in the 10th percentile in the navigator composite with a total score in at least the 60th percentile. At least in the 15th percentile in the verbal composite and at least in the 30th percentile in the quantitative composite.	1, 2
<b>2</b>	flying training (navigator)		at least in the 25th percentile in the navigator composite and at least in the 10th percentile in the pilot composite with a total score in at least the 50th percentile. At least in the 15th percentile in the verbal composite and at least 10 percentile in the quantitative composite.	2
<b>3</b>	nonflying duties		at least in the 15th percentile in the verbal composite and at least in the 10th percentile in the quantitative composite.	

**NOTES:**

1. The higher scores required for applicants without PPL apply to all OTS, AFROTCASCP and AFROTCPOC Early Release Program pilot training applicants.
2. The test control officer (TCO) or the applicant's unit commander enters AFOQT scores on AF Form 56, item 9. In exceptional cases AFMPC, AFROTC, AFRS, or AFRES, as applicable, may grant waivers of the minimum verbal and quantitative scores only.

**Table 1.5. Nonnative EnglishSpeaking (NES) Evaluation And Processing Actions.**

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>Actions</b>	<b>Responsibility of</b>
<b>1</b>	During the preapplication interview, determine if the applicant is NES with an English speaking or comprehension problem and appropriately complete the statement in <b>Attachment 3</b> .	the applicant's unit CC or USAF recruiting officer.
<b>2</b>	Immediately notify the applicant of tentative selection. For an AF applicant, arrange with the TCO at the nearest military site that offers English Comprehension Test (ECL) to administer, score and send answer sheet to the Defense Language Institute English Language Center (DLIELC) for filing. For civilian applicants, ask the TCO at the applicant's Military Entrance Processing Station (MEPS) to administer, score and process the ECL. Withdraw tentative selection for those scoring below 90 or waive minimum score requirement. (See note.)	the appropriate selection notification agency.
<b>3</b>	Contact DLIELC/Operations Branch (LEAX) to schedule an oral proficiency interview. Ensure interview schedule contains reporting instructions, including billeting and messing information. Advise applicant's MPF/DPMP (Career Progression Element) or recruiting squadron to publish temporary duty (TDY) orders for those scheduled for the DLIELC interview. Include appropriate fund citation. (DLIELC/Resource Division (LER) will provide financial guidance.)	
<b>4</b>	Upon receipt of interview instructions, publish TDY orders for travel to the interview. The MPF/DPMP or recruiting squadron ensures the applicant receives reporting instructions before they depart for Lackland Training Center (LTC).	the applicant's MPF/DPMP or recruiting squadron.
<b>5</b>	When the applicant arrives at LTC, administer the DLIELC interview. Advise the selection notification agency of the results.	DLIELC.
<b>6</b>	Withdraw tentative selection for those with a DLIELC score of less than 2+/2 or waive the minimum score. Confirm final selections.	the appropriate selection notification agency.

**NOTE:**

The selection agency may withdraw selection of applicants who fail to qualify on both the ECL and the DLIELC oral proficiency interview within 90 days of being notified of tentative selection.

## Chapter 2

### AIRMAN EDUCATION AND COMMISSIONING PROGRAM (AECPP)

#### 2.1. Purpose and Description.

- 2.1.1. The AECPP allows active duty airmen to earn initial or additional academic degrees to meet Air Force needs.
- 2.1.2. AECPP is not an avenue for undergraduate flying training.
  - 2.1.2.1. AECPP graduates may apply for undergraduate flying training after commissioning and assignment.
- 2.1.3. Airmen selected for the AECPP attend a civilian educational institution fulltime.
- 2.1.4. Airmen in the AECPP remain on active duty in fulltime active duty status. They:
  - 2.1.4.1. Attend school in a permanent change of station (PCS) status if they need more than 1 year to complete degree requirements (including those assigned overseas).
  - 2.1.4.2. Attend school in a permissive temporary duty (TDY) status if they need 1 year or less to complete degree requirements. **NOTE:** Permissive TDY is under sponsorship. Do not confuse it with Bootstrap under AFI 362306, *Operations and Administration of the Education Services Program* (formerly AFR 2131).
- 2.1.5. AECPP graduates are placed on PCS orders to their new duty station, with TDY enroute to attend OTS, Maxwell AFB AL 361125000 to complete requirements for a commission. **EXCEPTION:** Airmen who earn degrees in the health specialties do not attend OTS (see paragraph 2.1.7.).
- 2.1.6. After OTS, AECPP airmen are tendered Reserve of the Air Force (ResAF) commissions as second lieutenants and incur an initial ADSC of 4 years.
- 2.1.7. AECPP health specialty graduates immediately receive ResAF commissions as second lieutenants tendered in the appropriate corps of the medical services when they complete degree requirements. **EXCEPTION:** Nurse candidates must first pass the National Council Licensure Examination for Registered Nurses (NCLEXRN) and then are eligible for ResAF commissions.
- 2.1.8. The Air Force reassigns airmen who fail to complete the AECPP program to an appropriate station to complete their enlistment or extension.

#### 2.2. Program Management Responsibilities.

- 2.2.1. HQ USAF/DPXF determines the degrees AECPP participants may pursue, based on anticipated Air Force needs in coordination with HQ AFMPC/DPMPO.
- 2.2.2. HQ USAF/DPXF (Force Management Division) ensures that the appropriate budget documents include the AECPP.
- 2.2.3. AETC, through the AFIT Commandant:
  - 2.2.3.1. Selects an educational institution for each AECPP participant.
  - 2.2.3.2. Arranges direct admission to the institution or instructs the member to have official transcripts from all previously attended institutions sent directly to the selected university.

2.2.3.3. Arranges for contract education service agreements with educational institutions to cover normal tuition and fees for all AECP students.

2.2.3.4. Authorizes \$60 per quarter for each student for textbooks.

2.2.3.5. Monitors the academic status of AECP students through AFIT/CI (Civilian Institution Programs).

2.2.3.6. Maintains records to ensure each airman complies with AECP provisions.

2.2.3.7. Manages the AECP academic phase within the manyear limitations imposed by law.

2.2.3.8. Periodically lists AECP approved courses of study and prerequisites for AECP admission in the AFIT Education Newsletter (AURP 532), which is available at base education services offices.

2.2.3.9. Cancels selection of applicants whose performance or personal conduct is not compatible with officer training (see paragraph 2.2.6.2.).

#### 2.2.4. HQ AFMPC/DPMAPO:

2.2.4.1. Reviews applications to ensure applicants meet all program admission and commissioning prerequisites.

2.2.4.2. Prepares applications for board members to review.

2.2.4.3. Establishes and announces board convening dates.

2.2.4.4. Selects and notifies board members.

2.2.4.5. Hosts the AECP selection board.

2.2.4.6. Ensures proper certification of medical examination reports before advising AFIT/CI that selected airmen are eligible.

2.2.4.7. Advises base Education Services Officers (ESO) of program requirements and disciplines as needed.

#### 2.2.5. The base ESO:

2.2.5.1. Publicizes the AECP.

2.2.5.2. Ensures applicants read this chapter and understand its provisions.

2.2.5.3. Counsels airmen on ADSC requirements.

2.2.5.4. Tells applicants that:

- Only honorably discharged Reserve officers may reenlist on separation (Title 10, U.S.C., Section 8258).
- Individuals who accept a Regular appointment lose the statutory entitlement to reenlist, even if the Air Force removes the appointment.

2.2.5.5. Ensures that the base offers courses the AECP requires, including:

- Regular offerings of mathematics at least through calculus.
- Engineering physics, if possible.
- General chemistry (with laboratory work), if possible.

2.2.6. Unit commanders must:

2.2.6.1. Continually monitor the performance of AECF applicants.

2.2.6.2. Promptly notify AFIT/CI and the servicing MPF if any disqualifying factors appear at any time up to an applicant's actual enrollment in school, including:

- Misbehavior or failure to maintain high performance standards.
- Adverse changes in attitude or personal appearance (including weight or body fat standards).
- Declines in duty performance.
- Personal conduct not compatible with officer training.

2.2.7. Each AECF selectee must:

2.2.7.1. Notify AFIT/CI and the servicing MPF/DPMAC (Customer Service Element) of changes in address, telephone number, or status for as long as they're in the program.

2.2.7.2. Present an official college transcript indicating award of a baccalaureate degree before graduating from OTS. An airman won't receive a commission without an official transcript.

**2.3. Eligibility Requirements.** Each applicant:

- Must meet criteria in AFI 362005.
- Must meet additional criteria in **Table 1.1**.
- Must not be ineligible under conditions listed in **Table 1.2**.

**2.4. Air Force Institute of Technology (AFIT) Memorandum of Academic Eligibility.**

2.4.1. AFIT/RRA (Education and Counseling) and AETC:

- Determine admission requirements for the various academic disciplines.
- Give qualified airmen a memorandum of academic eligibility.

2.4.2. Airmen who require additional college credits to earn a degree or who want to earn a lateral degree must request a memorandum of academic eligibility (see **Attachment 2**).

2.4.3. The base ESO sends requests for memorandum of academic eligibility along with the following documents to AFIT/RRA for review:

- Original and one copy of Defense Activity for NonTraditional Education Services (DANTES) transcripts.
- College level examination program subject examination (CLEPSE) scores, if available.
- CLEP TB053, *Calculus With Elementary Functions*, scores for applicants who studied calculus through the Air Force Education Services Program since 15 November 1983.
- Two copies (one official) of all high school and college transcripts, including Community College of the Air Force (CCAF) transcripts, if applicable.
- A list of college courses the airman is now attending or is scheduled to attend before the selection board convenes.
- AFOQT scores (see AFI 362605, *Air Force Military Personnel Testing System* (formerly AFR 358), for retesting information).

- Report of Individual Personnel (RIP) Records Review ListAD Airman.
- Scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Test scores may be on a legible high school or college transcript or an official test report. Scores must be less than 2 years old.

#### 2.4.4. AFIT:

2.4.4.1. Issues a memorandum of academic eligibility for qualified airmen, which specifies the academic disciplines an airman may pursue based on his or her age, academic background, and likelihood for obtaining a commission before age 35 and is valid for 1 year.

2.4.4.2. Gives unqualified airmen guidance on completing academic work necessary to gain eligibility.

2.4.5. Applicants submit a formal application in time for a selection board to consider it while the academic eligibility memorandum is still valid.

2.4.5.1. If an applicant's memorandum of academic eligibility expires before a selection board considers it, documents do not go back to the applicant. Instead, the base ESO places the file in an inactive status and destroys according to AFMAN 37139, *Disposition of Air Force Records Records Disposition Schedule* (formerly AFR 420).

2.4.6. Airmen who meet the basic criteria in paragraph 2.3 and need additional college credit to apply for the AECF may apply for non terminal Bootstrap TDY in accordance with AFI 362306.

**2.5. Application Procedures .** Base ESO will establish local procedures to ensure fully coordinated completion of applications using **Attachment 4** as a guide.

## **2.6. Processing Applications.**

2.6.1. The base ESO:

2.6.1.1. Notifies MPF/DPMU (Personnel Utilization Element) in writing to place the airman in AAC 05 (see AFI 362110, *Assignments* (formerly AFR 3911)).

2.6.1.2. Reviews and assembles documents in the order listed in **Attachment 4** and sends them with a cover memorandum to HQ AFMPC/DPMAPD.

2.6.2. MPF/DPMU:

2.6.2.1. Places the airman in AAC 05.

2.6.2.2. Removes the AAC 05 code only when HQ AFMPC/DPMAPD notifies MPF/DPMPC (Classification and Training Element) that the board rejected the airman (MPF/DPMPC coordinates with MPF/DPMU for removing the airman from AAC 05).

## **2.7. Selecting and Notifying Applicants.**

2.7.1. AFMPC appoints and convenes AECF selection boards.

2.7.1.1. At least three senior officers (colonels or colonel selectees) sit on each board.

2.7.1.2. At least one board member is a Reserve officer.

2.7.1.3. For boards considering applications for health specialty studies, at least one board member is a senior medical service officer.

2.7.2. HQ AFMPC/DPMAPO:

- Announces specific board convening dates to base ESOs.
- Accepts applications until the 15th day of the month before a board convenes.
- Announces selection board results by AIG 8106 message.

2.7.3. MPF/DPMPC:

- Immediately notifies the airman's commander of the board results. **NOTE:** Do not preempt the commander by notifying the airman directly.
- Acknowledges receipt of the selection board results in writing to HQ AFMPC/DPMAPO within 2 weeks, including in the acknowledgment each selectee's name and SSN, along with the type of security investigation conducted on him or her (such as Entrance National Agency Check (ENTNAC), National Agency Check (NAC), Background Investigation (BI)).
- Prior enlisted personnel without a break in service greater than 24 months may be commissioned with a favorable ENTNAC. For all others, a NAC is required. **NOTE:** Applicants with NACs not completed prior to commissioning must sign a statement of understanding agreeing in writing to discharge processing if the NAC is unfavorable and they are disqualified (see AFI 362005, paragraph 3.6.1, and attachment 6, paragraph A6.4).

2.7.4. The base ESO:

- Processes NES selectees in accordance with **Table 1.5**.
- Schedules physical examinations for selected applicants within 30 days of receiving selection notifications.
- Sends to HQ AFMPC/DPMAPO:
  - SF 88, **Report of Medical Examination** (three copies), including an electrocardiogram with tracings.
  - SF 93, **Report of Medical History** (two copies).

2.7.5. HQ AFMPC/DPMAPO:

- Sends medical examination reports to HQ Air Education and Training Command, Physical Standards Division (HQ AETC/SGPS) for certification in accordance with AFI 48123 (formerly AFR 16043).
- Notifies appropriate base ESOs to have the MPF remove medically disqualified applicants from AAC 05.
- Forwards AF Form 56, and certified medical examination reports to AFIT/CI.
- Disposes of other documents pertaining to selected and rejected applicants in accordance with AFMAN 37139.

2.7.6. MPF/DPMQS (Separations and Retirement Element) reports to HQ AFMPC/DPMAPO and AFIT/CI the names of applicants discharged from active duty before receiving a notice of selection or starting the academic phase, for removal from the selectee list.

## 2.8. Retainability.

2.8.1. Selected airmen must acquire the retainability they need by taking one of these actions:

- Extending their current enlistment.
- Reenlisting effective from the class start date AFIT provides.

2.8.2. Students given a PCS to AFIT must have 6 years' retainability.

2.8.3. Students reassigned in permissive TDY status must have 2 years' retainability as of the expected graduation date.

2.8.4. Refer firstterm airmen to AFI 362606, *USAF Reenlistment, Retention, and NCO Status Programs* (formerly AFR 3516) for retainability guidelines.

2.8.5. Career airmen who would experience a financial loss through reenlistment may extend their current enlistment to acquire retainability. **NOTE:** Total extensions on current enlistment must not total more than 48 months (see AFI 362606).

2.8.6. Airmen who reenlist or extend their enlistment to get retainability for the AECP don't get a selective reenlistment bonus (SRB), regardless of any Air Force specialty they hold at the time of reenlistment or extension.

2.8.7. The Air Force suspends SRB payments to AECP selectees, in accordance with AFI 362606. **NOTE:** The suspension ends if the member returns to enlisted status and serves in the SRB skill.

2.8.8. Selectees who decline to obtain the required retainability must sign a statement to that effect and send it to HQ AFMPC/DPMAPO.

2.8.8.1. HQ AFMPC/DPMAPO removes their names from the select list and notifies AFIT/CI.

2.8.8.2. These airmen are ineligible for AECP application for 1 year from the date of their signed statement.

## 2.9. Promotions. The MPF:

2.9.1. Promotes selectees to SSgt, effective 1 day before their scheduled PCS or TDY departure date (see AFI 362502, *Promotion of Airmen* (formerly AFR 3929)), if they are senior airman (SrA) and have the required retainability.

2.9.2. Notes the promotion in the remarks section of the member's PCS orders.

2.9.3. Allows the member 10 days to move.

2.9.4. Appoints selectees in rank SSgt and above as officer trainees on their PCS or TDY orders, effective on class start date. They retain their grade.

2.9.5. Follows these guidelines to promote AECP selectees, in accordance with AFI 362502, before publication of their PCS or TDY orders:

2.9.5.1. For airmen selected for promotion to the grade of SSgt or below, effective before publication of PCS or TDY orders, promote on the normal effective date.

2.9.5.2. For airmen selected for promotion to the grade of SSgt or below, effective on or after the publication date of PCS or TDY orders, note promotion cycle, selected grade, and sequence number on the personnel record. **NOTE:** Since airmen serve as SSgts while enrolled in the AECP, there is no need for promotion action.

2.9.5.3. For qualified airmen selected for promotion to the grade of TSgt or above, promote on the normal effective date.

2.9.6. See AFI 362002 or AFI 362503, *Administrative Demotion of Airmen* (formerly AFR 3930) as appropriate for demoting AECF participants.

## 2.10. Assigning Airmen to the Academic Phase.

### 2.10.1. AFIT:

- Enters the assignment in the Personnel Data System (PDS).
- Sends assignment instructions to the selectee's MPF and MAJCOM.

### 2.10.2. The MPF:

2.10.2.1. Publishes PCS or TDY orders, as appropriate. **NOTE:** Except for those promoted in accordance with paragraph 2.9.1., airmen may take a delay en route in excess of 30 days if it does not interfere with their reporting on time.

2.10.2.2. Reissues identification cards to selectees and their dependents after reenlistment or extension, as appropriate.

2.10.2.3. Reviews selectees' records and sends these records to the gaining MPF/DPMUM:

- The Unit Personnel Record Group (UPRG).
- The PCS orders (15 copies).
- The medical and dental records.

2.10.2.4. Ensures selectees deliver these items to their new duty station:

- Personal clothing and equipment.
- Education records.
- Traffic safety records.
- Onthejob training, career counseling, and career intent records.

2.10.2.5. Ensures that selectees deliver their finance records or that the losing accounting and finance office (AFO) directly transmits them to the gaining AFO, depending on the location of the gaining AFO.

2.10.2.6. Ensures selectees complete any elective medical or dental treatments and update their immunizations before they depart.

2.10.2.7. Removes selectees from flying status, parachute jump status, and so on before they leave their present duty station (see AFI 363017, *Special Duty Assignment Pay* (formerly AFR 3945)).

2.10.2.8. Sets a firm departure date for selectees to allow for processing of removalfromstatus actions and publication of removal orders, since selectees must acknowledge them before departing for PCS.

2.10.2.9. Completes the removal of selectees from proficiency and superior performance pay, effective on their date of departure, before selectees leave their present duty station.

2.10.2.10. Consigns household goods to selectees at their PCS destination. **NOTE:** If there is an AFROTC detachment at the new duty location, mark the shipment: "Contact detachment (number) before placing the shipment in storage."

2.10.2.11. Sends one copy of a current RIP, noting the selectee's spouse's citizenship and the selectee's home of record, to AFIT Director of Mission Support (MS).

## 2.11. Assigning Airmen to the Military Phase.

2.11.1. On receipt of assignment instructions from HQ AFMPC/DPMAPO, the servicing MPF:

- Reassigns airmen completing degree requirements on PCS to their new duty organization, with TDY en route as officer trainees at OTS.
- Does not publish reassignment orders until HQ AETC/SGPS certifies a current precommissioning physical examination.
- Mails the airman's medical and dental records, field personnel record group, and orders to OTS/TSS, Maxwell AFB, AL 361125000 no later than 10 calendar days before class start date.

2.11.2. AFIT:

2.11.2.1. Creates the initial MPerR for each student and transmits it to AFMPC 45 calendar days following the student's entry in the civilian institution. **NOTE:** Enter the student's estimated graduation date as the effective date of commissioned service.

2.11.2.2. Processes personnel data changes affecting the student's status through PDS as they occur, including cancellations of projected accession.

2.11.2.3. Sends each student's AF Form 90, **Officer Assignment Worksheet**, and AFIT Form 18, **Education Plan and Financial Voucher**, to HQ AFMPC/DPMAPO 5 months before the OTS start date.

2.11.2.4. Sends a list of health specialty candidates to the Medical Service Officer Management Directorate, Medical Officer Utilization and Education Division (HQ AFMPC/DPMMU), for assignment. Includes the candidates' home address, the school they're attending, and their expected graduation date on the list.

2.11.2.5. Discharges health specialty candidates and publishes active duty orders, in conjunction with the servicing MPF, on receipt of commissioning packages and reassignment instructions from HQ AFMPC/DPMMU.

2.11.2.6. Assigns health specialty candidates to a personnel accounting symbol (PAS) appropriate to the assigned school.

2.11.3. AFMPC sends assignment instructions for all students to AFIT by 90 days before they enter OTS.

## 2.12. Granting Extensions and Disenrolling Airmen Who Fail to Complete the Program.

2.12.1. The AFIT Commandant:

2.12.1.1. May promptly disenroll airmen who fail to maintain acceptable academic standards.

2.12.1.2. Removes from school a student who fails to complete the program within the period AFIT specified on establishing transfer credit.

- 2.12.1.3. Notifies the servicing MPF of removal actions.
  - 2.12.1.4. Grants extensions of up to 6 months if the student's academic performance merits it.
  - 2.12.1.5. May approve changes in an AECP program length within a 36month program. **NOTE:** The AFIT Commandant may delegate this authority.
  - 2.12.1.6. Submits planned courses of study exceeding 36 months to HQ AFMPC/DPMAPO for approval.
- 2.12.2. The servicing MPF determines if the base can use a member removed from the AECP or if reassignment is necessary. If the base cannot use the member, the MPF reports the member to the appropriate HQ AFMPC assignment office of primary responsibility (OPR) (see AFI 362110, for office symbols) at 550 C St West, Ste 29, Randolph AFB TX 781504731, for reassignment.
- 2.12.3. OTS administers UCMJ actions to students in the military phase of AECP. See chapter 4 for disenrolling students from this phase.
- 2.12.4. AFIT or OTS, as appropriate, prepares a DD Form 785, in accordance with AFI 362012 (formerly AFR 535), upon an airman's elimination from the AECP.

## Chapter 3

### AFROTC AIRMAN SCHOLARSHIP AND COMMISSIONING PROGRAM (AFROTCASCP) AND AFROTC PROFESSIONAL OFFICER COURSE (POC) EARLY RELEASE PROGRAM (ERP)

#### *Section 3A—Administering the Programs*

#### **3.1. General Information.**

3.1.1. This chapter describes application and processing procedures for the AFROTCASCP and the AFROTC POC Early Release Programs.

3.1.2. These programs allow Regular airmen on active duty to request voluntary separation in accordance with AFI 363208, *Administrative Separation of Airmen* (formerly AFR 3910) to enter an AFROTC program.

3.1.3. Selected airmen attend a 4-year degree granting institution that offers a 4-year AFROTC program. See **Table 3.1**.

#### **3.2. Basic Eligibility Requirements.**

- Applicant must meet criteria in AFI 362005.
- Applicant must meet additional criteria in **Table 1.1** and **Table 3.2**.

**3.3. Requesting an AFROTC Memorandum of Academic Eligibility.** The base ESO assists interested airmen in:

- Scheduling any necessary tests.
- Obtaining the required documents (**Attachment 5**) and sending a request for a memorandum of academic eligibility (see **Attachment 6**) to the gaining AFROTC unit commander at the university the applicant plans to attend.
- Obtaining the Educational Institution Evaluation and Enrollment Acceptance (see **Attachment 7**) from the institution of the airman's choice.
- Submitting a Request for Academic Evaluation and Application for Admission (see **Attachment 8**).

#### **3.4. Discharge and Enlistment in the United States Air Force Reserve (USAFR).**

3.4.1. An AFROTC unit notifies the appropriate MPF of a selectee's full qualification for contract status or ASCP appointment on the selectee's completion of all requirements listed below.

3.4.2. The MPF and a representative from the nearest AFROTC detachment take discharge action in accordance with AFI 363208 and enlistment action in accordance with AFIs 362002 and 362011, *Air Force Reserve Officer Training Corps (AFROTC)* (formerly AFR 4548).

3.4.3. MPFs may discharge airmen who enlist in the USAFObligated Reserve Section (ORS) for 8 years if there are no disqualifying factors discovered before or occurring after submission of the application.

3.4.3.1. Do not discharge airmen from active duty earlier than 30 calendar days before class start date.

3.4.3.2. Do not authorize terminal leave in conjunction with the ASCP.

3.4.3.3. Enlist airmen in the USAFRORS on the day following discharge.

3.4.3.4. Do not give the selectee the discharge documents until after enlistment in the USAFRORS is complete.

3.4.3.5. Discharge airmen assigned overseas from active duty and enlist them in the USAFRORS at the port of entry.

3.4.4. Within 2 duty days after enlisting the selectee in the USAFRORS, the MPF sends all enlistment documents to the AFROTC detachment servicing the educational institution the airman will attend.

3.4.5. The MPF coordinates with the nearest AFROTC detachment to complete the prescribed documents.

3.4.5.1. The MPF forwards the documents according to instructions in the memorandum authorizing discharge.

3.4.6. The AFROTC detachment publishes the appropriate Reserve special orders.

3.4.7. The base commander has the selectee do the 1.5 mile run and weight or body fat check before discharge, to ensure the selectee still meets AFROTC runtime standards (see **Attachment 9**) and Air Force weight/body fat standards (see AFI 48123). Commanders must not discharge individuals who fail to meet these standards and must notify the gaining AFROTC unit if this occurs.

3.4.8. Commanders must counsel members who have received any enlistment bonus for their current enlistment that upon discharge from active duty to enter the AFROTCASCP:

- They lose the bonus entitlement.
- They must pay back any unearned portion of the bonus or bonuses in accordance with AFI 362606.

**3.5. Failure to Complete the Program.** Airmen who fail to complete the program or who do not adhere to scholarship contract terms are subject to involuntary recall to active duty in their USAFRORS enlisted grade (see AFI 362011). Noncompletion of the scholarship contract terms is grounds for recall of airmen under the same criteria.

### ***Section 3B—AFROTC Airman Scholarship and Commissioning Program (AFROTCASCP)***

#### **3.6. AFROTCASCP Scholarships.**

3.6.1. Undergraduate scholarships are available for 2 to 4 academic years. **EXCEPTION:** Scholarships for programs approved by the Secretary of the Air Force are for a maximum of 5 academic years.

3.6.2. HQ AFROTC/RRUA may approve summer term study for the ASCP, and then calculates scholarship length based on:

- The number of credits needed for a baccalaureate degree.
- The time needed to complete AFROTC commissioning requirements.

- The desired academic major.

3.6.3. AFROTC scholarships pay for:

- Tuition and fees.
- Laboratory expenses.
- Book allowances.
- A monthly subsistence allowance during the academic year.

3.6.4. AFROTC scholarships do not pay for room and board costs.

3.6.5. The base ESO provides applicants with AFROTC scholarship information.

3.6.6. **Table 3.1.** lists scholarship lengths for different academic majors.

3.6.7. See **Figure 3.1.** for a list of AFROTCASCP authorized academic majors.

3.6.8. See **Table 3.2.** for a list of documents needed to qualify for a memorandum of academic eligibility for AFROTCASCP.

### 3.7. When To Apply.

3.7.1. Airmen may submit requests for memorandum of academic eligibility at any time, but HQ AFROTC/RRUA must receive formal applications:

- By 31 January (for consideration by the February board) for fall term entry.
- By 30 June (for consideration by the July board) for winter and spring term entry.

3.7.2. A memorandum of academic eligibility is valid for 1 year. Applicants must submit a formal application in time for a selection board to consider it while the academic eligibility memorandum is still valid.

3.7.3. The prehealth selection board meets once each year in June. HQ AFROTC/RRUA must receive formal applications by 31 May.

3.7.4. The February and July boards consider formal applications for nurse candidates.

### 3.8. Application and Processing.

3.8.1. The base ESO helps applicants get needed documents and complete applications.

3.8.2. A 4year degree granting institution that offers the 4year AFROTC program must accept the applicant. This includes institutions with AFROTC crosstown and nonhost consortiums.

3.8.3. Nurse candidates must enroll in a program with National League of Nursing (NLN) accreditation or in certain schools recognized by the US Department of Education.

3.8.4. Airmen must determine the specific entrance deadlines and examination requirements of the college they choose to attend.

3.8.5. The gaining AFROTC unit commander:

- 3.8.5.1. Reviews requests for academic eligibility.
- 3.8.5.2. Issues a memorandum of academic eligibility only for those disciplines:
  - Authorized by AFROTCASCP disciplines (see **Figure 3.1.**).

- That are likely to lead to an eventual commission, considering the member's age and academic background).

3.8.5.3. Gives unqualified airmen guidance on academic work needed to qualify for a memorandum of academic eligibility.

3.8.6. If an applicant's memorandum of academic eligibility expires before consideration by a selection board, the documents do not go back to the applicant. Instead, the AFROTC unit commander disposes of the file in accordance with AFMAN 37139.

3.8.7. When the selection board receives an applicant's AFROTC memorandum of academic eligibility and completed AF Form 56, the base ESO:

3.8.7.1. Notifies MPF/DPMU to place the applicant in AAC 05.

3.8.7.2. Helps the applicant obtain needed documents and complete all requirements.

3.8.7.3. Verifies the applicant's date of birth and citizenship status through MPF records.

3.8.7.4. Reviews all application materials for completeness and accuracy, assembles them according to **Table 3.2.**, and forwards them with a cover memorandum to the gaining AFROTC unit.

3.8.8. The gaining AFROTC units:

3.8.8.1. Review the formal application folders to make sure they are complete.

3.8.8.2. Make sure applicants meet all prerequisites for AFROTC membership and commissioning.

3.8.8.3. Process prerequisite waiver requests.

3.8.8.4. Resolve all discrepancies in prerequisites before the ASCP selection board considers the application.

3.8.8.5. Dispose of applications in accordance with AFMAN 37139.

3.8.9. Applicants must notify their base ESO of changes in their eligibility from the time they apply until the selection board convenes. Failure to do so may remove the applicant from further consideration.

### **3.9. Selection and Notification.**

3.9.1. An AFROTC central selection board considers applicants.

3.9.2. At least one board member is a Reserve officer.

3.9.3. Selection is on the "wholeperson" basis.

3.9.4. Applicants not disqualified may apply a second time. Applicants rejected twice may not reapply for 1 year.

3.9.5. HQ AFROTC/RRUA requests and receives a quality control audit from HQ AFMPC/DPMPO for all applicants before selection board consideration.

3.9.6. HQ AFROTC releases preliminary board results to gaining AFROTC units within 30 days.

3.9.6.1. Notification includes the applicant's status:

- Tentative selectee.

- Nonselectee.
- Removed from further ASCP consideration.

3.9.6.2. Final eligibility depends on the applicant's full medical qualification and continued acceptance at an institution offering the 4year AFROTC program.

3.9.7. On receipt of preliminary selection board results, the gaining AFROTC unit:

3.9.7.1. Notifies the base ESO of the airman's tentative selection or nonselection.

3.9.7.2. Ensures processing of NES selectees according to **Table 1.5.** to determine final eligibility.

3.9.8. The base ESO notifies the unit commander of the member's tentative selection or nonselection.

3.9.9. The unit commander notifies the member of his or her tentative selection or nonselection.

3.9.10. The Department of Defense Medical Examination Review Board (DoDMERB) evaluates and certifies applicants' medical examinations.

3.9.11. Once the DoDMERB review is complete, the gaining AFROTC unit gives the base ESO specific instructions for final selectee processing.

3.9.12. The base ESO:

3.9.12.1. Notifies MPF/DPMU to remove disqualified applicants from AAC 05.

3.9.12.2. Notifies the AFROTC unit of changes in the selectees' personal information that could disqualify them for Air Force Reserve enlistment or scholarships, such as:

- Changes in address.
- Illness or injury.
- Involvement with military or civil authorities.

3.9.12.3. Ensures overseas selectees still meet AFROTC runtime standards (see **Attachment 9**) and Air Force weight or body fat standards (see AFI 48123) before they return to the CONUS.

3.9.12.4. Notifies the gaining AFROTC unit of overseas selectees who no longer meet the runtime and weight or body fat standards and advises the MFP not to allow them to depart their duty station.

### **3.10. Reconsidering Applicants.**

3.10.1. Applicants who want to reapply must send a memorandum of request to the gaining AFROTC unit with:

- A new Educational Institution Evaluation and Enrollment Acceptance for the new term of acceptance (see **Attachment 7**).
- Current transcripts.
- An updated AF Form 56.
- Any new performance reports.
- Any additional information that affects the applicant's status.

3.10.2. The applicant must meet the deadlines described in paragraph **3.7.**

### *Section 3C—AFROTC Professional Officer Course (POC) Early Release Program (AFROTCPOC)*

#### **3.11. Applying and Processing.**

3.11.1. Airmen must submit applications for this program early enough for the Air Force to process them by 120 days before classes begin. **EXCEPTION:** The program considers application deadline waivers only if the applicant would exceed the maximum age if required to wait until the next school term.

3.11.2. Applicants send application deadline waiver requests through HQ AFROTC/RRFP (Personnel Actions Branch) to HQ AFMPC/DPMAPPO.

3.11.3. HQ AFROTC/RRU (Selections Division) requests and receives a quality control audit from HQ AFMPC/DPMAPPO for all applicants before selection board consideration.

3.11.4. The base ESO:

3.11.4.1. Assists applicants in:

- Completing applications.
- Scheduling any necessary tests (including medical).
- Obtaining the Educational Institution Evaluation and Enrollment Acceptance (see attachment 7) from the institution of the airman's choice.

3.11.4.2. Sends application documents to the appropriate AFROTC unit commander.

3.11.4.3. Has the applicant's unit fitness program manager administer a 1.5 mile run and a weight or body fat check to determine if the applicant meets AFROTC runtime standards and Air Force weight/body fat standards. Application processing ceases until the applicant meets these standards.

3.11.4.4. Notifies MPF/DPMU to place the applicant in AAC 05 upon receipt of an acceptance memorandum from the gaining AFROTC unit.

#### **3.12. Selecting .**

3.12.1. Central AFROTC selection boards choose applicants for the available positions.

3.12.2. At least one board member is a Reserve officer.

#### **3.13. AFROTC Memorandum of Acceptance.**

3.13.1. Applicants must have an AFROTC memorandum of acceptance (see **Attachment 10**) for discharge under this program.

3.13.2. The AFROTC unit commander at the educational institution processing the applicant issues the memorandum when HQ AFROTC/RRFP notifies them of the airman's selection for an enrollment allocation.

3.13.3. See **Table 1.3.** for additional notification requirements.

**Figure 3.1. AFROTCASCP Authorized Academic Majors.**

**AFROTCASCP AUTHORIZED ACADEMIC MAJORS**

**AREA I: Technical Scientific Majors and Codes**

**AREA II: Nontechnical Majors and Codes**

Major	Code	Major	Code
Architecture	2C	Accounting	1A
Computer Science	OC	Business Administration	1A
Aeronautical Engineering	4A	English	2B
Aerospace Engineering	4B	Secondary Education	2B
Architectural Engineering	4D	Foreign Language	2D
Astronautical Engineering	4E	Biology	3A
Civil Engineering	4H	Nursing	7E
Environmental Engineering	4HEY	Chemistry	8C
Electrical Engineering	4I	Economics	9B
General Engineering	4J	History	9D
Engineering Sciences	4K	Political Science	9E
Industrial Engineering	4L	Criminology	9H
Mechanical Engineering	4M	Sociology	9H
Nuclear Engineering	4Q	Prehealth	XX
Systems Engineering	4T	Physical Therapy	7ABN
Computer Engineering	4W	Pharmacy	7ABO
Mathematics	6Y		
Meteorology	8F		
Physics	8H		

**Table 3.1. AFROTC Scholarship Eligibility Requirements.**

R U L E	A	B				
	If the applicant is applying as a	then the scholarship length is				
		4 years	3.5 years	3 years	2.5 years	2 years
1	engineer or scientific/technical major	X	X	X	X	X
2	nontechnical major	X	X	X	X	X
3	nurse major (see note)	X	X	X	X	X
4	prehealth major (see note)			X		X

**NOTE:**

HQ AFROTC/RRUA periodically provides eligibility criteria for the prehealth professions and nurse scholarships to base ESOs. The criteria are also available from AFROTC on request.

**Table 3.2. AFROTCASCP/AFROTCPOC Application Documents.**

<b>R U L E</b>	<b>Document:</b>	<b>A</b>	<b>B</b>	<b>C</b>
		<b>is required for</b>		
			<b>ASCP</b>	<b>POC</b>
<b>1</b>	AF Form 56 (original and 1 copy), with all items filled in and all applicable items initialed. Include a detailed statement for each offense listed in item 15, other than minor traffic violations, and attach an authenticated copy of the court record.		X	X
<b>2</b>	Approved waivers, waiver requests, and other documents specified in <b>Table 1.1.</b> , note 1, and AFI 362005.		X	X
<b>3</b>	AF Form 2030, <b>USAF Drug and Alcohol Abuse Certificate</b> . If the airman answers "yes" to any of the questions on the AF Form 2030, include a drug abuse circumstances statement.		X	X
<b>4</b>	One copy of all military performance reports and any derogatory information.		X	X
<b>5</b>	NES identification statement ( <b>Attachment 3</b> ). The applicant's commander prepares the statement at the time of the interview.		X	X
<b>6</b>	Dependent care responsibility statement ( <b>Attachment II</b> ) if applicable.		X	X
<b>7</b>	AFROTC Memorandum of Academic Eligibility.		X	
<b>8</b>	One legible copy of an official transcript from each college or university attended, including CCAF (if applicable).		X*	X
<b>9</b>	Applicant's statement showing financial resources adequate to pay for college, living expenses and health insurance during loss of USAF benefits.		X*	X
<b>10</b>	AFOQT results. See <b>Table 1.4</b> .		X*	X
<b>11</b>	Educational Institutional Evaluation and Enrollment Acceptance (see note 1 and <b>Attachment 7</b> ).		X	X
<b>12</b>	A recommendation from the applicant's immediate commander (see note 2).		X	X
<b>13</b>	RIP Records Review ListAD Airman.			X
<b>14</b>	Statement indicating the applicant meets AFROTC runtime standards (attachment 9) and Air Force weight/body fat standards (AFI 48123).		X	X
<b>15</b>	Completed medical examination including SF 88 or DD Form 2351, <b>DoD Medical Examination Review Board Report of Medical Examination</b> , SF 93, and medical consultations and test results (see note 3).		X	X
<b>16</b>	Affidavit from the applicant (see attachment 12) detailing any involvement with civil or military law enforcement authorities (see note 4).		X	X
<b>17</b>	Statement from applicant outlining objectives and particular reasons for an Air Force commission (see note 5).		X	

\* Submit with application for AFROTC Memorandum of Academic Eligibility (see attachment 6).

**NOTES:**

1. Format is at **Attachment 7**. AFROTCASCP applicants use **Attachment 8** as a cover memorandum for this request and their academic major must match the approved major listed on the applicant's memorandum of academic eligibility.
2. The commander personally reviews the applicant's UPRG, including military performance reports and UIF, and confirms that the recommendation includes a copy of each performance report and any derogatory information. Recommendations must include specific comments regarding the applicant's potential as an officer, a statement that the applicant meets the security requirements of **Table 1.1.**, and a statement that the commander reviewed the applicant's UPRG and did or did not find derogatory information. The commander, along with the base ESO, counsels the applicant. The commander personally determines the applicant's moral fitness for commission. If the applicant's commander is less than field grade, a field grade officer in the applicant's chain of command must review and endorse the application. (AFROTC personnel require AFROTC/CV (vice commandant) recommendation).
3. The medical officer reviews the medical records to determine if the applicant is qualified. If the records are not current, the medical officer determines if the applicant requires a new medical examination.
4. The affidavit must include anything more serious than minor speeding offenses, including shoplifting, disorderly conduct on station. Corroborate the events with arrest records from the appropriate arresting authorities, or get an official statement denying their release or existence. AFROTC requires a waiver.
5. Applicant prepares the statement in his or her own handwriting and signs it. The content and format are the applicant's choice. The statement should not be more than one side of a single sheet of 8 1/2 by 11 inch paper. The applicant completes the statement without advice and assistance.

## Chapter 4

### OFFICER TRAINING SCHOOL (OTS) COMMISSIONING PROGRAM

#### *Section 4A—Administering the Program*

#### **4.1. OTS Mission.** The OTS:

- 4.1.1. Provides a quality foundation for developing Air Force officers, through both active duty and professional military education programs.
- 4.1.2. Provides new officers with an orderly transition to commissioned service.
- 4.1.3. Provides the essential military knowledge, skills, and values a new Air Force officer needs to perform effectively during the initial years of commissioned service.
- 4.1.4. Provides sufficient numbers of newly commissioned officers to meet Air Force needs.
- 4.1.5. Instills high standards of character, conduct, selfdiscipline, commitment, integrity, and honor.
- 4.1.6. Instills a sense of leadership and personal responsibility for the officer's mission and people.
- 4.1.7. Identifies and eliminates trainees who do not meet Air Force commissioning standards.

#### **4.2. Program Management.**

- 4.2.1. HQ USAF/DPPR (Directorate of Personnel Programs, Resources Division) determines annual OTS production objectives.
- 4.2.2. HQ USAF/DPXF (Force Management Division) maintains the budget for Program Element 84772, Officer Training School.
- 4.2.3. HQ AFMPC/CC, through HQ AFMPC/DPMAP (Procurement Division):
  - Oversees the OTS program.
  - Provides annual OTS objectives to MPFs, base ESOs, and Air Force Recruiting Service (AFRS).
  - Monitors AFRS production.
  - Is waiver authority for applicants ineligible according to **Table 1.1.** or AFI 362005, unless otherwise noted.
  - Gives MPFs assignment instructions on active duty airmen selected for the program.
  - Acts on reclassification requests.
  - Sets OTS class entry and graduation schedules.
  - Sets OTS class sizes and schedules.
  - Determines OTS quotas for various categories of personnel.
  - Monitors each class in training.
  - Provides written procedures for officer trainee administration and personnel actions this instruction governs.
  - Maintains statistics on OTS production.
- 4.2.4. AETC monitors the overall mission of OTS.

## 4.2.5. AFRS:

4.2.5.1. Recruits enough applicants to meet OTS entry requirements.

4.2.5.2. Completes final processing of active duty applicants, including accepting or rejecting applicants and assigning them to OTS classes.

4.2.5.3. Maintains liaison, through recruiting squadrons, with professors of aerospace studies (PAS) at colleges or universities hosting AFROTC detachments, to coordinate recruiting service personnel visits.

4.2.5.4. Coordinates written instructions for recruiting OTS applicants with HQ AFMPC/DPMAP.

4.2.5.5. Convenes OTS selection boards.

4.2.5.6. Gives board results for all active duty applicants to MPFs and base ESOs as soon as possible. **NOTE:** AFRS requests and receives a quality control audit from HQ AFMPC/DPMAPO for all active duty applicants before releasing selection board results.

4.2.5.7. Sends a final class list with projected AFSC and AFOQT scores to OTS/TSS, PSS/PFCO, and OTS/RMA (Student Administration Branch) 15 to 10 days before each OTS class start date, to provide OTS with historical information on its students.

4.2.5.8. Sends a copy of these documents to OTS/TSS no later than 15 duty days before each OTS class start date:

- AF Form 56.
- SF 88 (certified by HQ AETC/SG).
- SF 93.
- Any related documents.

4.2.5.9. Sends a copy of AETCP 331, *A Head Start on OTS*, to each selectee on receipt of a class assignment.

4.2.5.10. Requests a NAC from the Defense Investigative Service (DIS) for each civilian applicant after notifying the applicant of his or her selection to attend OTS.

## 4.2.6. AFIT/MS:

- Sets class quotas with HQ AFMPC/DPMAPO for persons selected under the AECF.
- Sends HQ AFMPC/DPMAPO, OTS/TSS, and OTS/RMA a final class list with projected AFSC and AFOQT scores 10 to 15 days before each class start date.

## 4.2.7. OTS:

- Commissions all OTS graduates.
- Designates up to 20 percent per year of the active duty OTs as distinguished graduates (DG).
- Nominates up to 10 percent of DGs for a Regular commission (determined by a separate board on a semiannual basis).

## 4.2.8. Air Force Reserve (AFRES) may delegate these responsibilities:

4.2.8.1. Selecting individuals to attend OTS (within established AFRES quotas).

4.2.8.2. Requesting an NAC from DIS after notifying the member of selection to attend OTS (unless the member has a current ENTNAC or higher with no break in service greater than 24 months).

4.2.8.3. Issuing invitational memorandum and class assignments to selected individuals.

4.2.9. The ESO:

- Counsels active duty members concerning eligibility criteria.
- Processes applications (see paragraph 4.6. and Attachment 13).
- Performs the ESO tasks listed in Table 4.1.
- Processes applications for civilians in remote areas.

4.2.10. Active Duty MPFs perform the MPF responsibilities listed in Table 4.1. and Table 4.2.

4.2.11. Reserve MPFs process applications to fill AFRES quotas.

4.2.12. Officer Training Program Examining Centers (OTPEC):

- Perform the tasks described in AFI 362001, *Officer Training Program Examining Centers (OTPEC)* (formerly AFR 2311).
- Ensure processing of answer sheets as specified in AFI 362605 (formerly AFR 358).

4.2.13. Unit Commanders:

4.2.13.1. Interview airmen applying for OTS.

- Use AF Form 1145, **Evaluation of Commissioning Applicants**, to document the interview.
- Complete the NES identification statement (see Attachment 3) during the interview.

**NOTE:**

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.

4.2.13.2. Counsel airmen on dependent care responsibilities and complete the dependent care responsibilities statement (see AFI 362005, attachment 5), if applicable.

4.2.13.3. Watch for disqualifying factors after airmen submit applications and until selectees depart for OTS, including:

- Infractions of Uniform Code of Military Justice (UCMJ) or civil laws.
- Adverse changes in attitude or personal appearance.
- Adverse changes in weight or body fat standards.
- Declines in duty performance.

4.2.13.4. Promptly notify HQ AFRS/RSSO in writing (with courtesy copy to HQ AFMPC/DPMPO) through the servicing MPF if disqualifying factors become apparent.

4.2.14. Air Force Recruiting Squadron interviewing officials interview OTS applicants other than airmen, and:

- Use AF Form 1145, **Evaluation of Commissioning Applicants**, to document the interview.

- Complete the NES identification statement (see **Attachment 3**) during the interview.

#### **4.3. OTS Selection Board Procedures.**

- 4.3.1. AFRS and AFRES each appoints a selection board when necessary.
- 4.3.2. Selection boards consist of at least three senior officers (colonels or colonel selectees).
- 4.3.3. At least one board member is a Reserve officer.
- 4.3.4. Each board member reviews each application separately to assess the applicant's potential as an officer, considering the applicant's:
  - Military performance reports.
  - AF Form 1145.
  - AFOQT scores.
  - Other pertinent records.
  - Duty performance.
  - Job responsibility.
  - Education (degree, institution, and grades).
  - Experience.
- 4.3.5. The board ranks applicants based on the "wholeperson concept" for final selections.
- 4.3.6. The board destroys all individual evaluations when it adjourns.

#### **4.4. Disposing of Applications and Supporting Documents.**

- 4.4.1. File applications and supporting documents for 1 year. **EXCEPTION:** Return transcripts to applicants on written request.
- 4.4.2. Dispose of applications and related documents after 1 year in accordance with AFMAN 37139.

#### ***Section 4B—Application for and Assignment to OTS***

#### **4.5. Eligibility Requirements . Applicants:**

- Must meet criteria of AFI 352005.
- Must not be ineligible under conditions listed in **Table 1.2**.
- Must meet eligibility requirements of **Attachment 14**.

**4.6. Application and Processing Procedures.** Attachment 13 delineates the action agencies, their responsibilities and procedures involved in applying for OTS.

#### **4.7. Supplying Uniforms.**

- 4.7.1. Civilians receive money for uniforms from the clothing monetary allowance system.
- 4.7.2. Active duty airmen on TDY en route to OTS receive their usual clothing maintenance allowance (see AFMAN 177373).

4.7.3. USAFR trainees don't receive a clothing allowance unless ordered to active duty for more than 6 months (see the *DoD Military Pay and Allowances Entitlements Manual [DoDPM]*, part 8, paragraph 80245).

4.7.3.1. USAFR units conduct clothing inspections for their members accepted for OTS.

4.7.3.2. The host or base equipment management office replaces uniform items meeting the criteria in AFMAN 671, *Basic Air Force Supply Procedures*, volume 1, part 1, chapter 17.

4.7.3.3. The supporting equipment management office obtains required uniform items Reserve airmen need through a Category 66 Sale in accordance with AFMAN 671, part 1, chapter 21.

4.7.3.4. The Air Force Military Training Center (AFFECT) gives all other persons enlisting in the USAFR to attend OTS a complete clothing issue.

**4.8. Granting Leave to Officer Trainees (OT)** . OTs may go on leave in accordance with AFI 363003, *Military Leave Program* (formerly AFR 359).

#### *Section 4C—Administering OTs*

#### **4.9. General Guidelines.**

4.9.1. The OTS/TSP serves as the MPF for all OTs. It uses a modified baselevel military personnel system (BLIMPS) concept known as processing and classification of enlistees (PACE) to access and process data, classify OTs, assign OTs, and perform other actions necessary to maintain OTs' military personnel files.

4.9.2. The OTS Commandant manages and controls all OTS training functions, including administrative procedures for the elimination and recycling of students and for conducting faculty boards.

#### **4.10. Before OTs Arrive.** The OTS/TS:

4.10.1. Updates computer files with personnel transaction identifier (PTI) L51 on receipt of the first OTS class entry and graduation schedule for each fiscal year.

4.10.2. Gets members' UPRG and other relevant personnel information from MPFs.

4.10.3. Checks each UPRG to:

- Make sure all papers are present.
- Compare the member's AF Form 56 with any prior active or inactive service in any branch of the armed services.
- Ensure prior service source documents are on file in the OT's record.

4.10.4. Checks special orders for accuracy and advises the issuing MPF of incomplete or inaccurate data requiring amendment.

4.10.5. Notifies the last servicing MPF of missing documents, or notifies HQ AFRS/RSOO for OTs selected through a recruiting service.

#### **4.11. Arrival, Accession, and Medical Status Change.**

4.11.1. OTS/TS:

- Advises each incoming OT to report to OTS/CV for initial processing.
  - Enters PTI L20 by training day 2.
  - Prints PTIs 118 and B01 and flows them to AFMPC no later than the 7th day after classes start.
  - Inputs data identification number (DIN) LHU (suspense PTI) to reinput PTI B01 to AFMPC.
- 4.11.2. Each OT must give OTS/TS an official college transcript showing:
- An embossed school seal (or the school's statement that it does not use such a seal).
  - The registrar's signature.
  - The degree awarded.
  - The major academic area.
  - The date of the degree.
- 4.11.3. The OTS/TS:
- Advises an OT who arrives without a transcript to request a copy at once.
  - Returns transcripts to OTs disenrolled from OTS.
  - Sends a package containing each OT's OTS transcript and a class graduation roster to AFIT/RRA (Officer Transcript Repository) within 15 duty days after graduation.
- 4.11.4. The OTS registrar prepares a class entry roster by the 10th training day after each class entry date and distributes it according to OTS requirements.
- 4.11.5. OTS/TSP:
- 4.11.5.1. Tells OTS/TS of any OT status changes that could affect a student's:
- Accession.
  - Personnel records.
  - Commission.
  - OTS completion date.
- 4.11.5.2. Notifies OTS/TS of status change information on the same day that they receive it.
- 4.11.5.3. Notifies HQ AFMPC/DPMAPO immediately, by telephone:
- When an affected OT is within 5 duty days of graduation.
  - Upon actual removal of an OT.
- 4.11.6. The OTS/TS notifies HQ AFMPC/DPMAPO in writing within 3 duty days of placing an OT under medical evaluation.
- 4.11.7. HQ AETC/SGPS forwards all changes to an OT's medical qualification (including upgrades) to HQ AFMPC/DPMAPO and OTS/CC within 3 duty days of proper certification of the change.
- 4.11.8. Removal from training for evaluation or medical observation may occur under these conditions:
- OT has not completed all training requirements.
  - OT is awaiting medical clearance for a selected career field.

- OT is under medical observation for a specified period, not to exceed 3 months (waiverable to 6 months by HQ AETC/SGPS)

**NOTE:**

Requires OTS commandant's authorization.

**4.12. Assignment Actions:**

- 4.12.1. OTS creates and inputs through PDS the MPerR for each OT to arrive at AFMPC by 10 work-days following class entry date.
- 4.12.2. OTS/TS gives HQ AFMPC/DPMAPO the assignment preference memorandums (DPPOFL8) for all non prior service OTs by 15 days after the OTS start date.
- 4.12.3. HQ AFMPC/DPMAPO sends assignment instructions for all OTs to OTS/TS via the PDS, usually no later than 50 duty days before graduation.
- 4.12.4. The OTS/TS:
  - 4.12.4.1. Contacts HQ AFMPC/DPMAPO if assignment instructions don't arrive within 50 duty days of graduation.
  - 4.12.4.2. Checks with the 502 Medical Group (MQ) to make sure the necessary medical examinations are on file certifying OTs' medical qualification for assignment.
  - 4.12.4.3. Ensures that OTs scheduled for entry into a flying training program meet age requirements.
  - 4.12.4.4. Publishes EAD orders for each OT on receipt of assignment instructions.
  - 4.12.4.5. Revokes EAD orders on all OTs eliminated from the program after publication of such orders.
  - 4.12.4.6. Counsels and advises each OT when:
    - Undergoing additional training or graduate education after commissioning, officers incur an ADSC in accordance with AFI 362107, *Active Duty Service Commitments (ADSC)* (formerly AFR 3651) and a direct duty assignment (DDA) in accordance with AFI 362110, *Assignments* (formerly AFR 3620).
    - Assigned directly to duty, the officer incurs a DDA in the utilization field to which assigned according to AFI 362110.
    - Eliminated from flying or technical training, the needs of the Air Force determine the officer's retention.
  - 4.12.4.7. Initiates SSBI in accordance with AFI 31501, *Personnel Security Program Management* (formerly AFR 20532) within 5 duty days of receipt of an applicable assignment to a career field that requires a SSBI. **NOTE:** Take this action whether or not you receive the end assignment.
  - 4.12.4.8. Contacts HQ AFMPC/DPMAPO when necessary to clarify assignment orders and technical training instructions.

**4.13. Reclassification Actions:**

- 4.13.1. OTS/CV or a designated representative is the focal point for reclassification requests and provides OTs with information about reclassification options and procedures.
- 4.13.2. The OT completes a request for reclassification and delivers it to OTS/TS. The request should list AFSCs in order of preference and include new assignment preferences.
- 4.13.3. OTS/TS routes the request to HQ AFMPC/ DPMAP0 within 3 duty days.
- 4.13.4. HQ AFMPC/DPMAP0 notifies OTS/TS of approval or disapproval of the request.
  - 4.13.4.1. OTS/TS:
    - Notifies OTS/TSP and OTS/CV of approved requests.
    - Amends assignment orders to reflect the new AFSC and assignment.
    - Updates DIN LMU.
  - 4.13.4.2. HQ AFMPC/DPMAP0 inputs PTIs AO2 and AO6.
  - 4.13.4.3. OTS/TSP prepares a memorandum when approval results in a class change, and distributes it within 1 duty day after action completion to record action and decision.
  - 4.13.4.4. OTS/TS inputs PTI L86 when squadron, flight, and class number change.
  - 4.13.4.5. For OTs who graduate early out of the new class, OTS/TS updates DIN LNC and PTI L81.
  - 4.13.4.6. OTS/TS notifies OTS/TSF and OTS/CV of denied requests.
  - 4.13.4.7. The OT may appeal the disapproval.
  - 4.13.4.8. OTS sends appeals to HQ AFMPC/ DPMA (Directorate of Personnel Program Management) through HQ AFMPC/DPMAP0 and includes the OTS Commandant's recommendation for approval or denial.
  - 4.13.4.9. OTS/CV initiates elimination processing, if appropriate.
  - 4.13.4.10. HQ AFMPC doesn't approve elimination until appeals are complete.
- 4.13.5. When reclassification is undesirable or inappropriate, OTS/TSF notifies OTS/CV to begin disenrollment procedures.

#### 4.14. Elimination of OTs:

- 4.14.1. Eliminate an OT from training for any of these reasons:
  - 4.14.1.1. Lack of Aptitude for Commissioned Service :** Lack of 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.
  - 4.14.1.2. Military Training Deficiency (MTD) .** A failure to achieve passing scores on written and performance measurements, to include measurements retaken. Three failures usually signal an MTD, but it may be less or more depending on the severity of the deficiency and on surrounding circumstances.
  - 4.14.1.3. Lack of Adaptability (LOA) .** A demonstrated inability to adapt to or display the necessary physical, psychological, or personality traits desired or required for completing the course

of training. In the absence of physical impairments, the appropriate medical authority must consider the student physically qualified for training; therefore, the student's fitness for continued training is an administrative rather than a medical decision.

**4.14.1.4. Prejudicial Conduct** . Any conduct inconsistent with the honor code.

**4.14.1.5. Self-Initiated Elimination (SIE)** . Withdrawal resulting from a student's written request for elimination.

**4.14.1.6. Medical Disqualification** . Withdrawal or loss resulting from a medical defect that renders the student incapable of maintaining the physical standards required to complete the program for which enlisted.

**4.14.1.7. Other** . Any actions or exhibited undesirable character traits that call into question an OT's fitness for commission, including:

- Drug abuse.
- Security risks.
- Improper conduct.
- Absence from training for more than 30 days for any reason.
- Exceeding weight or body fat standards (see AFI 48123).
- A determination that the OT was initially ineligible for OTS.
- Administrative reasons.
- Any other reason for discharge as described in AFI 363208.

4.14.2. OTS/BOT prepares a DD Form 785, in accordance with AFI 362012 to process OT disenrollments.

4.14.2.1. The OTS/CV must sign the form.

4.14.3. OTS/BOT convenes a faculty board when elimination results from:

- Lack of aptitude for commissioned service.
- MTD.
- LOA when the OT does not request a waiver of the faculty board or OTS denies the request.
- Prejudicial conduct.
- SIE when the OT does not request a waiver of the faculty board or OTS denies the request.

4.14.4. Elimination is by administrative withdrawal for:

- Absence from OTS in excess of 30 days for any reason.
- Any administrative discharge action under AFI 363208 that precludes an OT's continued training.
- Death.
- Initial ineligibility.
- Medical disqualification.
- An approved request for a waiver of the faculty board for LOA or SIE.
- Unfavorable results of a security investigation.

4.14.5. OTS/CV initiates elimination due to medical disqualification after HQ AETC/SGPS certifies the OT as "disqualified" and puts the certification date in the remarks section of the DD Form 785.

4.14.6. OTS/TSF sends:

- The original DD Form 785 to OTS/TS for filing in the UPRG.
- A copy of DD Form 785 to HQ AFRS/RSOO and HQ AFMPC/DPMAPO.
- A copy of the approved faculty board proceedings to HQ AFRES/DPRUT for Reserve students.

4.14.7. OTS/TS notifies HQ AFMPC/DPMAPO immediately by telephone of any active duty quota OTs actually removed from training who are within 5 days of graduating.

#### **4.15. Disposition of Disenrolled OTs.**

4.15.1. OTS/TSS processes disenrolled OTs in accordance with these guidelines:

4.15.1.1. If the OT being eliminated entered OTS as a non prior or prior service applicant specifically enlisted to attend OTS, OTS/TS processes a discharge for the convenience of the government.

4.15.1.2. If the OT being eliminated entered OTS as an active duty applicant (including those who entered through the AECP), OTS/TS processes the OT for reassignment.

4.15.1.3. If the OT being eliminated is a non prior service applicant, OTS/TS will demote the applicant to A1C (see AFI 362002 and AFI 362503).

4.15.1.4. If the OT being eliminated was a USAFR applicant, HQ AFRES/DPRT instructs OTS/TS whether to process a discharge or a reassignment.

4.15.1.5. If the OT being eliminated is a prior service applicant, OTS/TS will demote the applicant to the rank held immediately before entering OTS (if below SSgt (E5)).

4.15.2. OTS/TS takes these actions on all OTS elimination cases:

4.15.2.1. Files DD Form 785 in the UPRG.

4.15.2.2. Cancels projected officer accession in the PDS:

- For members remaining on active duty, input AO1 and AO2 to cancel only the projected accession.
- For separated members, input AA992 to automatically signal the BAAO1 to delete the BA record.

4.15.2.3. Updates the following DINs: LMF, LMG, and LMH.

4.15.3. If the OT is a non prior or prior service OT (i. e., not AD USAF applicant), OTS/TSS also inputs PTI L41, transferring the OT to OTS/TS.

4.15.4. If the OT is a non prior or prior service applicant (i. e., not AD USAF applicant) and elects, in writing, to enlist in the Regular Air Force, transfer the student to the OTS/TS.

4.15.4.1. Send the request to HQ AFMPC/DPMAPE (Enlistment and Reenlistment Branch) for approval or disapproval.

4.15.4.2. If HQ AFMPC/DPMAPE approves enlistment, the trainee may not request separation at a later date under this AFI.

#### 4.15.5. When reassigning eliminated OTs, OTS/TS:

4.15.5.1. Counts the time the member spent as an OT in computing the member's remaining service obligation.

4.15.5.2. When required, adjusts the member's grade to that authorized under the non prior or prior service enlistment program (see AFI 362002), as applicable, at the time of his or her current enlistment.

4.15.5.3. Demotes an individual who was an active duty airman in accordance with AFI 362503.

4.15.5.4. Promotes an airman entitled to promotion because of previous selection (see **Table 4.3.**) in accordance with AFI 362502.

4.15.5.5. Requests assignment instructions for eliminated active duty airmen (see **Attachment 15**) from the appropriate HQ AFMPC assignment OPR (see AFI 362110), and sends an information copy of the request to:

- The losing MAJCOM and MPF.
- HQ AFMPC/DPMAP0 and AFIT/ MS/CI if the disenrolled OT was an AECP participant.

4.15.6. The HQ AFMPC or the assignment OPR sends assignment instructions to the servicing MPF.

4.15.7. The OT's servicing MPF publishes the required assignment or separation orders and sends them to OTS/ TSS for presentation to the OT.

4.15.8. The OT remains attached to OTS/TS pending receipt of assignment or separation orders.

#### 4.16. Reinstating OTs.

4.16.1. An OT eliminated due to medical disqualification, initial ineligibility, or any absence from OTS in excess of 30 days may request reinstatement in his or her original utilization category.

4.16.2. The disenrolled OT must send a written request for reinstatement to OTS/CV, with either a physician's statement or other supporting documents confirming the correction of the disqualifying factor, within 6 months of disenrollment for medical disqualification or 3 months of disenrollment (OTS does not require a formal reapplication).

4.16.3. OTS/CV sends reinstatement recommendations with the request and a copy of the disenrollment documentation to HQ AETC/SGPS.

4.16.4. HQ AETC/SGPS verifies the OT's improved condition and sends the request to HQ AFMPC/DPMAP0 for medical disqualification cases only. All other reinstatement recommendations are sent through OTS/CV to HQ AFMPC/DPMAP0.

4.16.5. HQ AFMPC/DPMAP0:

4.16.5.1. Reinstates the disenrolled OT or denies the request, based on Air Force needs, the individual's qualifications, and the recommendations at the time of disenrollment.

4.16.5.2. Sends the eliminated OT a memorandum either granting reinstatement or explaining why it is denying the request.

4.16.5.3. Sends memorandums authorizing reinstatement to:

- HQ AFRS/RSOO.

- OTS/CV.
- The servicing MPF (for active duty airmen).

4.16.5.4. Coordinates the OT's reinstatement.

#### 4.17. Putting OTs on Hold.

4.17.1. OTS/TSF notifies HQ AFMPC/DPMAP0 and OTS/TS of OTs whose status requires a hold no later than 3 duty days after graduation to indicate holdovers, specifically, OTs who are:

- Awaiting medical qualification.
- Awaiting action that rendered them ineligible for graduation.
- Awaiting receipt of official transcripts.
- Awaiting completion of a NAC (unless the OT has prior enlisted service without a break greater than 24 months).

4.17.2. OTS/TSF notifies OTS/TS when an OT who is on hold becomes eligible for graduation.

4.17.2.1. On the graduation date, or within 7 duty days before graduation, OTS/TS updates PTI L86 to original class date.

4.17.2.2. OTS/TSF may notify OTS/TS by telephone, but must always send a memorandum by close of the duty day the action occurs.

4.17.3. OTS/TS notifies HQ AFMPC/DPMAP0 by telephone to make sure the original assignment and AFSC remain firm and in the PDS.

4.17.4. OTs not cleared for graduation by the graduation date and held over to a later class may receive commissions early from the next class.

4.17.4.1. On final clearance, OTS/TSF gives OTS/TS the new commissioning date and OTS/TSS inputs PTI L81.

4.17.5. OTS/TSF notifies HQ AFRES/DPRUT and OTS/TS when holding over OTs attending the program to fill AFRES quotas.

#### 4.18. Graduation and Commissioning.

4.18.1. An OT who was a cadet at any service academy (including Coast Guard and Merchant Marine academies) may not receive a commission before the commissioning date of his or her former academy classmates. **EXCEPTION:** HQ AFMPC/CC may grant a waiver.

4.18.2. OTS/CV ensures flight commanders make a thorough precommissioning review of each OT that:

- Indicates the OT's mental, moral, physical, and professional fitness.
- Recommends appointment or other action.

4.18.3. When the flight commander and the reviewing authorities do not recommend an OT for commissioning, OTS/CV initiates appropriate elimination action.

4.18.4. When a qualified OT does not accept an appointment, OTS/TSS:

- Processes the OT as an eliminated student.

- Terminates the appointment offer.
- Takes action to have the OT reassigned, if required (see paragraph 4.15.).

4.18.5. If a civilian authority files charges or has charges pending against an OT, OTS/CV suspends commissioning actions until the case is resolved. **EXCEPTION:** Minor traffic violations do not require a commissioning suspension.

4.18.5.1. If the civilian authority convicts the OT before the commissioning date or takes action tantamount to a finding of guilty, OTS/CV sends the OT's file to HQ AFMPC/DPMPO for a waiver determination.

4.18.6. When an OT who entered OTS to fill an active duty quota accepts an appointment, OTS/TSS orders the officer to EAD for 4 years.

4.18.6.1. Officers who later complete undergraduate flying training incur additional ADSCs in accordance with AFI 362107.

4.18.7. When an OT who entered OTS to fill an AFRES quota accepts an appointment, OTS/TS:

- Notifies HQ ARPC/DPRB (Appointments Branch) to appoint the OT as a second lieutenant in the USAFR.
- Returns the member to the unit of assignment for duty as a USAFR officer.

4.18.7.1. USAFR officers selected for undergraduate flying training or technical training proceed under orders published by the USAFR unit.

4.18.8. OTS/TS terminates a newly commissioned officer's enlisted status by:

- Discharging the officer in accordance with AFI 363208.
- Delivering DD Form 214, **Certificate of Release or Discharge from Active Duty**, to the new officer on the discharge date.

4.18.9. OTS/TS initiates appropriate military record groups in accordance with AFI 362608, *Military Personnel Records Systems* (formerly AFR 3544) immediately after a graduate accepts a commission.

4.18.10. OTS/TS disposes of Regular Air Force and Air Force Reserve members' records by:

- Transferring the member's field personnel record group (FPRG) in accordance with AFI 362608.
- Establishing the new officer's UPRG in accordance with AFI 362608.
- Placing the new officer's FPRG in accordance with AFI 362608, table 1.1.
- Distributing the FPRG in accordance with AFI 362608, table 2.5.
- Forwarding the new officer's master personnel record group to the appropriate address listed in AFI 362608, table 1.3. **NOTE:** Make sure to include prior service documentation collected according to paragraph 4.11.
- Forwarding the new officer's command selection record group to the appropriate address listed in AFI 362608, table 1.2.

4.18.11. OTS/TS includes a copy of AF Form 56, with AFOQT scores, in the UPRG of officers scheduled to attend:

- Flying training course.
- Undergraduate pilot training.

- Undergraduate helicopter pilot training.
- Undergraduate navigator training.

4.18.12. For AFRES graduates, OTS/TS:

- Requests HQ ARPC/DPRB to provide appointment and assignment orders for each new USAFR officer.
- Publishes orders announcing USAFR distinguished graduates and provides HQ AFRES/DPRT and the units of assignment with information copies.

4.18.13. OTS/TS enters PTI L81 for all members on the graduation roster within 3 calendar days from graduation to ensure discharge of officers from enlisted status.

4.18.14. OTS/CV appoints a board of officers to review the records of top students in each graduating class.

4.18.14.1. The board selects the distinguished graduates and honor graduates of each OT class.

4.18.14.2. The board may select up to 20 percent of each graduating class for distinguished graduate status.

4.18.14.3. A distinguished graduate must:

- Have the recommendations of their commissioned staff.
- Finish in the top 20 percent of the class.
- Excel in subjective measures.

**4.19. OTS Leave Procedures After Graduation.**

- Leave duration and authority is dependent on reporting requirements to first duty or training assignment.
- See Table 4.4.

**4.20. When to Make Posthumous Reserve Appointments.** Refer to AFI 362005, paragraph 2.11.

**Table 4.1. Base ESO And MPF Responsibilities for OTS Selectees and Nonselectees.**

<b>R U L E</b>	<b>If the applicant is</b>	
<b>1</b>	selected for the program	
<b>2</b>	not selected for the program	
	<b>then</b>	<b>Rule</b>
<b>A</b>	ESO immediately notifies the applicant's commander on receiving the OTS selection board results (see note 1).	1, 2
<b>B</b>	ESO acknowledges (in writing) receipt of the OTS board results to HQ AFRS/RSOO within two weeks of notification (see note 2).	1
<b>C</b>	MPF/MSPUO notifies AFRS/RSOO (in writing) of any change in the applicant's eligibility status from the time the AIG 8106 message notifies them of member's selection until the member departs for OTS.	1

<b>R U L E</b>	<b>If the applicant is</b>	
<b>1</b>	selected for the program	
<b>2</b>	not selected for the program	
	<b>then</b>	<b>Rule</b>
<b>D</b>	MPF/MSPUO (Outbound Assignments Element): Advises the member to report to MPF/ MSPPP (Special Actions Element) to obtain service retainability, when required. Refers firstterm airmen with less than 33 months total active federal military service (TAFMS) if a 4year enlistee or 57 months TAFMS if a 6year enlistee, to MPF/ MSPPP for updating of their reenlistment eligibility code in accordance with AFI 362606, chapter 2.	1
<b>E</b>	MPF/MSPUO, MSPPP (Promotions and Testing Element) and MSPUM (Manning Control Element) comply with AFMAN 362125, <i>Military Personnel Strength Accounting Methods</i> (formerly AFM 30130) for PDS action.	1
<b>F</b>	MPF/MSPUO complies with <b>Table 4.2.</b> , rule 5, and AFMAN 362125, for assignment action.	1
<b>G</b>	MPF/MSPPP complies with table 4.2, rule 5, and AFMAN 362125, paragraph 1512h, for promotion of members in pay grade E4 and below.	1
<b>H</b>	MPF/MSPUO sends the member's FPRG (UPRG and medical and dental records) to OTS/ TSS NLT 10 days before classes begin. <i>DO NOT input PTI 804 when the member departs for OTS.</i>	1
<b>I</b>	MPF/MSPPP sends DD Form 214WS, and the current RRL used to prepare that form, to MPF/MSPUO (AFMAN 362125) and AFI 362102, <i>Preparation of Personnel Selected for RelocationBase Level Procedures</i> (formerly AFR 3517).	1
<b>J</b>	MPF/DPMPC coordinates with MPF/MSPU for removing AAC 05 upon member's nonselection by two boards (or one board; if only eligible to meet one board) or when a member becomes ineligible for the program.	1, 2
<b>K</b>	MSPUO ensures the member sends OTS an official transcript (see paragraph <b>4.11.2.</b> ).	1

**NOTES:**

1. Do not preempt the commander by notifying the applicant directly. Process NES selectees according to **Table 1.3.** to determine final eligibility.
2. Include the selectee's name, SSN and type of security investigation (for example, ENTNAC, NAC, BI) completed on the selectee. If the PDS does not show that the member has a favorably completed NAC, advise the member's unit security manager to take action to have one initiated and notify HQ AFRS/RSOO.

**Table 4.2. Reenlistment and Assignment of OTS Selectees.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the processing step is</b>	<b>and the applicant is</b>	<b>then</b>	<b>takes action to:</b>
<b>1</b>	enlisting	a civilian AFRS selected	the recruiting activity	enlist the applicant in the Delayed Enlistment Program (DEP) in pay grade E5 in accordance with AFI 362002 (see notes 1 and 2).
<b>2</b>		a civilian AFRES selected		enlist the applicant under AFRESR 331 (see note 2).
<b>3</b>	assigning to OTS	a DEP applicant AFRS processed		assign the applicant to OTS on voluntary EAD orders in accordance with AFI 362002 (see note 3).
<b>4</b>		a USAFR or member AFRS selected		assign the applicant to the ANG (non-DEP)
<b>5</b>		a USAF airman whose MPF has received assignment notification from AFMPC/ DPMPO	the servicing MPF or Reserve MPF	publish PCS orders with TDY en route to OTS Promote those in pay grade E4 and below to E5 effective one day before scheduled departure date (see <b>Table 4.3.</b> ). forward the FPRG to OTS/TSS not later than 10 days before classes begin (see notes 4 and 5).
<b>6</b>		a USAFR (nonDEP) airman AFRES selected		assign the airman to OTS in an active duty for training (ADT) status.
<b>7</b>		reenlistment or extending reenlistment		any airman
<b>8</b>	extending EAD orders	a USAFR or ANG member on EAD	OTS/TS	amend EAD orders, if required, to ensure 3 months of active duty remain on current EAD tour beyond the projected OTS graduation date.
<b>9</b>	changing the AF specialty for which originally contracted	any candidate		counsel the candidate regarding the reason for the change and obtain the member's concurrence to the change (see note 7).

**NOTES:**

1. Overseas civilian applicants may enlist through the MPF in the same manner as nonprior service applicants. Refer to AFI 362002 for procedures.

2. Inform all applicants that voluntary changes from a flying to a nonflying utilization field and medical disqualification from flying training after commissioning do not by themselves result in discharge.
3. An applicant AFRS selects to attend OTS who is a member of the USAFR or ANG, or in the OTS DEP and who refuses to accept voluntary EAD is ineligible for the program.
4. During relocation processing, MPF/MSPUO 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 doesn't want to attend the program.
5. HQ AFMPC/DPMAPO furnishes the MPF/MSPUO end assignment instructions for the applicant's projected officer AFSC not later than 30 days before class begin outside the PDS. They don't enter the assignment into the PDS since strength accountability remains with the losing MPF until the airman accepts a commission. At that time, OTS/TSS effects separation from enlisted status through the PDS. If the airman fails to complete the program, the losing MAJCOM of assignment provides OTS/TS with assignment instructions.
6. If an airman is in an SRB skill and is administratively accepted or selected for OTS or reenlists or extends enlistment after the date of acceptance or selection, such airman is not entitled to the SRB. DFAS suspends installments for airmen who have received partial SRB payments and for airmen who reenlist after submitting application for training leading to a commission (AFI 362606, chapter 3). 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 SRB payment entitlement, as the reason for reenlistment/ extension is not to serve in an SRB AFSC. OTs may not receive proficiency pay (see AFI 363017, *Special Duty Assignment Pay Program*, formerly AFR 3945).
7. HQ AFMPC/DPMAPO changes an OT's Air Force specialty if the trainee's academic background is better suited to another specialty or to meet changing Air Force needs.

**Table 4.3. Promotion of Airmen on Active Duty Scheduled to Attend OTS.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>if the selected airman is</b>	<b>then the servicing MPF</b>
<b>1</b>	serving in the grade of SrA or below	promotes to the grade of SSgt effective 1 day before scheduled departure date (see note 1).
<b>2</b>	selected for promotion to the grade of SSgt or below and the effective date of promotion is before PCS orders are issued	promotes on usual effective date provided the airman is otherwise eligible.
<b>3</b>	selected for promotion to the grade of SSgt or below and the effective date of promotion is on or after PCS orders are issued	notes the promotion cycle, selected grade, and sequence number on the personnel records(see note 2).
<b>4</b>	selected for promotion to the grade of TSgt or higher	promotes on the usual effective date provided the airman is otherwise eligible and the effective date of promotion occurs before the OTS commissioning date.

**NOTES:**

1. Note in the remarks section of the PCS orders that the airman will be promoted to the grade of SSgt 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 criteria more than 10 calendar days delay en route. If the selectee does not attend the scheduled OTS class, the MPF administratively demotes the airman to the grade previously held. While being selected to attend OTS is cause for celebrating, don't hold a ceremony for the concomitant promotion to SSgt.
2. Since the airman will serve in the grade of SSgt while attending OTS, no action is taken to effect promotion at the time sequence number would be effected.

**Table 4.4. OTS Leave Procedures at Graduation.**

<b>R U L E</b>	<b>If the OTS graduate</b>	
<b>1</b>	has an initial duty assignment at Maxwell AFB (PCA w/o PCS) and desires leave	
<b>2</b>	has an initial duty assignment at Maxwell AFB (PCA w/o PCS) and does not desire leave	
<b>3</b>	has an RNLTD for technical training within 30 days after OTS graduation, does not have early reporting authorized for training, and desires leave (note 1)	
<b>4</b>	has an RNLTD for technical training within 30 days after OTS graduation, does not have early reporting authorized for training, and does not desire leave	
<b>5</b>	has an RNLTD for technical training with more than 29 days after OTS graduation, does not have early reporting authorized for training, and desires leave (note 1)	
<b>6</b>	has an RNLTD for technical training with more than 29 days after OTS graduation, does not have early reporting authorized for training, and does not desire leave	
<b>7</b>	has a DDA assignment with no TDY to technical training required and desires leave	
<b>8</b>	has a DDA assignment with no TDY to technical training required and does not desire leave	
	<b>then</b>	<b>Rule</b>
<b>A</b>	OTS/TS assigns member to the new unit with an RNLTD (see note 1).	1, 2, 3, 4, 5, 6, 7, 8
<b>B</b>	Assignment orders authorize delay en route (see note 2).	3, 4, 5, 6, 7, 8
<b>C</b>	Assignment orders indicate gaining MPF publishes TDY orders for required technical training.	5, 6
<b>D</b>	Assignment orders contain RNLTD to new duty station to allow sufficient time for the gaining MPF to publish TDY orders	5, 6
<b>E</b>	OTS/TS attaches member to OTS pending departure.	4
<b>F</b>	The member departs OTS immediately after graduation for new duty station	1, 2
<b>G</b>	The member reports to new duty station immediately after OTS graduation and signs in. The member signs out or in from leave with new unit.	1
<b>H</b>	OTS/TS attaches member to OTS pending departure when the member does not desire to begin delay en route immediately after graduation.	3
<b>I</b>	OTS/CCQ prepares and processes requests for leave other than delay en route (the member signs out or in on leave while attached to OTS).	3

**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.
2. Although 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 order and graduation that may require leave status for the member.

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**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS, AND ADDRESSES*****References***

Title 10, United States Code, Sections 2102, 2107, 8258, and 9411  
Executive Order 9397

***Abbreviations and Acronyms***

**AAC**—Assignment Availability Code  
**AAN**—Assignment Action Number  
**ACT**—American College Test  
**ADSC**—Active Duty Service Commitment  
**AECPC**—Airman Education and Commissioning Program  
**AETC**—Air Education Training Command  
**AFIT**—Air Force Institute of Technology  
**AFMPC**—Air Force Military Personnel Center  
**AFO**—Accounting and Finance Office  
**AFOQT**—Air Force Officer Qualifying Test  
**AFRES**—Air Force Reserve  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFRS**—Air Force Recruiting Service  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**ANG**—Air National Guard  
**APR**—Airman Performance Report  
**ASCP**—Airman Scholarship and Commissioning Program  
**BI**—Background Investigation  
**CAFSC**—Controlled Air Force Specialty Code  
**CCAF**—Community College of the Air Force  
**CLEP**—College Level Examination Program  
**CONUS**—Continental United States  
**DANTES**—Defense Activity for NonTraditional Education Services  
**DDA**—Direct Duty Assignment

**DEP**—Delayed Enlistment Program

**DIN**—Data Identification Number

**DIS**—Defense Investigative Service

**DLIELC**—Defense Language Institute English Language Center

**DoDMERB**—Department of Defense Medical Examination Review Board

**EAD**—Extended Active Duty

**ECL**—English Comprehensive Level

**ENTNAC**—Entrance National Agency Check

**EPR**—Enlisted Performance Report

**ERP**—Early Release Program

**ESO**—Education Services Officer

**FPRG**—Field Personnel Record Group

**GPA**—Grade Point Average

**HQ**—Headquarters

**LOA**—Lack of Adaptability

**MAJCOM**—Major Command

**MPerR**—Master Personnel Record

**MPF**—Military Personnel Flight

**MSgt**—Master Sergeant

**MSO**—Military Service Obligation

**MTD**—Military Training Deficiency

**NAC**—National Agency Check

**NES**—Nonnative English Speaking

**OPR**—Office of Primary Responsibility

**ORS**—Obligated Reserve Section

**OT**—Officer Trainee

**OTS**—Officer Training School

**PAS**—Personnel Accounting Symbol

**PAS**—Professor of Aerospace Studies

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PDS**—Personnel Data System

**POC**—Professional Officer Course  
**PPL**—Private Pilot License  
**PTI**—Personnel Transaction Identifier  
**ResAF**—Reserve of the Air Force  
**RIP**—Report of Individual Personnel  
**RNLTD**—Reporting Not Later Than Date  
**RRL**—Record Review Listing  
**SAT**—Scholastic Aptitude Test  
**SIE**—Self-Initiated Elimination  
**SRB**—Selective Reenlistment Bonus  
**SSgt**—Staff Sergeant  
**SSN**—Social Security Number  
**TAFMS**—Total Active Federal Military Service  
**TCO**—Test Control Officer  
**TDY**—Temporary Duty  
**TSgt**—Technical Sergeant  
**UCMJ**—Uniform Code of Military Justice  
**UIF**—Unfavorable Information File  
**UPRG**—Unit Personnel Record Group  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**USAFR**—United States Air Force Reserve

### *Terms*

**Active Duty Airman**—An individual serving in enlisted status in the Regular Air Force.

**Dependent**—For the purposes of this AFI:

- A civilian spouse.
- Any person under 18 in the legal or physical custody of the applicant or the applicant's spouse and who depends on the applicant or the applicant's spouse for support, including children from a previous marriage, a relative by blood or marriage, and stepchildren or adopted children of the applicant or the applicant's spouse).
- Any unmarried natural child of the applicant or the applicant's spouse, including children born out of wedlock. Any person dependent on the applicant or the applicant's spouse for their care, maintenance, or support, regardless of age.
- The unborn child of a male applicant, including those determined by court order.

**Elimination**—The formal disenrollment of a student from training by a faculty board, medical disqualification, or administrative action.

**Final Processing Authorities**—HQ AFMPC/DPMAPO for AECP applicants, HQ AFROTC/RRUA for ASCP applicants, HQ AFROTC/RRUR for AFROTCPOC Early Release Program applicants, HQ AFRS/RSSO for OTS applicants who desire to enter the program to fill active duty quotas, and HQ AFRES/DPRT for OTS applicants who desire to enter the program to fill AFRES quotas.

**Holdover**—An OT who has not completed all training requirements for commissioning or has not received a medical, security, or administrative clearance by graduation date. OTS/TSS reassigns such trainees to the next graduating class for either commissioning or disenrollment.

**Nonnative English Speaking (NES)**—Anyone whose primary language spoken at home as a child was not English.

**Nonprior Service**—For the purposes of this instruction, having less than 6 months of service as a member of a Regular component of the US Armed Forces and not currently serving in the Regular Air Force.

**Officer Candidatetype Training Program**—Any of the officer training programs defined in AFI 362012.

**Officer Training School (OTS)**—An intensive 13.5 week program that commissions qualified men and women 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.

**Officer Trainee (OT)**—A student undergoing training or on hold status in the OTS commissioning program.

**Prior Service**—For the purposes of this instruction, 6 or more months of active duty as a member of a Regular component of the US Armed Forces and not currently in the Regular Air Force. (Does not apply to applicants on USAFR quotas.)

**Reclassification**—A change in an OT's career field approved by HQ AFMPC/DPMAPO.

**Recycle**—Removing an OT from training through a faculty board, for medical reasons, or by administrative action and placing the OT in a later class.

**Removal from Training for Evaluation or Medical Observation**—Removing from training an OT who has not completed all training requirements, is waiting for medical clearance for a selected career field, or is under medical observation for a specified period. This temporary removal from training may not exceed 3 months (waiverable to 6 months by HQ AETC/SGPS) and requires the OTS commander's authorization.

**Tentatively Eligible**—An applicant determined by AFMPC, AFROTC, AFRS, or AFRES (as appropriate), to be eligible for the AECP, AFROTCASCP or POC Early Release Program, or OTS (as applicable) after preliminary processing and who qualifies for review by the appropriate selection board.

### *Addresses*

HQ USAF/DPXFA

1040 Air Force Pentagon

Washington DC 203301040

HQ AFMPC/DPMAPO

550 C Street West Suite 10

Randolph AFB TX 781504712

HQ AFMPC/DPMMU

550 C Street West Suite 27

Randolph AFB TX 781504729

HQ AFMPC/DPMRA

550 C Street West Suite 29

Randolph AFB TX 781504731

HQ AFROTC/RRUA

551 East Maxwell Blvd.

Maxwell AFB AL 361126106

HQ AFRS/RSOO

550 D Street West Suite 01

Randolph AFB TX 781504527

HQ AFRES/DPRT

155 2nd Street

Robins AFB GA 310981635

AFIT/CIRG

2950 P Street, Bldg 125

WrightPatterson AFB OH 454337765

AFIT/MS

2950 P Street, Bldg 642

WrightPatterson AFB OH 454337765

AFIT/RRA

2950 P Street, Bldg 125

WrightPatterson AFB OH 454337765

OTS

50 Chennault Circle

Maxwell AFB AL 361126417

OTS/TSS

50 Chennault Circle

Maxwell AFB, AL 361126417

DLIECL/LEAX

2230 Andrews Avenue, Suite 1

Lackland AFB TX 782365203

NAFSA

11860 19th Street NW

Washington DC 200095000

**Attachment 2**

**REQUEST FOR MEMORANDUM OF ACADEMIC ELIGIBILITY (AECP)**

SAMPLE

(Appropriate Letterhead)

MEMORANDUM FOR (base ESO, address)

(date)

FROM: (functional address symbol)

SUBJECT: Request for Memorandum of Academic Eligibility (AECP)

I submit this request for an evaluation of academic eligibility to apply for the AECP in accordance with AFI 362013 (grade) (name: last, first, middle) (SSN) (unit of assignment and base).

I am interested in the following career utilization field or fields (indicate order of preference) (see note 1):Field of study desired (list one or more specific academic majors in order of preference):

- a.
- b.
- c.
- d.

(applicant's signature)

Attachments:

1. DANTES completion certificate or test results (if applicable)
2. CLEPSE test results (if applicable)
3. Official transcript from each high school attended or GED results (see note 2)
4. Official transcript from each college attended (see note 2)
5. List of college courses now attending
6. CCAF transcript (if applicable)
7. AFOQT results
8. Report of Individual Personnel (RIP)
9. Test report, SAT or ACT

**AUTHORITY:** Title 10 United States Code, Section 9411.

**PURPOSE:** Documents evidence of the applicant's request for an evaluation of academic eligibility to enter an officer training program and permits selection of a career area of interest as well as desired fields of study.

**ROUTINE USES:** None.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information indicated in this format could result in denial of consideration for an evaluation of eligibility. Disclosure of Social Security Number is voluntary.

**PRIVACY ACT STATEMENT:** Request for Memorandum of Academic Eligibility (AECF) (see AFI 362013, attachment 2).

***NOTES:***

1. Indicate only the program and desired career fields that are available and for which you are eligible.
2. Transcripts must bear an official seal or a school official's signature. AFIT uses the official transcript for school entry purposes upon selection of the applicant. AFIT returns the official transcript to base education services if the applicant is not selected and the applicant exceeds age limitations or requests withdrawal of the application.

1st Ind (functional address symbol)

(date)

TO: AFIT/RRA, 2950 P St., Bldg 125, WrightPatterson AFB OH 454337765

I have reviewed the above request for evaluation. Attachments are complete.

(base ESO's signature)

(complete mailing address, including ZIP code)

(DSN or commercial area code and telephone number)

**Attachment 3**

**NONNATIVE ENGLISH SPEAKING (NES) IDENTIFICATION STATEMENT**

1. This applicant (is) (is not) NES. During the course of my interview with (applicant's name), I have determined this applicant (does) (does not) demonstrate English speaking (and) (or) comprehension abilities at a level that will allow the applicant to function effectively as an Air Force officer.

Complete paragraph 2 only if paragraph 1 indicates (is) and (does not).

2. I have advised the applicant of this determination and that if (he) (she) is selected for (enter the name of the commissioning program), (he) (she) must attain a score of 90 or above on the English Comprehension Level (ECL) test and then achieve a score of 2+/2 on a Defense Language Institute English Language Center (DLIELC) interview. I have also advised the applicant that failure to achieve these qualifications within 90 days of selection notification will result in withdrawal of the selection.

(signature)  
(typed grade and name of applicant's  
commander or recruiting squadron  
interviewing official)

(signature)  
(typed name of applicant)

**Attachment 4****AECP APPLICATION PROCEDURES**

**A4.1.** Airmen applying for entry into the academic phase of the AECP must have the following documents:

A4.1.1. AF Form 56, Application for Training Leading to a Commission, in duplicate. The applicant must:

A4.1.1.1. Fill in all items and initial all applicable items.

A4.1.1.2. Specify three career field choices in item 8.

A4.1.1.3. Include a detailed statement for each offense listed other than minor traffic violations and attach an authenticated copy of the court record.

A4.1.2. AFIT memorandum of academic eligibility.

A4.1.3. Approved waivers, waiver requests, and other documents specified in **Table 1.1.**, note 1.

A4.1.4. AF Form 2030, USAF Drug and Alcohol Abuse Certificate. The applicant must include a drug abuse circumstances statement if he or she answers "yes" to any of the questions on the form.

A4.1.5. One copy of all military performance reports, including any derogatory information.

A4.1.6. AF Form 1145, Evaluation of Commissioning Applicants.

A4.1.6.1. The MPF completes items 11 and 12 on the form before the interview.

A4.1.6.2. The commander:

- Reviews the applicant's unit personnel record group (UPRG), including military performance reports and unfavorable information files (UIF).
- Completes the mandatory comments and recommendations on the form.
- Confirms that copies of each military performance report and any derogatory information, are attached.
- Includes specific comments on the applicant's availability for the AECP for applicants planning to attend school in a permissive TDY status.

A4.1.7. NES identification statement (see **Attachment 3**).

A4.1.8. Dependent care responsibilities statement (see **Attachment 11**), if applicable.

A4.1.9. Current copy of the applicant's record review listing (RRL).

A4.1.9.1. The ESO ensures that the RRL includes assignment availability code (AAC) 05 and that the appropriate authority issues it within 30 days of application.

**Attachment 5****DOCUMENTS REQUIRED TO APPLY FOR AN AFROTCASCP MEMORANDUM OF ACADEMIC ELIGIBILITY**

- A5.1.** One legible copy of an official transcript from each high school attended or a copy of an equivalency document.
- A5.2.** SAT or ACT test results. Scores may be on a legible high school or college transcript or on an official test report. The scores must be less than 2 years old.
- A5.3.** One legible copy of an official transcript from each college or university attended, including CCAF if applicable.
- A5.4.** Test results for all five portions of the CLEP general examination. If an applicant has 1 year or more of college level study completed, don't require the CLEP.
- A5.5.** AFOQT results. See **Table 1.4.** for AFOQT requirements.
- A5.6.** Statement from the applicant showing adequate financial resources for college, living expenses, and health insurance during loss of USAF benefits.

Attachment 6

REQUEST FOR MEMORANDUM OF ACADEMIC ELIGIBILITY (AFROTCASCP)

(SAMPLE)

(Appropriate Letterhead)

(date)

MEMORANDUM FOR Base Education Services Officer (ESO)

AFROTC Detachment

IN TURN

FROM: (functional address symbol)

SUBJECT: Request for Memorandum of Academic Eligibility (AFROTC ASCP)

I submit this request for an evaluation of academic eligibility to apply for the AFROTCASCP, in accordance with AFI 362013.

(grade) (namelast, first, middle) (SSN) (unit of assignment and base)

I am interested in the following career utilization field or fields (indicate order of preference) (see note 1):

Non rated Operations\_\_\_ Missile Duty\_\_\_ ScientificTechnical\_\_\_ Nursing\_\_\_

Navigator\_\_\_ Engineer Nontechnical\_\_\_ Prehealth\_\_\_

Field of Study Desired: (List one or more specific academic majors in order of preference)

- a.
- b.
- c.
- d.

Total active federal military service date (TAFMSD):

(Applicant's signature)

Attachments:

- 1.High school transcript from each high school attended or GED results (see note 2)
- 2.College transcript from each college attended (see note 2)
- 3.CLEP results
- 4.AFOQT results
- 5.CCAF transcript (if applicable)
- 6.SAT or ACT test report (copy)
- 7.List of classes now attending or will attend before board date

Authority: Title 10 United States Code, Section 2107

Purpose: Documents the applicant's request for an evaluation of academic eligibility to enter an officer training program and permits selection of a career area of interest as well as desired fields of study.

Routine uses: None.

Disclosure is voluntary: Failure to provide the information indicated in this format could result in denial of consideration for an evaluation of eligibility. Disclosure of Social Security Number is voluntary.

Privacy Act statement: Request for Memorandum of Academic Eligibility (AFROTCASCP) (AFI 362013, attachment 6).

**NOTES:**

- 1.Indicate only the program and desired career fields that are available and for which you are eligible.
- 2.Submit two copies of each document to the base ESO. Include one official transcript from each high school and college attended bearing a seal or a school official's signature. The base ESO retains official transcripts for use in obtaining college or university admission.

1st Ind (functional address symbol)(date)

TO: Commander, AFROTC Detachment, address

I have reviewed the above request for evaluation. Attachments are complete.

(base ESO's signature)

(complete mailing address, including ZIP code)

(DSN or commercial area code and telephone number)

Attachments:

nc

**Attachment 7****EDUCATIONAL INSTITUTION EVALUATION AND ENROLLMENT ACCEPTANCE**

(To be completed by the base education services officer)

(applicant's name)            (grade)                    (SSN)  
 (unit and base of assignment)

(To be completed by the institution admissions office) (see note)

1. Circle one:

- a. Accepted for enrollment in good standing.
- b. Accepted for enrollment on conditional status, probation status, warning status, or any other status other than good standing.
- c. Not accepted for enrollment.

2. As a (complete if accepted for enrollment):

- a. 1st 2d or 3d Qtr/Sem/Tri (circle one)    Freshman
- b. 1st 2d or 3d Qtr/Sem/Tri (circle one)    Sophomore
- c. 1st 2d or 3d Qtr/Sem/Tri (circle one)    Junior
- d. 1st 2d or 3d Qtr/Sem/Tri (circle one)    Senior

3. For enrollment during the academic year 19    (fall) (winter) (spring) term.

4. Registration date for first term (day, month, year).

5. First day of classes (day, month, year).

6. Number of hours credited:

7. Number of hours remaining for degree:

8. Degree anticipated:

9. College or school:

10. Department or academic major:

11. Anticipated graduation date (month, year). (Consider only normal 8 to 10 month academic year. Do not consider summer term attendance.)

(signature of admissions official)

(name of institution)

(telephone number)

***NOTE:***

Explain cause of conditional acceptance, if applicable.

Attachment 8

REQUEST FOR ACADEMIC EVALUATION AND APPLICATION FOR ADMISSION

(SAMPLE)

(Appropriate Letterhead)

(date)

MEMORANDUM FOR AFROTC DET

FROM: (functional address symbol, telephone number)

SUBJECT: Request for Academic Evaluation and Application for Admission

The airman named below has a memorandum of academic eligibility and is submitting a request for academic evaluation.

Grade and Name	SSN	Academic Major (see note)
Academic year and Term of Entry		

FOR THE COMMANDER

(signature of the base ESO)  
 (name, grade, USAF)  
 (title)

Attachments:

- 1.Evaluation for enrollment
- 2.Official high school transcripts
- 3.Official college transcripts
- 4.CCAF transcripts
- 5.DANTES certificates of completion
- 6.Advanced placement program examinations

- 7.SAT results (as required)
- 8.College Entrance Examination Board achievement tests
- 9.Other (explain)

**NOTE:**

Indicate only the approved academic major for the applicant (reference AFROTC memorandum of eligibility).

1st Ind, AFROTC Detachment (date)

FOR: Office of Admissions

The applicant listed above has applied for AFROTC to attend your (college) (university) as an AFROTC scholarship recipient. Please complete attachment 1 and return it to this office at your earliest convenience. Mail the academic evaluation and acceptance for admission acknowledgment to arrive by (date) for AFROTC consideration. Your contribution is an essential part of the application process.

(signature of detachment commander)  
 (name, grade, USAF)  
 (title)

Attachments:

**Attachment 9**

**AFROTC 1.5 MILE RUN STANDARDS**

<b>Age</b>	<b>Male</b>	<b>Female</b>
under 30:	12 minutes	14 minutes 24 seconds
30 or older:	12 minutes 30 seconds	14 minutes 52 seconds

**MANDATORY ALTITUDE ADJUSTMENTS**

<b>Altitude of Run</b>	<b>Time to Add to 1.5 Mile Run Standards</b> (Not to be interpolated)
5,000 feet	30 seconds
8,000 feet	1 minute
12,000 feet	2 minutes

Authenticated by designated member of AFROTC Detachment or official administering the run.

## Attachment 10

**MEMORANDUM OF ACCEPTANCE--AFROTC PROFESSIONAL  
OFFICER COURSE (POC) PROGRAM MEMBERSHIP**

(Sample)

(Appropriate Letterhead)

(date)

MEMORANDUM FOR SERVICING DP

DPMQE

DPMQS

DPMQA

IN TURN

FROM: (functional address symbol)

SUBJECT: Memorandum of Acceptance AFROTC Professional Officer Course (POC) Program  
Membership

This memorandum certifies that (rank) (name), (SSN), is selected for AFROTCPOC membership at AFROTC Detachment (number), (educational institution and address). Request you discharge (rank) (name) in accordance with AFI 353910 for enlistment in the AFROTCPOC (see AFI 352013, chapter 4). Don't discharge (him or her) from active duty earlier than 30 days before classes begin. POC classes at (institution) will begin (date).

This acceptance is contingent on (rank) (name) continuing to meet all applicable entry standards. Request your Effectiveness or Performance Reports Element (DPMQE) forward to this unit a copy of any EPR completed on (rank) (name) after the date of this memorandum.

We will contact you as soon as (rank) (name) has met all requirements for AFROTCPOC enlistment. If you have not heard from us at least 72 hours before (rank) (name)'s scheduled discharge, please call us at DSN (number) or (area code and number).

Please forward (rank) (name)'s copies of discharge documents, indicating the time remaining on (his or her) current enlistment, directly to AFROTC Detachment (number). Don't give (rank) (name) the discharge documents until after enlistment into the AFROTCPOC is complete.

(signature)

(name , grade, USAF)

(Unit Commander)

Attachment:

Release Statement

cc: (applicant)

**Attachment 11****DEPENDENT CARE RESPONSIBILITIES STATEMENT**

(SAMPLE)

I have reviewed the AF Form 357, Dependent Care Certification, pertaining to (applicant's name) and briefed (him or her) on the contents of AFI 362908, *Dependents Care Responsibilities* (formerly AFR 3559). (He or she) fully understands Air Force policy on the relationship between dependent care responsibilities and military duties and obligations, both in peacetime and during contingency. The member's entry into the (enter the name of the commissioning program) would not adversely affect dependent care.

(signature of the applicant's commander)

(typed grade and name)

(applicant's signature)

(typed name)

Attachment 12

SAMPLE AFFIDAVIT OF INVOLVEMENT WITH CIVIL OR MILITARY LAW ENFORCEMENT AUTHORITIES

A12.1. Each applicant and selectee for the AFROTCASCP or AFROTCPOC must prepare an affidavit detailing any involvement with civil or military law enforcement authorities, using this format:

AFFIDAVIT

- a. Time, date, and place (city, county, state) of the offense or other involvement.
b. Conditions that led to the offense or other involvement, including all relevant factors.
c. Event that caused the involvement.
d. Manner or method of apprehension.
e. Disposition of the charge, if any, including punitive measures imposed.

I am aware of the following provision of Title 18 United States Code, Section 1001: "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 writings or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both."

I, (name of applicant or selectee), an (applicant or selectee) for AFROTC training under the (ASCP or POC), do freely and without mental reservation swear or affirm that the above statements are true and accurate to the best of my knowledge and belief.

(typed name and grade) (signature)

Sworn to and subscribed to before me, at (name of installation) this (date) day of (month) 19 (year).

(typed name, grade and office of official administering oath) (signature)

A12.2. The official must review the information in the affidavit before administering the oath. 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.

**A12.3.** If the applicant denies any involvement with civil or military law enforcement authorities, the affidavit must so state.

## Attachment 13

## OTS APPLICATION AND PROCESSING PROCEDURES

**A13.1.** The base ESO, recruiting squadron, or Reserve servicing MPF, as applicable:

A13.1.1. Schedules applicants for the AFOQT.

A13.1.2. Assists applicants in completing applications.

A13.1.3. Reviews application documents for accuracy and completeness.

A13.1.4. Sends the application package with a cover memorandum to HQ AFRS/RSSO for individuals who apply to fill active duty requirements or to HQ AFRES/DPRT for individuals who apply to fill USAFR quotas.

**A13.2.** Process all applications for active duty quotas from all applicants other than active duty airmen through a recruiting squadron.

**A13.3.** Assemble these documents:

A13.3.1. AF Form 56, with all items filled in and all applicable items initialed.

A13.3.1.1. Complete the form in duplicate if the applicant desires to enter OTS to fill an active duty quota.

A13.3.1.2. Complete the form in triplicate if the applicant desires to enter the program to fill a USAFR quota.

A13.3.1.3. Include a detailed statement for each offense listed other than minor traffic violations and attach an authenticated copy of the court record.

A13.3.1.4. If the applicant applies to fill a USAFR quota, attach this statement to each copy of the completed AF Form 56: "I desire to enter OTS under the USAFR quota. I agree to accept an appointment as an officer in the USAFR if offered one, to meet the training requirements of my assigned Ready Reserve element, and to remain assigned to that program element for 4 years or for the length of time necessary to satisfy my military obligation, whichever is greater. I understand that failure to participate for reasons within my control may result in discharge action in accordance with AFI 363209, *Separation Procedures for Air Force Reserve Members* (formerly AFR 3541, volume 3)."

A13.3.2. Approved waivers, waiver requests, and other documents specified in **Table 1.2.**, note 1.

A13.3.3. AF Form 2030.

A13.3.3.1. Include a drug abuse circumstances statement if the applicant answers "yes" to any of the questions on AF Form 2030.

A13.3.4. Transcripts from each college attended.

A13.3.4.1. The ESO or recruiting squadron, as applicable, computes the applicant's cumulative GPA on AF Form 1020, **Grade Point Average (GPA) Worksheet** (see **Table 1.1.**), and attaches the form to the transcripts.

A13.3.4.2. Include all courses attempted on AF Form 1020, including graduate work.

A13.3.4.3. Although student copies of transcripts are acceptable for application purposes, the applicant must present an official copy on arrival at OTS.

A13.3.5. A statement certifying the acceptability of credits from nonaccredited institutions, if applicable.

A13.3.6. For applicants who have not completed a degree, a statement from the registrar certifying:

- The scheduled graduation date.
- The degree to be awarded.
- The major field of study.
- All courses the applicant is currently attending.

A13.3.7. Current copy of RRL (for active duty airmen).

A13.3.7.1. The RRL must include AAC 05 and the appropriate authority must date it within 30 days of OTS application.

A13.3.8. One copy of all military performance reports and any derogatory information.

A13.3.8.1. Include performance reports for all applicants who currently hold or previously held military status.

A13.3.8.2. Use SF Form 180, **Request Pertaining to Military Records**, or a memorandum to request the records of civilian applicants who previously held military status.

A13.3.8.3. Have the applicant authorize the release of the records to the interviewing official for review.

A13.3.8.4. Request all military performance reports (EPRs, APRs, efficiency reports, and so forth), enlistment documents, separation or discharge documents and correspondence relating thereto, and any derogatory information (e.g., Article 15, UCMJ, courtmartial).

A13.3.9. Conditional release, when required.

A13.3.10. Enlistment agreement, as required.

A13.3.11. AF Form 1145.

A13.3.11.1. Have the ESO or recruiting squadron complete items 11 and 12 before the interview.

A13.3.11.2. The interviewing official confirms that in addition to the mandatory comments and recommendations required on AF Form 1145, the form has an attached copy of each military performance report, including any derogatory information.

A13.3.11.3. If the applicant's unit commander is a captain or below, ensure that a field grade officer in the applicant's chain of command reviews and indorses the form.

A13.3.12. NES identification statement, as applicable.

A13.3.13. Dependent care responsibilities statement, if applicant is an Air Force member.

A13.3.14. Dependency eligibility determination statement, as applicable, for civilian applicants.

A13.3.15. Private pilot's license if the applicant has one and is applying for the pilot program.

A13.3.16. The applicant's resume (mandatory for all applicants who apply to fill active duty requirements).

A13.3.16.1. Advise the applicant to use AFH 37137, *Tongue and Quill*, as a guide for preparing the resume.

A13.3.17. Memorandums of recommendation (optional).

A13.3.17.1. Include no more than 5 memorandums of recommendation.

**A13.4.** The ESO notifies MPF/DPMU, in writing, to place an airman applying to OTS in AAC 05.

A13.4.1. Do not place the member in AAC 05 earlier than one month before forwarding the application to the processing authority.

**A13.5.** The ESO advises HQ AFRS/RSOO of any change in the applicant's eligibility status up to the time HQ AFRS/RSOO notifies the ESO of the applicant's selection or nonselection.

**A13.6.** The base ESO, recruiting squadron, or Reserve MPF, as applicable, schedules selectees for physical examinations within 30 days of receiving selection notification.

A13.6.1. Completed physical examinations consist of SF 88 (3 copies), including an electrocardiogram with tracings, and SF 93 (3 copies).

A13.6.2. Base ESOs and recruiting squadrons send completed examinations to HQ AFRS/RSOO.

A13.6.3. Reserve MPFs send completed examinations to HQ AFRES/DPRT.

**A13.7.** Airmen selected for OTS may receive a commission based on a favorable ENTNAC.

**A13.8.** Civilian applicants selected for OTS must have a favorable NAC completed before accepting a commission.

**A13.9.** Recruiting activities initiate NAC requests for civilian applicants.

**A13.10.** See **Table 4.1.**, note 2 for the unit security manager's responsibilities for processing airmen selectees who do not have a completed NAC or higher investigation.

**A13.11.** Give an applicant who needs a security investigation a firm OTS class assignment and enlist them in the program. **EXCEPTION:** An applicant does not receive a firm OTS class assignment until the security investigation is complete if DD Form 3982, **DoD National Agency Questionnaire**, or DD Form 1966, **Record of Military Processing Armed Forces of the United States** (pages 1 through 4), indicate that the enlistment or later appointment may not be in the interest of national security.

A13.11.1. Include one copy of DD Form 3982 in the UPRG or a civilian's case file when the selectee reports to OTS (to show the date of the NAC request).

A13.11.2. Tell the applicant that the OTS commander will not permit graduation and appointment until he or she has notification of a favorably completed NAC.

**Attachment 14****ELIGIBILITY REQUIREMENTS FOR OFFICER TRAINING SCHOOL (OTS)**

- A14.1.** Not be ineligible according to **Table 1.2.** and meet requirements of **Table 1.1.** and AFI 362005.
- A14.2.** Be a citizen of the United States.
- A14.3.** Be at least 18 years of age at time of application and no more than 30 years of age by selection board convening date.
- A14.4.** Accept a commission and enter into flying training, if applicable, before age 27 years, 6 months, in accordance with AFI 362205, *Applying for Flying, Space and Missile, and Astronaut Training Programs* (formerly AFR 514).
- A14.5.** Be of good moral character and have the desired personal qualities of a commissioned officer.
- A14.6.** Possess a baccalaureate degree or be within 270 days (active duty airmen) or 450 days (civilian applicants) of graduation.
- A14.6.1. The degree granting institution must have accreditation and must appear in either:
- The latest edition of the *Accredited Institutions of Postsecondary Education Directory*, published annually by the American Council on Education.
  - The latest edition of the *Higher Education Directory*, published by Higher Education Publications, Inc.
  - Any other education publication which clearly indicates regional accreditation.
- A14.6.2. Applicants who graduated from an American institution not listed in one of the publications in paragraph **A14.6.1.** must submit a statement from an accredited institution that the applicant's credits are acceptable for graduate work. **EXCEPTION:** The University of the Philippines does not require such a statement.
- A14.6.3. Any private organization that is a member of the National Association for Foreign Student Affairs (NAFSA) may evaluate degrees from foreign colleges.
- A14.6.4. Have transcripts from foreign colleges translated into English at the applicant's expense.
- A14.7.** Be medically qualified in accordance with AFI 48123.
- A14.8.** Meet AFOQT requirements (see **Table 1.3.**).
- A14.9.** Be able to attend an OTS class within 270 days (AD airmen) or 450 days (civilians) from date of application, allowing for college graduation, dislocation allowance (DLA) restrictions, overseas tour length, and so forth.
- A14.9.1. Individuals who apply to fill USAFR requirements must be qualified, available, and scheduled for assignment on graduation to a unit manning document vacancy projected at the time of application.

A14.9.2. A selectee without prior service must enlist for 8 years to satisfy the incurred military service obligation (MSO).

A14.9.3. An applicant who has prior service, but no remaining MSO must enlist for 2 years.

A14.9.4. An applicant with prior service and a remaining MSO must enlist for at least 2 years, but not for less than the current MSO.

## Attachment 15

## MESSAGEASSIGNMENT INSTRUCTIONS

(Sample)

OTS MPF MAXWELL AFB AL//TSS//

HQ AFMPC RANDOLPH AFB TX// (see AFI 362110, (MAIL) formerly AFR 3911, table 12 for INFO:  
(LOSING MAJCOM) office symbol)

(LOSING MPF)

UNCLAS

SUBJ: ASGN INSTRUCTIONS

REQUEST ASGN INSTRUCTIONS BE PROVIDED (LOSING MPF) FOR (MEMBER'S NAME AND SSN) WHO WAS ELIMINATED FROM THE OTS PRECOMMISSIONING PROGRAM ON (DATE). MEMBER IS AVAILABLE FOR IMMEDIATE ASGN. MEMBER IS CURRENTLY EN ROUTE FROM (LOSING PAS) TO (PROJECTED PAS) IN OFFICER AFSC PER SPECIAL ORDER ,(ORDERS ISSUING UNIT), DATED (date). MEMBER'S ENLISTED AFSC IS: PAFSC , CAFSC , 2AFSC . DOS IS . MEMBER (HAS) (HAS NOT) RELOCATED DEPENDENTS (AND) (OR) HHG TO NEW DUTY LOCATION. FOR (LOSING MPF): SEND COPIES OF AMENDED ORDERS TO OTS MPF/TSS, MAXWELL AFB AL 782365000, ASAP. MEMBER'S BASES OF PREFERENCES ARE (1) (2) (3) (4) (5) (6) (7) . ADVISE GAINING MPF TO PUBLISH ORDERS EFFECTING DEMOTION IN ACCORDANCE WITH AFI 362503, formerly AFR 3930 AND AFI 362013, PARA 4.15.5.3.