



**NON-EXTENDED ACTIVE DUTY  
COMMISSIONING PROGRAM**

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(Brig Gen William P. Kane)  
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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, and Air Force Instruction (AFI) 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*. It establishes policy and procedures for the 302d Airlift Wing (AW) Non-Extended Active Duty (Non-EAD) Commissioning Program. This instruction applies to all members assigned to 302d AW and serviced units.

**1. Non-EAD Commissioning Program.**

1.1. General Guidance. The program is designed to commission deserving airmen to fill valid non-rated and line officer unit vacancies. The objective of the wing selection board is to nominate the best candidate for commissioning while recognizing all interested and qualified individuals.

1.2. Vacancies. Positions available for Non-EAD Commissioning Program are dependent upon vacancies that exist within the 302d AW. These vacancies must have been designated by the unit commander as available for application.

1.2.1. Letters designating a position for Non-EAD Commissioning Program will be forwarded by the unit commander to Military Personnel Flight (MPF) Employments Section. Positions will be posted in the Reserve Management Vacancy System (RMVS) and advertised in the Front Range Flyer when time permits. Announcement letters will have, to a minimum, the unit, organizational structure code, grade of position, position number, date of the board, and point of contacts along with their contact information.

1.3. Eligibility. Members must meet commissioning eligibility criteria as defined in AFI 36-2005. Only those individuals who clearly demonstrate outstanding potential are considered for wing nomination into the Non-EAD Commissioning Program. Selection is an honor reserved for the most qualified, motivated and deserving individuals.

- 1.3.1. Member must have a baccalaureate degree from an accredited educational institution.
  - 1.3.2. Candidates with incomplete credit requirement must provide transcripts and certification from the registrar stating that graduation is expected 2 months after the selection board convenes.
  - 1.3.3. Successful completion of Air Force Officer Qualification Test (AFOQT). Minimum score of 15 in Verbal and 10 in Quantitative is required.
  - 1.3.4. Have proven track record of military success and achievement.
  - 1.3.5. Must be able to take the Oath of Office prior to their 35th birthday if selected.
- 1.4. It is not in the best interest of the Air Force Reserve Command (AFRC) and places unnecessary impediments to a success for a new junior officer, to select an enlisted member for commissioning within the same organization. However, the wing commander may grant an exception to this policy. Unit commanders wishing to recommend a candidate from the unit with a vacancy will forward their request for exception through their group commander.
- 1.5. Request for eligibility waivers should only be made in rare and unusual circumstance and must be fully justified. Commander selecting a member who requires a waiver must articulate why the member requiring the waiver is being selected above other equally and fully qualified candidates.

## 2. Roles and Responsibilities.

### 2.1. Individual

- 2.1.1. Qualified individuals must complete the 302 AW Form 13, **Pre-Selection Checklist**, prior to meeting the selection board. Checklist must be completed prior to close of business Sunday of the unit training assembly (UTA) prior to the scheduled board.
  - 2.1.2. Each individual being considered appears before the selection board for a formal interview in service dress uniform (Class A).
  - 2.1.3. Individual can resubmit an updated package every year (12 months) until selected for an officer appointment with the 302 AW.
  - 2.1.4. Individual selected by unit commander/selecting official will complete the remainder of the application needed for higher headquarters (HHQ) in regards to receiving an Air Force commission.
  - 2.1.5. After Career Enhancement states that member has been approved by Numbered Air Force (NAF) and Headquarters (HQ) AFRC/DPM, selected individual must complete statements of understanding, in accordance with (IAW) AFI 36-2005 (**Attachment 5**, **Attachment 6**, and **Attachment 7**).
- 2.2. Career Enhancements. Serves as the main focal point for the Non-EAD Commissioning Program.
- 2.2.1. Provide complete guidance on the Non-EAD Commissioning process.
  - 2.2.2. Notify Public Affairs of Non-EAD Commissioning Selection Board dates 3 months prior to the selection board convening.
  - 2.2.3. Review all packages for completeness and return for correction in order to meet established deadline.

- 2.2.4. Arrange and schedule for members to meet the Non-EAD Commissioning Selection Board
- 2.2.5. Provide instruction and guidance to applicants on board reporting procedures.
- 2.2.6. Serve as the board recorder unless otherwise directed by the MPF Commander or designated representative.
- 2.2.7. Career Enhancement section, Employment section and the selecting official must verify valid vacancy prior to announcing an officer vacancy.
- 2.2.8. Forward to unit commander/selecting official the candidates list with candidates' contact information.
- 2.2.9. Forward applications containing waiver requests to 22d Air Force/Director, Military Personnel (22 AF/DPM). NAF will in turn, forward to HQ AFRC/Director, Military Personnel (DPM) for final action.
- 2.2.10. Forward selected applications to HQ AFRC/DPM for processing.
- 2.2.11. Monitor packages for final approval from HQ AFRC.
- 2.2.12. Any candidate denied a commissioning opportunity by higher headquarters, after selection by unit commander/selecting official will be handled on a case-by-case basis.

### 2.3. Unit Commander/Selecting Official

- 2.3.1. Establish valid vacancy with MPF Career Enhancement and Employment sections.
- 2.3.2. Complete a criteria sheet with the position's information such as Air Force Specialty Code (AFSC), title, security clearance level required for the position, job description, school or training required and other additional requirements.
- 2.3.3. Contact and interview all qualified candidates prior to selection.
- 2.3.4. Select the best-qualified candidate from the list and notify Career Enhancement section of selection.
- 2.3.5. Ensure no public announcement is made until instructed by Career Enhancement of an official release date.
- 2.3.6. After Career Enhancement states the candidate has been approved by NAF and HQ AFRC/DPM, gaining commander must complete section III of AF Form 56, **Application and Evaluation for Training Leading to a Commission in the United States Air Force**.

**3. Package Submission.** Individuals must be recommended by their unit commander. Submit Non-EAD Commissioning Program selection board packages to the MPF Career Enhancement Element by the established suspense date. Packages are reviewed by Career Enhancements to verify eligibility and package content.

#### 3.1. Package Contents. Selection board packages will contain the following items:

- 3.1.1. AF IMT 24, **Application for Appointment as Reserve of the Air Force or USAF Without Component** (see [Attachment 2](#)).

- 3.1.2. Enlisted Performance Reports (EPR) if applicable. Last five (5) EPRs or if none rendered, provide statement stating same. Individuals from other branches of the Armed Forces may substitute corresponding rating reports.
- 3.1.3. Personal resume with cover letter explaining why you want to be an officer. Resume including cover page will be three pages total. Refer to AF Handbook (AFH) 33-337, The Tongue and Quill, for resume combination format.
- 3.1.4. AF IMT 56 (see [Attachment 3](#)).
- 3.1.5. Losing commander's letter of recommendation. Individuals may also include additional letters of recommendation.
- 3.1.6. Official college transcripts. If applying before receipt of baccalaureate degree, candidate must be enrolled in the senior year of undergraduate study and must be scheduled to graduate within 2 months after the selection board convenes. Applicant must furnish an official transcript and certification from the registrar providing the projected graduation date. Selectees must furnish evidence that the qualifying degree has been conferred and all applicable requirements are met before appointment.
  - 3.1.6.1. Transcripts and degree must be verified by 302d Mission Support Flight (MSF) Education and Training Office.
- 3.1.7. A copy of current Record Review Report of Individual Personnel printout. This may be obtained through your unit Commander Support Staff (CSS) or the MPF Customer Service element.
- 3.1.8. Official AFOQT scores.
- 3.1.9. Fitness standard statement ([Attachment 4](#)) on proper letterhead, signed by unit or group commander, dated the UTA the selection board convenes.
- 3.1.10. Request for waivers, if applicable (refer to AFI 36-2005, paragraph [2.3](#)).

#### **4. Selection Board.**

- 4.1. Selection Board Membership.
  - 4.1.1. Board President. The board president must be a colonel (O-6).
  - 4.1.2. Voting Members. Voting members includes the Board President along with field grade officers representing the 302 AW or Aeromedical Staging Squadron (ASTS) and the three 302d groups; Maintenance Group (MXG), Mission Support Group (MSG), and Operations Group (OG).
  - 4.1.3. Recorder. The recorder is a non-voting position and is designated by the MPF Commander.
- 4.2. Selection Board Procedures.
  - 4.2.1. The Non-EAD Commissioning Selection Board will convene during the April and October UTA, unless unforeseen circumstances prevents otherwise. The board will convene even if only one package is submitted. At no time will this be a "record review only" board.
  - 4.2.2. DPMSC will provide each board member a copy of each application package prior to the board to allow familiarization of the package contents.

4.2.3. Board members will assess each candidate using the “whole person” concept. Factors such as duty performance, job responsibility, experience, supervisory and leadership ability, professional competence, education, AFOQT scores, military bearing and appearance, and verbal communication skills are considered.

4.2.4. The interview will occur during the same UTA period the board convenes. The board will interview the candidate(s) to receive insight into the total person concept. The board must be consistent in evaluating all candidates. Same rated questions must be asked and each interview must be conducted in the same manner.

4.2.5. Each candidate’s score factors will be based on the whole person concept. Board members must evaluate the package and interviewing session to decide the individual’s relative potential. Board members must quantify the results in order to objectively rate the applicant. Evaluations are converted to numerical score between 1 through 10 in whole numbers. Board members will turn in the score sheets to the recorder. The recorder tabulates the results and the MPF Commander or designated representative will validate results.

4.2.6. The selection board will generate a list of candidate(s) eligible for commission within a year’s time frame. Once a valid vacancy is established for the 302 AW, the list will be made available to the selecting officials.

## 5. Information Collections, Records, and Forms.

5.1. Information Collections. No information collections are created by this publication.

5.2. Records. No records are created by this publication.

5.3. Forms Prescribed.

5.3.1. Forms prescribed by this publication. 302 AW IMT 12, **Non-EAD Commissioning Program Evaluation Sheet**, 302 AW IMT 13, **Non-EAD Commissioning Program Pre-Selection Checklist**, and 302 AW IMT 14, **Non-EAD Commissioning Program Post-Selection Checklist**.

5.3.2. Forms adopted by this publication. AF IMT 56, **Application and Evaluation for Training Leading to a Commission in the United States Air Force**, and AF IMT 24, **Application for Appointment as Reserve of the Air Force or USAF Without Component**.

WILLIAM P. KANE, Brig Gen, USAFR  
Commander

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

Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*

Air Force Instruction (AFI) 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*

AF Handbook (AFH) 33-337, *The Tongue and Quill*

***Abbreviations and Acronyms***

**22AF**—22d Air Force

**ASTS**—Aeromedical Staging Squadron

**AF**—Air Force

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFOQT**—Air Force Officer Qualifying Test

**AFRC**—Air Force Reserve Command

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force Specialty Code

**ASTS**—Aeromedical Staging Squadron

**AW**—Airlift Wing

**CSS**—Commander Support Staff

**DPM**—Director, Military Personnel

**EPR**—Enlisted Performance Report

**HQ**—Headquarters

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**IMT**—Information Management Tool

**MXG**—Maintenance Group

**MPF**—Military Personnel Flight

**MSF**—Mission Support Flight

**MSG**—Mission Support Group

**NAF**—Numbered Air Force

**Non-EAD**—Non-Extended Active Duty

**OG**—Operations Group

**RMVS**—Reserve Management Vacancy System

**UTA**—Unit Training Assembly

*Addresses*

302 MSF/DPMSC

Career Enhancement

860 Malmstrom Street

Peterson AFB CO 80917

22 AF/DPM

1364 Chennault Circle

Dobbins ARB GA 30069-4904

HQ AFRC/DPM

155 Richard Ray Boulevard

Robins AFB GA 31098-0357

**Attachment 2****AF IMT 24 INSTRUCTIONS**

**A2.1.** All applicable items listed below must be completed by the member, unless otherwise specified.

A2.1.1. SELECT: Appointment as a Reserve Member of the Air Force

A2.1.2. ITEMS: 3, 4, 5, 6, 7, 10, 12, 13 (Initials), 14, 17, 18, 20, 21, 22, 23, 24, 25, 26, 26A, 27, 28, 29, 30, 31 (must be filled in by MPF Education and Training Office) and 32.

**A2.2.** Based on AF IMT 24, 20020621 (IMT-V1)

**Attachment 3**

**AF IMT 56 INSTRUCTIONS**

**A3.1.** All applicable items listed below must be completed, unless otherwise specified.

A3.1.1. ITEMS: 1, 2, 3, 4, 5, 7A (Other - AMS), 9, 11A, 11B, 12, 13, 14, 15A, 15B, 16, 17, 18, 20, 22, and 23.

A3.1.2. Section III: Gaining unit commander must complete this section upon selection of candidate.

**A3.2.** Based on AF IMT 56, 20040815, V1

**Attachment 4**

**SAMPLE FITNESS STANDARD STATEMENT LETTER**

**(Date UTA Selection Board Convenes)**

MEMORANDUM FOR HQ AFRC/DPMB

FROM: Office Symbol

Address

Peterson AFB, CO 80914-8020

SUBJECT: Fitness Standard Statement

1. I certify that (Grade, Name and SSAN) is within Air Force Fitness standards established by AFI 10-248.
2. This memorandum contains information covered under the Privacy Act of 1974 (5 U.S.C.522a).

Unit Commander's Signature Block

**Attachment 5**

**SAMPLE TRAINING REQUIREMENT STATEMENT OF UNDERSTANDING  
LETTER UNIT/ORGANIZATIONAL LETTERHEAD**

Date)

MEMORANDUM FOR HQ AFRC/DPMB

FROM: (Member's Name)

SUBJECT: Training Requirement Statement of Understanding

I, (Grade, Name), agree to meet the training requirements for the training category in which I will be assigned and remain assigned for 3 years (for nonrated officers) or 5 years (for rated officers) after appointment.

MEMBER'S SIGNATURE BLOCK

1st Ind, 302 MSF/DPMSC

(Date)

MEMORANDUM FOR HQ AFRC/DPMB

The above named member personally appeared before me to the truth and accuracy of the statement and executed his/her signature

DPMSC SIGNATURE BLOCK

**Attachment 6**

**SAMPLE AMS ATTENDANCE STATEMENT OF UNDERSTANDING LETTER  
UNIT/ORGANIZATIONAL LETTERHEAD**

(Date)

MEMORANDUM FOR HQ AFRC/DPMB

FROM: (Member's Name)

SUBJECT: Academy of Military Science Attendance Statement

I, (Grade, Name), agree to attend the Academy of Military Science (AMS) at McGhee Tyson Air National Guard Base, TN prior to being commissioned. I understand that failure to complete this required training will result in administrative actions.

**MEMBER'S SIGNATURE BLOCK**

1st Ind, 302 MSF/DPMSC

(Date)

MEMORANDUM FOR HQ AFRC/DPMB

The above named member personally appeared before me to the truth and accuracy of the statement and executed his/her signature

**DPMSC SIGNATURE BLOCK**

**Attachment 7**

**SAMPLE STATEMENT OF UNDERSTANDING FOR BONUS RECIPIENTS LETTER  
UNIT/ORGANIZATIONAL LETTERHEAD**

(Date)

MEMORANDUM FOR HQ AFRC/DPMB

FROM: 302 MSF/DPMSV

SUBJECT: Statement of Understanding for Bonus Recipients

Applicant meets all the prerequisite qualifications. Applicant has been thoroughly counseled that gaining the 6-year retainability through reenlistment or extension will result in loss of bonus entitlements. Additionally, effective on the Academy of Military Science class start date, incentive bonus future installments are suspended. If commissioned, entitlement to any future installments is also terminated. The suspension is lifted if the airman is not commissioned. If reenlistment occurs more than 3 months prior to current ETS, selectees are not entitled to sell leave.

MPF CAREER ADVISOR SIGNATURE BLOCK

1st Ind, (Member's Name)

Date)

MEMORANDUM FOR HQ AFRC/DPMB(

I acknowledge receipt of this briefing and will be in compliance as stated above.

MEMBER'S SIGNATURE BLOCK