

**BY ORDER OF THE COMMANDER
440TH AIRLIFT WING**

**440TH AIRLIFT WING INSTRUCTION
36-2001**



18 FEBRUARY 2014

Personnel

**DESERVING AIRMAN COMMISSIONING
PROGRAM (NON-EXTENDED ACTIVE
DUTY)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Selby E. Redman)

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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 440th Airlift Wing (AW) Deserving Airman Commissioning Program (Non-Extended Active Duty) (Non-EAD) Commissioning Program. The intent of this instruction is to provide a fair and organized process to select and place members of our enlisted force in vacant officer positions via the Deserving Airman Commissioning Program. It explains the eligibility requirements for non-rated line-officer appointments and assignments within the 440 AW. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

1. Deserving Airman Commissioning Program (DACP).

1.1. DACP General Guidance. The program is designed to commission deserving Airmen to fill valid, non-rated, line officer unit vacant positions. The objective of the wing selection

board is to nominate the best candidate for commissioning, while recognizing all interested and qualified individuals. A “record review only” board will be held by exception only.

1.1.1. Selection Board Membership. The DACP selection board will consist of at least five voting members. The board president will be the 440 AW Vice Commander, or designated appointee. Voting members will be nominated by a group commander, with rank equal to, or above, a field grade officer. The board will also consist of a non-voting senior enlisted member, the wing command chief. (Note: No member of the board will be a direct reporting official of a candidate, military or civilian.) The Force Support Squadron (FSS) will provide administrative support.

1.2. FSS Responsibilities.

1.2.1. Notify Public Affairs of DACP Selection Board dates and candidate milestones.

1.2.2. Provide applicants complete guidance on DACP processing.

1.2.3. Review all packages for completeness and return for correction in order to meet established deadline.

1.2.4. Organize members for the DACP selection board and provide administrative support for board.

1.2.5. Serve as the board recorder unless otherwise directed by the FSS Commander or designated representative.

1.2.6. Provide instruction to applicants on board reporting procedures to include but not limited to the applicant’s package, dress, and addressing the selection board for the interview process.

1.2.7. Force Management section, Career Development section, and the selecting official must verify valid vacant positions prior to announcing an officer vacancy.

1.2.7.1. Vacancies. Positions available for the Non-EAD Commissioning Program are dependent upon valid vacant positions that exist within the 440 AW. These valid vacancies must have been designated by the unit commander as available for application.

1.2.7.2. Positions for the Non-EAD Commissioning Program will be forwarded by the unit commander to the 440 AW FSS/FSMPM and FSS/FSMPD. Positions will be posted in the Reserve Management Vacancy System (RMVS). Announcements will have, at a minimum, the unit, organizational structure code, grade of position, position number, date of the board and point of contact, along with contact information.

1.2.7.3. At a minimum, advertise board dates in the 440 AW newsletter.

1.2.8. Forward to the unit commander/selecting official the candidate list with contact information and maintain current list of board approved candidates.

1.2.9. Finalize commissioning process for any candidates selected for a commission.

1.2.10. Any candidate denied a commissioning opportunity after selection by the unit commander/selecting official, will be handled on a case-by-case basis.

1.3. Unit Commander/Selecting Official Responsibilities.

1.3.1. Establish valid vacant position with Force Management, Career Development sections at least every quarter (November, February, May and August).

1.3.2. Request the list of qualified candidates from Career Development.

1.3.3. Contact all individuals on the list to conduct additional interviews as needed.

1.3.4. Select the best-qualified candidate from the list. Situations in which commanders wish to select a member not listed will be handled on a case by case basis.

1.3.4.1. It is not in the best interest of Air Force Reserve Command (AFRC) and places unnecessary impediments to success for a new junior officer, to select an enlisted member for commissioning within the same organization. A unit commander wishing to recommend a candidate from the same unit where the vacancy exists will forward the request for exception to 440 AW/CC for approval.

1.3.5. Inform Career Development section of selection.

1.3.6. Ensure no public announcement is made until instructed by Career Development of a release date.

1.3.7. After Career Development states the candidate has been approved by NAF, the selectee and unit commander must complete the statements of understanding.

1.3.8. Official notifications of selected candidates will be done by 440 AW/CC.

1.4. **Individual's Responsibilities.** Understand that the intent of the DACP is to provide commissioning opportunities to the best qualified Airmen. The expectation is that members applying for a commission will serve with 440 AW for at least two years after attending Basic Officer Training (BOT). Prior to meeting the selection board, the individual is required to complete all applicable items of the DACP checklist, IAW AFI 36-2005 by close of business Sunday of the Unit Training Assembly prior to the board convening. ([Attachment 2](#)). Packages need to be submitted in June for the July board, and in October for the November board.

1.4.1. Provide civilian contact info to FSS in the event information needs to be updated/clarified in package.

1.4.2. Individuals may submit new/updated packages every twelve (12) months until selected for an officer appointment within the 440 AW or until he/she exceeds the age requirements/fails to submit an updated package.

1.4.3. Maintain a current, passing fitness score in all components one year prior to meeting the board, and retest the Unit Training Assembly prior to attending BOT.

2. Eligibility and Package Submission.

2.1. **Eligibility.** To be eligible for appointment the candidate must:

2.1.1. Be of high moral character and personal qualifications.

2.1.2. Be a United States (US) citizen. (Verify citizenship in accordance with AFI 31-501, *Personnel Security Program Management*.)

2.1.3. Be medically qualified, or medically acceptable with waiver for an AF commission, according to AFI 48-123, *Medical Examination and Standards*.

2.1.4. Be at least 18 years old and enter extended active duty (EAD) before reaching age 35 per AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, Table 2.1, which shows the maximum age for appointment in the various grades. Age criteria for appointments through AFROTC and OTS are in AFI 36-2011, *Air Force Reserve Officer Training Corps* and AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*.

2.1.5. Have a baccalaureate or higher degree, or be within six months of completion.

2.1.6. Meet additional eligibility requirements prescribed under other sections of this instruction for the applicable commissioning program.

2.1.7. Have AFOQT scores with minimum of 15 for verbal and 10 for quantitative.

2.2. Waivers

2.2.1. General Information. Forward waiver requests of eligibility or ineligibility criteria through appropriate command channels only if recommending approval. The overriding consideration is the best interest of the Air Force.

2.2.2. Age Waivers. AFI 36-2005, Table 2.1 shows maximum age for grades. The 440 AW will not grant age waivers for appointment in the grade of second lieutenant beyond age 35. Members must be commissioned before age 35.

2.2.3. Moral Waivers. Refer to AFI 36-2002, *Regular Air Force and Special Category Accessions*, for list of typical offenses and waivers.

2.2.4. Other Waivers. Refer to AFI 36-2005, paragraph 2.3.4 for guidance on who may waive other conditions listed in AFI 36-2005, Table 2.2.

2.2.5. Requests for waivers should only be made in unusual circumstances and must be fully justified. Commanders submitting a member who requires a waiver must articulate why the member is being submitted above other fully qualified candidates.

2.3. **Process for Appointing Airmen Not on EAD.** Appointing authorities direct appointment of qualified airmen not on EAD to officer status and a concurrent Selected Reserve assignment to fill a unit vacancy only in Line of the Air Force (LAF) specialties and in the grade of second lieutenant.

2.3.1. On discharging an airman to accept appointment under this program, the Reserve servicing FSS/FSMP disposes of the field record group according to AFI 36-2608, *Military Personnel Records Systems*.

2.3.2. The base director of personnel informs a selectee who is an ART that the ART position must be vacated if accepting appointment.

2.3.3. HQ ARPC/DRM (Individual Programs Division) schedules the member to attend an officer training class.

2.4. **Qualifications for Appointing USAFR Airmen Not on EAD.** In addition to meeting the requirements in this chapter, applicants must:

2.4.1. Never before have held a commission.

2.4.2. If applying before receipt of baccalaureate degree, be enrolled in the senior year of undergraduate study and scheduled to graduate on or within six months of the selection board meeting. The applicant must furnish an official transcript or certification from the registrar that provides the projected graduation date. Selectees must furnish evidence that the qualifying degree has been conferred and they meet all other applicable requirements before appointments.

2.4.3. Agree to meet the training requirements for the training category in which assigned and remain assigned for 3 years after appointment. Applicant will complete a statement of understanding.

2.4.4. Be tentatively selected for assignment to a vacant lieutenant or captain position in a training Category A unit. For unit personnel, the NAF, wing or group commander may approve one or two grade under grade waivers for all AFRC unit assigned applicants.

2.4.5. Agree, in writing, to attend officer training.

2.4.6. Achieve minimum Air Force Officer Qualifying Test (AFOQT) scores.

2.5. **Package Submission.** Unit commanders recommending individuals must submit DACP selection board packages to 440 AW FSS/FSMPD by the established suspense date of one month prior to the board meeting (unless there are some unforeseen, Wing CC waived, circumstances). Packages need to be submitted in June for the July board, and in October for the November board and are screened by FSMPD to verify eligibility and proper content. Packages initiated by squadron commanders must be endorsed by the group commander prior to FSS submission.

2.6. **Package Contents.** Selection board packages will contain the following items IAW: AFI 36-2005. Most forms can be downloaded from the Air Force publishing website at <http://www.epublishing.af.mil/> Additional items required are listed in the DACP Checklist (**Attachment 2**).

2.6.1. AF Form 24, Application of Appointment to the Air Force.

2.6.2. AF Form 1288, Application for Reserve Assignment.

2.6.3. Certified Physical, Report of Medical Examination and Report of Medical History. Physical does not need to be complete prior to meeting the board.

2.6.4. Member's waiver requests of any sort (if applicable).

2.6.5. AF Form 2030, USAF Drug Abuse Certificate.

2.6.6. Official certified college transcripts (certification of projected graduation from registrar if degree is not complete but will be completed within six months of the selection board convening) sent to FSMPD. Selectees must furnish evidence that the qualifying degree has been conferred and all applicable requirements are met before appointment.

2.6.7. Participation Statement (**Attachment 3**).

2.6.8. Officer Training School Statement (**Attachment 4**).

- 2.6.9. AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force.
- 2.6.10. Current Record Review Report of Individual Personnel printout. This may be obtained through your unit Commander Support Staff (CSS).
- 2.6.11. Enlisted Performance Reports (EPR) or Letter of Evaluation (as applicable). The last five (5) EPRs as of the board date or a Letter of Evaluation for members without EPRs. Members of the Armed Forces may substitute corresponding rating reports.
- 2.6.11.1. If EPRs are not available, members must include a memorandum stating justification for gaps in record. Gaps will include breaks in service or where consecutive reports do not exist per AFI 36-2406, *Officer and Enlisted Evaluation Systems*. Memo must be endorsed by supervisor and commander.
- 2.6.12. AF Fitness Management Print-out and fitness statement(**Attachment 5**).
- 2.6.13. Losing Commander's recommendation. Individuals may also include additional letters of recommendation, but quality rather than quantity should be the measurement on how many.
- 2.6.14. AFOQT scores with minimum of 15 for verbal and 10 for quantitative.
- 2.6.15. Most recent copy of DD 214, Certificate of Release or Discharge from Active Duty.
- 2.6.16. Statement of Understanding for Bonus Recipient (**Attachment 6**).
- 2.6.17. Statement that Applicant Meets all Requirements from FSS (**Attachment 7**).
- 2.6.18. Statement of Understanding (**Attachment 8**).

3. Selection Board Procedures.

- 3.1. The selection board will convene during the July and November Unit Training Assembly (unless there are some unforeseen circumstances to change the month). The board will convene even if only one package is submitted.
- 3.2. Board members assess each package 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. The board members evaluations are then converted to a numerical score between 1 and 100 in whole numbers (**Attachment 9**). The board will determine the numerical value cutoff.
- 3.3. Each individual being considered appears before the selection board for a formal interview in service dress. This occurs during the same period the board convenes. The board will interview the candidate(s) to receive insight into the total person concept. If a member is unable to interview during the scheduled month (due to deployment, training, etc), the board will conduct a record review. The member will be expected to appear before the selection board for the formal interview when the next board meets.
- 3.4. The selection board will generate a list of candidates eligible for commission within a year's time frame. Once a valid vacant position is established for the 440 AW, the list will be supplied to selecting officials. Selecting officials may conduct further interviews prior to

making final selection. If an eligible member has not been commissioned after one year, the member's commander may request the member remain on list of eligible candidates ([Attachment 10](#)).

JAMES P. SCANLAN, Brig Gen, USAFR
Commander

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

AFPD 36-20, Accession of Air Force Military Personnel

AFH 33-337, The Tongue and Quill

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

AFI 36-2905, Fitness Program

AFI 31-501, Personnel Security Program Management

AFI 48-123, Medical Examination and Standards

AFI 36-2011, Air Force Reserve Officer Training Corps

AFI 36-2013, Officer Training School and Airman Commissioning Programs

AFI 36-2002, Regular Air Force and Special Category Accessions

AFI 36-2608, Military Personnel Records Systems

AFI 10-248, Air Force Reserve Officer Training Corps

Abbreviations and Acronyms

22AF—22d Air Force

AF—Air Force

AFH—Air Force Handbook

AFI—Air Force Instruction

AFOQT—Air Force Officer Qualifying Test

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

AW—Airlift Wing

BOT—Basic Officer Training

CSS—Commander Support Staff

DACP—Deserving Airman Commissioning Program

EAD—Extended Active Duty

EPR—Enlisted Performance Report

FSS—Force Support Squadron

FSMPD—Career Development

FSMPM—Force Management

IAW—In Accordance With

LAF—Line of the Air Force

MPS—Manpower Personnel Section

NAF—Numbered Air Force

OTS—Officer Training School

RMVS—Reserve Management Vacancy System

US—United States

**Attachment 2
DACP CHECKLIST**

AFI 36-2005 APPOINTMENT CHECKLIST DESERVING AIRMAN CHECKLIST	
A	AF Fm 24, Application for Appointment *Note 1
B	AF Fm 1288, Application for Reserve Assignment
C	AF Fm 422 or current PHA to show medically qualified (include any medical waivers if applicable)
D	Member's Waiver Request (if applicable) *Note 2
E	Statement of Understanding for Bonus Recipient (if applicable)
F	Losing Commander's Letter of Recommendation
G	AF Fm 2030, USAF Drug Abuse Certificate
H	Statement that Applicant Meets all Requirements for Appointment
I	All Official College Transcripts (sealed)
J	Participation Statement
K	Prior Service Records *Note 3
L	Statement for Fitness Standard
M	Officer Training School Attendance Statement
N	AF Fm 56, Evaluation of Commissioning Applicants
O	DD Fm 785, Record of Disenrollment from Officer Candidate Training (if applicable)
P	Review RIP
Q	Last Five EPRs
R	Statement of Understanding
S	AFOQT Scores
T	Letters of Recommendation from Sq/CC or Gp/CC
U	Essay: "Why should you be selected to become a commissioned officer?"
V	Fit to Fight Printout
<p>*Notes</p> <ol style="list-style-type: none"> 1. Provide all pertinent military dates and validate prior service documents 2. All waivers must be processed thru command channels 3. This includes all oaths of office, promotion orders, point credit summary, and separation documents 	

Attachment 3

PARTICIPATION STATEMENT

MEMORANDUM FOR 440 AW/CC

FROM: (Member's Name, SSAN)

SUBJECT: Participation Statement

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

Member's Signature Block

1st Ind, 440 FSS/CC

(Date)

MEMORANDUM FOR 22 AF

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

440 FSS/CC Signature Block

Attachment 4

OFFICER TRAINING SCHOOL ATTENDANCE STATEMENT

MEMORANDUM FOR 440 FSS/CC

FROM: (Member's Name, SSAN)

SUBJECT: Officer Training School Attendance Statement

I, (Grade, Name, SSAN), agree to attend Officer Training School at Maxwell Air Force Base, Alabama prior to being commissioned. I understand that failure to complete this training requirement will result in administrative actions.

Member's Signature Block

1st Ind, 440 FSS/CC

(Date)

MEMORANDUM FOR HQ AFRC

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

440 FSS/CC Signature Block

Attachment 5

STATEMENT FOR FITNESS STANDARDS

(Date UTA Selection Board Convenes)

MEMORANDUM FOR HQ AFRC

FROM: Office Symbol
Address

SUBJECT: Fitness Standard Statement, Member Name, SSAN

1. I certify that (Grade, Name and SSAN) is within Air Force Fitness standards established by AFI 36-2905, *Fitness Program*.
2. Member tested on ___ and scored___.
3. This memorandum contains information covered under the Privacy Act of 1974 (5 U.S.C.522a).

Unit Commander's Signature Block

Attachment 6**STATEMENT OF UNDERSTANDING FOR BONUS RECIPIENT**

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 class start date, a selective reenlistment bonus recipient's future installments is terminated. The suspension is lifted if the Airman is not commissioned. If reenlistment occurs more than three months prior to current ETS, selectees are not entitled to sell leave.

Chief Career Development signature block

Attachment 7

STATEMENT THAT APPLICANT MEETS ALL REQUIREMENTS

MEMORANDUM FOR HQ AFRC

FROM: 440 FSS/CC

SUBJECT: Statement that Applicant Meets All Requirements for Appointment

1. I have reviewed the package for (Name, SSN). Applicant meets all requirements for commissioning in accordance with AFI 36-3005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories*.

2. If you have any questions please contact me at (FSS/CC contact info).

440 FSS/CC Signature Block

Attachment 8**STATEMENT OF UNDERSTANDING**

In submitting an application to become a commissioned officer in the Air Force Reserve, I understand that should I be selected and commissioned, securing a Reserve Officer position is my responsibility. Furthermore, in accordance with AFRCI 36-114, Procedures on Air Reserve Technicians (ART) who Lose Active Membership in the Reserve, 14 Feb 97, para 3.3.9., I understand that becoming a commissioned officer will result in loss of active membership in the Reserve as an Enlisted ART for reasons considered to be within my control and that upon receiving commission, I face immediate removal from my ART position. I fully understand that there are no entitlements or priorities for consideration of placement into an ART Officer position or non-ART civilian position due to loss of active enlisted membership in the Reserve resulting from my commission as an Air Force Reserve Officer.

Endorsement:

I understand and accept the aforementioned conditions.

NAME DATE

Disposition: The original statement of understanding will be forwarded to the servicing Civilian Personnel Flight (CPF), Employee Relations Office, for retention, with a copy included in the commissioning application package.

Attachment 9

NON-EAD COMMISSIONING BOARD EVALUATION SHEET

Board Member: _____

Nominee: _____

You are to assess each nomination package using the whole person concept. As individual factors used in the whole person concept do not lend themselves to numerical value, no factor is given a predetermined score. You must evaluate the entire package to decide the nominees' relative potential. .

Listed below are factors you should use in evaluating the nominee's relative potential for commissioning:

	FACTORS TO EVALUATE	POINTS AVAILABLE	POINTS SCORED
1.	Duty Performance & Job Responsibility (EPRs, Decs, Awards, Resume, Participation, etc)	15	
2.	Supervisory & Leadership Ability/Experience (EPRs, Resume, etc)	15	
3.	Education (Military, PME, & Civilian) (Transcripts, RIP)	15	
4.	AFOQT Scores (RIP) 1 = 25 – 42 2 = 43 – 60 3 = 61 – 78 4 = 79 – 96 5 = 97 – 114 6 = 115 – 132 7 = 133 – 150 8 = 151 – 168 9 = 169 – 186 10 = 187 – 200	10	
5.	Dress and Personal Appearance (AFI 36-2903)	10	
6.	Verbal/Written Communication (interview/cover letter)	15	
7.	Board Interview (poise, demeanor, confidence, etc.)	20	
	TOTAL SCORE	100	

Attachment 10**STATEMENT FOR CONTINUED ELIGIBILITY**

MEMORANDUM FOR 440 AW/NON-EAD Commissioning Selection Board

FROM: Unit CC

Address

SUBJECT: Continuation of Selection For Commissioning

1. I certify that (grade, name, and SSN) continues to meet Air Force Fitness standards established by AFI 36-2905, *Fitness Program*, and request that he/she remain as an active Deserving Airman candidate.

UNIT CC Signature block

Attachment

1. Current EPR (if applicable)