BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2001

14 SEPTEMBER 1998
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Personnel

OFFICER TRAINING PROGRAM EXAMINING CENTERS (OTPEC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mrs Blanche Thompson)
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(Col Gary Blum)
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This instruction identifies bases with OTPEC responsibilities and charges them with appointing an OTPEC Project Officer to handle those responsibilities. It details the procedures Project Officers must follow in providing liaison between officer training program procurement agencies and those base services required to support portions of officer training program applicant processing. Officer training programs include: United States Air Force Academy (USAFA); USAFA Preparatory School; Officer Training School (OTS) Commissioning Program, USAF; Air Force Reserve Officer Training Corps (AFROTC) College Scholarship Program (CSP); AFROTC Airman Scholarship and Commissioning Program (ASCP); AFROTC Professional Officer Course (POC) Early Release Program (ERP); and Airman Education and Commissioning Program (AECP), and Scholarships for Outstanding Airman to Reserve Officer Training Corps (SOAR). This instruction does not apply to members of the Air Force Reserve or Air National Guard. It interfaces with Air Force Policy Directive 36-20, Accession of Air Force Military Personnel.

This instruction directs 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, Air Force Enlistment/Commissioning Records System F 035 AF MP H applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, Publications Management Program.

SUMMARY OF REVISIONS

This change incorporates IC 98-1 which adds reference to the Scholarships for Outstanding Airman to Reserve Officer Training Corps (SOAR) as an additional scholarship program (purpose statement); deletes reference that only OTPECS provide services to applicants applying for training leading to a commission in the United States Air Force (paragraph **1.**); allows AFROTC detachments authority to request as an additional authority to request qualifying examinations and personal interviews (paragraph **2.4.1.**); provides clarification on the authorities responsible for scheduling qualifying examination for enlisted

members applying for an officer training program (paragraph **2.4.1.1.**); changes address where AFROTC medical examinations are sent (paragraph **2.4.1.2.**); deletes OTPECs at bases closed or that have been realigned (paragraph **2.4.1.3.**); allows SOAR and AECP applicants to be serviced by overseas installations when OTPECs are not available (paragraph **2.6.**); adds a Glossary (**Attachment 1**); modifies listing of OTPECs at bases impacted by base realignment and closure (previously **Attachment 1**); renumbers **Attachment 2** to **Attachment 3** titled Project Officer's Role with Applicants; and updates office symbols and publication references. See the last attachment (**Attachment 4**) of the publication, IC 98-1, for the complete IC. A vertical bar (|) indicates revision from the previous edition.

1. OPTEC's Mission. Upon request from agencies requiring the services of the OTPEC, schedules administration and processes qualifying examinations and interviews for individuals who apply for training leading to a commission in the United States Air Force (USAF). These examinations determine the eligibility of applicants for commissioning programs.

2. Responsibilities:

2.1. Headquarters (HQ) USAF, Accessions, Separations, and Quality Force (DPFPA) monitors the OTPEC program and establishes OTPECs in coordination with major commands (MAJCOM).

2.2. MAJCOMs staff and supervise OTPECs.

2.3. Commanders of installations with an OTPEC mission:

2.3.1. Appoint a primary project officer.

2.3.2. Ensure the budget officer includes funding for lodging of civilian OTS applicants in the installation's operations and maintenance budget.

2.3.3. Notify recruiting squadrons and HQ AFROTC/RRU (Scholarships Branch), 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106 of any unusual delays in completing examinations (Continental United States (CONUS) OTPECs only).

2.4. The project officer acts as liaison between agencies requiring the services of the OTPEC and on-base agencies that support the OTPEC. The project officer:

2.4.1. Upon request from HQ AFROTC and detachments:

2.4.1.1. Schedules qualifying examinations for Air Force enlisted members applying for ASCP, POC-ERP, SOAR, and AECP.

2.4.1.2. Sends completed medical examinations on USAFA applicants and Department of Defense Medical Examination Review Board (DODMERB) sponsored applicants to DODMERB, 8034 Edgerton Drive, Suite 132, USAF Academy CO 80840-2200; on OTS applicants to 550 D Street West, Suite 1, Randolph AFB TX 78150-4527 and on AFROTC applicants to the AFROTC (SOAR).

2.4.1.3. DELETED.

2.4.2. Upon request from USAF recruiting squadrons, schedules medical examinations and the AFOQT for OTS applicants. (Recruiting squadrons give CONUS applicants meal tickets and

transportation between the recruiting area and the nearest OTPEC, according to the Joint Federal Travel Regulation, volume 1.)

2.4.3. Asks the Commander of Services to arrange for food service, lodging and candidate fitness testing.

2.4.3.1. Provides free meals to civilian OTS Commissioning Program applicants. (Other applicants pay the established meal rates.)

2.4.3.2. Houses individuals in pay grades E-5 and E-6 in visiting airmen's quarters that meet adequacy standards outlined in AFI 32-6005, *Unaccompanied Personnel Housing and Temporary Lodging Facilities* (formerly AFR 90-9).

2.4.4. Contacts the Director of Base Medical Services (DBMS) for medical examinations. (If the installation's medical facilities cannot complete the examinations, the DBMS requests supplemental medical services according to AFI 41-115, *Individuals Authorized Health Care and Health Care Benefits in the Military Health Services System* and Air Force Handbook (AFH) 41-114, *Individuals Authorized Health Care in the Military Health Services System*, (formerly AFR 168-6.)

2.4.5. Contacts the Military Personnel Flight for AFOQT test support; ensures test facilities and equipment meet requirements, and the AFOQT is administered according to AFI 36-2605, *Air Force Military Personnel Testing System* (formerly AFR 35-8).

2.4.6. Gives the USAFA Candidate Fitness Test Handbook to candidates for the USAFA and USAFA Preparatory School.

2.4.7. Processes applicants within 3 consecutive days.

2.4.8. Sends a memorandum to each applicant according to the instructions in **Attachment 3**.

2.5. The Department of Defense Medical Examination Review Board schedules medical examinations for the regular airmen and civilians applying for the USAFA and USAFA Preparatory School and for civilians applying for the 4-year AFROTC-CSP.

2.6. When possible, overseas installations not having an OTPEC mission honor requests to provide AFROTC CSP/ASCP/POC-ERP/SOAR/AECP.

3. Direct Communication. The designated OTPECs may correspond with the director of admissions, HQ USAFA/ RRS; HQ AFROTC/RRU and recruiting squadrons about individual applications.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-6005, *Unaccompanied Personnel Housing and Temporary Lodging Facilities*

AFI 41-115, *Individuals Authorized Health Care and Health Care Benefits in Military Health Services System*

AFH 41-114, *Individuals Authorized Health Care in the Military Health Services System*

AFI 36-2605, *Air Force Military Personnel Testing System*

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

Abbreviations and Acronyms

AECP—Airman Education and Commissioning Program

AFOQT—Air Force Officer Qualifying Test

AFROTC—Air Force Reserve Officer Training Corps

ASCP—Airman Scholarship and Commissioning Program

CSP—College Scholarship Program

CONUS—Continental United States

DBMS—Director of Base Medical Services

DODMERB—Department of Defense Medical Examination Review Board

ERP—Early Release Program

OTS—Officer Training School

POC—Professional Officer Course

RES—Reserve

SSN—Social Security Number

USAF—United States Air Force

USAFA—United States Air Force Academy

Terms

Active Duty Service Commitment (ADSC)—A period of active duty a member will serve before becoming eligible for voluntary separation or retirement.

Extended Active Duty (EAD)—A tour of active duty (Active Duty List) of an armed service 90 days or more.

Attachment 2

OFFICER TRAINING PROGRAM EXAMINING CENTERS (OTPEC)

AIR COMBAT COMMAND

Barksdale AFB LA
Beale AFB CA
Cannon AFB NM
Davis-Monthan AFB AZ
Dyess AFB TX
Ellsworth AFB SD
Holloman AFB NM
Langley AFB VA
Minot AFB ND
Moody AFB GA
Mt Home AFB ID
Nellis AFB NV
Offutt AFB NE
Seymour Johnson AFB NC
Shaw AFB SC
Whiteman AFB MO

AIR FORCE MATERIEL COMMAND

Edwards AFB CA
Eglin AFB FL
Hill AFB UT
McClellan AFB CA
Robins AFB GA
Tinker AFB OK
Wright-Patterson AFB OH

AIR MOBILITY COMMAND

Andrews AFB DC
Charleston AFB SC
Dover AFB DE
Fairchild AFB WA
Grand Forks AFB ND
MacDill AFB FL
McChord AFB WA
McConnell AFB KS
McGuire AFB NJ
Scott AFB IL
Travis AFB CA

AIR EDUCATION AND TRAINING COMMAND

Altus AFB OK
Columbus AFB MS
Keesler AFB MS
Lackland AFB TX
Laughlin AFB TX
Little Rock AFB AR
Maxwell AFB AL
Randolph AFB TX
Sheppard AFB TX
Travis AFB CA

AIR FORCE SPACE COMMAND

Malmstrom AFB MT

PACIFIC AIR FORCES

Elmendorf AFB AK
Hickam AFB HI
Kadena AB JA
Yokota AB JA

UNITED STATES AIR FORCES IN EUROPE

RAF Lakenheath UK
Ramstein AB GE

UNITED STATES AIR FORCE ACADEMY

USAFA, Colorado Springs CO

Attachment 3

PROJECT OFFICER'S ROLE WITH APPLICANTS

A3.1. Send each applicant a memorandum stating reporting requirements, processing schedules, and other pertinent information. For USAFA candidates, send a sample copy of the memorandum to Director of Admissions, HQ USAFA/RRS, 2304 Cadet Drive, Suite 200, USAF Academy CO 80840-5025.

A3.2. If possible, officially greet applicants when they arrive for their first meeting and give them:

A3.2.1. A schedule of the examination process.

A3.2.2. Identification to use in the dining hall (memorandum of authorization or military orders).

A3.2.3. A temporary automobile pass.

A3.2.4. Information on the chapel program, recreational activities, and base exchange facilities.

A3.2.5. A memorandum allowing admittance to the base theater, clubs, gymnasiums, swimming pool, bowling alley, and library.

A3.3. (For USAFA only) Give HQ USAFA/RRS the name, grade, telephone number, and office symbol of the officer-in-charge and assistant. Promptly notify RRS of any changes in personnel and telephone number, so the responsible officer can be contacted in case of late scheduling or other changes to candidate fitness testing.

Attachment 4

IC 98-1 TO AFI 36-2001, OFFICER TRAINING PROGRAM EXAMINING CENTERS (OTPEC)

14 SEPTEMBER 1998

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ing leading to a commission in the United States Air Force (USAF). These examinations determine the eligibility of applicants for commissioning programs.

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2.4.1.3. DELETED.

2.6. When possible, overseas installations not having an OTPEC mission honor requests to provide AFROTC CSP/ASCP/POC-ERP/SOAR/AECP.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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

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Cannon AFB NM	Langley AFB VA	Offutt AFB NE
Davis-Monthan AFB AZ	Minot AFB ND	Seymour Johnson AFB NC
Dyess AFB TX	Moody AFB GA	Shaw AFB SC
		Whiteman AFB MO

AIR FORCE MATERIEL COMMAND

Edwards AFB CA	McClellan AFB CA	Tinker AFB OK
Eglin AFB FL	Robins AFB GA	Wright-Patterson AFB OH
Hill AFB UT		

AIR MOBILITY COMMAND

Andrews AFB DC	Grand Forks AFB ND	McGuire AFB NJ
Charleston AFB SC	MacDill AFB FL	Scott AFB IL
Dover AFB DE	McChord AFB WA	Travis AFB CA
Fairchild AFB WA	McConnell AFB KS	

AIR EDUCATION AND TRAINING COMMAND

Altus AFB OK	Lackland AFB TX	Maxwell AFB AL
Columbus AFB MS	Laughlin AFB TX	Randolph AFB TX
Keesler AFB MS	Little Rock AFB AR	Sheppard AFB TX
		Travis AFB CA

AIR FORCE SPACE COMMAND
Malmstrom AFB MT

PACIFIC AIR FORCES	**UNITED STATES AIR FORCES IN EUROPE**
Elmendorf AFB AK	RAF Lakenheath UK
Hickam AFB HI	Ramstein AB GE
Kadena AB JA	
Yokota AB JA	

UNITED STATES AIR FORCE ACADEMY
USAFA, Colorado Springs CO

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