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SECRETARY OF THE AIR FORCE**

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Personnel

**OFFICER TRAINING SCHOOL (OTS) AND
ENLISTED COMMISSIONING PROGRAMS
(ECPS)**

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. It outlines policy, provides the basic authority, and assigns responsibilities for the conduct and administration of the Officer Training School (OTS), to include Basic Officer Training (BOT), Commissioned Officer Training (COT), and Reserve Commissioned Officer Training (RCOT). It provides the same guidance for enlisted commissioning programs (ECPs) to include the Airman Education and Commissioning Program (AECP), Airman Scholarship and Commissioning Program (ASCP), Leaders Encouraging Airmen Development (LEAD), Scholarships for Outstanding Airmen to ROTC (SOAR), AFROTC Professional Officer Course Early Release Program (POC-ERP), Technical Degree Sponsorship Program (TDSP), and Nurse Enlisted Commissioning Program (NECP). It outlines program management responsibilities, execution responsibilities, attendance and separation policy, entry/exit standards, and COT quota execution and management procedures. Further, it explains how to apply for OTS programs, AECP, ASCP, LEAD, SOAR, POC-ERP, TDSP, and NECP. It details eligibility and application requirements for each program, how commands process applications, and how to administer Officer Trainees (OTs) enrolled in these programs. It also establishes the COT Policy Working Group (PWG). This instruction applies to all applicants, commands, and organizations that process applications for OTS, AECP, ASCP, LEAD, SOAR, POC-ERP, TDSP, and NECP. This publication applies to all Air Force activities, to include the Air Force Reserve and Air National Guard. This instruction directs the collecting and maintaining of information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force*. System of records Notice (SORN) F036 AF PC H, *Air Force*

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This AFI revision incorporates and replaces AFI 36-2022, *Commissioned Officer Training*, with the inclusion of COT material in **Chapter 3**. Major changes include: the addition of the Nurse Enlisted Commissioning Program (NECP); the addition of the Airman Development Division (HQ AF/A1DD) and its responsibilities; the addition of the Assistant Surgeon General for Force Development (AF/SG1) and its responsibilities; the addition of the Nurse Utilization and Education Branch (AFPC/DPAMN) and its responsibilities. It also changes all references to Headquarters, Air Force Officer Accession and Training Schools (HQ AFOATS) to Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center); updates ineligibility factors and waivers; updates Conditions That Make an Applicant Ineligible to Apply For Air Force Commissioning Programs (**Table 1.1**); changes all references to the Base Education Office (BEO) and Base Education Services Officer (BESO) to the Force Support Squadron (FSS) Education and Training Section; updates all references to “Navigator” to read “Combat Systems Operator”; stipulates that HQ AFRS may allow non-select applicants to meet the next board (two consecutive boards), as necessary, to meet Air Force officer recruiting requirements (**paragraph 3.3.4**); and adds the COT program (**Chapter 3**). It updates numerous AFPC office symbols and Headquarters, AF Recruiting Service web page addresses.

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Chapter 1

GENERAL GUIDELINES

1.1. Program Management Responsibilities.

1.1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to formulation, review, and execution of plans, policies, programs, and budgets addressing Officer Training School and Enlisted Commissioning Programs.

1.1.2. The Deputy Chief of Staff, Manpower and Personnel (HQ AF/A1):

1.1.2.1. Oversees overall program operation.

1.1.2.2. Provides approved policy and essential procedural guidance for the management of Air Force commissioning programs.

1.1.2.3. Ensures coordination with COT functional communities.

1.1.3. The Chief, Commissioning Programs Division (HQ AF/A1DO):

1.1.3.1. Develops policy guidance and directives affecting the operational aspects of the Air Force commissioning programs.

1.1.3.2. Publishes approved policies and procedures for program management and execution.

1.1.3.3. Ensures procedures and standards for AFROTC, USAFA Preparatory School, and OTS are as standardized as possible and aligned with this instruction.

1.1.3.4. Serves as final waiver authority, unless specifically delegated elsewhere in this instruction, for deviations and exceptions to commissioning program policy.

1.1.3.5. Chairs the COT Policy Working Group.

1.1.4. The Chief, Airman Development Division (HQ AF/A1DD):

1.1.4.1. Develops approved policy guidance for curriculum and the overall strategic-level desired learning outcomes for the commissioning programs.

1.1.4.2. Develops and publishes Continuum of Learning (CoL) and Institutional Competencies List (ICL).

1.1.4.3. Ensures published outcomes are standardized as much as possible across all of the commissioning programs.

1.1.5. The Chief, Force Management Division (HQ AF/A1PF):

1.1.5.1. Establishes required accession targets for the officer corps based on sustainment methodology.

1.1.5.2. Provides annual targets to HQ AF/A1MR as input to officer production levels.

1.1.6. The Chief, Training and Education Requirements Division (HQ AF/A1PT):

1.1.6.1. Publishes approved officer Air Force Specialty Code (AFSC) classification requirements for release to the field.

1.1.6.2. Determines the academic degrees AECP participants may pursue based on anticipated Air Force needs in coordination with AFPC/DPSIP.

1.1.7. The Chief, Resources Division (HQ AF/A1MR):

1.1.7.1. Publishes approved officer production levels for release to the field.

1.1.7.2. Ensures officer production fits within resources approved by the Air Force Corporate Structure or reduces officer production to fit within approved resource allocation.

1.1.8. The Chief, Officer Accessions Branch (AFPC/DPSI):

1.1.8.1. Works directly with HQ AF/A1DO as office of collateral responsibility to execute program and support program administration.

1.1.8.2. Ensures participants are classified to an AFSC in accordance with prescribed targets and are scheduled for initial skills training and other requisite accession training.

1.1.8.3. Ensures quality control screening of participants is properly conducted.

1.1.9. The Assistant Surgeon General for Force Development (HQ AF/SG1):

1.1.9.1. Appoints a single-point office of primary responsibility for active duty health professions officer requirements to model active-duty requirements and sustainment needs.

1.1.9.2. Funds all program costs associated with the Nurse Enlisted Commissioning Program (NECP) to include execution year and outyear requirements. Resources include student man-years and Defense Health Care O&M monies to cover scholarship costs (tuition and fees).

1.1.9.3. Coordinates with SAF/FMB to facilitate the transfer of funding to AETC and Air University to execute NECP each fiscal year.

1.1.9.4. Evaluates with Chief, AF Medical Service Enlisted Force Manager, availability of student man-years for NECP and transfers man-years as appropriate.

1.1.9.5. Ensures health professions officer requirements office monitors functional inputs to Military Personnel Data System (MilPDS) and the Oracle Training Administration (OTA) to ensure Training Requestor Quota Identifier (TRQI) inputs conform to requirements and accession flow.

1.1.9.6. Ensures active-duty health professions officer requirements office performs oversight of TRQI requests from active-duty medical functional managers, verifying requested training allocations correspond with sustainment requirements and planned accessions.

1.1.10. The Chief, Nurse Utilization and Education Branch (AFPC/DPAMN):

1.1.10.1. Reviews Nurse Enlisted Commissioning Program (NECP) applications to ensure applicants meet program admission prerequisites.

1.1.10.2. Hosts the NECP selection boards in coordination with HQ AFROTC.

1.1.10.3. Prepares applications for board members to review.

1.1.10.4. Establishes and announces board convening dates.

1.1.10.5. Selects and notifies board members.

1.1.10.6. Ensures all required personnel actions will be accomplished prior to EAD and COT attendance.

1.1.10.7. Processes necessary paperwork to determine first assignment, initiate EAD orders, and forwards orders to students prior to EAD.

1.1.10.8. Executes reclassification, assignment, and orders for former NECP students upon disenrollment from NECP.

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

1.1.11.1. Submits resource requirements through the AETC Corporate Structure for all budget exercises (Budget Execution Review, Financial Plan, and Program Objective Memorandum) to support commissioning programs operations.

1.1.11.2. Provides AU concerns and capacity information upon request.

1.1.11.3. Approves all revisions to the Holm Center Curriculum Program.

1.1.11.4. Makes available an end of fiscal year report to the COT Policy Working Group, to include seat requirements, fill/graduation rates, and other information that aids in approval of COT program execution.

1.1.12. Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center):

1.1.12.1. Monitors program execution to efficiently support AF program guidance.

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

1.1.12.3. Develops curriculum support of OTS/ROTC training IAW Curriculum Plans.

1.1.12.4. Provides graduate assessment data as requested to functional communities and Air Staff representatives.

1.1.12.5. Prepares applications for board members to review.

1.1.12.6. Establishes and announces board convening dates.

1.1.12.7. Selects and notifies board members.

1.1.12.8. Hosts the AECP/ASCP/POC-ERP/SOAR selection boards.

1.1.12.9. Administers Uniform Code of Military Justice (UCMJ) actions to AECP/NECP students as required.

1.1.12.10. Advises AF/SG1 on any program shortfalls for NECP.

1.1.13. The Commander, Officer Training School (OTS/CC):

1.1.13.1. Executes commissioning programs in support of AF requirements.

1.1.13.2. Consolidates HQ AFRS, HQ AFROTC (for AECF), and Air Force Reserve BOT seat allocation requirements.

1.1.13.3. Consolidates JA, SG, and HC functional inputs to COT/RCOT seat allocation process. Builds class schedules to support annual seat requirements.

1.1.13.4. Member of COT Policy Working Group.

1.1.13.5. Coordinates class schedules within AU to ensure necessary support is provided.

1.1.13.6. Provides HQ AF/A1DO and functional managers with utilization data needed for monitoring or reallocation of funded class seats.

1.1.14. Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM):

1.1.14.1. Administers Air Force Officer Qualification Test (AFOQT) to eligible Air Force applicants.

1.1.14.2. Provides Test of Basic Aviation Skills (TBAS) at specific Military Entrance Processing Stations (MEPS) for eligible Air Force applicants.

1.1.14.3. Provides physical examinations in accordance with USMEPCOM Regulations (to include HIV/DAT) as required.

1.1.14.4. Enlists BOT applicants into the Delayed Enlistment Program or Air Force Reserve.

1.1.14.5. Provides orders and distributes required documents for those OTS applicants as required.

1.1.14.6. Provides transportation between the MEPS and the Training Center.

1.1.15. Headquarters, Air Force Recruiting Service (HQ AFRS):

1.1.15.1. Develops fiscal year recruiting plan to meet mission accession requirements 10 to 12 months prior to the beginning of the affected fiscal year.

1.1.15.2. Develops, schedules, and advertises BOT selection process and convenes boards when necessary.

1.1.15.2.1. Develops and implements application process and guidance and reviews applications to ensure applicants meet all program admission and commissioning prerequisites.

1.1.15.2.2. Schedules board members through AF Colonels Management Office to obtain at least three senior officers (colonels or colonel selects) for the board.

1.1.15.2.3. Generates selection minutes and selection recommendations for AETC/CC approval and provides board minutes if a board was convened. The board support section destroys all individual evaluations after scores have been compiled.

1.1.16. The Functional Communities of the Regular AF, Reserve, and National Guard, Medical, Judge Advocate, and Chaplain students attending COT:

1.1.16.1. Appoint a single-point office to serve on the COT Policy Working Group to represent their functional community.

1.1.16.2. Provide 5-year seat planning data during seat allocation coordination.

1.1.16.2.1. Inputs to coordination process will include seat requirements for execution years 1 and 2, and the sustainment goals for out years.

1.1.16.2.2. Inputs will be reviewed annually by HQ AF/A1MR to ensure sustainment goals for out years are realistic and fiscally sound.

1.1.16.3. Identify and submit any unprogrammed requirement changes within the year of execution to AFPC/DPAM and OTS/CC.

1.1.16.4. Identify the Training Requestor Quota Identifier (TRQI) and provide the COT quota manager with the names of attendees through the Military Personnel Data System/Oracle Training Administration (MilPDS/OTA) within the timelines specified.

1.1.16.5. Ensure only mission essential, executable requirements are identified, validated, and loaded into OTA.

1.1.17. COT Policy Working Group (PWG):

1.1.17.1. Brings the COT/RCOT leadership and functional communities together to develop and propose policy guidance for the COT/RCOT program to HQ AF/A1D. The PWG reviews requirements, course syllabi, proposed class schedules, seat allocations, and programmatic course issues. The group will meet as determined necessary by HQ AF/A1DO, but normally, at least annually. Meetings will rotate between Washington, D.C. and Maxwell AFB, AL.

1.1.17.1.1. Recommends seat requirement priorities to HQ AF/A1D in the event of resource shortages or limitations.

1.1.17.1.2. Includes representatives from, but not limited to:

HQ AF/A1DO (Chair)
 HQ AF/SG/JAX/HC
 ARPC/SG/JA
 HQ AFRC/HC/SG/A1
 NGB/SG/HC
 HQ AFRS/RSO/RSOC
 AFIT/ENEM
 Holm Center/CR
 OTS/CC
 23 TRS/CC
 AF/REPX
 ARPC/DPAFET

1.1.17.2. Holm Center/CR will provide a review detailing current COT/RCOT academic/course changes, if applicable.

1.1.17.3. 23 TRS/CC will provide a review detailing current COT/RCOT field training changes (i.e. physical training, drill, field events, AEF training/Medical Readiness Indoctrination Course), if applicable.

1.1.17.4. OTS/CC will ensure incorporation of functional concerns and requirements into an approved schedule for the upcoming fiscal year COT/RCOT classes.

1.2. Eligibility Requirements. Specific Air Force Commissioning Program guidance, required documentation, and individual Program Management Responsibilities are outlined for each program in **Tables 2.1** through **2.8**, and **Table 3.1** *NOTE:* Refer to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*, for general commissioning eligibility guidance and policy for non-line, chaplain officers, and line of the Air Force judge advocate officers. AFI 36-2005 only addresses those commissioned in a professional Air Force Specialty (AFS).

1.2.1. General Eligibility. General eligibility factors are outlined in Title 10, U.S.C., Section 532, *Qualifications for Original Appointment as a Commissioned Officer*. Under regulations prescribed by the Secretary of Defense, an original appointment as a commissioned officer (other than as a commissioned warrant officer) in the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps may be given only to a person who is able to complete 20 years of active federal military service before his/her 62 nd birthday; however, with limited exception for chaplains and the health professions, Air Force policy is more restrictive and requires officers to be able to complete 20 years of active federal military service before his/her 55th birthday. Additionally, appointment as a commissioned officer may only be granted to a person who:

- 1.2.1.1. Is a citizen of the United States;
- 1.2.1.2. Is of good moral character;
- 1.2.1.3. Is physically qualified for active service;
- 1.2.1.4. Has a baccalaureate or higher degree; and
- 1.2.1.5. Has such other special qualifications as the Secretary of the military department concerned may prescribe by regulation.

1.3. Ineligibility Factors and Waivers. Eligibility requirements and criteria are developed to ensure only the best qualified persons available apply and are accepted for commissioning programs. Normally, applicants granted waivers are those who have special skills and qualifications not readily available in the existing applicant pool.

1.3.1. General ineligibility factors are contained in Table 1.1. of this chapter, and are provided in AFI 36-2002, *Regular Air Force and Special Category Accessions*. General ineligibility factors for OTs are contained in Table 1.1. of AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignments in Professional Categories—Reserve of the Air Force and United States Air Force*.

1.3.1.1. An applicant is ineligible if he/she is not able to complete 20 years of active federal military service before his/her 55th birthday. *NOTE:* exceptions to policy exist for chaplains and all health professions. For example, members commissioned as nurses must be able to complete 20 years of active federal military service before their 62nd birthday.

1.3.1.2. Non-rated OTS, AECP, and POC-ERP (non-scholarship) applicants must be able to commission prior to their 35th birthday (*EXCEPTION:* applicants pursuing a nursing degree and commissioning as an Air Force nurse must be able to graduate from AECP or NECP and commission prior to age 42). Rated BOT applicants must be able to enter rated training prior to age 30. Applicants applying for a rated slot and requesting a

waiver to enter rated training after age 30 must submit their waiver or exception to policy (ETP) request IAW AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, prior to submitting the BOT application.

1.3.1.2.1. Non-rated BOT and POC-ERP applicants must submit age waivers if they will be over 33 years of age on board convening date; rated BOT applicants must submit age waivers if they will be 28 years of age or older on board convening date.

1.3.1.2.2. AECF applicants must submit age waivers if they will be 30 years of age on board convening date.

1.3.1.2.3. NECP applicants must be commissioned by age 42 (non-waiverable).

1.3.1.2.4. NECP applicants on controlled tours (codes 44 and 50) that are within 12 months of completing the tour at the application cutoff date can apply and a MAJCOM waiver is not required. NECP applicants with more than 12 months remaining on their controlled tour at the time of the application cutoff date must apply and receive a MAJCOM waiver in order to apply.

1.3.1.3. IAW Title 10 U.S.C., Section 2107, *Financial Assistance Program for Specially Selected Members*, applicants who apply for ASCP or SOAR must be under age 31 on December 31 of their graduation year to earn a commission.

1.3.2. Applicants reporting involvement, arrest, indictment, or conviction for any violation of civil or military law should refer to [paragraph 1.10](#).

1.3.3. A waiver request may be disapproved without further consideration by any commander in the reporting chain (see [Table 1.1](#), note 1). However, applicants may reapply 6 months from the disapproval date.

1.3.4. Active duty Air Force enlisted applicants selected for any commissioning program prescribed in this AFI must successfully pass AFPC/DPSIP personnel quality control screening prior to assignment. The quality control screening will encompass a review of the Air Force's Automated Records Management System (ARMS), which holds all documents authorized in the Master Personnel Records (MPerR); specifically, Article 15 actions, Courts Martial, Lost Time, and Unfavorable Information Files (UIFs). Nondisclosure of derogatory information requested by AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*, will normally result in selection status withdrawal.

1.4. Air Force Officer Qualifying Test (AFOQT) Scores.

1.4.1. Test Control Officer (TCO), FSS Education and Training Section, or unit commander will verify AFOQT scores on AF Form 56.

1.4.2. See [Table 1.2](#), AFOQT Category Qualifications, for specific program eligibility test score requirements.

1.5. Nonnative English-Speaking (NES) Evaluation and Processing Actions. An NES individual is anyone whose primary language spoken at home as a child was not English.

1.5.1. Interviewer determines if applicant does not demonstrate English speaking and/or comprehension abilities at a level that will allow him/her to function effectively as an Air Force officer.

1.5.1.1. Interviewing officer must explain to the applicant that, if selected for a commissioning program, he/she must satisfactorily complete the English Comprehension Level Test and the Defense Language Institute English Language Center interview.

1.5.1.2. Interviewing officer must advise the applicant that failure to achieve qualifications within 45 days of selection notification will result in withdrawal of the selection.

1.5.2. See **Table 1.3**, Nonnative English-Speaking (NES) Evaluation and Processing Actions, for procedural guidance.

1.6. Wartime Restrictions.

1.6.1. Active duty enlisted members may not receive a commission during periods of formally declared war. **EXCEPTION:** AFPC Commander (AFPC/CC) may rescind this restriction based on:

1.6.1.1. Best interest of the Air Force.

1.6.1.2. Manning and experience levels of the enlisted and officer forces.

1.6.1.3. Expected duration of the war.

1.6.2. AFPC/DPS, Personnel Services Division, will convene an AECP and OTS review board to evaluate students currently participating in these programs when a war occurs. HQ AFROTC, In-College and Enlisted Programs Section (HQ AFROTC/RRUE) and HQ AFRS, Line Officer Accessions Branch (HQ AFRS/RSOCL) will provide requested information on students being reevaluated.

1.6.2.1. Review board selects students to continue in these programs.

1.6.2.2. Review board consists of three or four officers.

1.6.2.2.1. Board president is the AFPC Director of Personnel Services (AFPC/DPS).

1.6.2.2.2. Other members are from:

1.6.2.2.2.1. AFPC Officer Accessions Branch (AFPC/DPSIP).

1.6.2.2.2.2. AFPC Mission Support Officer Assignments Division (AFPC/DPAS).

1.6.2.2.2.3. AFPC Medical Service Officer Utilization Division (AFPC/DPAM) for health profession students only.

1.6.2.3. Review board will select a student to continue in a commissioning program based on:

1.6.2.3.1. Student's time in the program.

1.6.2.3.2. Level of enlisted AFSC skill proficiency retained by the student.

1.6.2.3.3. Student's academic record.

1.6.2.3.4. Critical need of the academic degree.

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

1.7. Travel Authorizations and Allowances. *Joint Federal Travel Regulation (JFTR)*, Volume 1, contains transportation and travel allowances information.

1.8. Accession Assignments. Refer to AFI 36-2110, *Assignments*.

1.8.1. The office responsible for each specific commissioning program's accession actions as listed in [Table 2.4](#) initiates the assignment process by introducing the initial Master Personnel Record (MPerR).

1.8.2. IAW AFPC assignment policy outlined in AFI 36-2110, officers commissioned from enlisted status will not be assigned in permanent party status back to the last base at which they served in enlisted status. **EXCEPTION:** (1) This restriction does not apply to attendance at a training course more than 20 weeks in duration. Training equaling 20 weeks or more constitutes a permanent change of station (PCS) to school. (2) Individuals separating from enlisted status and going to AFROTC require at least 1 to 2 years in the program before they can be assigned to their previous base.

1.9. Orders. The following publications provide guidance for issuing orders for programs governed by this AFI.

1.9.1. Appointment. Refer to AFI 36-2005.

1.9.2. Demotions. Refer to AFI 36-2503, *Administrative Demotion of Airmen*.

1.9.3. Enlistment. Refer to AFI 36-2002, *Regular Air Force and Special Category Accessions*, and AFRSI 36-2001, *Recruiting Procedures for the U.S. Air Force*.

1.9.4. Reassignments. Refer to AFI 36-2102, *Base-Level Relocation Procedures*, and AFI 36-2110, *Assignments*.

1.9.5. Separations. Refer to AFI 36-2102, *Base-Level Relocation Procedures*, and AFI 36-3208, *Administrative Separation of Airmen*.

1.10. Waivers of Moral Disqualifications. ECP applicants who require waivers of convictions or adverse adjudication of offenses, as indicated in paragraph 1.4.3. of AFI 36-2002, *Regular Air Force and Special Category Accessions*, must refer to [Attachment 3](#) and <http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp>. OTS applicants refer to Chapter 4 of AFRSI 36-2001, *Recruiting Procedures for the Air Force*.

1.10.1. Submit a waiver request including the following documentation:

1.10.1.1. Copies of any relevant police reports.

1.10.1.2. Copies of any charging documents.

1.10.1.3. If the case resulted in conviction, a certified copy of the criminal judgment, including the sentence.

1.10.1.4. If the case resulted in deferred judgment, suspended judgment, or diversion, a certified copy of the court order and a copy of any diversion agreement.

1.10.1.5. If official court documentation is not available or adequate, a letter from the court or from a prosecutor, explaining the disposition of all charges.

1.10.1.6. Active duty Airmen must have their unit commander's recommendation.

1.10.1.7. United States Air Force Reserve (USAFR) Airmen or civilians applying for OTS to fill an Air Force Reserve Command (AFRC) quota must have their servicing USAF Reserve Military Personnel Flight (USAFR/MPF) or Recruiting Squadron Commander's recommendation.

1.10.2. Unit Commanders, USAF Recruiting Squadron or Group Commanders, and USAFR/MPF Commanders may disapprove waivers. Do not forward waiver requests if approving official disapproved the applicant's waiver.

1.11. Overseas Curtailment for Attending Air Force Commissioning Programs. Individuals serving in an overseas area interested in applying for an Air Force commissioning program requiring a Date Eligible for Return from Overseas (DEROS) curtailment must comply with all provisions listed in AFI 36-2110. These procedures provide applicants a window of opportunity to serve as much of their tour length as possible. Monitoring of this window is critical to the success of the applicants submitting their commissioning application. AFRS will initiate DEROS curtailment requests for BOT selectees as required.

1.12. Air Force Specialty Code (AFSC) Classification/Reclassification. Once an individual has been selected as a candidate for a commissioning program and classified into an AFSC, the classification remains firm. The only considerations for a change in classification will be to meet the needs of the Air Force, to rectify an administrative error, to address a specific individual hardship, or if the individual fails to meet or becomes disqualified from meeting a physical standard or security requirement. Submit request through HQ AFRS/RSOCL (BOT OTs) and HQ AFROTC/RRUE (AFROTC cadets), who will in turn forward it to AFPC/DPSIP for action.

Table 1.1. Conditions That Make an Applicant Ineligible to Apply For Air Force Commissioning Programs.

	A	B	C	D	E	F	G	H	I	J
R U L E	An applicant may not apply if the applicant:	A E C P	A S C P	L E A D	O T S	P O C - E R P	S O A R	N O C P	Waiver Authority	See notes
1	Is ineligible for enlistment or appointment.	X	X	X	X	X	X	X	AFPC/DPSOA	1, 2
3	Does not meet age requirements.	X	X	X	X	X	X	X	AFPC/DPSIP ARPC/DPAR (as applicable)	1, 3, 21
4	Is selected for an assignment.	X	X	X	X	X	X	X	AFPC/DPAA5 (RegAF only)	1
5	Has been selected for or is enrolled in a course leading to an award of an Air Force specialty (AFS).	X	X	X	X	X	X	X	AFPC/DPSIT (RegAF only)	1
6	Has served less than half of an overseas tour.	X	X	X	X	X	X	X	AFPC/DPAA5 (RegAF only)	1
7	Has not applied before the 25th day of the 8th month before DEROS.	X	X	X	X	X	X	X	AFPC/DPAA5 (RegAF only)	1, 4, 6
8	Is an Airman with less than 1 year of continuous active service in the Air Force as of commissioning program board convening date.	X	X	X	X	X	X	X	AFPC/DPAA5 (RegAF only)	1, 22
9	Does not have 1 year on station at board convening date, including completion of 1 year or less of a controlled duty assignment or active duty service commitment (ADSC).	X	X	X	X	X	X	X	AFPC/DPAA5 (RegAF only)	1, 5, 17
14	Is not morally qualified in accordance with AFI 36-2002, AFRSI 36-2001, and AFRCI 36-2001.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA (as appropriate)	1, 26

	A	B	C	D	E	F	G	H	I	J
R U L E	An applicant may not apply if the applicant:	A E C P	A S C P	L E A D	O T S	P O S - C E R P	S O A R	N E C P	Waiver Authority	See notes
15	Has ever been convicted by court-martial or civil court, punished under Article 15 of the UCMJ, or had action taken tantamount to a finding of guilty.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA AFRC/CV (as appropriate)	1, 7, 18
17	Has been disenrolled from an officer training program as defined in AFI 36-2012, <i>Record of Disenrollment from Officer Candidate-Type Training—DD Form 785</i> , and documented on a DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> .	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA ARPC/DP (as appropriate)	1, 9
19	Has reservations about the Oath of Office or has declared to be a conscientious objector or requests religious accommodation.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA (as appropriate)	1, 25
20	Fails to meet world-wide medical qualifications and all military retention standards in AFI 48-123, <i>Medical Examinations and Standards</i> . <i>NOTE: For Photo Refractive Radial Keratotomy (PRK) and LASIK Disqualifications, correction of visual acuity by PRK or LASIK surgery is disqualifying for rated applicants for 1 year from date of the operation.</i>	X	X	X	X	X	X	X	HQ AETC/SG AFRC/SG (as appropriate)	1, 10
21	Has a drug or alcohol abuse problem as defined by AFI 36-2002, AFRSI 36-2001, and AFI 48-123.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA HQ AETC/SG AFRC/SG (as appropriate)	1, 11

	A	B	C	D	E	F	G	H	I	J
R U L E	An applicant may not apply if the applicant:	A E C P	A S C P	L E A D	O T S	P O C - E R P	S O A R	N E C P	Waiver Authority	See notes
22	Is single, married to a military member, or has a common-law spouse and has dependents under the age of 18 or incapable of self- care.			X					Not waiverable	13, 19
23	Has an obscene or offensive tattoo or tattoos that advocate sexual, racial, ethnic, or religious slurs, or has excessive tattoos. The following definition is provided IAW AFI 36-2903, <i>Dress and Personal Appearance of Air Force Personnel</i> : Unauthorized (content): Tattoos/ brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands that are prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. Inappropriate (military image): Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoos/brands that exceed 1/4 of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. Applicants or Delayed Enlistment Program (DEP) personnel should not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. Commanders should use these	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA AF/RE (as appropriate)	1, 20

	A	B	C	D	E	F	G	H	I	J
RULE	An applicant may not apply if the applicant:	A E C P	A S C P	L E A D	O T S	P O C - E R P	S O A R	N O E C P	Waiver Authority	See notes
	guidelines in determining appropriate military image and acceptability of tattoos that will be displayed by members in uniform. Also refer to any current procedural guidance on this issue.									
24	Has a body alteration or modification. IAW AFI 36-2903, such alterations or modifications are prohibited, if they are intentional and result in a visible, physical effect that detracts from a professional military image. Also refer to any current procedural guidance on this issue.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA HQ AETC/SG AF/RE (as appropriate)	1, 20
26	Is a USAFA or AFROTC disenrollee serving as a USAF Reserve Airman based on involuntary call to EAD, and has not served one-half of his or her term of enlistment.		X		X	X	X	X	AFPC/DPSOA ARPC/DPAR (as appropriate)	1, 14
27	Requested withdrawal of application; or had a waiver request disapproved.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA ARPC/DPAR (as appropriate)	1, 15
29	Is selected by USAFR to attend OTS.				X				HQ AFRS ARPC/DP (as appropriate)	1, 15
30	Declined selection; or selection is involuntarily withdrawn.	X	X	X	X	X	X	X	HQ AFRS HQ AFROTC USAFA ARPC/DPAR (as appropriate)	1, 16

NOTES:

1. Submit a request for a waiver with the application through the processing authority when unusual or unique circumstances warrant it. Waivers must be requested in writing and supported by commanders' endorsements. Any commander in the processing chain may disapprove a waiver request when, in their judgment, the applicant does not meet the exceptional level as described for each specific program outlined in this AFI.

a. Processing authorities are:

(1) AFROTC/RRUE, 551 East Maxwell Boulevard, Maxwell AFB, AL 36112-6106, for AECF, ASCP, SOAR, POC-ERP.

(2) USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy, CO 80840, for LEAD.

(3) HQ AFRS/RSOCL, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527, for OTS.

(4) HQ ARPC/DPAR, 18420 East Silver Creek Ave Stop 68, Aurora, CO 80011-9502, for AFR quotas.

(5) NGB/A1D, ANGR, NGB/A1D, 3500 Fletchet Ave, Joint Base Andrews, Maryland 20762, for ANG quotas.

(6) AFPC/DPAMN, 550 C Street West, Suite 25, Randolph AFB, TX 78150, for NECP.

(7) HQ AETC/SG, 63 Main Circle, Suite 3, Randolph AFB, TX 78150-4544, when applicable.

When an AFPC office is the waiver authority, processing authorities will forward waiver requests to that office for consideration. The applicable AFPC office will notify the processing authority of the final approval/disapproval status of the waiver request in a timely manner.

b. Include the following with each waiver request: rank, name, SSN, age, CAFSC, Date Assigned to Station, Date of Separation, Assignment Action Number (AAN), if applicable, date of birth, and date of graduation. Explain the circumstances of the disqualifying factor and provide specific justification for waiver. Include a copy of DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, if applicable (see AFI 36-2012 for obtaining information on this form). All waiver requests must be indorsed by the applicable Commander according to the waiver and prescribed instruction.

3. Program specific age waivers must comply with paragraphs **1.3.1.2.** through **1.3.1.2.3.**

NOTE: Applicants applying for a rated slot and requesting a waiver to enter rated training after age 30 must submit their waiver or exception to policy (ETP) request IAW AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, prior to submitting the BOT application.

11. Contact local Medical Treatment Facility's Alcohol and Drug Abuse Prevention and Treatment Program (ADAPT) for drug and alcohol waivers in accordance with AFI 44-120, *Drug Abuse Testing Program* and AFI 44-121, *Military Drug Demand Reduction Program*.

17. A BOT applicant must be able to attend OTS within 450 days from time of application.

NOTE: HQ AFRS/RSOCL or NGB/A1D, as appropriate, may extend the 450-day requirement on a case-by-case basis to account for situations beyond the applicant's control (deployment would be an example). Additionally, HQ AFRS/RSOCL or NGB/A1D, as appropriate, may withdraw select status if applicant fails to comply with select suspenses (i.e. medical and/or security clearance processing).

25. Request for religious accommodation by any pre-accession applicant will not be granted. Instead, applicants will be briefed on the Air Force policy and procedures for seeking religious accommodation once they become members. Specifically, applicants will be briefed that every Airman has the right to request religious accommodation once they have been accessed into the Air Force. Religious accommodation requests are handled on a case-by-case basis at each

assignment throughout the Airman's career. As such, a religious accommodation may be granted at one assignment but denied at another assignment. Every request will be fully considered by the appropriate authority; however, if the request is denied the Airman will be required to comply with Air Force standards. Following the briefing, the applicant's acknowledgment of the Air Force policy regarding religious accommodation requests will be recorded and maintained as part of the accession application.

26. AFR waiver authority for Category I, II, and III offenses is AFRC/CV, for Category IV and V offenses is ARPC/DP.

Table 1.2. AFOQT Category Qualifications.

AFOQT Minimum Standards (see note 1 and 3)					
	Verbal	Quantitative	Pilot	CSO	ABM
Commissioning (see note 2)	15	10			
Pilot (including RPA Pilot) (see note 4)			25	no min	no min
CSO			no min	25	no min
ABM			no min	no min	25

Table 1.3. Nonnative English-Speaking (NES) Evaluation and Processing Actions.

R U L E	A	B
	Actions	Responsibility of
1	During the application interview, the interviewer completes the NES statement on the AF Form 56, Section III. If the applicant is determined to be NES with an English speaking and/or comprehension difficulty, brief according to paragraph 1.5.	the applicant's unit commander or USAF recruiting officer/interviewer.
2	Immediately notify the applicant of tentative selection. For an Air Force applicant, arrange with the TCO at the nearest military facility that offers the English Comprehension Level (ECL) Test to administer, score, and send the answer sheet to the Defense Language Institute English Language Center (DLIELC) for filing. For civilian applicants, ask the TCO at the applicant's MEPS to administer, score and process the ECL. Withdraw tentative selection for those scoring below 90; or waive the minimum score requirement. (see notes 1 and 2)	the appropriate selection notification agency.
3	Contact DLIELC/LEAT (Test and Measurements Branch) to schedule an oral telephonic proficiency interview. Call DSN 473-5428 or commercial (210) 671-5428, for scheduling.	The Applicant. (The interviewing officer must explain to the applicant that, if selected for a commissioning program, he/she must satisfactorily complete the English Comprehension Level Test and the Defense Language Institute English Language Center interview.)
4	Inform the commissioning source of the results.	DLIELC
5	Withdraw tentative selection for those with a DLIELC score of less than 2+/2 or waive the minimum score (see note 2). Confirm final selections.	the appropriate selection notification agency.

NOTES:

1. The selection agency will withdraw selection of applicants who fail to qualify on both the ECL and the DLIELC oral proficiency interview within 45 days of being notified of tentative selection.
2. See **Table 1.1**, note 1.a., for appropriate waiver authority.

Chapter 2

ENLISTED COMMISSIONING PROGRAMS

2.1. Purpose and Description.

2.1.1. This chapter describes eligibility, application, and processing procedures for Air Force-approved enlisted commissioning programs. See **Tables 2.4**, through **2.7** for Organizational Program Manager Responsibilities for all commissioning programs. Some of these programs allow Airmen on active duty to request voluntary separation in accordance with AFI 36-3208, *Administrative Separation of Airmen*, to enter an Air Force commissioning program. The latest information on these commissioning programs can be obtained through your Force Support Squadron (FSS) Education and Training Section or via one of these two websites: <http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp> or the HQ AFRS page on the Air Force Portal website. All references to academic degrees in this chapter refer to disciplines required by the Air Force.

2.2. Organizational Program Management Responsibilities. Programs for individuals to apply for an AF commission share many common procedures. **Tables 2.4** through **2.7** identify common procedures used to ensure a smooth application submission and program management processing.

2.3. AFROTC General Information.

2.3.1. AFROTC scholarship programs allow active duty Airmen to request voluntary separation in accordance with AFI 36-3208 to enter an AFROTC program.

2.3.2. Members from other military services are eligible for ASCP and POC-ERP. These individuals should contact HQ AFROTC/RRUE for specific application guidelines.

2.3.3. Active duty personnel who are selected for an AFROTC commissioning program are discharged from the Air Force and will lose all medical benefits, pay, and allowances.

2.3.4. Applicants may pursue technical, non-technical, nursing, biomedical sciences, or pre-health majors depending upon the program applied for. The pre-health program interfaces with the Armed Forces Health Professions Scholarship (AFHPS), with follow-on medical school scholarships. AFROTC pre-health students are guaranteed an AFHPS award provided they obtain a pre-health designation and acceptance to an accredited medical school before their commissioning date. For more information about the pre-health program, biomedical sciences disciplines, and nursing boards, contact an AFROTC unit and submit an application through the FSS Education and Training Section to HQ AFROTC/RRUE.

2.4. Airman Education and Commissioning Program (AECF). This program is open to all active duty Airmen wishing to pursue a baccalaureate degree in high-need academic majors as identified by the Secretary of the Air Force (SECAF). Maximum program participation will not exceed 36 months. FSS Education and Training Sections can assist those interested in applying with their application packages.

2.4.1. AECF students will complete their baccalaureate degree at a college or university with an AFROTC detachment or a cross-town agreement, then attend OTS and be commissioned

as a second lieutenant upon completion of OTS. Graduating nurse applicants are commissioned as Nurse Corps officers and will attend COT only after successfully passing their National Council Licensure Examination for Registered Nurses (NCLEX-RN).

2.4.2. Selection for the AECP program is contingent on the applicant meeting minimum eligibility requirements outlined at <http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp> and being accepted by a college or university that offers the required degree program and has an AFROTC detachment with an educational service agreement.

2.4.3. AECP is not an avenue for Undergraduate Flying Training (UFT). However, AECP graduates may apply for UFT after commissioning and assignment.

2.4.4. See **Table 2.1** for a list of documents needed to submit an application package.

2.4.5. Application deadlines will be announced by HQ AFROTC/RRUE to all FSS Education and Training Sections.

2.4.6. Applicants will submit their application to HQ AFROTC/RRUE, 551 E Maxwell Blvd, Maxwell AFB, AL 36112.

2.4.7. HQ AFROTC/RRUE will host the AECP central selection board. Results will be released via e-mail to HQ AF/A1DL, who will release them to each MAJCOM's Chief, Education Operations Branch, for dissemination to their respective unit commanders and FSS Education and Training Sections. Unit commanders will notify individuals of their selection or non-selection.

2.4.8. Selectees will coordinate with HQ AFROTC/RRUE for their out-processing instructions from their present assignment to attend school.

2.4.9. Upon in-processing, AECP students are administratively assigned to their respective AFROTC detachment. AECP students fall under the purview of the AFROTC detachment commander while pursuing their degree.

2.4.9.1. The detachment is directly responsible for the accountability of the AECP students assigned to their detachment.

2.4.9.2. The detachment will ensure AECP students are on track to graduate on their intended date of graduation per guidance outlined in AFROTCI 36-2022, *AFROTC Administration of the Airman Education and Commissioning Program*.

2.4.9.3. AECP students will attend and participate in all mandatory AFROTC functions per the detachment commander's discretion.

2.4.10. During the summer terms, AECP students must attend school full-time, work at the detachment, or be on leave status until completion of their baccalaureate degree.

2.4.10.1. AECP students will not take AFROTC Aerospace Studies classes.

2.4.10.2. AECP students will not attend AFROTC Field Training.

2.4.11. AECP students will participate in an AF physical fitness program IAW AFI 10-248, *Fitness Program*.

2.4.12. AECP students will complete an AFROTC Form 53, *Cadet Assignment Preference Worksheet*, to receive classification into an AFSC during their junior year.

2.4.13. OTS class dates for AECP students will be scheduled by HQ AFROTC/RRUE through the 24 TRS Registrar.

2.5. Nurse Enlisted Commissioning Program (NECP). This program is a specialized AECP track that is open to all active duty Airmen wishing to pursue a baccalaureate degree in nursing. NECP follows AECP guidelines with exceptions listed in this specific section. Maximum program participation will not exceed 24 months. FSS Education and Training Sections can assist those interested in applying with their education packages.

2.5.1. Student Allocation: The number of new NECP students is dependent upon the number of Student Man Years (SMYs) available for NECP each year.

2.5.2. Student selections are done at the discretion of the Air Force Nurse Corps and subject to acceptance for baccalaureate degree education. Prerequisites and procedures for application are published by AFPC/DPAMN, who also conducts NECP candidate selection boards.

2.5.3. NECP applicants must meet the following prerequisite requirements:

2.5.3.1. Must have completed 59 semester hours of graded college coursework from a regionally accredited college or university. Any of this coursework will be accepted if completed via the College Level Examination Program (CLEP), with the exception of those requiring labs. On-line courses will be accepted as long as the prospective nursing school will accept them. However, the applicant must show on the AFROTC Form 48, *Planned Academic Program*, that the college/university will accept and grant credit for these classes toward their degree.

2.5.3.2. Applicants must have completed the following courses (part of the above mentioned 59 hours): general psychology, anatomy and physiology I & II (labs required), microbiology (lab required), chemistry I & II (labs required), nutrition, and statistics. Course requirements are nonwaiverable. However, if the nursing school selected does not require any of the above listed academic prerequisites, your degree plan must reflect they are not a requirement or provide other evidence from the school.

2.5.3.3. Must be commissioned IAW age requirement listed in [paragraph 1.3.1.2.3](#).

2.5.3.4. Must be accepted to a nationally accredited School of Nursing (National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE)); student applicants must provide their letters of acceptance in their package.

2.5.3.5. Upon inprocessing, NECP students are administratively assigned to their respective AFROTC detachment. NECP students fall under the purview of the AFROTC detachment commander while pursuing their degree.

2.5.3.5.1. The detachment is directly responsible for the accountability of the NECP students assigned to their detachment.

- 2.5.3.5.2. The detachment will ensure NECP students are on track to graduate on their intended date of graduation per guidelines in AFROTCI 36-2022, *AFROTC Administration of the Airman Education and Commissioning Program*.
- 2.5.3.6. NECP students must meet the following academic standards:
- 2.5.3.6.1. Degree must be completed within 24 months. If member fails to complete program requirements within 24 months, the detachment commander will investigate for disenrollment and EAD decision. Final approval/disapproval authority is AFPC/DPAMN.
- 2.5.3.6.2. Students failing to meet minimum academic standards will be placed on probation by the AFROTC detachment commander. Use AFROTC Form 16, *Officer Candidate Counseling Record*, to document and counsel the student concerning minimum academic standards. This action, referred to as a Conditional Event, constitutes a documented warning. Failure to improve may result in dismissal from the NECP.
- 2.5.3.6.3. The detachment commander will award a Conditional Event and place the NECP student on academic probation when term GPA falls below 2.5 on a 4.0 scale.
- 2.5.3.6.4. Detachment commanders will initiate a disenrollment investigation after an NECP student receives his/her second Conditional Event for failure to maintain academic standards. The focus of the investigation will be to determine whether there are any mitigating circumstances for failing to meet academic standards. **NOTE:** because this is an active duty education program, scholarship funds will not be suspended, regardless of the number of Conditional Events awarded.
- 2.5.3.6.5. The detachment commander will provide HQ AFROTC/RRUE with a recommendation concerning removal or retention of the NECP student via an AFROTC Form 22, *Cadet Personnel Action Request*. HQ AFROTC/RR will forward detachment commander's removal or retention recommendation to AFPC/DPAMN for a final decision. HQ AFROTC will then notify the detachment of that final decision. If disenrolled from NECP, AFPC/DPAMN will execute the reclassification, assignment, and orders for the former NECP student.
- 2.5.3.6.6. AFI 36-2005 allows members to re-take the National Council Licensure Examination for Registered Nurses (NCLEX) a second time for board failure (only if member requests it). If member fails a second time, he/she is returned to his/her enlisted AFSC and rating to complete their active duty service obligation.
- 2.5.3.6.7. NECP students will abide by the Air Force Nurse Corps' and affiliated university's policies and procedures in addition to those mentioned above.
- 2.5.3.6.8. ROTC detachment will conduct student counseling each term.
- 2.5.3.7. Commissioning Process:
- 2.5.3.7.1. NECP students must successfully pass the NCLEX (IAW AFI 36-2005) prior to commissioning and accession into the Nurse Corps. Immediately upon receiving confirmation of a passing NCLEX score, students will be commissioned as Reserve officers until they enter EAD, then the officer becomes Regular AF as a second lieutenant in the Nurse Corps (AFI 36-2006). Oath of office can be

administered by any commissioned officer the student so chooses (local AFROTC detachment commander or an AFROTC assistant professor of aerospace studies). AFROTC detachment commander will forward the AF Form 133, *Oath of Office*, to AFPC/DPAMN for processing.

2.5.3.7.2. Students will hold dual status (enlisted/officer) and will retain enlisted rank until entering EAD.

2.5.3.7.3. AFPC/DPAMN will ensure all required personnel actions (i.e. separation from enlisted status) are accomplished prior to EAD and COT attendance.

2.5.3.7.4. AFPC/DPAMN will process all necessary paperwork to determine first assignment, initiate EAD orders, and ensure orders are forwarded to students prior to EAD.

2.6. AFROTC Airman Scholarship and Commissioning Program (ASCP). ASCP offers active duty enlisted personnel the opportunity to earn a commission while completing their bachelor's degree as an Air Force ROTC cadet. Scholarships range from 2 to 4 years in length. Participants receive payment for tuition and fees up to \$15,000 per year, an annual textbook allowance, and a monthly stipend when the scholarship is activated. AFROTC scholarships do not pay for room and board costs. Air Force active duty enlisted members may obtain information by contacting their FSS Education and Training Section, an AFROTC unit, or via the following website:

<http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp>.

2.6.1. See **Table 2.2** for a list of documents needed to submit an application package.

2.6.2. Application deadlines are provided to FSS Education and Training Sections by HQ AFROTC/RRUE.

2.6.3. Applicants submit packages to include all waiver requests through their FSS Education and Training Section to HQ AFROTC/RRUE.

2.6.4. HQ AFROTC/RRUE requests and receives a quality control audit from AFPC/DPSIP for all applicants accepted for an AFROTC scholarship program.

2.6.5. HQ AFROTC/RRUE hosts the ASCP central selection board. Results are released via e-mail to HQ AF/A1DL, who in turn releases them to each MAJCOM's Chief, Education Operations Branch, for dissemination to their respective unit commanders and FSS Education and Training Sections. Unit commanders notify individuals of their selection or non-selection.

2.6.6. Selectees will coordinate with HQ AFROTC/RRUE for their out-processing instructions from active duty and enrollment in AFROTC.

2.7. AFROTC Professional Officer Course Early Release Program (POC-ERP). POC-ERP is an avenue for Airmen to attend college in order to finish earning their bachelor's degree. The POC-ERP allows Airmen with no more than 2 years of college remaining to apply for early release from active duty to pursue a commission through AFROTC. Selected applicants attend college full time at universities offering AFROTC.

2.7.1. See **Table 2.2** for a list of documents needed to submit an application package. Application procedures, policies, and deadlines are similar to those for ASCP.

2.8. Leaders Encouraging Airmen Development (LEAD). The LEAD Program delegates authority to unit and wing commanders to nominate highly qualified Airmen to become Air Force officers via USAFA attendance. Depending on level of qualifications, nominations may lead to direct entry to USAFA, entry to the USAFA Preparatory School, or referral to other programs.

2.8.1. USAFA guidelines and schedule for application and processing are announced annually during September by an Address Indicator Group (AIG) 8106 message.

2.8.1.1. Airmen are selected to attend the USAFA Preparatory School with the intention of USAFA appointments to follow.

2.8.1.2. As of July 1 each year, applicants must be under 23 years old to apply for direct entry to the Academy and under 22 years old to apply for Preparatory School entry; both options are limited to those with less than 6 years of active duty service. Applicants must take the American College Test (ACT) or Scholastic Aptitude Test (SAT), the Candidate Fitness Assessment (CFA), and complete a Department of Defense Medical Examination Review Board (DoDMERB) medical examination.

2.9. Scholarships for Outstanding Airmen to ROTC (SOAR). SOAR empowers MAJCOM and wing commanders to select outstanding Airmen to receive 2-year to 4-year scholarships to a college or university offering AFROTC. The program offers scholarships annually which are allocated to MAJCOMs, Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs). Commanders are encouraged to seek out their strongest performers with exceptional potential, motivating them to complete college degrees and be commissioned through AFROTC. Participants must separate from active duty to accept the scholarships and enroll in AFROTC.

2.9.1. Scholarship allocations are distributed to MAJCOM, FOA, and DRU commanders based on the number of Airmen assigned as of 1 July each year. MAJCOMs, FOAs, and DRUs granted allocations will tentatively select Airmen for scholarships and forward those selections to HQ AFROTC/RRUE no later than 15 October. Those selected will start school the following fall term.

2.9.2. Those FOAs and DRUs who do not receive allocations based on their number of Airmen assigned will submit nomination packages to HQ AFROTC/RRUE for the small units central selection board NLT 15 October. The application package must conform to the requirements listed in [Table 2.2](#).

Table 2.1. AECF Application Documents.

R U L E	A	B	C
	Document (note 1):	note	atch
1	An approved AFROTC Form 48, <i>Planned Academic Program</i> .	1	
2	Request for Memorandum of Academic Eligibility.	2	2
3	AF Form 56, <i>Application for Training Leading to Commission in the United States Air Force</i> (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. Applicant's commander must sign the form recommending the applicant.	3	
4	A copy of an AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> , or PHA documentation from an MTF indicating worldwide qualified status.		
5	A letter of admission from a college or university hosting AFROTC (or operating under a cross-town or consortium agreement) and offering the applicant's desired major.		
6	A letter of admission from the college or university's desired program of instruction.		
7	Affidavit from the applicant detailing any involvement with civil or military law enforcement authorities.	3, 5	3
8	One copy of all military performance reports and any derogatory information.		
9	Legible copy of an official transcript from each college or university attended, including the Community College of the Air Force (CCAF).		
10	If applicable, waiver requests and other documents specified in Table 1.1 , note 1, and AFI 36-2005.		
11	Letter indicating college courses the applicant is currently enrolled in.		
12	Records Review List-AD Airman Record of Individual Personnel (RIP) and AMS Enlisted SURF.		
13	AFOQT results (reported on AF Form 56 and via score printout from the AFPC website at https://w20.afpc.randolph.af.mil/afqtsnet20/default.aspx).	4	
14	Age waiver for applicants over 30 years of age at time of application.	6	
15	Cover Letter.		
16	Enlisted Commissioning Program Summary Sheet.		
17	HQ AFROTC AECF Application Checklist.		
18	AFROTC Physical Fitness Test Letter of Certification.		

R U L E	A	B	C
	Document (note 1):		
		note	atch
19	Body Mass Index Letter of Certification.		
20	Current Virtual MPF Records Review Listing (SRB recipients only).		

NOTES:

1. See the following website for additional guidance and information:
<http://www.afots.af.mil/afrotc/enlistedcomm/enlistedcommissioning.asp>.
2. AECF applicants use Attachment 2 as a cover memorandum. Submit applications to the FSS Education and Training Section, who will submit the package to HQ AFROTC to determine academic eligibility. Send eligible packages to HQ AFROTC/RRUE, 551 East Maxwell Boulevard, Maxwell AFB, AL 36112-6106.
3. Commander personally reviews applicant's Unit Personnel Record Group (UPRG) or Automated Records Management System (ARMS), including military performance reports and UIF (if applicable), and confirms 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 requirements of **Table 1.1**, and a statement that the commander reviewed the applicant's UPRG or ARMS and did or did not find derogatory information. The commander, along with FSS Education and Training Section personnel, counsels the applicant. The commander personally determines the applicant's moral fitness for commission. If the applicant's commander is less than a field grade officer, a field grade officer in the applicant's chain of command must review and indorse the application. This form must be typed in paragraph or bullet format.
4. Minimum scores as published in the current TDSP policy are required.
5. The affidavit must include anything more serious than minor speeding offenses, including shoplifting, and/or disorderly conduct on station. Corroborate events with arrest records from the appropriate arresting authorities, or an official statement denying release/existence. AFROTC requires a waiver. Submission includes waiver request memorandum and AFROTC Form 4, *Affidavit, Civil Involvement*, which can be found on the Maxwell Publications & Forms Management Office page on the Air Force Portal website. The applicant completes the statement without advice and assistance and forwards to the corroborating agency citing/issuing citation or court appearance authority.
6. If the applicant will be 30 years of age at board deadline, then he/she must request an age waiver. Applicants must submit an academic plan to show they can complete a bachelor's degree and be commissioned before reaching age 35. Applicants pursuing a nursing degree and commission as an Air Force nurse must submit a nursing age waiver if he/she will reach age 39 by the board deadline. He/she must also be able to graduate from AECF and commission prior to age 42, as well as pass the NCLEX-RN before being commissioned.

Table 2.2. ASCP, LEAD, SOAR, and POC-ERP Application/Nomination Documents.

R U L E	A	B	C	D	E
	Document (note 1):	is required for			
		ASCP	POC-ERP	LEAD	SOAR
1	AF Form 56 completed by applicant's commander showing recommendation (note 2).	X	X		X
2	AF Form 1206, <i>Nomination for Award</i> (note 3).				X
3	Letters of recommendation (note 4).	None	None	X	None
4	Affidavit from the applicant (AFROTC Form 4, <i>Affidavit, Civil Involvement</i> , and AFROTC Form 14, <i>Law Enforcement Inquiry</i>) detailing any involvement with civil or military law enforcement authorities (see notes 5, 6 and Attachment 3).	X	X		X
5	One copy of all military performance reports and any derogatory information (if applicable).	X	X		X
6	Waiver request (if applicable) and other documents specified in Table 1.1. and AFI 36-2005.	X	X		X
7	One legible official transcript from each college or university attended (note 7).	X	X		X
8	Letter of acceptance from university or college (note 8).	X	X		X
9	AFROTC Form 117, <i>Financial Plan</i> , showing financial resources adequate to pay for college and living expenses. Unit commander must sign (notes 5, 9).	X	X		X
10	AFOQT results (obtained from https://w20.afpc.randolph.af.mil/afogtsnet20/default.aspx).	X	X		X
11	Records Review List-AD Airman RIP AMS Enlisted Surf.	X	X		X
12	AF Form 422 (note 10).	X	X	X	X
13	Academic plan (AFROTC Form 48) coordinated with the applicant's desired college/university and detachment (note 11).	X	X		X

R U L E	A	B	C	D	E
	Document (note 1):	is required for			
		ASCP	POC- ERP	LEAD	SOAR
14	Physical fitness assessment results (note 12).	X	X	X	X
15	Completed AF Form 1786, <i>Application for Appointment to the USAF Academy Under Quota Allotted to Enlisted Members of the Regular and Reserve Components of the Air Force</i> , indicating unit commander approval (note 13).			X	
16	Official high school transcripts and official transcripts from each college or university attended.			X	
17	SAT or ACT scores.	See note 7		X	see note 7
18	HQ AFROTC Enlisted Commissioning Program Application Checklist.	X	X		X
19	Cover Letter.	X	X		X
20	Enlisted Commissioning Program Summary Sheet.	X	X		X
21	Body Mass Index Letter of Certification.	X	X		X
22	Letter listing whether college courses are currently being taken.	X			X

Table 2.3. NECP Application Documents.

R U L E	A	B
	Document:	note
1	One copy of latest Air Force Fitness Management (Fit to Fight) Report indicating all fitness assessment results.	5
2	Request for Memorandum of Academic Eligibility.	1
3	Letter of recommendation (signed by immediate supervisor and indorsed by squadron commander).	2
4	Personal essay (<i>Why I want to be a nurse in the U.S. Air Force</i>).	1
5	Consultant interview--forwarded directly to AFPC/DPAMN from the Chief Nurse of the local Military Treatment Facility (MTF).	
6	A letter of admission from an accredited college or university hosting Air Force ROTC (or operating under a cross-town or consortium agreement) and offering the applicant's desired major.	
7	An approved AFROTC Form 48, <i>Planned Academic Program</i> .	1
8	AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> .	
9	AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> , indicating worldwide qualified status.	3
10	One copy of the last five military performance reports and any derogatory information.	
11	Proof of citizenship (birth certificate or copy of passport).	
12	Records Review List-AD Airman Record of Individual Personnel (RIP) or AMS enlisted SURF.	
13	Checklist for USAF NECP Applicants.	1
14	Current Security Clearance.	4

Table 2.4. Organizational Program Management Responsibilities.

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
	Air Force Training and Education Requirements Division (HQ AF/A1PT) will:								
	Determine the academic degrees AECPP participants may pursue based on anticipated Air Force needs in coordination with AFPC/DPSIP.	X							
	Air Force Commissioning Programs Division (HQ AF/A1DO) will:								
	Ensure the appropriate budget documents include the AECPP and TDSP program elements. Monitor the budget for Program Element 84722F, OTS, and Program Element 84724F, other College Commissioning Programs.	X			X	X			
	AFPC/CC, through the Sustainment Division Officer Accessions Branch (AFPC/DPSIP), will:								
1	Monitor AFRS and AFROTC production.	X			X	X			
2	Classify all non-rated selects to meet mission requirements by specific AFSs.				X				
3	Act on reclassification requests.	X	X	X	X	X	X	X	
4	Provide MPEs assignment instructions on active duty Airmen selected for the program. (See Attachment 7)				X				
5	Act as waiver authority for applicants ineligible according to Table 1.1 .	X	X	X	X	X	X	X	X
6	Conduct a quality review through the Automated Records Management System (ARMS) and notify the final processing authorities on the results of the quality review.	X	X	X			X	X	
7	Maintain statistics on OTS BOT production.				X	X			
	United States Air Force Academy, Selections Division (USAFA/RRS) will:								
1	Notify MAJCOMs, FOAs, and DRUs of Airmen selected for the Preparatory School no later than 20 April each year.			X					
2	Send letters of non-selection or disqualification to Airmen and their MPEs after 10 May each year.			X					
3	Forward Preparatory School certificates to MAJCOMs for presentation no later than 15 May each year.			X					

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
4	Give MPEs assignment instructions on active duty Airmen selected for the program.			X					
5	Submit a complete list of individuals in the program to AFPC/DPSOO at least 6 months prior to commissioning for the purpose of requesting Presidential approval for a Regular Air Force appointment.			X					
	HQ Air Force Recruiting Service (HQ AFRS) Operations will:								
1	Ensure AFRS/CC serves as convening authority for AFRS BOT selection process.				X	X			
2	Coordinates with HQ AF/A1DO, HQ AF/A1PT, AFPC/DPSIP, and Holm Center on FY requirements at the NRLOAC.				X	X			
3	Schedules, advertises, and convenes BOT and TDSP selection boards/non-board selection dates.				X	X			
4	Generates board minutes and selection recommendation for AETC/CC approval.				X	X			
5	Classifies all rated selects and schedules AFPC/DPSIP to classify all non-rated selects to meet mission requirements by specific AFSs.				X	X			
6	Conducts after selection audits on all selects, to include a quality control audit of all active duty selects against ARMS through AFRS/CCJ before releasing selection board results.				X				
7	Announces selection board results to MAJCOMs, who in turn disseminate to FSS Education and Training Sections, who notify AD applicants' commanders of board results. In addition, HQ AFRS Operations will courtesy copy FSS Education and Training Section personnel using AF Virtual Education Center e-mail addresses.				X				
8	Provides selection instructions and directs OTs to check OTS BOT website for detailed reporting and preparation instructions.				X	X			
9	Develops and implements class assignment plan and processing instructions in coordination with AFPC/DPSIP and OTS for both civilian and active duty AF officer candidates.				X	X			

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
10	Completes final processing of civilian and active duty applicants, including accepting or rejecting applicants and assigning them to OTS classes.				X	X			
11	Updates MilPDS with projected BOT attendance for both civilian and active duty selects. Coordinates with AFPC/DPSIP, AFPC MilPDS Customer Service Center, 22 TRS/TRSP on record rejects or related problems.				X	X			
12	Sends list of active duty selects and non-selects to AFPC/DPAA5, Enlisted Assignments, Training Procedures and Issues.				X				
13	Requests a National Agency Check (NAC) or Single Scope Security Background Investigation (SSBI) from Office of Personnel Management for each civilian (to include guard and reserve, if needed) applicant after notifying the applicant of his or her selection to attend OTS. Ensures active duty members have a current Secret clearance or are submitted for a Top Secret clearance with Sensitive Compartmented Information (SCI) access prior to class assignment if member has a projected officer AFSC of 13D1X, 13S1, 14N1, 15W1, 21M1, 71S1, 92T0, 92T1, or 92T2.				X	X			
14	Verifies OT meets worldwide medical qualification and military retention standards via AF Form 422, MEPS physical, or required physical documents for AF specialties 92T0, 92T1, 92T2, 13D1X, 13M1, and 13S1.				X	X			
15	Electronically notifies AFPC/DPSIP of active duty members' BOT class assignments to initiate members' TDY en route assignment actions.				X	X			
16	Coordinates overseas curtailment approval with AFPC/DPAA5 prior to finalizing BOT class assignment for active duty members stationed overseas.				X				
17	Ensures Personnel Reliability Program (PRP) administrative certification is completed prior to class assignment for active duty Air Force OTS selects classified into AFSC 31P1, Security Forces.				X				

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
18	Sends an electronic Excel final class spreadsheet with name, demographic data, qualification data (AFOQT scores, GPA, degree major, etc.) to 24 TRS Registrar and 22 TRSS/MSPC 10 to 15 days prior to each BOT class start date. Advise and coordinate with 22 TRSS/MSPC on any final changes to the class roster prior to and during the class report date; coordinates with 24 TRS to validate arrival of all OTs.				X	X			
19	Sends copies of OTs' AF Forms 56, physical exam documents, and security clearance initiation documents 10 to 15 duty days prior to class start date to 22 TRSS/MSPC, 501 LeMay Plaza North, Maxwell AFB, AL 36112-5000.				X	X			
20	Forwards reinstatement request from 22 TRSS with AFS information to AFPC/DPSIP for reinstatement approval.				X	X			
21	Coordinates approved OT reinstatement medical recertification via update of AF Form 422, HQ AETC/SGPS, or Recruiting Squadron (MEPS qualification) as applicable to AFS.				X	X			
22	Forwards significant program changes to HQ AF/A1DO and AFPC/DPSIP for inclusion into AFI 36-2013.				X	X			
23	Disposes of applications and related documents in accordance with AFMAN 37-139.				X	X			
24	Direct the appropriate FSS Education and Training Section to coordinate with the MPE Career Development Element to update assignment availability code (AAC) 05 as soon as member officially applies for OTS.				X				
25	Submit a complete list of individuals in the program to AFPC/DPSOO at least 6 months prior to commissioning for the purpose of requesting Presidential approval for a Reserve/Regular Air Force appointment.				X	X			
26	Promptly disenroll students who fail to maintain acceptable academic standards.					X			
27	Remove students who fail to complete the program within the period specified.					X			

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
12	Coordinate with AECP/NECP selectees on application to AFROTC-affiliated colleges and universities.	X							X
13	Arrange for contract education service agreements with educational institutions to cover normal tuition and fees for all AECP and NECP students.	X							X
14	Authorize a textbook allowance for each student.	X	X				X		X
15	Monitor the academic status of AECP and NECP students through AFROTC units.	X							X
16	Manage the AECP/NECP academic phase within the man-year limitations imposed by law.	X							X
17	Cancel selection of applicants whose performance or personal conduct is not compatible with officer training standards.	X	X				X	X	X
18	Announce selection board results by e-mail to HQ AF/A1DL, who will release to MAJCOMs for dissemination to unit commanders and FSS Education and Training Sections.	X	X				X	X	
19	Ensure proper certification of medical examination reports before determining Airmen are eligible to be boarded.	X	X				X	X	
20	Ensure the MPE reports to AFPC/DPSIP, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 and HQ AFROTC/RRUE, 551 East Maxwell Blvd., Maxwell AFB, AL 36112-6106, 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.	X							
21	Remove the names of AECP selectees who decline retainability and notify AFPC/DPSIP. Also, advise these individuals they are ineligible to apply for AECP for 1 year from the date of their signed statement.	X							
22	Send assignment instructions via AFPC to the selectees' MPEs.	X							
23	Notify the gaining AFROTC units, each MAJCOM's Chief, Education Operations Branch, and commanders of board results by e-mail.	X	X				X	X	

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
	Submit a complete list of individuals in the program to AFPC/DPSOO at least 6 months prior to commissioning for the purpose of requesting Presidential approval for a Reserve/Regular Air Force appointment.								X

Table 2.5. Unit/Detachment Commander’s Management Responsibilities.

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
	Unit/Detachment commanders of applicants will:								
1	Interview applicants and use an AF Form 56 to document the results. Complete each part of Section III (see notes: 1, 2, 3).	X	X		X		X	X	
2	Complete the NES identification statement (refer to paragraph 1.5.) during the interview.	X	X		X		X	X	
3	Promptly notify the FSS Education and Training Section and the servicing MPE, who in turn will notify commissioning program OPR if any disqualifying factors appear at any time up to an applicant's actual enrollment in school. These factors include: misbehavior or failure to maintain high performance standards, adverse changes in attitude or personal appearance, decline in duty performance, or personal conduct not compatible with officer training standards.	X	X		X		X	X	X
4	Ensure all disqualifications requiring waivers are indicated on the AF Form 56 in item 28A.	X			X				
5	Counsel members who have received any initial enlistment/reenlistment bonus for their current enlistment that they lose further bonus entitlements upon discharge from AD to enter any commissioning program.	X	X	X	X		X	X	X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
6	Inform Airmen who fail to complete the program or who do not adhere to scholarship contract terms they are subject to involuntary recall to active duty in their USAF-ORS enlisted grade (see AFROTC, AFI 36-2011, <i>Air Force Reserve Officer Training Corps</i>). Non-completion of the scholarship contract terms is grounds for recall of Airmen under the same criteria.		X				X	X	
7	Inform Airmen who fail to complete either the USAFA Preparatory School or Academy direct entry program they are subject to involuntary recall to active duty in their USAF-ORS enlisted grade. Non-completion of either program is grounds for recall of Airmen under the same criteria.			X					

NOTES:

1. Unit commanders are responsible for ensuring no more than one letter of recommendation for OTS is included in the application. This letter must be from an individual in the applicant's chain of command, no higher than the organization's senior rater, normally the wing commander or equivalent.
2. 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.
3. The commander personally reviews the applicant's Unit Personnel Record Group (UPRG), or Automated Records Management System (ARMS), including military performance reports and UIF (if applicable), and confirms that the recommendation includes a copy of each performance report and any derogatory information (if applicable). Recommendations must include specific comments regarding the applicant's potential as an officer, a statement that the applicant meets the requirements of **Table 1.1** and a statement that the commander reviewed the applicant's UPRG or ARMS and did or did not find derogatory information. The commander, along with FSS Education and Training Section personnel, counsels the applicant. The commander personally determines the applicant's moral fitness for commission. If the applicant's commander is less than a field grade officer, a field grade officer in the applicant's chain of command must review and indorse the application. This form must be typed in paragraph or bullet format.

Table 2.6. Military Personnel Element Program Management Responsibilities.

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
	The MPE will:								
	Career Development Element								
1	Follow guidelines to promote AEC/OTS/NECP selectees in accordance with AFI 36-2502, <i>Airman Promotion Program</i> , before publication of their PCS or TDY orders (See AFI 36-2502, paragraph 3.1.4., for more specific details). See also Rules 5, 6, 7, and 8.	X			X	X			X
2	Follow guidelines to reenlist or extend AEC/OTS/NECP selectees in accordance with AFI 36-2606, <i>Reenlistment in the United States Air Force</i> .	X			X	X			X
3	Notify AFPC/DPSOE, 550 C Street West, Suite 9, Randolph AFB, TX 78150-4711, of selectees promoted to SSgt, effective 1 day before their scheduled PCS or TDY departure dates, if they are SrA and have the required retainability.	X			X	X			X
4	Reissue identification cards to selectees and their dependents after reenlistment, extension, or promotion, as appropriate, prior to arrival for AEC, OTS, or NECP assignment.	X			X	X			X
5	Note the promotion in the remarks section of the member's PCS orders. Notify AFPC/DPSOE of selectees promoted to SSgt that haven't attended Airman Leadership School (ALS) for MilPDS update. NOTE: MilPDS edits will not allow base level promotion updates on Airmen that have not attended ALS (see AFI 36-2502).	X			X	X			X
6	Appoint selectees in the rank of SSgt and above as OTs on their PCS or TDY orders effective on class start date. SSgts and above retain their current grade.	X			X	X			X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
7	Change selectees' Control Air Force Specialty Code (CAFSC) in MilPDS to 9T100, <i>Officer Trainee</i> , effective 1 day before their scheduled PCS or TDY departure dates.	X			X	X			X
8	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 in the minimum grade of SSgt while enrolled in OTS, AECP, and NECP, there is no need for any promotion action.	X			X				X
9	For qualified Airmen selected for promotion to the grade of TSgt or above, promote on the normal effective date, regardless of whether it occurs before or after the Airman enters the commissioning program.	X			X				X
10	Demote individuals eliminated from AECP, OTS, or NECP IAW AFI 36-2002 or 36-2503.	X			X	X			X
11	Ensure member is submitted for a Top Secret clearance with SCI access prior to publishing PCS orders if member has a projected officer AFSC of 13D1X, 13S1, 14N1, 15W1 21M1, 71S1, 92T0, 92T1, or 92T2. Member's PCS orders are annotated with the date the TS/SCI was submitted to the Defense Information Systems Agency (DISA) and a copy of the TS/SCI request will be placed in the UPRG or ARMS.	X			X				
	Assigning Airmen to the Military Phase								
	Upon receipt of assignment instructions from AFPC/DPAAO, the servicing MPE will:	X			X	X			X
1	Reassign airmen on PCS to their new duty organization.	X			X	X			X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
2	Do not publish reassignment orders until verification of medical worldwide qualification and military retention standards via AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> .	X			X				
3	Mail the Airman's medical and dental records, field personnel record group (unless already in ARMS), and orders to 22 TRSS/MSPC, 501 LeMay Plaza North, Maxwell AFB, AL 36112-5000 no later than 10 calendar days before class start date.				X				
4	Ensure Airmen acquire the retainability they need by taking one of these actions: (1) Extending their current enlistment 6 months from projected class graduation date for BOT OTs; (2) Reenlisting effective from the class start date AFROTC provides; (3) Students given a PCS to AFIT and NECP must have 6 years retainability; (4) Students reassigned in permissive TDY status must have 2 years retainability as of the expected graduation date; (5) Refer first-term Airmen to Table 3.1. of AFI 36-2606 for retainability guidelines.	X			X				X
5	Do not discharge Airmen from AD earlier than 30 calendar days before their class start date as provided by HQ AFROTC/RRUE. If an AFROTC unit accomplished the enlistment, they must contact the losing MPE once enlistment is complete so the MPE can deliver discharge documents to the gaining AFROTC unit.		X				X	X	
	Career Development Element								
1	Place the Airman in AAC 05 when directed by the FSS Education and Training Section or AFRS for TDSP.	X	X	X	X	X	X	X	X
2	Remove AAC 05 when directed by FSS Education and Training Section.	X	X	X	X		X	X	X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
3	Reports to AFPC/DPSIP, HQ AFROTC/RRUE, and HQ AFRS/RSOCL, 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.	X	X	X	X		X	X	
4	Publish orders, as appropriate. NOTE 1: Except for those promoted in accordance with AFI 36-2502, Airmen may take a delay en route in excess of 30 days if it does not interfere with them reporting on time. NOTE 2: Orders will be TDY en route to PCS.	X (see note 1)			X (se e not e 2)	X (se e not e 2)			
5	Review selectees' records and forward to the gaining MPE:	X			X	X			X
	UPRG (only forward if not in ARMS).	X			X	X			X
	PCS orders (15 copies).	X			X	X			
	Medical and dental records.	X			X	X			X
6	Ensure selectees deliver the following items to their new duty station:	X			X	X			
	Personal clothing and equipment.	X			X	X			X
	Driver Training Record.	X			X				
	Education Records.	X			X				X
7	On-the-job training record, career counseling, and career intent records.	X			X				X
	Establish procedures to ensure selectees deliver their finance records or the losing Accounting and Finance Office (AFO) directly transmits them to the gaining AFO, depending on the location of the gaining AFO.	X			X	X			X
	Ensure selectees complete any elective medical or dental treatment and update their immunizations before they depart.	X		X	X				X
	Remove selectees from flying status, parachute jump status, etc., before they leave their present duty station (see AFI 36-3017, <i>Special Duty Assignment Pay Program (SDAP)</i>).	X		X	X				X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
10	Set a firm departure date for selectees to allow for processing of removal-from-status actions and publication of removal orders, since selectees must acknowledge them before departing for PCS.	X		X	X	X			
11	Complete the removal of selectees from proficiency and superior performance pay, effective on their date of departure, before selectees leave their present duty station.	X		X	X				X
12	Consign household goods to selectees at their PCS destination. NOTE: If there is an AFROTC detachment at the new duty location, mark the shipment: "Contact AFROTC Detachment (number) before placing the shipment in storage."	X	X		X		X	X	X
13	Counsel career Airmen who would experience a financial loss through reenlistment that they may extend their current enlistment to acquire retainability. NOTE: Total extensions on current enlistment must not total more than 48 months (see AFI 36-2606).	X							X
14	Counsel Airmen who reenlist or extend their enlistment to get retainability for Air Force commissioning programs they do not get a selective reenlistment bonus (SRB), regardless of any AFS they hold at the time of reenlistment or extension.	X			X				X
15	Counsel selectees that the Air Force will suspend SRB payments to AECP selectees in accordance with AFI 36-2606. NOTE: The suspension ends if the member returns to enlisted status and serves in the SRB skill.	X			X				X
16	Instruct selectees who decline to obtain the required retainability that they must sign a statement to that effect and send it to HQ AFROTC/RRUE, 551 East Maxwell Blvd., Maxwell AFB, AL 36112-6106.	X							

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
17	Instruct selectees who decline to obtain the required retainability that they must sign a statement to that effect and send it to USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy, CO 80840-5025.			X					
18	Instruct selectees who decline to obtain the required retainability that they must sign a statement to that effect and send it to HQ AFPC/DPAMN, 550 C Street West, Suite 25, Randolph AFB, TX 78150.								X
19	Mail education records, medical and dental records, UPRG (if not in ARMS), Education and Training Records, Record Review Listing and DD Form 214, <i>Certificate of Release or Discharge From Active Duty</i> , and orders to 22 TRSS/TSRP, 501 LeMay Plaza North, Maxwell AFB, AL 36112-5000 no later than 10 calendar days before class start date. Do not input PTI 804 for OTS.				X				
20	Discharge Airmen who enlist in the USAF-Obligated Reserve Status (ORS) for 8 years if there are no disqualifying factors discovered before or occurring after submission of the application. Separation authority is base level.		X				X	X	
21	Discharge Airmen assigned overseas from active duty and enlist them in the USAFR-ORS at the port of entry or at their detachment.		X				X	X	
22	Do not give Airmen their discharge documents until after enlistment in the USAFR-ORS is complete.		X				X	X	
23	Enlist Airmen in the USAFR-ORS on the day following discharge. Enlistment will be accomplished by the MPE or the nearest AFROTC unit. Enlistment documents and instructions will be provided to the MPE or nearest AFROTC unit by the gaining AFROTC unit.		X				X	X	

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
24	Within 2 duty days after enlisting the selectee in the USAFR-ORS, the MPE or the AFROTC unit which performed the enlistment, sends all enlistment documents to the AFROTC unit the Airman will be attending.		X				X	X	
25	Coordinate with the nearest AFROTC detachment to complete the prescribed documents.		X				X	X	
26	Forward the documents according to instructions in the memorandum authorizing discharge.		X				X	X	
27	Notify HQ AFRS/RSOCL (by email: afrsots@rs.af.mil) of any change in the applicant's eligibility status from the time of selection notification to when the member departs for OTS.				X				

Table 2.7. Force Support Squadron Education and Training Section Program Management Responsibilities.

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
	The Force Support Squadron Education and Training Section will:								
1	Notify MPE in writing to place the Airman in AAC 05 (see AFI 36-2110).	X	X	X	X		X	X	X
2	Notify the MPE to remove the applicant from AAC 05 if applicant was nonselected or disqualified.	X	X	X	X		X	X	X
3	Help the applicant obtain needed documents and complete all requirements.	X	X	X	X		X	X	X
4	Not place the member in AAC 05 earlier than one month before forwarding the application to the processing authority. AAC 05 must be updated in accordance with AFI 36-2110, Table 11, rule 3.	X	X	X	X		X	X	X
5	Ensure sections I and II of the AF Form 56 are completed prior to the interview.	X	X	X	X		X	X	
6	Make sure the interviewing official confirms that, in addition to the mandatory comments and recommendations required on the AF Form 56, that the form has an attached copy of each military performance report, including any derogatory information (if applicable).	X	X	X	X		X	X	
7	Ensure applicant completes an AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> .				X				X
8	Verify the applicant's date of birth and citizenship status through MilPDS records.	X	X	X	X		X	X	X
9	Establish local procedures to ensure fully coordinated and completed applications.	X	X	X	X		X	X	X
10	Publicize the enlisted commissioning programs.	X	X	X	X		X	X	X
11	Review and help assemble documents in the order listed per HQ AFROTC website: http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp and the HQ AFRS page on the Air Force Portal website.	X	X	X	X		X	X	X
12	Ensure applicant reads applicable portions of AFI 36-2013 and understands its provisions.	X	X	X	X		X	X	X

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
13	Counsel Airmen on ADSC requirements IAW AFI 36-2107.	X	X		X		X	X	X
14	Where possible, offer regular classes in mathematics through calculus, which is the prerequisite to Ordinary Differential Equations, Calculus-based physics with a laboratory course, and Engineering or technical chemistry with a laboratory course. See AECF Newsletter at http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp for additional information.	X							
15	Inform applicants that only honorably discharged Reserve officers may reenlist upon separation (Title 10, U.S.C., Section 8258, <i>Regular AF; Reenlistment After Services As an Officer</i>).	X	X	X	X		X	X	
16	Assist applicants in requesting the memorandum of academic eligibility along with original or an official copy of required documents to submit to HQ AFROTC/RRUE, 551 E. Maxwell Bldg, Maxwell AFB, AL 36112-6106, for the academic evaluation phase of the application process. (see note)	X							X
17	Provide the original and one copy of CLEP and/or DANTEs transcripts.	X							X
18	Provide two copies (one official) of all college transcripts, including CCAF transcripts, if applicable.	X							X
19	Provide a list of college courses the Airman is now attending or is scheduled to attend before the selection board convenes.	X							X
20	Schedule applicants for the AFOQT and pilot applicants for the Test of Basic Aviation Skills (TBAS).	X	X		X		X	X	
21	Provide Records Review Report of Individual Personnel (RIP).	X	X	X	X		X	X	X
22	Provide scores from either the SAT or the ACT. The test report may be on a college transcript or an official test report.	X	X					X	

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
23	Assist applicants in completing applications to include online application requirements. Review application documents for accuracy. Refer to the HQ AFRS page on the Air Force Portal (https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-1537972) for additional instructions.				X				
24	Immediately notify the Airman's commander of the board results. NOTE: Do not preempt the commander by notifying the Airman directly.				X				X
25	Inform prior enlisted personnel without a break in service greater than 24 months they may be commissioned with a favorable Entrance National Agency Check (ENTNAC). For all others, a NAC is required. NOTE: Applicants with NAC not completed prior to commissioning must sign a statement of understanding agreeing in writing to discontinue processing if the NAC is unfavorable and they are disqualified (see AFI 36-2005, paragraph 3.6.1). If MilPDS 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/RSOCL.				X				
26	Process NES selectees in accordance with paragraph 1.5 and Table 1.3 .	X	X	X	X		X	X	X
27	Schedule medical evaluation for selected applicants within 30 days of receiving selection notifications.				X				
28	Schedule medical evaluation for applicants.	X	X				X	X	X
29	Provide applicant with AFROTC scholarship information.		X					X	
30	Determine applicant's eligibility.	X	X	X	X		X	X	X
31	Help Airmen complete the nomination form (AF Form 1786), ensuring they meet basic eligibility requirements and forward the completed form to USAFA/RRS, 2304 Cadet Drive, Suite 200, USAF Academy, CO 80840-5025 NLT 31 January each year.			X					

	Program Management Responsibilities	A E C P	A S C P	L E A D	O T S	T D S P	P O C - E R P	S O A R	N E C P
32	Help commanders prepare commissioning packages and ensure applicants meet minimum eligibility requirements. Notify USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy, CO 80840-5025 no later than 10 May each year that selected Airmen remain recommended for Preparatory School entry.			X					
33	Notify HQ AFRS/RSOCL (by email: afrsots@rs.af.mil) of any change in the applicant's eligibility status from the time of selection notification to when the member departs for OTS.				X				
34	Only process applications for AD service members and refer all other interested applicants to the nearest Air Force Recruiter.				X				
35	Ensure TDSP participants do not receive tuition assistance.					X			

Table 2.8. Applicant's Commissioning Responsibilities.

		A E C P	A S C P	L E A D	O T S	P O C - E R P	S O A R	N E C P
	Program Management Responsibilities							
	The applicants will:							
1	Notify AFROTC detachment, OTS, USAFA, or AD unit commanders and the MPE Customer Service Element of changes in address, telephone number, or status for as long as they are in the program.	X	X	X	X	X	X	X
2	If selected, review Holm Center website http://www.afoats.af.mil/OTS/index.asp for OTS reporting information for BOT inbound trainees. Adherence to website instructions is vital for inprocessing into BOT.				X			
3	If selected, provide post selection documents IAW AFROTC website at: http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp	X	X			X	X	
4	If selected, provide post board documents (i.e. fitness assessment results, Base-of-Preference, security clearance memorandum, PRP administrative certification (if applicable), physical, etc.) as required by individual AFSC. For further information on post board instructions, refer to the HQ AFRS page on the Air Force Portal website.				X			
5	If selected, notify HQ AFROTC/RRUE of any changes to their eligibility between the time of selection notification and reporting to their AFROTC detachment. (see note 1)	X	X			X	X	X
6	If selected, notify their Education and Training Section of any changes to their eligibility between the time of selection notification and reporting to BOT.				X			
7	Mail official college transcript to 22 TRSS/MSPC, 501 LeMay Plaza North, Maxwell AFB, AL 36112-6417 or present a letter authenticating award of a baccalaureate degree upon in-processing at OTS. A graduate will not receive a commission without an official transcript prior to OTS graduation.				X			
8	Comply with all AFROTC directives while assigned to the AECF program.	X						X

		A E C P	A S C P	L E A D	O T S	P O C - E R P	S O A R	N E C P
	Program Management Responsibilities							
9	Submit DD Form 368, <i>Conditional Release</i> , when required.				X			
10	Submit DD Form 368, if they are members on active duty from a sister service.		X			X		
11	Meet academic requirements listed in the AECP Newsletter. (see note 2)	X						X
12	Notify their unit commander and FSS Education and Training Section personnel of changes in their eligibility from the time they apply until the selection board convenes. Failure to do so may preclude the applicant from further consideration.	X	X	X	X	X	X	X
13	Not exceed age requirement. See Age Calculation Worksheet on AFROTC website at http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp	X	X			X	X	

Chapter 3

OFFICER TRAINING SCHOOL (OTS) PROGRAMS

3.1. OTS Mission.

- 3.1.1. Produce world-class officers of character possessing the American warrior ethos, prepared to lead Airmen, and embodying the Air Force Core Values.
- 3.1.2. Provide a quality foundation for developing Air Force officers.
- 3.1.3. Instill high standards of character, conduct, physical fitness, self-discipline, commitment, integrity, honor, and warrior ethos.
- 3.1.4. Instill a sense of leadership and personal responsibility for the officer's mission, people, and profession of arms.
- 3.1.5. Provide the essential military knowledge, leadership, basic expeditionary combat skills, and values that a new Air Force officer needs to perform effectively during the initial years of commissioned service.
- 3.1.6. Provide new officers with an orderly transition to commissioned service.
- 3.1.7. Identify and eliminate trainees who do not meet Air Force commissioning standards.
- 3.1.8. Train and commission sufficient numbers of officers to meet Air Force needs.

3.2. Eligibility Requirements for Officer Training School (OTS). OTS applicants must:

- 3.2.1. Meet eligibility requirements in **Chapter 1** of this AFI; Chapter 2, AFI 36-2005; and AFRS Program Announcements posted on the HQ AFRS page on the Air Force Portal website.
 - 3.2.1.1. Have an approved Financial Eligibility Determination. Active duty Air Force applicants who have ever filed for bankruptcy should refer to the HQ AFRS page on the Air Force Portal website and the annual Active Duty BOT Announcement for further instructions.
- 3.2.2. Have earned a baccalaureate degree or higher or must meet one of the following conditions:
 - 3.2.2.1. Is within 365 days of graduation from a college or university that is regionally or nationally accredited and is listed in the Integrated Postsecondary Education Data System located on the website <http://nces.ed.gov/collegenavigator/>, maintained by the U.S. Department of Education, National Center for Education Statistics.
 - 3.2.2.2. Has a degree from an institution that is both accredited and appears in either the latest edition of the Accredited Institutions of Postsecondary Education Directory, published annually by the American Council on Education (<http://www.acenet.edu//AM/Template.cfm?Section=Home>), or the latest edition of the Higher Education Directory, published by Higher Education Publications, Inc. (<http://www.hepinc.com/>), or any other education publication which clearly indicates regional or national accreditation.

3.2.2.3. Graduated from a non-accredited college or university in the United States and can present evidence from an accredited institution of higher learning that their credits are acceptable for graduate work.

3.2.2.4. Graduated from a college or university outside the United States and can meet the following conditions:

3.2.2.4.1. Provide an official transcript translated to English (when required). The applicant must pay all fees involved with obtaining copy of foreign transcript.

3.2.2.4.2. Possess a degree evaluated by a credential evaluation agency. The credential evaluation agency must be a member of the National Association of Credential Evaluation Services found at the following web site: <http://www.naces.org/>.

3.2.2.4.3. Written evidence obtained from a regionally or nationally accredited college or university in the United States that credits would be acceptable for graduate work.

3.2.3. Be medically qualified in accordance with AFI 48-123, *Medical Examinations and Standards*.

3.2.4. Meet minimum AFOQT requirements (see **Table 1.2**) and additional requirements included in AFRSI 36-2001 and Active Duty BOT Announcements.

3.2.4.1. Be able to attend an OTS class 450 days from date of application, allowing for college graduation, dislocation allowance (DLA) restrictions, overseas tour length, and so forth.

3.2.4.2. Individuals who apply to fill USAFR requirements must be qualified, available, and scheduled for assignment upon graduation to a unit manning document vacancy projected at the time of application.

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

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

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

3.3. Basic Officer Training (BOT). This program is open to all civilian applicants to include AF Reserve, Guard, Sister Service members, and AF active duty Airmen wishing to pursue an opportunity to become a commissioned officer in the Air Force by attending OTS. All applicants other than active duty Airmen must initiate the application process with an AF Recruiter. Active duty Airmen initiate the application process with their FSS Education and Training Section.

3.3.1. There are primarily two program categories, "Rated" and "Non-rated." Rated is comprised of the Pilot, Combat Systems Operator, and Air Battle Management subprograms. The Non-rated category is comprised of Technical and Non-technical subprograms.

3.3.2. Refer to the HQ AFRS page on the Air Force Portal website for the HQ AFRS/RSOCL board schedule and additional program guidance.

3.3.3. Applications can only meet sub-programs that are available on the particular board submitted for; applications cannot cross between the Rated and Non-Rated subprograms. Applicants can apply for a different type of board category (rated/non-rated) after 180 days from the date of non-selection or withdrawal. Supplemental board panels will be conducted as directed to meet specific needs of the Air Force.

3.3.4. HQ AFRS may allow non-select applicants to meet the next board (two consecutive boards), as necessary, to meet Air Force officer recruiting requirements. Eligible applicants can re-apply after 180 days from date of non-selection or withdrawal status. In order to meet accession targets, AFRS/CC may authorize applications to meet a subsequent board before 180 days has transpired.

3.3.5. Refer to **Table 3.1**, BOT and TDSP Application Documents, and the HQ AFRS page on the Air Force Portal website for additional eligibility information and application requirements identified in the Active Duty BOT Announcement.

3.3.6. In order to meet officer accession requirements, HQ AFRS/RSO may develop a boardless selection process as necessary for critical fill AFSCs, or in other special circumstances when AFSCs have a unique pre-selection process (e.g. Air Force Band officers, public affairs officers).

3.4. Technical Degree Sponsorship Program (TDSP). The purpose of TDSP is to increase the accessions rate of individuals with engineering and other technical degrees by allowing HQ AFRS to recruit and place junior (no more than 24 months from graduation) and senior college students on active duty prior to college degree completion. This program also applies to graduate students no more than 24 months from graduation. The intent and budget for the TDSP program is to maintain 25 enlistees who are 24 months from graduation and 25 enlistees who are 12 months from graduation. Twenty-four-month graduates will graduate to the next class and account for the 25 enlistees who are 12 months from graduation. Unfilled 24-month seats can be targeted to 12-month graduates at a period in time determined by HQ AFRS.

3.4.1. TDSP Program Responsibilities:

3.4.1.1. HQ AF/A1DO:

3.4.1.1.1. Determines the overall policy for the TDSP.

3.4.1.1.2. Reviews targeted degrees for this program annually.

3.4.1.2. HQ AF/A1PT:

3.4.1.2.1. Determines and publishes targeted degrees for this program annually.

3.4.1.3. HQ AFRS:

3.4.1.3.1. HQ AFRS/RSO develops, implements, and operates TDSP to include the selection process.

3.4.1.3.2. Develops programs to maximize utilization (Goal/Target) of all 50 slots on an annual basis.

3.4.1.3.3. Develops advertising.

3.4.1.3.4. In coordination with HQ AF/A1DO and AFPC/DPSOA, Enlisted Accessions and Bonus Section, publishes and updates appropriate changes to

guidance which references TDSP. In coordination with AFPC/DPSOA, establishes an effective classification system.

3.4.1.3.5. HQ AFRS/RSO (in coordination with AFPC/DPSOA) is the waiver authority for all exceptions to policy regarding TDSP eligibility, criteria, and program entry and exit requirements.

3.4.1.3.6. If HQ AFRS determines the TDSP enlistee is not meeting academic and/or enlistment standards agreed upon in the contract agreement, HQ AFRS notifies AFPC/DPSOA.

3.4.1.3.7. Recruits, advertises, and administers initial student processing actions.

3.4.1.3.8. Projects TDSP selectees to OTS classes immediately following their projected graduation. Graduates remain in E-3 status until reporting to OTS.

3.4.1.3.9. Defers clothing issue and clothing maintenance allowance until OTS.

3.4.1.3.10. The recruiter escorts the enlistee to the base FM Office with orders and an AF Form 220, *Request, Authorization, and Pay Order, Basic Allowance for Subsistence (BAS)*, authorizing basic allowance for subsistence at the “when rations-in-kind are not available” rate. This should be accomplished during inprocessing.

3.4.1.3.11. Assumes responsibility for student administration to include loading the student into MilPDS and completing an AFRISS (Air Force Recruiting Information Support System) record build.

3.4.1.3.12. Advises AFPC on any academic problems that may result in the change of the scheduled date of graduation, forwards needed materials directly to enlistees, and commences monitoring academic programs to ensure compliance with TDSP criteria and standards.

3.4.1.3.13. Ensures the recruiter escorts the enlistee on the first duty day following enlistment to the servicing MPE for initial in-processing. Enlistees must be within AFI 36-2903, *Dress and Personal and Appearance of Air Force Personnel*, grooming standards for their initial and all subsequent appointments.

3.4.1.4. Military Entrance and Processing Stations (MEPS):

3.4.1.4.1. Initially enlist TDSP applicants and distribute enlistment documents.

3.4.1.4.2. Prepare enlistment orders.

3.4.1.5. AFPC:

3.4.1.5.1. Ensures proper migration of AFRISS records to MilPDS.

3.4.1.5.2. In coordination with HQ AFRS, establishes an effective classification system.

3.4.1.6. Military Personnel Element (MPE):

3.4.1.6.1. Serves as the initial point of contact at base level for the TDSP enlistee.

3.4.1.6.2. Promotes enlistee to Officer Trainee (pay grade E-5) to be effective 4 days prior to OTS class reporting date. PCS orders must contain the following statement:

“Member will be promoted to Officer Trainee (pay grade E-5) before the effective date of these orders; household goods allowance is for an E-5.”

3.4.1.6.3. Ensures the TDSP enlistee’s unit personnel record group (UPRG) is maintained on-site or in the Automated Records Management System (ARMS).

3.4.1.7. Air Force Accounting and Finance:

3.4.1.7.1. Assists enlistee in completing all appropriate forms to establish serving FM pay records.

3.4.1.8. FSS Education and Training Section:

3.4.1.8.1. Briefs TDSP enlistee on MGIB benefits.

3.4.2. TDSP Concept of Operations: To begin enrollment in TDSP, students must be within 24 months but no fewer than 100 days from graduation and be enrolled on a continuous basis each academic term with no breaks, to include at least one summer session or full-time internship relevant to degree. Once accepted into the program, the TDSP select will enlist into the Regular active duty Air Force as an E-3, be issued an identification card, and be entitled to full benefits (to include dependents), except tuition assistance, in accordance with existing laws. The Recruiting Squadron Commander or other delegated officer will follow AFRSI 36-2001, paragraph 3.24, for departure preparation of the TDSP enlistee.

3.4.3. Should a TDSP participant fail to meet graduation requirements by his or her scheduled graduation date due to circumstances within their control, the individual will be held to the contractual service agreement.

3.4.4. Eligibility Requirements: TDSP is offered to students earning engineering degrees from schools accredited by the Accreditation Board for Engineering and Technology (ABET) and other technical degrees from regionally and nationally accredited schools. HQ AFRS will announce the specific qualifying degrees. TDSP candidates must meet standard commissioning requirements as prescribed in AFRSI 36-2001 and those specified by HQ AFRS/RSO. Waiver requests will be processed IAW [paragraph 1.3](#) of this AFI. Final determination of eligibility remains with HQ AFRS/RSO. Applicants must also meet the following additional requirements upon entering the TDSP:

3.4.4.1. Be between 18 and 34 years of age at the time of commissioning.

3.4.4.2. Possess a minimum 3.0 GPA on a 4.0 scale for all college-level studies, as well as their academic major, and be in good academic standing (i.e. not be on probation at time of enlistment).

3.4.4.3. Attain a minimum score of 25 on the verbal and the quantitative sections of the AFOQT.

3.4.4.4. Applicants must provide, through their schools, official transcripts of their completed course work. Each applicant must provide an official letter from the school, certified by the university/college registrar, indicating the courses being taken, by academic term, which verifies graduation to coincide with the TDSP enlistment plan. The official letter must also state exact degree to be awarded.

3.4.4.5. For those with prior or current military service:

3.4.4.5.1. Enlisted. Not currently be on active duty. Applicant may not have served on active duty or in any component, in any service, as an enlisted member in any grade above E-3.

3.4.4.5.2. Officer. Not be a commissioned officer on active duty. Applicant may not have served on active duty as a commissioned officer of any service or component for any length of time.

3.4.5. Phases of the Program. The TDSP is conducted in four phases:

3.4.5.1. *Phase I -- Selection/Classification Phase.* The TDSP applicant is first recruited from an appropriately accredited school. After basic eligibility is determined, the application package is submitted to HQ AFRS for review and initiation of the selection process. Refer to **Table 3.1**, BOT and TDSP Application Documents, for application requirements. HQ AFRS notifies applicants of selection board results. AFPC classifies selectees based on academic background and AF needs.

3.4.5.2. *Phase II -- Enlistment Phase.* Once individuals are notified and accept, they are enlisted according to AFRSI 36-2001, *Regular Air Force and Special Category Accessions*, at the nearest MEPS. During enlistment processing, the MEPS Liaison Noncommissioned Officer (LNCO) again briefs the applicant on all details of TDSP and has the applicant execute the TDSP contract agreement (**Attachments 3, 4, and 5**), which becomes an annex to the DD Form 4, *Enlistment/Reenlistment Document*. Enlistees are placed on active duty as OTs with a special duty identifier of 9T100, Officer Trainee, and assigned to HQ AFRS, with permanent duty location at the enlistee's school.

3.4.5.3. *Phase III -- Academic Phase.* During this phase, the TDSP participant is under the administrative control of HQ AFRS. Degree requirements must be met within a specific time period. Students failing to complete their approved degree programs within the period of time prescribed by the TDSP contract may receive one academic term extension. The extended academic term is limited to the next scheduled term after the last contract month of the program. HQ AFRS is the extension approval authority for students who fail to graduate on time. Evaluations are on a case-by-case basis and are approved only in instances where circumstances clearly indicate the best interests of the Air Force will be served. An extension will not be granted where student neglect is the cause. Extensions are not routine and usually are approved only when a student can make up the course in a summer session. Students who fail a core course, sequential course, or courses offered once a year, or where summer sessions are not available, usually will not receive a waiver. They will be called to extended active duty in their enlisted grade. The TDSP enlistee must ensure a current official transcript will be provided to HQ AFRS/RSO at the end of each academic term.

3.4.5.4. *Phase IV -- Military Phase.* During this phase, individuals who have completed the academic phase and received their degree are assigned to OTS for pre-commissioning training. HQ AFRS is responsible for processing individuals into OTS.

3.4.5.4.1. TDSP participants completing degree requirements are assigned PCS to their new duty station with TDY en route as OTs at OTS. Selectees will be sent to the first available OTS class after graduation. Selectees' records and orders should be sent to arrive at Maxwell AFB AL, NLT 10 calendar days before class reporting date.

3.4.5.4.2. AFPC and the local MPE are responsible for publishing orders for Airmen completing degree requirements and reassigning the Airmen PCS to their new duty station with TDY en route as OTs at OTS.

3.4.6. Failure to Complete the Program.

3.4.6.1. Academic Phase Eliminees. (See [Attachment 6](#), Instructions for Disposition of Eliminees.)

3.4.6.2. HQ AFRS is delegated the responsibility and authority to promptly dismiss Airmen who fail to maintain acceptable retention standards, including satisfactory academic progress and commission potential.

3.4.6.3. Failure to complete the academic phase within the specified period of time for which selected is justification for removal from school on a case-by-case basis.

3.4.6.4. HQ AFRS is responsible for immediate notification to AFPC/DPSOA when a TDSP student is disenrolled from the academic phase.

3.4.6.5. HQ AFRS is responsible for processing eliminatees to their next assignment as expeditiously as possible.

3.4.6.6. Baccalaureate Degree-Seeking Eliminees. If the TDSP applicant fails to complete the program in either the academic or military phase, he/she must continue to serve 2 years on active duty in an enlisted status that commences with their reporting date to basic military training (BMT).

3.4.6.6.1. For prior service individuals who will not require BMT attendance, 2 years commences with their date arrived station (DAS) at their first duty assignment after TDSP disenrollment. Individual assignment desires will be considered, however, Air Force requirements will take precedence. AFPC Classifications will ensure participant is properly classified during BMT.

3.4.6.6.2. HQ AFRS/RSO and AFPC will ensure participants are properly classified to fill Air Force needs.

3.4.6.6.3. HQ AFRS, in conjunction with AFPC/DPSOA, is responsible for processing academic eliminatees per [paragraph 3.4.6.6](#) as expeditiously as possible. AFPC and OTS are responsible for processing OTS eliminatees per [paragraph 3.4.6.6](#) as expeditiously as possible.

3.4.6.7. Military Phase. TDSP participants are attached to OTS for administration of UCMJ actions while in the military phase.

3.4.6.8. Refer to [Table 3.1](#) for TDSP application requirements.

3.5. OTS Application Process.

3.5.1. HQ AFRS is responsible for processing applications for individuals applying for BOT. Civilian applicants may refer to AFRSI 36-2001 for application and eligibility requirements. See [Tables 2.4](#) through [2.7](#) for Organizational Program Manager Responsibilities for all commissioning programs.

3.5.2. [Paragraph 3.2](#) identifies eligibility requirements for active duty Air Force applicants.

3.5.3. **Table 3.1** identifies documents required for active duty Air Force applications.

3.5.4. Refer to HQ AFRS page on the Air Force Portal website and the Holm Center website (<http://www.afoats.af.mil/AFROTC/EnlistedComm/EnlistedCommissioning.asp>) for additional information and application requirements.

Table 3.1. BOT and TDSP Application Documents.

R U L E	Document (note 1)	notes
1	AFRS Form 1360, <i>Commissioning/Appointment Application Checklist</i> .	2
2	Applicant Profile.	1
3	Waiver requests specified in paragraph 1.3. and Table 1.1. , note 1.	1
4	AF Form 56, <i>Application & Evaluation for Training Leading to a Commission in the USAF</i> .	3
5	GPA worksheet.	1
6	AFOQT scores printout (from https://w20.afpc.randolph.af.mil/afoqtsnet20/default.aspx).	
7	Letter of Recommendation.	4
8	Service Records: Include performance reports for all applicants who currently hold or previously held military status. (AF Form 910, <i>Enlisted Performance Report for AB-TSgt</i> , AF Form 911, <i>Enlisted Performance Report for MSgt- CMSgt</i> , AF FORM 77, <i>Supplemental Evaluation</i> , and/or performance reports from U.S. Sister Services, when applicable) (see note 5). DD Form 4, <i>Enlistment/Reenlistment Document of the Armed Forces of the United States</i> (see note 5). DD Form 214, or NGB Form 22, <i>Report of Separation and Record of Service</i> . (see notes 5,6). Discharge orders (see note 5). Any derogatory information documents (i.e. moral waiver documents, Article 15, UCMJ, court-martial, approved financial eligibility determination) (see notes 1, 5). DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> (see note 5). RRL-RIP from MilPDS.	
9	Transcripts.	7
10	AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> .	8
11	AFRS Form 1413, <i>Verification of Graduation</i> , when applicable.	9
12	AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> .	10
13	Flying Class Physical for Rated Applicants.	11
14	Pilot specific documents.	
15	Pilot Candidate Selection Method (PCSM) website printout.	
16	Private/Commercial Pilot license photocopy, if applicable.	

R U L E	Document (note 1)	notes
17	BOT Application Checklist.	1

Table 3.2. Reenlistment and Assignment of OTS Selectees.

R U L E	A If the processing step is	B and the applicant is	C then	D takes action to:
1	enlisting	a civilian HQ AFRS selected	the recruiting activity	enlist the applicant in the Delayed Enlistment Program (DEP) in pay grade E-5 in accordance with AFI 36-2001, <i>Officer Training Program Examining Centers (OTPEC)</i> (see notes 1 and 2).
2		a civilian HQ AFRC selected		enlist the applicant under AFI 36-2002 (see notes 1 and 2).
3	assigning to OTS	a DEP applicant HQ AFRS processed		assign applicant to OTS on voluntary EAD orders in accordance with AFI 36-2002, <i>Regular Air Force and Special Category Accessions</i> (see note 3).
4		an USAFR or member HQ AFRS selected		assign the applicant to the USAFR (non-DEP).
		an USAF Airman whose MPE has received assignment notification from AFPC/ DPSIP	the servicing MPE or Reserve MPF	publish PCS orders with TDY en route to OTS. Promote those in pay grade E-4 and below to E-5 and issue new identification card effective one day before scheduled departure date (see Table 3.3.). Hand carry the FPRG to 22 TRSS/MSPC (see notes 4 and 5).
5		an AFRC (non- DEP) Airman AFRC selected		assign the Airman to OTS in an active duty for training status. Promote those in pay grade E-4 and below to E-5 and issue new identification card effective one day before scheduled departure date (see Table 3.3.).
6	reenlistment or extending reenlistment	any Airman		assign or reenlist the Airman, in accordance with AFI 36-2606, if needed, to ensure retainability for follow-on assignment beyond OTS graduation date (see note 6).

R U L E	A If the processing step is	B and the applicant is	C then	D takes action to:
7	extending EAD orders	an AFRC or ANG member on EAD	22 TRSS/MSCP	call back to the unit and the unit in-turn takes the corrective action(s).
8	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 with the change (see note 7).

Table 3.3. Promotion of Airmen on Active Duty Scheduled to Attend OTS.

R U L E	A If the selected Airman is	B then the servicing MPE
1	serving in the grade of SrA or below	promotes to the grade of SSgt and issues new identification card effective 1 day before scheduled departure date (see note 1).
2	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.
3	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).
4	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 class start date.

3.6. Supplying Uniforms to OTS Selectees.

3.6.1. Civilians receive money for initial issue of uniforms from the clothing monetary allowance system.

3.6.2. Active duty Airmen TDY en route to OTS receive their usual clothing maintenance allowance (see DFAS DEM 177-373, *Defense Joint Military Payment System Active Component [JMS-AC] FSO Procedures*).

3.6.3. Guidance regarding clothing allowances for Reservists can be found in the *DoD Financial Management Regulation (FMR)*, Volume 7A, Chapter 29.

3.6.3.1. AFRC units conduct clothing inspections for their members selected for OTS.

3.6.3.2. The host or base equipment management office replaces uniform items meeting the criteria in AFMAN 67-1, *Basic Air Force Supply Procedures*, Volume 1, Part 1, Chapter 17.

3.7. Granting Leave to Officer Trainees (OTs). OTs may go on leave in accordance with AFI 36-3003, *Military Leave Program*. The 22 TRSS/MSPC serves as the leave processing activity for OTs.

3.8. Administration of OT Personnel Actions.

3.8.1. The 22 TRSS/MSPC serves as the MPE for all OTs. It uses a modified MilPDS to access and process data, classify and assign OTs, and perform other actions necessary to maintain their military personnel files.

3.8.2. The 24 TRS/CC manages and controls all BOT functions including administrative procedures for the elimination and recycling of students. The 23 TRS/CC manages and controls all COT functions including administrative procedures for the elimination and recycling of students.

3.9. Elimination of OTs.

3.9.1. The OTS/CC is the disenrollment decision authority for all trainees. The 24 TRS/CC is the recycle decision authority. The OTS/CC may delegate disenrollment authority for administrative disenrollments only (self-initiated elimination, medical, extended absence, initial eligibility) to the 24 TRS/CC.

3.9.2. Consider eliminating an OT from training for any of the following reasons:

3.9.2.1. Military Training Deficiency (MTD). OT fails to achieve passing scores on written and performance measurements. Three failures usually signal a MTD, but any number of failures may form a basis for elimination, depending on the severity of the deficiencies and on surrounding circumstances.

3.9.2.2. Lack of Adaptability. OT demonstrates inability to adapt to or display the necessary physical, psychological, or personality traits of an Air Force officer, or an OT lacks 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. Also includes, but is not limited to, any misconduct which would constitute a basis for discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, or AFI 36-3208, *Administrative Separation of Airmen*.

3.9.2.3. Self-Initiated Elimination (SIE). Withdrawal from the course results from a student's written request for elimination.

3.9.2.4. Medical Disqualification. Results from a medical defect or condition that renders the student incapable of maintaining the physical standards required to complete the program. The 24 TRS/CC initiates elimination due to medical disqualification after proper medical authority certifies the OT as "disqualified." The 24 TRS/CC ensures the medical disqualification information is noted in the remarks section of the DD Form 785 *Record of Disenrollment from Officer Candidate-Type Training*. The DD Form 785 will indicate whether an OT is permanently or temporarily medically disqualified.

3.9.2.4.1. OTs who are deemed permanently medically disqualified (per conditions listed in AFI 48-123) will have their records reviewed by HQ AETC/SGPS who will confirm the disqualifying factor. The review date will be annotated in the remarks section of the DD Form 785.

3.9.2.4.2. OTs who qualified medical personnel believe can recover from their medical condition within 180 days and complete the physical training requirements of OTS will be given a 180-day reinstatement option which will be outlined in the remarks section of the DD Form 785.

3.9.2.4.2.1. In the case of pregnancy, formerly pregnant OTs may be given a reinstatement option to return to training 6 months after the completion of pregnancy. An OT is expected to return to training immediately after the 6-month timeframe as long as the OT meets accession and medical standards.

3.9.2.5. Extended absence from training for personal reasons (usually more than 3 days) for any reason.

3.9.2.6. A determination that the OT was initially ineligible for OTS to include OTs who do not meet initial Body Mass Index or Body Fat requirements.

3.9.2.7. Prejudicial Conduct, any conduct inconsistent with the OTS honor code, or demonstration of undesirable character traits. OTS will give strong consideration to initiating administrative discharge action under AFI 36-3208 for any OT eliminated under this paragraph.

3.9.3. OTS processes OT elimination in accordance with internal procedures and AETC, Holm Center, and OTS instructions. OTS is responsible for completing a DD Form 785 to document each elimination from training case.

3.9.4. 22 TRSS/MSPC will notify AFPC/DPSIP immediately of any active duty quota OTs actually removed from training who are within 5 days of graduating.

3.10. Disposition of Disenrolled OTs.

3.10.1. 22 TRSS/MSPC processes disenrolled OTs in accordance with the guidelines listed in [Table 3.4](#).

Table 3.4. Disposition of Disenrolled Officer Trainees.

R U L E	Disenrolled Officer Trainee Procedures
1	If the OT being eliminated entered OTS as a nonprior or prior service applicant and specifically enlisted to attend OTS, OTS will process a discharge under AFI 36-3208, paragraph 5.22. (entry level performance or conduct), paragraph 3.10. (voluntary discharge after elimination from OTS), or another appropriate paragraph.
2	If the OT being eliminated entered OTS as an active duty applicant (including those who entered through AECP) and is being eliminated for failure to meet military retention standards, consider processing the OT for discharge under AFI 36-3208. If discharge is not warranted by the circumstances, OTS processes the OT for reassignment.
3	If the OT being eliminated entered as an active duty applicant (including those who entered through AECP), and is not being eliminated for failure to meet military retention standards, OTS processes the OT for reassignment.
4	If the OT being eliminated is a non-prior service applicant, OTS will demote the applicant to A1C (see AFI 36-2002 and AFI 36-2503).
5	If the OT being eliminated is an AFRC applicant, HQ AFRC/A1BB instructs 22 TRSS/MSPC whether to process a discharge or a reassignment.
6	If the OT being eliminated is a prior service applicant, OTS will demote the applicant to the rank held immediately before entering OTS (if below SSgt).
7	OTS files the DD Form 785 in the UPRG or ARMS for all OTS elimination cases.
8	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, 24 TRS/CCA transfers the student to the 22 TRSS/MSPC.
	- 22 TRSS/MSPC sends the request to AFPC/DPSOA, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 for approval or disapproval.
	- If AFPC/DPSOA approves enlistment, the trainee may not request separation at a later date under this AFI.
9	When reassigning eliminated OTs, OTS:
	- counts the time the member spent as an OT in computing the member's remaining service obligation.
	- when required, adjusts the member's grade to that authorized under the non-prior or prior service enlistment program (see AFI 36-2002), as applicable, at the time of his or her current enlistment.
	- demotes an individual who was an active duty Airman in accordance with AFI 36-2503.
	- promotes an Airman entitled to promotion because of previous selection (see Table 3.3) in accordance with AFI 36-2502.
10	22 TRSS/MSPC requests assignment instructions for eliminated active duty Airmen from the appropriate AFPC assignment OPR (see AFI 36-2110) and sends an information copy of the request to:
	- AFPC/DPSIP, the losing MAJCOM, and MPE. (see Attachment 8)

R U L E	Disenrolled Officer Trainee Procedures
	- AFPC/DPSIP and AFROTC/RRUE if the disenrolled OT was an AECF participant.
11	AFPC/DPSIP or the assignment OPR sends assignment instructions to the servicing MPE.
12	The OT's servicing MPE publishes the required assignment or separation orders and sends them to 22 TRSS/MSPC for presentation to the OT.
13	The OT remains attached to 24 TRSS/CCA pending receipt of assignment or separation orders.

3.11. Placing OTs on Hold.

3.11.1. No later than 3 duty days before graduation, 22 TRSS/MSPC notifies AFPC/DPSIP of OTs whose status requires that they be held over, specifically, OTs who are:

3.11.1.1. Awaiting medical qualification.

3.11.1.2. Awaiting action that rendered them ineligible for graduation.

3.11.1.3. Awaiting receipt of official transcripts.

3.11.1.4. Awaiting completion of a NAC (unless the OT has prior enlisted service without a break in service greater than 24 months).

3.11.2. 22 TRSS/MSPC may notify appropriate agencies by telephone or e-mail by close of the duty day the withholding action occurred.

3.11.3. OTs not cleared for commissioning by their graduation date and held over to a later class may be commissioned as soon as all required actions are complete. They need not wait until the commissioning date for the next BOT class.

3.11.4. 22 TRSS/MSPC notifies HQ AFRC/A1BB when holding over OTs who are filling AFRC quotas.

3.12. Graduation and Commissioning.

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

3.12.2. 24 TRS/CC ensures Flight Commanders (Flt/CCs) will conduct a thorough pre-commissioning review of any OT whose mental, moral, physical, and professional fitness are questionable. Upon conclusion of the pre-commissioning review the Flt/CC will recommend appointment or other action.

3.12.3. When the Flt/CC and the reviewing authorities do not recommend an OT for commissioning, 24 TRS/CC determines if elimination action is appropriate.

3.12.4. When a qualified OT does not accept an appointment, 22 TRSS/MSPC:

3.12.4.1. Processes the OT as an eliminated student.

3.12.4.2. Terminates the appointment offer.

3.12.4.3. Takes action to have the OT reassigned, if required.

3.12.5. If it is discovered that a civilian or UCMJ criminal action or investigation is pending against an OT, 24 TRS/CC suspends commissioning actions until the case is resolved. **EXCEPTION:** Minor traffic violations do not require a commissioning suspension. If 24 TRS/CC determines, in consultation with Holm Center/JA, that resolution of the criminal case will be delayed for an unusual length of time, OTS consults AFPC/DPSIP for guidance. If the OT is the subject of any adverse adjudication while in OTS (such as a deferred judgment or pretrial diversion), 24 TRS/CC consults with Holm Center/JA to consider appropriate waiver action in accordance with AFI 36-2002.

3.12.6. When an OT who entered OTS to fill an active duty quota accepts an appointment, 22 TRSS/MSPC orders the officer to EAD for 4 years.

3.12.7. Officers who later complete UFT incur additional ADSCs in accordance with AFI 36-2107, *Active Duty Service Commitments*.

3.12.8. When an OT who entered OTS to fill an AFRC quota accepts an appointment, 22 TRSS/MSPC:

3.12.8.1. Notifies HQ ARPC/DPAAA (Accessions Branch) to appoint the OT as a second lieutenant in the USAFR.

3.12.8.2. Returns the member to the unit of assignment for duty as a Reserve officer.

3.12.8.3. Reserve officers selected for undergraduate flying training or technical training proceed under orders published by the AFRC unit.

3.12.9. 22 TRSS/MSPC terminates a newly commissioned officer's enlisted status by discharging the OT in accordance with AFI 36-3208. Upon discharge, deliver the DD Form 214 to the new OT on the discharge date.

3.12.10. 22 TRSS/MSPC initiates appropriate military record groups in accordance with AFI 36-2608, *Military Personnel Records Systems*, and updates the Foreign Language Self Assessment in MilPDS prior to class graduation.

3.12.11. 22 TRSS/MSPC disposes of Regular Air Force and Air Force Reserve members' records by:

3.12.11.1. Transferring the member's Field Personnel Record Group (FPRG) in accordance with AFI 36-2608.

3.12.11.2. Establishing the new officer's UPRG in accordance with AFI 36-2608, paragraphs 1.3.1., 2.14.3., and 2.14.2.

3.12.11.3. Distributing the FPRG in accordance with AFI 36-2608, Table 2.5.

3.12.11.4. Forwarding the new officer's master personnel record group to the appropriate address listed in AFI 36-2608, Table 2.15.

3.12.12. 22 TRSS/MSPC includes a copy of the AF Form 56, with AFOQT scores, in the UPRG or ARMS of officers scheduled to attend:

3.12.12.1. Flying training course.

3.12.12.2. Undergraduate Pilot Training.

3.12.12.3. Undergraduate Helicopter Pilot Training.

3.12.12.4. Undergraduate Combat Systems Operator Training.

3.12.13. For AFRC graduates, 22 TRSS/MSPC:

3.12.13.1. Requests HQ ARPC/DPAAA provide appointment and assignment orders for each new Reserve officer.

3.12.13.2. Publishes orders announcing AFRC distinguished graduates and provides HQ AFRC/A1BB and the units of assignment with information copies.

3.12.14. Distinguished Graduates (DGs) are the outstanding and honor graduates of each OTS class. 22 TRSS/MSPC will annotate the personnel records of DGs as appropriate.

3.12.14.1. A DG must:

3.12.14.1.1. Have the recommendation of the commissioned staff.

3.12.14.1.2. Finish in the top 10 percent of the class.

3.12.14.1.3. Excel in objective and subjective measures.

3.13. OTS Leave Procedures After Graduation.

3.13.1. The authority to grant leave and its duration is dependent on the reporting requirements to first duty or training assignment. See [Table 3.5](#).

Table 3.5. OTS Leave Procedures After Graduation.

R U L E	If the OTS graduate:	Then:	See Note:
1	Has an initial duty assignment at Maxwell AFB (PCA w/o PCS) and desires leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		The member departs OTS immediately after graduation for new duty station.	
		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.	
2	Has an initial duty assignment at Maxwell AFB (PCA w/o PCS) and does not desire leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		The member departs OTS immediately after graduation for new duty station.	
3	Has a report not later than date (RNLTD) for technical training within 30 days after OTS graduation, does not have early reporting authorized for training, and desires leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	1, 2
		Member will be attached to the 24 TRS pending departure when the member does not desire to begin delay en route immediately after graduation.	1
		Holm Center/CSS prepares and processes requests for leave other than delay en route (the member signs out or in on leave while attached to OTS). The 24 TRS coordinates with Holm Center/CSS for student leave requests.	1

R U L E	If the OTS graduate:	Then:	See Note:
4	Has a RNLTD for technical training within 30 days after OTS graduation, does not have early reporting authorized for training, and does not desire leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	2
		Attach member to the 24 TRS pending departure.	
5	Has a RNLTD for technical training with more than 29 days after OTS graduation, does not have early reporting authorized for training, and desires leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	1, 2
		Assignment orders indicate gaining MPE publishes TDY orders for required technical training.	1
		Assignment orders contain RNLTD to new duty station to allow sufficient time for the gaining MPE to publish TDY orders.	1
6	Has a 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.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	2
		Assignment orders indicate gaining MPE publishes TDY orders for required technical training.	

R U L E	If the OTS graduate:	Then:	See Note:
		Assignment orders contain RNLTD to new duty station to allow sufficient time for the gaining MPE to publish TDY orders.	
7	Has a direct duty assignment (DDA) with no TDY to technical training required and desires leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	2
8	Has a DDA with no TDY to technical training required and does not desire leave.	22 TRSS/MSPC assigns member to the new unit with a RNLTD.	1
		Assignment orders authorize delay en route.	2

3.14. When to Make Posthumous Reserve Appointments. Refer to AFI 36-2005, paragraph 2.11.

3.15. Reinstating Officer Trainees.

3.15.1. An OT eliminated due to medical disqualification, initial ineligibility, or extended absence may request reinstatement in his or her original utilization category.

3.15.1.1. An OT eliminated from training due to pregnancy may be given a reinstatement option to return to training 6 months after the completion of pregnancy, so long as the OT meets accession and medical standards.

3.15.1.1.1. A waiver may be granted for an OT to return to training sooner than 6 months after the completion of pregnancy IAW DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*. The 6-month waiver may be extended if medically necessary upon clearance by AETC/SGPS and with OTS/CC authorization.

3.15.2. The disenrolled OT must send a written request for reinstatement to OTS/CD, 501 LeMay Plaza North, Maxwell AFB, AL 36112-5000 with a physician's statement or other supporting documents confirming the correction of the disqualifying factor, within 6 months of disenrollment for medical disqualification or within 3 months of disenrollment for initial ineligibility or extended absence from OTS (OTS does not require formal reapplication).

3.15.3. If elimination was due to medical disqualification, 22 TRSS/MSPC or 24 TRS/DO will forward reinstatement recommendations to HQ AFRS/RSOCL, 550 D Street West, Suite 1, Randolph AFB, TX 78150. Include with the request a copy of the disenrollment documentation and medical documentation such as current AF Form 422, physician's statement, or other supporting documents, and/or updated MEPS physical or supplemental

documents. HQ AFRS/RSOCL will forward medical documents to HQ AETC/SGPS as necessary for medical certification.

3.15.4. HQ AFRS/RSOCL verifies medical certification via current AF Form 422, MEPS qualified physical certification, or HQ AETC/SGPS-qualified physical certification and forwards AFS and projected BOT class information to AFPC/DPSIP for final approval. HQ AFRS/RSOCL will forward medical disqualification cases to AFPC/DPSIP for disposition.

3.15.5. AFPC/DPSIP:

3.15.5.1. 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.

3.15.5.2. Sends the eliminated OT a memorandum either granting reinstatement or explaining why the request was denied.

3.15.5.3. Sends memoranda authorizing reinstatement to:

3.15.5.3.1. HQ AFRS/RSOCL.

3.15.5.3.2. OTS/CD.

3.15.5.3.3. The servicing MPE (for active duty Airmen).

3.15.5.4. Coordinates the OT's reinstatement with active duty member's MPE or HQ AFRS/RSOCL for civilian reinstatements for processing through the MEPS.

3.16. Commissioned Officer Training (COT). This program provides initial officership and leadership developmental education to direct-commissioned medical, legal, and chaplain services officers for the AF. There are two primary programs: COT and Reserve COT (RCOT).

3.16.1. The COT course is an initial officer developmental education program for non-line and Judge Advocate General (JAG) direct-commissioned officers conducted by the 23d Training Squadron (23 TRS).

3.16.2. The RCOT course, also conducted by the 23 TRS, provides initial officership and leadership developmental education for hard-to-recruit Air Reserve Component (ARC) direct-commissioned health professions officers. Hard-to-recruit specialties are defined by AF/RE and NGB.

3.17. COT Attendance. Attendance at COT or RCOT is mandatory for all direct-commissioned officers who serve in the Judge Advocate Generals Corps, Chaplain, or Health Professions.

3.17.1. The following groups of individuals are exempt from COT:

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

3.17.1.2. Individuals who were commissioned after completing the Air Force Academy, Basic Officer Training, Reserve Officer Training Corps, or Academy of Military Science programs.

3.17.1.3. Officers accessed through an inter-service or inter-component officer transfer process, who have successfully completed an initial officer training program in another uniformed service of the United States.

3.17.1.4. Individuals who have attended a previous indoctrination course as a commissioned officer (Air Force Officer Orientation Course, Health Professions Officer Indoctrination Course, or Military Indoctrination for Medical Service Officers) and subsequently served 1 year on EAD as a commissioned officer, or who have satisfactorily participated for 1 year in the Air National Guard or Air Force Reserve as a commissioned officer.

3.17.2. Functional communities may waive any of the attendance exemptions and allow, or require, course attendance if the functional determines it is in the best interest of the Air Force for the officer to attend COT.

3.18. COT Timeline for Attendance. Attendance at COT/RCOT should be as soon as possible, but no later than 12 months after commissioning, unless the member is granted a waiver. All direct-commissioned ANG and ARC non-line and JAG officers are also required to be scheduled for COT within 12 months of initial appointment.

3.18.1. Requests for waiver of attendance timeline will be forwarded through the respective functional managers for review and recommendation to appropriate authority for approval/disapproval.

3.18.1.1. For active duty personnel, HQ AF/A1DO has final authority to approve/disapprove attendance waivers.

3.18.1.2. For ANG personnel, NGB/A1 has final approval/disapproval authority.

3.18.1.3. For AFRC/ARPC personnel, AF/REP has final approval/disapproval authority.

3.18.1.4. Health Professions Scholarship Program (HPSP) students will attend IAW the statement of understanding in their contract.

3.18.2. Reserve and Guard members who attend the RCOT course are required to successfully complete the distance learning module and tests NLT 40 days prior to attending the RCOT course. If extenuating circumstances preclude an officer from completing the distance learning module and tests NLT 40 days prior to attending RCOT, the functional manager must coordinate these on a case-by-case basis with Holm Center/CR through 23 TRS/CC. If the officer has not completed all advanced course work within 15 days prior to class start date, students will be removed from the course roster.

3.18.3. Students must be loaded into MilPDS/OTA 30 days prior to class start date in accordance with [paragraph 3.21](#). Exceptions will be handled on a case-by-case basis with 23 TRS/CC or 23 TRS/DO.

3.18.4. Requests for exceptions to policy will be forwarded to HQ AF/A1DO, AF/REP, or NGB/A1, as appropriate, for review and approval.

3.18.5. Nonnative English-Speaking (NES) Evaluation and Processing Actions. NES students must successfully pass an English comprehension level assessment IAW [paragraph 1.5](#) and [Table 1.3](#), at their military entrance processing point prior to attending COT or RCOT.

3.19. COT Entry/Exit Standards. All officers attending COT/RCOT are direct-commissioned officers and must comply with applicable AF entry standards.

3.19.1. Entry Standards.

3.19.1.1. Functional communities will advise prospective COT students on weight and body fat standards, fitness standards, and the physical demands of COT within 120 days of class start date. Students will not be disenrolled based on weight and body fat measurements, but remedial action will be taken.

3.19.2. Physical Demands. COT requires marching, running, lifting, climbing, calisthenics, and enduring 3 days of field conditions.

3.19.2.1. COT/RCOT trainees must meet all AF physical fitness standards IAW AFI 10-248, *Fitness Program*. All COT/RCOT trainees will take a physical fitness assessment (1.5 mile run, push-ups, sit-ups, and waist measurement) while at OTS.

3.19.2.2. Officers who cannot participate in these physical activities will not attend COT/RCOT without prior approval from 23 TRS/CC. If an officer is injured during training, medical personnel will determine physical limitations and the 23 TRS/CC will determine if the student can complete the program.

3.19.3. Pregnant officers will not attend COT/RCOT.

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

3.19.4. Elimination of COT Attendees.

3.19.4.1. Academic or Performance Failures. If an officer cannot meet the COT/RCOT training objectives after remediation, 23 TRS/CC may recycle student to a later class, after coordination with the functional manager.

3.19.4.2. If the officer is not recycled, the AF Form 475, *Education/Training Report*, will reflect course non-completion.

3.19.4.2.1. If the officer misses significant aspects of the course (23 TRS/CC evaluates each situation on a case-by-case basis), 23 TRS/CC, after coordination with the functional manager, will determine to recycle the officer to a later class or disenroll him/her from the course. The 23 TRS/CC will advise the gaining commander/program manager via a letter of assessment. The officer's training report will be annotated accordingly.

3.19.4.3. The OTS/CC is the disenrollment authority for all officers, if there is cause, in his/her judgment, to do so.

3.19.4.3.1. Causes for disenrollment may include, but are not limited to: inability to obtain medical clearance to engage in physical activities, absenteeism without prejudice (missing class through no fault or beyond the control of the officer), lack of adaptability, etc.

3.19.4.3.2. OTS/CC will coordinate with the functional manager during disenrollment proceedings.

3.19.4.3.2.1. When appropriate, 23 TRS/CC will remediate minimal uniform and military standards for officers, who for non-punitive reasons, cannot complete the course. Functional managers will send such officers to the next available COT class.

3.19.5. Discharge of COT Attendees. AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, provides the guidelines for the involuntary discharge for officers on EAD orders.

3.19.5.1. 23 TRS/CC will notify the functional POC if it becomes necessary to discharge an officer based on a mandatory situation (i.e., initial ineligibility, illegal drug use, or falsifying information on application forms).

3.19.5.1.1. If the officer has already been assigned to a parent wing, the Show-Cause Authority (SCA) for the discharge action is their home station chain of command (wing commander if he/she is in the grade of brigadier general or the Numbered Air Force Commander). The officer will be assigned to his/her home unit for discharge processing.

3.19.5.1.2. If the officer is attending COT and was scheduled to return to an internship or academic institution prior to assignment to his/her first duty station, the SCA is the first general officer who is also a court-martial convening authority in the 23 TRS chain of command. In these cases, the officer will not return to the Air Force-sponsored internship or education program, but will be assigned to the 42 ABW, Maxwell AFB, until final actions under AFI 36-3206 are complete.

3.19.5.1.3. ANG and AFRC officers are returned to their units or program managers for action.

3.20. COT Graduation.

3.20.1. 23 TRS/CC awards the AF Form 1256, *Certificate of Training*, to each student upon successful completion of COT/RCOT.

3.20.2. 23 TRS/CC prepares an AF Form 475, *Education/Training Report*, on each student IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

3.20.3. 23 TRS prepares a letter of assessment for gaining unit/program manager identifying training deficiencies, as applicable.

3.20.4. 23 TRS records program completion in MilPDS/OTA.

3.21. COT Quota Execution and Management Process. Management of COT/RCOT quota data will be within MilPDS/OTA and will be carefully monitored to ensure limited quotas and resources are being maximized.

3.21.1. Functional users will identify to 23 TRS/DO a POC to act as their Training Requestor Quota Identifier (TRQI) manager and he/she is responsible for loading student information, monitoring utilization of quotas, and returning unused seats to 23 TRS/DO for reallocation.

3.21.2. NLT 30 calendar days prior to class start date, 23 TRS/DO will finalize quota distribution for each class and notify functional managers that their unused quotas will be reallocated to other functional users on a first-come, first-serve basis.

3.21.2.1. Functional quota managers are encouraged to maintain a list of alternates who are able to attend on short notice.

3.21.3. Name changes are acceptable after this period, but total number of class seats cannot change without the approval of OTS/CC.

3.21.4. NLT 5 workdays prior to class start date, TRQIs or functional managers will submit out-of-cycle allocation requests to 23 TRS/CC, at which time the OTA will be locked. At this point, no further changes will be authorized unless coordinated through OTS/CC.

3.21.4.1. 23 TRS/CC may approve name changes to the upcoming class for those students who are unable to attend due to injury or illness.

3.21.5. Holm Center/CCX, with inputs from 23 TRS/CC, will provide fill rates by TRQI for each class.

3.21.6. Functional managers will notify 23 TRS/CC if a student will be a late arrival. OTS/CC will provide the functional managers with the names of all no-shows. The functional manager will contact the appropriate unit to determine the cause of the no-show and provide feedback to Holm Center/CCX and OTS/CC.

3.22. Information Collection, Records, and Forms.

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

3.22.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AFRIMS RDS located at https://afrims.amc.af.mil/rds_series.cfm.

3.22.3. **Prescribed and Adopted Forms.**

3.22.3.1. Adopted Forms.

AF Form 77, *Supplement Evaluation*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 910, *Enlisted Performance Report for AB-TSgt*

AF Form 911, *Enlisted Performance Report for MSgt-CMSgt*

AF Form 1206, *Nomination for Award*

AF Form 1256, *Certification of Training*

AFRS Form 1360, *Commissioning/Appointment Application Checklist*

AFRS Form 1413, *Verification of Graduation*

AFROTC Form 4, *Affidavit of Civil Involvement*

AFROTC Form 14, *Law Enforcement Inquiry*

AFROTC Form 48, *Planned Academic Program*

AFROTC Form 117, *Financial Plan*

DD Form 4, *Enlistment/Reenlistment Document of the Armed Forces of the United States*

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 368, *Conditional Release*

DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*

NGB Form 22, *Report of Separation and Record of Service*; and

SF Form 180, *Request Pertaining to Military Records*

3.22.3.2. Prescribed Forms.

AF Form 56, *Application & Evaluation for Training Leading to a Commission in the USAF*

AF Form 1786, *Application for Appointment to the USAFA under Quota Allotted to Enlisted Members of the Regular and Reserve Components of the Air Force*; and

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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Title 10, U.S.C., Sections 532, 603, 654, 1211, 8067, 9411, 12201, 12203, 12204, 12207, 12208, 14703, and 14706, *Armed Forces*

Title 32, U.S.C., Section 324(a)(1), *National Guard*

DFAS DEM 177-373, *Defense Joint Military Payment System Active Component*

DoDD 5015.2, *DoD Records Management Program*

DoDD 1304.19, *Appointment of Chaplains for the Military Departments*

DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*

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AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 18 December 2006

AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training - DD Form 785*, 31 July 1998

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AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 June 1994

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AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

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Abbreviations and Acronyms

AAC—Assignment Availability Code

AAN—Assignment Action Number

ABW—Air Base Wing

ACT—American College Test

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

ADSC—Active Duty Service Commitment

AECP—Airman Education and Commissioning Program

AETC—Air Education and Training Command

AFHPS—Air Force Health Professions Scholarship

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFO—Accounting and Finance Office

AFOATS—Air Force Officer Accession & Training Schools (became the Jeanne M. Holm Center for Officer Accessions and Citizen Development effective 2 June 2008)

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFPC/CC—Commander, Air Force Personnel Center

AFPC/DPAA5—Enlisted Assignments Procedures, Air Force Personnel Center

AFPC/DPAM—Medical Service Officer Management Division, Air Force Personnel Center

AFPC/DPAS—Mission Support Officer Assignment Division, Air Force Personnel Center

AFPC/DPS—Directorate of Personnel Program Management, Air Force Personnel Center

AFPC/DPSD—Personnel Procurement and Development Division, Air Force Personnel Center

AFPC/DPSIP—Officer Accessions Branch, Air Force Personnel Center

AFPC/DPSOA—Skills Management Branch, Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRISS—Air Force Recruiting Information Support System
AFROTC—Air Force Reserve Officer Training Corps
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
AIG—Address Indicator Group
ALS—Airman Leadership School
ANG—Air National Guard
ARC—Air Reserve Component
ARMS—Automated Records Management System
ARPC—Air Reserve Personnel Center
ASCP—Airman Scholarship and Commissioning Program
AU—Air University
BI—Background Investigation
BOT—Basic Officer Training
BSC—Biomedical Sciences Corps
CAFSC—Control Air Force Specialty Code
CCAF—Community College of the Air Force
CDC—Career Development Course
CFA—Candidate Fitness Assessment
CLEP—College Level Examination Program
CONUS—Continental United States
COT—Commissioned Officer Training
CPP—Curriculum Program Plan
CSP—College Scholarship Program
DANTES—Defense Activity for Non-Traditional Education Support
DC—Dental Corps
DDA—Direct Duty Assignment
DEP—Delayed Enlistment Program
DEROS—Date Eligible for Return from Overseas
DG—Distinguished Graduate
DISA—Defense Information Systems Agency
DLIELC—Defense Language Institute English Language Center

DoDMERB—Department of Defense Medical Examination Review Board

DRU—Direct Reporting Unit

EAD—Extended Active Duty

ECL—English Comprehension Level

ECP—Enlisted Commissioning Program

ENTNAC—Entrance National Agency Check

EPR—Enlisted Performance Report

ERP—Early Release Program

FAP—Financial Assistance Program

FLT/CC—Flight Commander

FOA—Field Operating Agency

FPRG—Field Personnel Record Group

FSS— Force Support Squadron (term for the newly combined Mission Support Squadron and Services Squadron)

FYDP—Future Year Defense Plan

GED—General Education Development

GPA—Grade Point Average

HC—Chaplain

Holm Center—Jeanne M. Holm Center for Officer Accessions and Citizen Development (formerly HQ AFOATS)

HOR—Home of Record

HPSP—Health Professions Scholarship Program

HQ—Headquarters

HQ AETC—Headquarters, Air Education and Training Command

HQ AF—Headquarters, United States Air Force

HQ AF/A1DD— Headquarters, United States Air Force, Airman Development Division

HQ AF/A1DO—Headquarters, United States Air Force, Commissioning Programs Division

HQ AF/A1MR—Headquarters, United States Air Force, Requirements Division

HQ AF/A1PF— Headquarters, United States Air Force, Force Management Division

HQ AF/A1PT—Headquarters, United States Air Force, Training and Education Requirements Division

HQ AF/SG1—Headquarters, United States Air Force, Medical Force Development Division

HQ AFRC/A1BB—Headquarters, Air Force Reserve Command, Force Management Branch

HQ AFROTC/RRUE— Headquarters, Air Force Reserve Officer Training Corps Enlisted Scholarships Section

HQ AFRS— Headquarters, Air Force Recruiting Service

HQ AFRS/RSOCL—Headquarters, Air Force Recruiting Service, Line Officer Accessions Section

HQ ARPC/DPAAA—Headquarters, Air Reserve Personnel Center, Accessions Branch

HQ MEPCOM— Headquarters, United States Military Entrance Processing Command

JAG—Judge Advocate General

JFTR—Joint Federal Travel Regulation

JPAS—Joint Personnel Adjudication System

LEAD—Leaders Encouraging Airman Development

LOA—Lack of Adaptability

MAJCOM—Major Command

MC—Medical Corps

MEPS—Military Entrance Processing Station

MilPDS—Military Personnel Data System

MOAE—Memorandum of Academic Eligibility

MPE— Military Personnel Element (formerly Military Personnel Flight or MPF)

MPE/DPMP—Military Personnel Element, Career Development Section

MPE/DPMPS—Military Personnel Element, Customer Service Section

MPerR—Master Personnel Record

MSC—Medical Service Corps

MSO—Military Service Obligation

MTD—Military Training Deficiency

NAC—National Agency Check

NAFSA—National Association for Foreign Student Affairs

NC—Nurse Corps

NCLEX RN—National Council Licensure Examination for Registered Nurses

NECP— Nurse Enlisted Commissioning Program

NES—Nonnative English Speaking

NGB—National Guard Bureau

NRLOAC— Non-rated Line Officer Accession Conference

OCS—Officer Candidate School

OPR—Office of Primary Responsibility
ORS—Obligated Reserve Section
OT—Officer Trainee
OTA—Oracle Training Administration
OTS—Officer Training School
PAS—Personnel Accounting Symbol
PAS—Professor of Aerospace Studies
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PFA—Physical Fitness Assessment
POC—Point of Contact
POC ERP—Professional Officer Course Early Release Program
PPL—Private Pilot License
PRP—Personnel Reliability Program
PSN—Promotion Sequence Number
PTI—Personnel Transaction Identifier
PWG—Policy Working Group
RCOT—Reserve Commissioned Officer Training
RDS—Records Disposition Schedule
RE—Reenlistment Code
ResAF—Reserve of the Air Force
RIP—Report on Individual Personnel
RNLTD—Report Not Later Than Date
RRL—Record Review Listing
SAF—Secretary of the Air Force
SAF/MR—Assistant Secretary of the Air Force, Manpower & Reserve Affairs
SAT—Scholastic Aptitude Test
SCA—Show Cause Authority
SCI—Sensitive Compartmented Information
SG—Surgeon General
SIE—Self Initiated Elimination
SOAR—Scholarships for Outstanding Airmen to ROTC

SrA—Senior Airman

SRB—Selective Reenlistment Bonus

SSBI—Single Scope Security Background Investigation

SSgt—Staff Sergeant

SSN—Social Security Number

TAFMS—Total Active Federal Military Service

TBAS—Test of Basic Aviation Skills

TCO—Test Control Officer

TDSP—Technical Degree Scholarship Program

TDY—Temporary Duty

TPR—Training Personnel Requirements

TRQI—Training Requestor Quota Identifier

TSgt—Technical Sergeant

U.S.C.—United States Code

UCMJ—Uniform Code of Military Justice

UFT—Undergraduate Flying Training

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

USAFR/MPF—United States Air Force Reserve, Military Personnel Flight

USMA—United States Military Academy

USUHS—Uniformed Services University of the Health Services

Terms

Action Pending—Possible derogatory information found during the security investigation.

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

Dependent—For the purposes of this AFI, a dependent is: A civilian spouse or; any person under 18 years of age 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 or; any unmarried natural child of the applicant or the applicant's spouse, including children born out of wedlock or; any person dependent on the

applicant or the applicant's spouse for their care, maintenance, or support, regardless of age or; 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.

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 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.

Non Prior— Service-For the purposes of this instruction, having less than 6-months of service as a member of a Regular component of the U.S. Armed Forces and not currently serving in the Regular Air Force.

Officer Candidate— type Training Program-Any of the officer training programs defined in AFI 36-2012. These programs include but are not limited to: U.S. Air Force Academy (USAFA); U.S. Military Academy (USMA); U.S. Naval Academy (USNA); U.S. Coast Guard Academy (USCGA); U.S. Merchant Marine Academy (USMMA); AF Reserve Officer Training Corps (AFROTC): Professional Officer Course (POC)-last 2 years, College Scholarship Program (CSP); Airman Scholarship and Commissioning Program (ASCP); Army ROTC (advanced training) and Financial Assistance Program (FAP); Naval ROTC (advanced training) and FAP; Air Force Officer Training School (OTS) Basic Training Program and the academic portion of the Airman Education and Commissioning Program (AECP); Army Officer Candidate School (OCS); Naval OCS; Coast Guard OCS; Naval Aviation Reserve Officer Candidate Program; Naval Aviation Officer Candidate Course; Naval Flight Officer Candidate Course; Naval Aviation Maintenance Duty Course; Naval Officer Candidate (Aviation Intelligence Course); Marine Platoon Leaders Course; Marine Officer Candidate Course; and Air National Guard Academy of Military Science (AMS).

Officer Training School (OTS)—An intensive program that trains OTs and commissioned officers 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.

Personnel Quality Review Screening—An AFPC review of personnel records to ensure applicants meet established eligibility criteria.

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.)

★Processing Authorities:

HQ AFROTC/RRUE: AECP, ASCP, SOAR, and POC Early Release Program applicants.

HQ AFRS/RSOCL: OTS applicants who desire to enter the program to fill active duty quotas.

HQ AFRC/A1BB: OTS applicants who desire to enter the program to fill AFRC quotas.

USAFA/RRS: Applicants who desire to enter the LEAD Program.

AFPC/DPAMN: Applicants who desire to enter the NECP Program.

Reclassification—A change in an OT's career field approved by AFPC/DPSIP.

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

Removal from Training for Evaluation or Medical Observation—Removing an OT from training that has not completed all training requirements and 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). Note: In the case of pregnancy, an OT may be allowed to return to training 6 months after the completion of pregnancy IAW DoDI 6130.03.

Tentatively Eligible—An applicant determined by AFPC, HQ AFROTC, HQ AFRS, or HQ AFRC (as appropriate), to be eligible for AECP, SOAR, ASCP, POC-ERP, NECP, or OTS (as applicable) after preliminary processing and who qualifies for review by the appropriate selection board.

Attachment 2**SAMPLE, AFFIDAVIT OF INVOLVEMENT WITH CIVIL OR MILITARY LAW ENFORCEMENT AUTHORITIES**

A2.1. Each applicant and selectee for AECP, ASCP, SOAR, POC-ERP, or NECP with a significant involvement with civil, military, or school authorities must prepare an affidavit detailing any involvement with civil or military law enforcement authorities using this format on the AFROTC Form 4, *Affidavit of Civil Involvement*.

A2.2. Time, date, and place (city, county, state) of the offense or other involvement.

A2.3. Conditions that led to the offense or other involvement, including all relevant factors. If the arresting authority cited the use of drugs or alcohol, indicate the number of drinks or how and why the applicant took drugs and the degree of impairment.

A2.4. Event that caused the involvement.

A2.5. Manner or method of apprehension. Include whether or not detained or confined.

A2.6. Disposition of the charge, if any, including punitive measures imposed.

A2.7. I am aware of the following provision of Title 18 United States Code, Section 1001, *Statements or Entries Generally*: “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 writing or documents knowing the same to contain any false, fictitious, fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.”

A2.8. 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.

Attachment 3

USAF RECRUITING SQUADRON COMMANDER'S (OR OTHER DESIGNATED OFFICER) TDSP PARTICIPANT BRIEF

On _____ (date), TDSP enlistee _____ (name) was briefed on:

Table A3.1. USAF RECRUITING SQUADRON COMMANDER'S (OR OTHER DESIGNATED OFFICER) TDSP PARTICIPANT BRIEF

	CC Initials	TDSP OT Initials
a) Air Force security.		
b) Standards of conduct to include Equal Opportunity policy.		
c) Reporting/investigating espionage, sabotage, subversion, and terrorism.		
d) Protection of the President and other officials.		
e) Drug and alcohol abuse.		
f) Military law.		
g) Armed Services commissary sales stores and AAFES benefits.		
h) Use of medical facilities and TRICARE enrollment.		
i) Personal affairs to include financial responsibilities.		
j) Air Force personal grooming standards.		
k) Air Force leave and pay.		
l) Academic plan to include transcript review.		
m) TDSP participant's personal appearance must be IAW AFI 36-2903 from the initial date of active duty enlistment.		
n) Failure to meet graduation requirements by the scheduled graduation date, due to circumstances within a student's control, results in being held to the contractual service agreement of two years of enlisted active duty service.		
o) The TDSP participant is responsible for visiting, in person, the Air Force recruiting office at least quarterly to ensure academic progress and enlistment standards are being met.		

p) Completion of AF Form 220, <i>Request, Authorization, and Pay Order, Basic Allowance for Subsistence (BAS)</i> .		
q) Any additional topics:		
Recruiting Officer Signature	TDSP Participant Signature	

Attachment 4

TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, PRIOR ENLISTED SERVICE

(ADDITION TO DD FORM 4 AND ANNEX C)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

NAME: _____ SSN: _____ - _____ - _____ DATE: _____

I. ALL PARTICIPANTS:

I hereby agree to participate in the AF TDSP according to the following terms and conditions:

1. I understand that the USAF will not reimburse me for any educational costs.

(LNCO) _____ (Participant) _____ .

2. I will enlist in the Regular AF for a 48-month period, serving in the grade of E-3 while completing my degree requirements, receiving basic pay/privileges of that grade.

(LNCO) _____ (Participant) _____ .

3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice (UCMJ) and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required. (LNCO) _____ (Participant) _____ .

4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and tendered a commission as a Regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my active duty officer Air Force Specialty Code (AFSC). My minimum extended active duty service commitment will be 4 years from the date of appointment as a Regular officer.

(LNCO) _____ (Participant) _____ .

5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus 6 months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (10 U.S.C. 671a and b).

(LNCO) _____ (Participant) _____ .

II. PARTICIPANTS WITHOUT AN UNDERGRADUATE DEGREE:

Upon failure to complete the TDSP requirements or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of _____ authorized IAW AFRSI 36-2001, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) _____ (Participant) _____ .

III. PARTICIPANTS WITH AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements and selects a 4-year officer commitment or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), I will compete at the next available OTS board. If selected I will attend OTS. If I am not selected for OTS or fail to successfully complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of _____ authorized IAW AFRSI 36-2001, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) _____ (Participant) _____ .

2. Upon failure to complete the TDSP requirements and selects a 2-year enlistment

I understand that, should I fail to successfully complete the requirements of my degree program by _____ (date), or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of _____, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) _____ (Participant) _____ .

IV. CERTIFICATION:

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. NO PROMISES, EITHER WRITTEN OR ORAL,

HAVE BEEN MADE TO ME REGARDING MY PARTICPATION IN THE TDSP, EXCEPT AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.

(Signature of TDSP participant)

(Signature of AF representative)

NOTE: (LNCO) = Liaison Noncommissioned Officer

Attachment 5

TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, NON-PRIOR ENLISTED SERVICE

(ADDITION TO DD FORM 4 AND ANNEX C)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

NAME: _____ SSN: _____ - _____ - _____ DATE: _____

I. ALL PARTICIPANTS:

I hereby agree to participate in the AF TDSP according to the following terms and conditions:

1. I understand that the United States Air Force will not reimburse me for any educational costs. (LNCO) _____ (Participant) _____ .

2. I will enlist in the Regular AF for a period of 48 months and serve in the grade of E-3 while completing my degree requirements, receiving the basic pay and privileges of that grade. (LNCO) _____ (Participant) _____ .

3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice (UCMJ) and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required. (LNCO) _____ (Participant) _____ .

4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and tendered a commission as a Regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my active duty officer Air Force Specialty Code (AFSC). My minimum extended active duty service commitment will be 4 years from the date of appointment as a Regular officer. (LNCO) _____ (Participant) _____ .

5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus 6 months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (10 U.S.C. 671a and b). (LNCO) _____ (Participant) _____ .

II. PARTICIPANTS WITHOUT AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to attend the next available BMT class and continue on active duty in an enlisted status (grade E-3) for a period of 2 years. In such an event, the 2 years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with my reporting date for basic military training.
(LNCO) _____ (Participant) _____ .

III. PARTICIPANTS WITH AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements and selects a 4 year officer commitment

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), I will compete at the next available OTS board. If selected I will attend OTS. If I am not selected for OTS or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to attend the next available BMT class and continue on active duty in an enlisted status (grade of E-3) for a period of 2 years. In such an event, the 2 years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with my reporting date for basic military training.
(LNCO) _____ (Participant) _____ .

2. Upon failure to complete the TDSP requirements and selects a 2-year enlistment

I understand that if I fail to successfully complete the requirements of my degree program by _____ (date), or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP and be required to continue on active duty in an enlisted status (grade E-3) for a period of 2 years. In such an event, the 2 years of active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with a reporting date for basic military training.
(LNCO) _____ (Participant) _____ .

IV. CERTIFICATION:

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. **NO PROMISES, EITHER WRITTEN OR ORAL, HAVE BEEN MADE TO ME REGARDING MY PARTICIPATION IN THE TDSP, EXCEPT AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.**

(Signature of TDSP participant)

(Signature of AF representative)

NOTE: (LNCO) = Liaison Noncommissioned Officer

Attachment 6**INSTRUCTIONS FOR DISPOSITION OF ELIMINEES FROM THE TDSP ACADEMIC PHASE**

- I. Eliminees from the academic phase who have prior service and a baccalaureate degree:
- a. Through HQ AFRS, the TDSP participant chooses a 4-year commission or a 2-year enlistment.
 - b. HQ AFRS advises AFPC/DPSOAA of assignment preferences immediately upon disenrollment.
 - c. For 4-year commissionees:
 - (1) HQ AFRS ensures OTS candidate competes at next appropriate OTS board to determine current need for utilization. Process the OTS candidate through normal accession process.
 - (2) Upon receipt of assignment instructions, HQ AFRS, in coordination with AFPC, publishes PCS orders. Include this statement on orders: "If member fails to complete OTS for other than physical elimination, transfer the member to BMT to complete 2-year enlisted service obligation."
 - d. For 2-year enlistees:
 - (1) Upon receipt of assignment instructions, HQ AFRS, in coordination with AFPC, publishes PCS orders.
 - (2) Eliminees entitled to a higher grade due to prior service are promoted to the appropriate grade the day before issuance of PCS orders.
 - (3) Gaining MPE adjusts DOS and any other data required in MilPDS. DOS is changed to 24 months from date arrived station.
 - e. AFPC provides HQ AFRS with assignment instructions within 7 workdays from receipt of message.
 - f. Immediately after issuance of PCS orders, HQ AFRS forwards the eliminee's unit personnel records group (UPRG; unless in ARMS) to gaining base or OTS (as appropriate) so they arrive before the eliminee reports.
- II. Eliminees from the academic phase who have no prior service:
- a. Through HQ AFRS, the TDSP participant chooses a 4-year commission if eligible or a 2-year enlistment.
 - b. HQ AFRS advises AFPC/DPAA5 and AFPC/DPSOA of assignment preferences immediately upon disenrollment.
 - c. For 4-year commissionees: Same as Item c. above.
 - d. For 2-year enlistees:
 - (1) HQ AFRS notifies AFPC and 3507 PRG/DPPR (if opting for 2-year enlistment) by message immediately upon disenrollment.
 - (2) HQ AFRS publishes PCS orders assigning eliminee to BMT, reporting to Lackland AFB, TX with a RNLTD based on the earliest date the individual can travel.
 - (3) Movement of household goods and dependents and travel by privately owned vehicle (POV) are not authorized.
 - (4) In remarks section of the order include: "On arrival at San Antonio International Airport, report to Military Reception Counter, Main Concourse, for transportation to Lackland."

- (5) Upon arrival at BMT, 3508 PRG/DPPR adjusts eliminee's DOS in PDS to 24 months from date arrived station.
- (6) HQ AFRS arranges for the nearest Air Force recruiter to contact the eliminee to:
 - (a) Brief eliminee on what to take to BMT.
 - (b) Provide eliminee with a government transportation request (GTR).
 - (c) Ensure eliminee clearly understands arrival and reporting dates at BMT.
- e. Immediately after issuance of PCS orders, AFIT forwards the eliminee's UPRG (unless in ARMS) to 3507 PRG/DPPR or OTS (as appropriate) so they arrive before the eliminee reports to BMT/OTS.

Attachment 7

**SAMPLE MESSAGE – AFPC/DPSIP OTS ASSIGNMENT INSTRUCTIONS
NOTIFICATION**

"Privacy Act-1979 as Amended Applies -- This document contains information which must be protected IAW DoD 5400.11R, AFIs 33-119, and 33-129, and it is For Official Use Only (FOUO)."

The following individual will attend OTS TDY en route. If member is currently stationed overseas please review AFI 36-2110, Table 4.1, rule 10, note 3b and c for applicability.

Individual must report to Maxwell AFB, AL on (report date) for OTS Class XX-XX that starts (class start date), graduates (graduation date).

Fund citation ETCA, Air University, TDY Fund Citations:
(OTS) (5763400 306 6447 E03601 06 609 660700). Review AFI 36-2013 and 2 AF website <https://etca.randolph.af.mil> for additional processing/course instructions. OTS course number is MOTS001.

Please acknowledge receipt of this e-mail no later than (suspense date). The assignment information cannot be updated in MilPDS. Do not delay processing pending MilPDS update. This is the only assignment notification you will receive. Normal assignment notification procedures identified in AFI 36-2110 apply.

NAME:

SSN:

GPAS:

AAN:

SAFSC:

AAR:

PCS ID:

FUNC CAT:

PPCs:

RNLTD:

AFSC:

Program Manager name
Line Officer Accessions Section
550 C Street West, Suite 10
Randolph AFB, TX 78150-4712
Commercial Voice: (210) 565-4478
DSN: 665-4478
FAX#: (210) 565-4382 or DSN: 665-4382

Attachment 8

SAMPLE MESSAGE—OTS ELIMINEE ASSIGNMENT INSTRUCTIONS

FROM: 22 TRSS MAXWELL AFB AL//MSPC//
TO: AFPC RANDOLPH AFB TX//DPAA5//
INFO: AFPC RANDOLPH AFB TX//DPSSM/DPAPP2//
LOSING MAJCOM//DPAA//

UNCLAS

SUBJ: Assignment Instructions

1. (Disenrolled student, SSN) was eliminated from (OTS, Pre-commissioning Program) on (date). Your assistance is required in providing reassignment instructions to his/her (servicing MPE). He/She is currently en route to (Projected PAS) in officer AFSC (List AFSC) per Special Order: _____, issued by _____ (organization), and dated:_____. He/She is available for immediate reassignment.

2. Member's previous enlisted classification information was:

a. PAFSC:

b. CAFSC

c. 2AFSC:

d. DOS:

e. He/She (has/has not) relocated dependents. He/She (has/has not) relocated HHGs to new duty location.

f. His/Her assignment preferences are:

1. Overseas:

2. CONUS: (list maximum of 8)

g. Remarks. Take actions to affect Airman demotion, if applicable, IAW AFI 36-2503. Publish orders affecting demotion in accordance with AFI 36-2503 and AFI 36-2013.

3. For (Servicing MPE): Fax copies of amended orders to 22 TRSS/MSPC, fax number: DSN: 493-4652/Commerical: (334) 953-4652.

Attachment 9

SAMPLE E-MAIL—AECP ELIMINEE ASSIGNMENT INSTRUCTIONS

Date

MEMORANDUM FOR AFPC/DPAA5

FROM: HQ AFROTC/RRUE

SUBJECT: Assignment Instructions

1. (Disenrolled student, SSN) was eliminated from the Airmen Education and Commissioning Program on (date). Your assistance is required in providing reassignment instructions to his/her (servicing MPE). He/She is available for immediate assignment.

a. Member's AFSC is: 9T100

b. PAFSC: (AFSC prior to enrollment in AECP)

c. CAFSC: (AFSC prior to enrollment in AECP)

d. DOS is (DOS prior to entry in AECP)

e. Member (has/has not) relocated dependents. He/She (has/has not) relocated HHGs to new duty location.

f. His/Her assignment preferences are:

1. Overseas:

2. CONUS: (list maximum of 8)

g. Remarks: Take actions to affect Airman demotion, if applicable, IAW AFI 36-2503. Publish orders affecting demotion in accordance with AFI 36-2503 and AFI 36-2013.

2. Any questions regarding this matter please call (Supt, Enlisted/In-College Scholarships Section) at DSN 493-2029 or (Name of Deputy, Scholarships Branch) at DSN 493-2528.

Name, Rank, USAF

Supt, Enlisted/In-College Scholarships Section