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Personnel

**DETERMINING NON-RATED LINE OFFICER  
ACCESSION REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides policy guidance to determine, produce, and classify the right number and skill set of non-rated line officers needed to meet current and future Active Duty Air Force requirements. It implements AFD 36-26, *Total Force Development*, and replaces references to officers in AFI 36-2616, *Trained Personnel Requirements*. This instruction pertains to accession sustainment for non-rated line officer specialties. This AFI is not applicable to members of the Air National Guard and Air Force Reserve.

This instruction further establishes the processes whereby annual disaggregate non-rated line officer accession targets are derived from aggregate non-rated line sustainment requirements. Commissioning and recruiting sources are responsible for compliance with disaggregate mandatory academic degree and coursework targets and total production, while closely coordinating with HQ AFPC Line Officer Accessions to meet Air Force specialty requirements. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

Process owners are encouraged to publish supplements, as necessary, to establish internal procedures to carry out this instruction's policies and intent.

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## Chapter 1

### GENERAL CONSIDERATIONS

**1.1. Purpose.** The processes used to determine officer accession and training requirements have various uses. The first is to determine the number required to sustain each career field to accomplish its functional mission for the Air Force. The second is to provide commissioning sources with stabilized accession goals to afford ample time to produce officers with the proper education background to meet Air Force career field sustainment requirements. Third, accession determination processes provide AFPC Non-Rated Line Officer Accessions with career field-specific requirements, maximizing the opportunity to project the number of officers that may be assigned to each career field based on Air Force needs and academic qualifications. Lastly, this process links accession sustainment requirements to programmatic funding process for initial skills training.

**1.2. Aggregate Resource Programming.** Determining Air Force accession aggregate and disaggregate sustainment requirements is the first step in preparing and programming for Air Force accession production and training requirements. Programming the accession aggregate is affected by budgetary considerations, projected force structure, and mission changes. HQ USAF/DPLFR determines the accession aggregate and mix for up to six future fiscal years. This accession mix includes the total number of enlisted, recall and non-line authorizations, and line officer production. United States Air Force Academy (USAFA) student inventory will be in accordance with provisions of Title 10, United States Code. Aggregate Headquarters Air Force Officer Accession and Training Schools (AFOATS) accessions allowed to enter active duty in a particular fiscal year is transmitted via the Line Officer Accession Plan (LOAP) under signature of HQ USAF/DPL. Changes to the LOAP will not be made within two years of the production year, unless fully coordinated with HQ AETC/DO, HQ AETC/XP, HQ AFOATS/CC, HQ AFPC/CC, HQ AFRS/CC, and other appropriate organizations then approved by HQ USAF/DP.

**1.3. Accession Determination.** The determination of Non-Rated Line (NRL) officer accession sustainment occurs via the processes outlined in this AFI. Successful accession/recruitment efforts for each process are measured when the military member enters active duty.

1.3.1. The NRL officer sustainment process is based on the sustainment needs of each specialty and is determined by weighing the funded manpower authorizations, the number of personnel performing duties in the specialty, the number of personnel possessing the core Air Force Specialty Code (AFSC) who are working outside the specialty (i.e., special duty, in-residence professional military education or graduate school, etc.), the retention within the specialty, and the career field health. Career field sustainment needs generate accession requirements. The NRL officer sustainment process designates mandatory academic targets, affords commissioning sources ample lead time to produce officers to meet accession requirements, determines the acceptable range of accessions by AFSC (bands) for future fiscal years, and provides the means to project and classify officer accessions into NRL specialties upon commissioning. New officer accessions are classified into Air Force specialties before commissioning based primarily on Air Force needs and career field requirements, while also taking into account the officer's academic qualifications and career field preferences. Due to the requirement for officers to possess an undergraduate academic degree prior to commissioning and mandatory academic qualifications for entry into some specialties, accession requirements have a direct relationship with the number of persons in certain undergraduate academic degree programs at the commissioning sources. Commissioning and recruiting sources must develop programs and processes to comply with

mandatory academic qualifications and total production targets to ensure the appropriate number of qualified officer accessions can be classified into appropriate AFSCs. For example, attrition and losses to rated programs must be taken into account when determining the right number of officer candidates in each commissioning source. USAFA and Air Force Reserve Officer Training Corps (AFROTC) will develop programs more than two years out in order to achieve the appropriate NRL production levels. Successful accession efforts are measured by comparing the commissioning numbers (by academic degree and commissioning source) and the post-classification numbers (by AFSC) to the accession sustainment targets.

1.3.1.1. The Air Force NRL accession sustainment requirement will be used to program accession production targets and will be the basis for programming the accession part of initial skills training. For the most part, accession inputs into each AFSC will be centered on the AFSC sustainment number; any temporary deviations from that sustainment will be coordinated with HQ AETC/DO, HQ AETC/XP, HQ AFOATS/CC, HQ AFPC/CC, and other appropriate organizations, then approved and published by HQ USAF/DPL. HQ USAF/DPL will publish bands by AFSC and by mandatory academic requirement. Sample bands can be found at [Table 1.1](#). Bands, established by analysis, depict color-coded “more than” and “less than” ranges on either side of the sustainment requirement for AFSCs and mandatory academic requirements. These bands form the basis for measuring accessions. HQ USAF/DPL is the approval level for sustainment numbers and bands by AFSC. Banding permits equitable classification and distribution of accessions in times of over-age accessions or management of lower than optimum accession production. Banding may also be used as a management tool (i.e., metrics).

1.3.1.1.1. The bands fall into three categories; green, yellow, and red. The green bands (closest to the sustainment number) form the window for acceptable accession inputs both in aggregate and in each AFSC. The yellow bands are outside of each green band and fall short of or exceed the acceptable accession input. Yellow band production can be offset if limited to one or two consecutive years. The red bands are outside of each yellow band and indicate serious shortfalls or overages.

1.3.1.1.2. Every effort will be made to ensure production in each AFSC remains within the green band. But in some cases, accession levels outside of the green band may be appropriate. HQ USAF/DPL is the yellow band approval level for any programmatic actions within the accession process. This includes actions such as adjustments to the LOAP or expected commissioning source production that results in aggregate NRL accession levels outside the green band. During classification, HQ AFPC/CC approves adjustments into the yellow bands for any forecasted production outside the approved level. HQ USAF/DP approves any programmed accessions into the red bands and will be notified if any AFSC is expected to access into either the upper or lower red bands during classification. Agencies forwarding notification of yellow and red band accession levels will provide background information, as appropriate, and recommended course of action coordinated with appropriate action agencies involved up through to the approval level provided in the preceding paragraph.

1.3.1.1.3. The following are some examples where accession levels outside of the green band may be appropriate. If a new officer career field is created, the initial accession levels may be temporarily in the higher red band. Or, in cases where a commissioning source has the availability of excess hard-to-source officer candidates, accession levels may be temporarily raised.

These examples are not all inclusive. Other situations may exist that warrant accession levels being set higher or lower than the green band.

1.3.1.1.4. Color-coded AFSC bands for specialties with mandatory academic qualifications (degree and/or course work) for entry form the basis of mandatory academic bands. Sources of commission will use the top end of the green band as production targets for AFSCs with mandatory academic qualifications.

1.3.1.1.5. USAFA, AFOATS, and Air Force Recruiting Service (AFRS) will program adequate resources to meet these mandatory academic production targets for NRL production and review progress as necessary.

1.3.1.1.6. AF/DPLTS, AFOATS, USAFA, AFRS, and AFPC will review predicted production up to two years before commissioning and are authorized to adjust production goals between the sources of commission and AFRS to best meet production requirements. This may be done quarterly or as necessary to give the Air Force the best chance of meeting optimum accession targets. The best times may be shortly after cadets declare their degrees or right before AFRS selection boards.

1.3.2. The primary consideration for setting accession production goals will be career field sustainment requirements. While accessing to meet career field requirements based on career field unique characteristics is paramount, end strength cannot be overlooked. However, maintaining stabilized accession production and year groups gives the Air Force greater latitude when force shaping is necessary to meet end strength considerations. Likewise, deliberate employment of the appropriate force shaping tools allows the Air Force to access the right number of officers each year, maintaining a healthy force structure. Established goals help ensure commissioning sources access officers with the requisite education and skills to meet specialty sustainment requirements. When establishing program requirements, Air Staff offices should not take actions that cause accession levels to reach unacceptable levels without the appropriate approval as provided in paragraph [1.3.1.1.2.](#) above.

1.3.3. Commissioning sources shall make every effort to access to active duty the right number of qualified officers in accordance with Air Force requirements. While the number of classified accessions in a given AFSC may fluctuate in and out of the green band throughout the fiscal year, AFPC should not allow production to fall outside the acceptable range of accessions in any specialty at the end of the fiscal year without prior approval by the appropriate authority as provided in paragraph [1.3.1.1.2.](#) above. As provided in paragraph [1.3.1.1.2.](#), commissioning sources may recommend accession levels outside of the green band; however, they should not make irrevocable commitments until after approval. USAFA, AFROTC, and AFRS will ensure long-term programs and strategies are consistent with projected accession targets including the appropriate distribution of technical production requirements between commissioning and recruiting agencies.

Table 1.1. Sample Career Field Sustainment Bands

AFSC		<i>Lower Yellow Red</i>	<i>Upper Yellow Band</i>	<i>Lower Green Band</i>	<i>Lower Green Band</i>	<i>Sustainment Requirement</i>	<i>Upper Green Band</i>	<i>Lower Yellow Band</i>	<i>Upper Yellow Band</i>	<i>Red</i>
13DXA	Combat Rescue	6	7	7	8	8	9	10	10	11
13DXB	Special Tactics	6	7	7	8	8	9	10	10	11
13M	Airfield Operation	17	18	20	21	21	23	24	25	26
13S	Space & Missile	208	209	232	233	233	245	246	268	269
14N	Intelligence	198	199	221	222	222	234	235	256	257
15W	Weather	48	49	54	55	55	66	67	72	73
21A	Aircraft Maint	97	98	118	119	140	147	148	161	162
21M	Munitions & Missile Maint	22	23	27	28	33	35	36	38	39
21R	Logistics Readiness	98	99	119	120	142	150	151	164	165
31P	Security Forces	34	35	43	44	51	54	55	59	60
32EXA	Architect	2	3	3	4	4	5	6	6	7
32EXC	Civil Engineer	13	14	15	16	16	20	21	21	22
32EXE	Electrical Engineer	6	7	7	8	8	10	11	11	12
32EXF	Mechanical Engineer	8	9	9	10	10	12	13	13	14
32EXG	General Engineer	63	64	71	72	72	87	88	94	95
32EXJ	Environmental Engineer	9	10	11	12	12	15	16	16	17
33SX	Comm & Info	275	276	307	308	345	380	381	414	415
33SXA	Comm & Info Engineer	26	27	28	31	31	38	39	41	42
34M	Services	23	24	25	29	35	37	38	41	42
35P	Public Affairs	15	15	17	18	22	24	25	26	27
36P	Personnel	90	91	110	111	131	138	139	151	152
38M	Manpower	10	11	13	14	17	18	19	20	21
61SXA	Analytical	35	36	40	41	41	50	51	54	55
61SXB	Behavioral	14	15	16	17	17	21	22	23	24
61SXC	Chemical	12	13	14	15	15	18	19	20	21
61SXD	Physicist	26	27	29	30	30	36	37	39	40
62EXA	Aeronautical	48	49	54	55	55	66	67	72	73
62EXB	Asronautica	26	27	30	31	31	38	39	41	42
62EXC	Computer Systems	26	27	30	31	31	38	39	41	42
62EXE	Electrical/Electronic	159	160	177	178	178	214	215	232	233
62EXG	Project	67	68	75	76	76	92	93	99	100
62EXH	Mechanical	40	41	45	46	46	56	57	60	61
63A	Acquisition	141	142	171	172	203	214	215	234	235
64P	Contracting	48	49	59	60	71	75	76	82	83
65F	Financial Management	42	43	51	52	62	66	67	72	73
65W	Cost Analysis	8	9	10	11	14	15	16	17	18
71S	Special Investigations	13	14	16	17	20	21	22	23	24
<b>Total</b>	<b>Non Rated Line</b>	<b>1978</b>	<b>2015</b>	<b>2288</b>	<b>2325</b>	<b>2506</b>	<b>2776</b>	<b>2813</b>	<b>3026</b>	<b>3063</b>

## Chapter 2

### RESPONSIBILITIES AND FUNCTIONS

**2.1. Purpose.** To delineate the responsibilities and functions of agencies in the NRL officer sustainment process.

**2.2. Headquarters United States Air Force Deputy Chief of Staff for Personnel.**

**2.2.1. Deputy Chief of Staff, Personnel (HQ USAF/DP).**

2.2.1.1. Approval authority for changes to LOAP within two years of the production year.

2.2.1.2. Approval authority for Red Band over-accessions and under-accessions for NRL officer specialties.

**2.2.2. Director, Learning and Force Development (HQ USAF/DPL).**

2.2.2.1. Approval authority for LOAP.

2.2.2.2. Approval level for sustainment requirements and bands by AFSC, NRL Officer Accession Conference (NRLOAC) minutes, and accession targets.

2.2.2.3. Approval authority for Yellow Band over-accessions and under-accessions for NRL officer specialties during programming.

**2.2.3. Accession Policy Branch (HQ USAF/DPLFA).**

2.2.3.1. Responsible for Air Force accession policy matters.

2.2.3.2. Monitors aggregate accession program through metrics provided by HQ AFPC/DPPAO.

2.2.3.3. HQ USAF/DPLFA will monitor prior service commission opportunities to ensure the right mix of officers access each year.

2.2.3.4. Attends or sends representative to NRLOAC.

**2.2.4. Resources Branch (HQ USAF/DPLFR).**

2.2.4.1. Manages, coordinates and programs annual aggregate officer accession requirements.

2.2.4.2. Coordinates with HQ USAF offices and commissioning sources, as necessary, to determine the officer accession production numbers.

2.2.4.2.1. Publishes the LOAP, which provides HQ AETC/XP the maximum AFOATS production allowed to enter active duty in a particular fiscal year. The LOAP is based on the difference between the AF accession sustainment plan and the USAFA production projection.

2.2.4.2.2. Makes recommendation to HQ USAF/DPL on whether or not to maintain accession levels within the green band when any LOAP or USAFA programmed production changes result in aggregate NRL officer accession levels going outside of the green band. HQ USAF/DPL will approve/disapprove maintaining levels within the green band. Works with HQ USAF/DPLTS, HQ USAF/DPX-AFPOA, and/or other offices in discussions with HQ USAF/DPL.

2.2.4.2.3. Changes to LOAP within two years of production shall not occur without HQ USAF/DP approval. This restriction is due to the difficulty in adjusting production inside the final two-years of the AFROTC production pipeline and in changing training resource requirements.

2.2.4.3. Provides NRL officer aggregate accession production plan by source of commission to HQ USAF/DPLTS and HQ USAF/DPLFA.

#### **2.2.5. Skills Requirements Branch (HQ USAF/DPLTS).**

2.2.5.1. Responsible for NRL officer accession sustainment policy matters.

2.2.5.2. Delineates organizational responsibilities in the NRL officer accession sustainment process.

2.2.5.3. Provides the aggregate accession production goals to HQ USAF/DPX-AFPOA.

2.2.5.4. Monitors LOAP production requirements and USAFA production projections. Advises AF/DPL on impact to accession levels. Works with HQ USAF/DPLFR, HQ USAF/DPX-AFPOA, and/or other offices in discussions with HQ USAF/DPL.

2.2.5.5. Reviews proposed accession sustainment and distribution plan from HQ USAF/DPX-AFPOA and provides to HQ USAF/DPLTR, HQ USAF/DPLFR, HQ AETC/DOPZ, and Career Field Managers.

2.2.5.5.1. HQ USAF/DPLTS advises HQ USAF/DPLTR, HQ USAF/DPLFR, HQ AETC/DO and HQ USAF/DPX-AFPOA of any changes to production estimates as provided by HQ AFPC/DPPAO.

2.2.5.6. Monitors skill accession sustainment through metrics provided by HQ AFPC/DPPAO and provides quarterly updates to CFMs.

2.2.5.7. Co-host annual NRLOAC with HQ AFPC/DPPAO.

2.2.5.8. Prepares NRLOAC minutes for HQ USAF/DPL signature. Minutes shall include approved sustainment numbers and bands by career field, mandatory academic degree/coursework targets and bands, and source of commission targets. Ensures NRLOAC products are available via windows based system for access to NRLOAC participants, Functional Managers, Career Field Managers, Functional Area Managers, and Developmental Teams.

#### **2.2.6. Training Resources Branch (HQ USAF/DPLTR).**

2.2.6.1. Uses the projected initial skills requirements provided by HQ AFPC/DPPAO and career field sustainment and distribution plans provided by HQ USAF/DPLTS to prepare the NRL Officer Initial Skills (OIS) Program Guidance Letter (PGL). The HQ USAF/DPL-approved NRL OIS PGL is a tasking document used by planners and programmers to acquire resources to accomplish training. The PGL aligns the Air Force training requirements process with the Planning, Programming, Budgeting, and Execution (PPBE) process through the future year defense plan (FYDP).

2.2.6.2. Attends or sends representative to NRLOAC.

#### **2.2.7. Air Force Personnel Operations Agency (HQ USAF/DPX-AFPOA).**

2.2.7.1. Creates, revises, and manages the Accession Sustainment Model (ASM) in support of NRL accession sustainment process.

2.2.7.2. Produces the accession sustainment plan.

2.2.7.2.1. Generates accession sustainment plan including disaggregate career field sustainment accession requirements and accession targets and bands. The output will include sustainment numbers and bands by career field, mandatory academic degree/coursework targets and bands, and proposed distribution and source of commission targets. Provides results to HQ USAF/DPLTS.

2.2.7.2.2. Presents accession sustainment methodology and plan at the NRLOAC.

2.2.7.2.3. Provides HQ USAF/DPLTS and HQ AFPC/DPPAO updated execution year classification guidance by specialty based on changes to career field characteristics since the sustainment plan was published in order to assist in the classification of overage accessions or manage lower than optimum accession production.

2.2.7.2.4. Supports HQ USAF/DPL with analysis, as necessary, on the impacts of accession levels on career field health and sustainment.

## **2.3. Headquarters Air Force Personnel Center (HQ AFPC).**

### **2.3.1. Commander (HQ AFPC/CC).**

2.3.1.1. Approval authority for forecasted NRL officer specialty yellow band over-accessions and under-accessions resulting from classification actions.

2.3.1.2. Monitors program through metrics provided by HQ AFPC/DPPAO.

### **2.3.2. Assignment Directorate (HQ AFPC/DPA).**

2.3.2.1. Considers cross flow patterns from the Accession Sustainment Plan along with execution year manning, stress levels, and year group gaps when classifying PCS initial skills training eliminees into career fields.

2.3.2.2. Provides cadet assignment data to commissioning sources, as appropriate.

2.3.2.3. Provides cadet assignment data and recore/cross-flow training projections to HQ AFPC/DPPAO, as appropriate.

2.3.2.4. Ensures assignment of USAFA graduates is in accordance with AFPD 36-35, *United States Air Force Academy*.

2.3.2.5. Attends or sends representative to NRLOAC.

### **2.3.3. Line Officer Accessions Branch (HQ AFPC/DPPAO).**

2.3.3.1. Executes the accession distribution portion of the accession sustainment process.

2.3.3.2. Works with functional communities to project training requirements for accessions, training carryovers, operational experience (OPEX) requirements, recores, and cross flows (provided by HQ AFPC/DPAS).

2.3.3.2.1. Forwards the projected training requirements for NRL officer career fields to HQ USAF/DPLTR for use in preparing the NRL OIS PGL.

- 2.3.3.2.2. To size the accession portion of the training requirement, HQ AFPC/DPPAO will use the most accurate AFSC distribution projections to ensure sufficient training is programmed and available. In absence of accurate AFSC distribution projections, the sustainment requirements by AFSC will be used.
- 2.3.3.3. Co-host annual NRLOAC with HQ USAF/DPLTS.
- 2.3.3.4. Provides OTS entry requirements to AFRS by AFSC and class. Any execution year change requests will be made at least 90 days before required implementation.
- 2.3.3.5. Monitors commissioning sources' projected production, actual production, and compliance with accession targets.
- 2.3.3.5.1. Checks any changes submitted by commissioning sources to production estimates or tasked source of commission against the NRLOAC approved plan and ensures those changes are within acceptable limits by source of commission and AFSC.
- 2.3.3.5.2. Advises HQ USAF/DPLTS of any changes to production estimates or tasked source of commission.
- 2.3.3.6. Ensures accession classification in accordance with the AFSC bands/targets and schedules accessions into initial skills training class seats.
- 2.3.3.7. Classifies AFROTC and OTS cadets and approves classification of USAFA cadets.
- 2.3.3.8. Ensures classification of USAFA graduates is in accordance with AFD 36-35, *United States Air Force Academy*.
- 2.3.3.9. Reports initial skills training and cadet assignment information to commissioning sources, as appropriate. Prepares cadet assignment orders, as appropriate.
- 2.3.3.10. Provides appropriate monthly metrics to the HQ USAF/DPLTS, HQ USAF/DPLTR, HQ USAF/DPLFA, and HQ AETC/DOPZ with execution year and projected production information. Metrics shall, as a minimum, reflect execution year classification compliance with AFSC targets and projected production by AFSC (current year) and by mandatory degree/course requirements (one-year out). Metric templates are available at <https://www.dp.hq.af.mil/dpl/dplt/trt.cfm>.
- 2.3.3.11. Develops a current FY NRL accession forecast immediately after completion of initial classifications and update along with the monthly metrics. The forecast combines AFROTC and USAFA predicted production with expected OTS production, expected rated losses, and other historical factors to create a best estimate of end-of-year accessions in each AFSC.
- 2.3.3.11.1. Coordinates with the sources of commission, HQ AFRS, functional communities, HQ USAF/DPLF and HQ USAF/DPLT to identify and implement solutions to forecasted accession overages and shortfalls. HQ AFPC/DPPAO will then factor expected gains/losses from the actions taken into the forecast. If the corrective actions do not remedy the overage/shortfall, staff any forecasted production outside of the approved band to the appropriate level for notification and/or approval.
- 2.3.3.11.2. In accordance with paragraph 1.3.1.1.2., submit notifications or requests for approval (no later than 31 January of each year) for any specialty expected to access outside their approved band at the end of the fiscal year. Include background information along with

recommended courses of action. Staff amended notifications/requests as needed for any further execution-year adjustments that drive forecasted accessions outside approved bands.

## **2.4. Headquarters Air Education and Training Command (HQ AETC).**

### **2.4.1. Commander (HQ AETC/CC).**

2.4.1.1. Ensure AFOATS compliance with accession production targets.

2.4.1.2. Ensure AFRS meets OTS entry requirements.

### **2.4.2. Operations Directorate (HQ AETC/DO).**

2.4.2.1. Determines initial skills training resource limitations and requirements in coordination with 2AF and training groups, as appropriate.

2.4.2.2. Coordinates initial skills training resources requirements with HQ USAF/DPLTR and HQ AFPC/DPPAO.

2.4.2.3. Oversees build of training schedules based on HQ USAF/DPL-approved NRL OIS PGL.

2.4.2.3.1. Consideration should be given to flexibility in the training schedule to accommodate cyclic accession production during the execution year.

2.4.2.4. Provides metrics to HQ USAF/DPLTR. Metric templates are available at <https://www.dp.hq.af.mil/dpl/dplt/trt.cfm>.

2.4.2.5. Attends or sends representative to NRLOAC.

### **2.4.3. Headquarters Second Air Force (HQ 2AF).**

2.4.3.1. Consolidates and coordinates initial skills training resource limitations and requirements as directed by HQ AETC/DO for input into Planning, Programming, Budgeting, and Execution process.

2.4.3.2. Monitors NRL OIS execution (production) in coordination with training groups and HQ AETC/DO.

### **2.4.4. Headquarters Air Force Officer Accession and Training Schools (HQ AFOATS).**

2.4.4.1. Provides HQ USAF/DPLFR breakouts for AFROTC and OTS after receipt of LOAP.

2.4.4.2. Ensures AFROTC and OTS production complies with mandatory academic accession targets and stays within LOAP production requirements

2.4.4.3. Adjusts AFROTC and OTS production as necessary during execution to meet mandatory academic accession targets as long as adjustments keep AFOATS' production within the LOAP.

2.4.4.4. Executes programs to motivate cadets into appropriate academic degree programs to meet Air Force requirements.

2.4.4.5. Provides projected production information as required by HQ AFPC/DPPAO and HQ USAF/DPLTS for use in preparing metric data with courtesy copy to HQ AETC/DOPZ.

2.4.4.5.1. May have AFROTC and AFRS provide data directly to HQ AFPC/DPPAO and HQ USAF/DPLTS with courtesy copy to HQ AETC/DOPZ.

2.4.4.6. AFOATS, in conjunction with the USAFA and AFRS, will monitor academic majors and predicted production of cadets in AFROTC's and USAFA's senior and junior classes in order to provide HQ AFPC/DPPAO production estimates.

2.4.4.6.1. Commissioning sources and AFRS will review mandatory academic requirement shortfalls to align production goals to source of commission most capable to meet any shortfalls.

2.4.4.6.2. AFOATS will use AFROTC predicted production to adjust AFRS' OTS entry requirements through HQ AFPC/DPPAO to ensure LOAP line accession production requirement is not exceeded. If the combined AFROTC and OTS production is above or below the LOAP requirement, AFOATS may adjust AFRS entries as needed to meet the LOAP requirement.

2.4.4.6.3. AFOATS will ensure any AFROTC over or under production in either technical or non-technical degrees is balanced with a corresponding increase or decrease in OTS technical or non-technical production. Requested changes to AFRS entry requirements will be made at least 90 days before requested implementation. Air Force needs may allow under/over production in certain technical or non-technical degrees, authorizing AFOATS to produce either below or above the LOAP. Non-technical production will not be substituted for technical production without approval from HQ USAF/DPL.

2.4.4.6.4. Before implementation, AFOATS will coordinate any changes to production estimates or tasked source of commission with HQ AFPC/DPPAO, HQ AFRS, and HQ USAF/DPLTS with courtesy copies to HQ AETC/DOPZ.

2.4.4.7. Attends or sends representative to NRLOAC.

#### **2.4.5. Headquarters Air Force Recruiting Service (HQ AFRS).**

2.4.5.1. Executes programs to recruit officer candidates to meet Air Force requirements.

2.4.5.2. Provides production information as required to HQ AFOATS.

2.4.5.2.1. HQ AFOATS may request AFRS to provide data directly to HQ AFPC/DPPAO and HQ USAF/DPLTS.

2.4.5.3. In conjunction with AFOATS and USAFA review commissioning source production in order to adjust recruiting targets and/or accession goals between commissioning sources and AFRS. The source of commission determined best suited to meet Air Force requirements will adjust their goals accordingly. Changes to production estimates or tasked source of commission must be coordinated with HQ AFPC/DPPAO, AFOATS, and HQ USAF/DPLTS with courtesy copies to HQ AETC/DOPZ.

2.4.5.4. Attends or sends representative to NRLOAC.

#### **2.5. United States Air Force Academy (USAFA).**

2.5.1. Executes programs to motivate cadets into appropriate academic degree programs to meet Air Force future fiscal year requirements.

2.5.2. Provides projected production information as required by HQ AFPC/DPPAO and HQ USAF/DPLTS for use in preparing metric data.

2.5.3. USAFA, in conjunction with the AFOATS and AFRS, will review academic majors and predicted production of cadets in AFROTC's and USAFA's senior and junior classes in order to provide HQ AFPC/DPPAO production estimates.

2.5.3.1. Commissioning sources and AFRS will review mandatory academic requirement shortfalls to align production goals to source of commission most capable to meet any shortfalls.

2.5.4. Coordinates any changes to production estimates or tasked source of commission with HQ AFPC/DPPAO and HQ USAF/DPLTS with courtesy copies to HQ AETC/DOPZ.

2.5.5. Provides proposed classification of cadets to HQ AFPC/DPPAO for review and approval.

2.5.6. Ensures actions are in accordance with AFPD 36-35, *United States Air Force Academy*.

2.5.7. Attends or sends representative to NRLOAC.

## **2.6. Career Field Managers.**

2.6.1. Provide input to process agencies on specific career field unique characteristics that impact sustainment requirement or accession process.

2.6.2. Attends or sends representative to NRLOAC.

## Chapter 3

### NON-RATED LINE OFFICER SUSTAINMENT PROCESS

**3.1. Purpose.** Describe the NRL officer sustainment process.

**3.2. Accession Sustainment Model.** HQ USAF/DPX-AFPOA generates an accession sustainment plan that includes disaggregate accession targets. The output will include sustainment numbers and bands by career field, mandatory academic degree/coursework targets and bands, and proposed distribution and source of commission targets.

3.2.1. HQ USAF/DPX-AFPOA provides the accession sustainment plan to HQ USAF/DPLTS.

3.2.2. HQ USAF/DPLTS reviews proposed accession sustainment and distribution plan and provides to HQ USAF/DPLTR, HQ USAF/DPLFR, HQ AFPC/DPPAO, HQ AETC/DOPZ, and Career Field Managers.

3.2.3. HQ USAF/DPLTS, HQ USAF/DPLFR, AF/DPX-AFPOA advises HQ USAF/DPL of any LOAP changes, USAFA production changes, or other items that result in NRL officer accession levels going outside the green band in order for HQ USAF/DPL to decide whether to maintain levels within the green band or not.

3.2.4. HQ USAF/DPL is approval level for sustainment levels and bands by AFSC.

**3.3. Aggregate Accession Goals.** HQ USAF/DPLFR publishes the LOAP, which provides HQ AETC/XP the maximum aggregate AFOATS production allowed to enter active duty in a particular fiscal year.

3.3.1. HQ USAF/DPLFR coordinates with HQ USAF offices and commissioning sources, as necessary, to determine the officer accession production numbers.

3.3.2. HQ USAF/DPLFR determines the LOAP based upon the difference between the AF accession sustainment plan and the USAFA production projection.

3.3.3. HQ USAF/DPLFR advises HQ USAF/DPL of any LOAP production requirements that result in NRL officer accession levels going outside of the green band for decision on whether to maintain levels within the green band or not.

3.3.3.1. HQ USAF/DPX-AFPOA supports HQ USAF/DPL with analysis, as necessary, on the impacts of accession levels on career field health and sustainment.

3.3.3.2. LOAPs are not changed within two years of the production year without approval of HQ USAF/DP. This restriction is due to the difficulty in adjusting production inside the final two years of the production pipeline for AFROTC and the limited ability to change scheduled training.

3.3.4. HQ AFOATS divides this LOAP target into AFROTC and OTS aggregate targets and provides to HQ USAF/DPLFR. As long as changes stay within the AFOATS LOAP and can be provided to AFRS at least 90 days before required implementation, HQ AFOATS is authorized to adjust AFROTC and OTS share of production during execution to meet AF specialty goals and academic targets.

3.3.5. HQ USAF/DPLFR provides the aggregate accession goals to HQ USAF/DPLTS and HQ USAF/DPLFA.

3.3.6. HQ USAF/DPLTS provides the aggregate accession goals to HQ USAF/DPX-AFPOA.

3.3.7. USAFA student inventory will be in accordance with provisions of Title 10, United States Code.

**3.4. NRL Officer Accession Conference.** HQ AFPC/DPPAO and HQ USAF/DPLTS co-host the annual NRLOAC normally scheduled for the first quarter of each FY. NRLOAC participants review sustainment numbers, accession targets and bands, and production forecasts and estimates. Any changes will be included in the NRLOAC minutes. Attendees ensure during the NRLOAC that discussions support the policy provided in AFPD 36-35, *United States Air Force Academy*.

3.4.1. Attendees review USAFA and AFROTC mandatory degree production forecasts to determine AFRS targets.

3.4.2. Functional communities and/or career field managers provide input to process agencies on specific career field unique characteristics that impact sustainment requirement or accession process.

3.4.3. HQ USAF/DPX-AFPOA provide the proposed AFSC accession sustainment targets and bands to the career field managers or their representatives at least two weeks before the NRLOAC.

3.4.4. HQ USAF/DPX-AFPOA presents the accession sustainment process and plan at the NRLOAC.

3.4.5. Commissioning sources will review academic majors and predicted cadet production in AFROTC's and USAFA's senior and junior classes in order to provide HQ AFPC/DPPAO production estimates.

3.4.5.1. Commissioning sources and AFRS will use the review to refine mandatory academic requirement shortfalls to align production goals to source of commission most capable to meet any shortfalls. Between NRLOACs, VTCs will be used to review projected production.

3.4.5.2. To help meet AF sustainment requirements, AFOATS will request AFRS adjust OTS entries to offset predicted overages or shortfalls in AFROTC and USAFA predicted production. AFOATS will ensure total AFROTC and OTS production remains within the LOAP.

3.4.5.3. AFOATS will ensure any AFROTC over or under production in either technical or non-technical degrees is balanced with a corresponding decrease or increase in OTS technical or non-technical production. Air Force needs may allow under/over production in certain technical or non-technical degrees, authorizing AFOATS to produce either below or above the LOAP. Non-technical production will not be substituted for technical production without approval from HQ USAF/DPL.

3.4.5.4. HQ USAF/DPLFA will consider any accession programs or incentives needed when projected production falls short of targets.

3.4.5.5. HQ USAF/DPLFA will monitor prior service commission opportunities to ensure the right mix of officers access each year.

3.4.6. Review and discuss, as appropriate, other actions to ensure AFSC production targets are met.

3.4.6.1. Other areas of consideration might include which source of commission is best suited to produce technical officers or what is the proper mix of technical production across the sources of commission.

3.4.7. HQ USAF/DPLTS prepares NRLOAC minutes for signature of HQ USAF/DPL. Attached to the minutes are the approved mandatory academic requirement bands for compliance by the commis-

sioning sources and AFSC bands/targets for use during AFSC classification actions by HQ AFPC/DPPAO. Dispatches minutes to NRLOAC participants.

3.4.7.1. NRLOAC output products will be made available via windows based system for access by NRLOAC participants including Functional Managers, Career Field Managers, Functional Area Managers, and Developmental Teams.

3.4.7.2. HQ AFPC/DPPAO uses OTS targets to develop AFRS goals by AFSC for each OTS class.

**3.5. Commissioning Sources Execution.** Commissioning sources execute programs to motivate cadets into academic degree programs to meet Air Force NRL officer accession requirements.

3.5.1. USAFA and HQ AFOATS provide projected production information as required by HQ AFPC/DPPAO and HQ USAF/DPLTS for use in preparing metric data.

3.5.1.1. AFROTC, OTS, and AFRS may provide data directly to HQ AFPC/DPPAO.

3.5.2. USAFA and AFOATS take actions necessary to access the right kinds and types of officers to meet mandatory academic qualification requirements. As mandatory degree and course requirement production estimates become firmer, non-technical and AFRS requirements can be solidified. Sources of commission, AFRS, and AFPC are encouraged to maintain appropriate contact and make changes as needed to ensure total degree and course work targets are realized.

3.5.3. Commissioning sources may recommend, in some cases, that accession levels be set outside of the green band in accordance with paragraph 1.3.1.1.2. One example might be where a commissioning source has extra hard-to-source officer candidates. Recommended/approved changes must be coordinated with HQ AFPC/DPPAO and HQ USAF/DPLTS with a courtesy copy to HQ AETC/DOP.

3.5.4. Commissioning sources will coordinate any changes to production estimates or tasked source of commission with HQ AFPC/DPPAO and HQ USAF/DPLTS with a courtesy copy to HQ AETC/DOPZ.

3.5.4.1. HQ AFPC/DPPAO will check changes against the NRLOAC approved plan, ensure changes are within acceptable limits by AFSC, and confirm total source of commission production numbers are appropriate.

3.5.4.2. HQ AFPC/DPPAO will provide updated AFRS entry requirements to match any adjustments to OTS production targets with at least 90 days notice before required implementation date.

3.5.4.3. HQ USAF/DPLTS advises HQ USAF/DPLTR, HQ USAF/DPLFR, HQ USAF/DPX-AFPOA, and HQ AFPC/DPPAO as needed.

3.5.4.4. HQ AFPC/DPPAO will interface between HQ USAF/DPLTS, AFRS, and the sources of commission.

3.5.4.5. HQ AETC/DOPZ will check changes against training schedules to ensure training availability.

**3.6. Program Guidance Letter.** HQ USAF/DPLTR prepares the NRL OIS PGLs.

3.6.1. HQ AFPC/DPPAO determines the projected training requirements for NRL officer career fields. The most accurate AFSC distribution projections will be used to size the accession portion of

the training requirement to ensure sufficient training is programmed and available. In absence of accurate AFSC distribution projections, the sustainment requirements by AFSC will be used.

3.6.2. HQ USAF/DPLTR uses projected initial skills training requirements and career field sustainment and distribution plan to prepare the NRL OIS PGLs.

**3.7. Monitor Accessions.** HQ AFPC/DPPAO monitors execution (production) for the sources of commission by counting the number of expected and actual accessions provided in each specialty.

3.7.1. Provides appropriate monthly metrics/data to HQ USAF/DPLT and HQ USAF/DPLF.

3.7.2. When the forecast report predicts accession levels in any specialty to be outside the approved band at the end of the fiscal year, HQ AFPC/DPPAO will staff recommended courses of action or request for approval along with background information to the appropriate approval authority.

3.7.3. HQ USAF/DPLFA monitors the aggregate accession program.

3.7.4. HQ USAF/DPLTS monitors skills accession sustainment and provides quarterly updates to CFMs.

3.7.5. HQ USAF/DPLTR monitors NRL OIS PGL execution through metrics provided by HQ AFOSI/DOT and HQ AETC/DOR.

**3.8. Classification, Training, and Assignments.** HQ AFPC/DPPAO classifies accessions for AFROTC and OTS, reviews and approves USAFA classification, and schedules initial skills training.

3.8.1. HQ USAF/DPX-AFPOA provides HQ USAF/DPLTS and HQ AFPC/DPPAO execution year classification guidance by specialty based on changes to career field characteristics since the sustainment plan was published in order to assist in the classification of overage accessions or manage lower than optimum accession production.

3.8.2. HQ AFPC/DPPAO and/or HQ AFPC/DPA notifies OTS, AFROTC detachments, and USAFA of cadet assignment data.

3.8.2.1. HQ AFPC/DPPAO notifies OTS, AFROTC detachments, and USAFA of cadet initial skill training data.

3.8.3. HQ AFPC/DPAS classifies any eliminees from PCS technical training schools into career fields taking into account recore/cross-flow patterns from the Accession Sustainment Plan and execution year manning, stress levels, and year group gaps.

3.8.4. HQ AFPC/DPPAO and HQ AFPC/DPA ensure the classifications and assignments of USAFA graduates are in accordance with AFD 36-35, *United States Air Force Academy*.

**3.9. Cadet Orders.** HQ AFPC/DPPAO, OTS, and USAFA prepare cadet assignment orders.

ROGER A. BRADY, Lt General, USAF  
Deputy Chief of Staff, Personnel

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

AFDD 1-1, *Leadership and Total Force Development*  
AFMAN 36-2105, *Officer Classification*  
AFI 36-2616, *Trained Personnel Requirements*  
AFPD 36-20, *Accession of Air Force Military Personnel*  
AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*  
AFPD 36-22, *Air Force Military Training*  
AFPD 36-26, *Total Force Development*  
AFI 36-2640, *Vol I Total Force Development (Active Duty Officer)*  
AFPD 36-35, *United States Air Force Academy*  
AFPD 37-1, *Air Force Information Management*  
AFMAN 37-123, *Management of Records*  
AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AFROTC**—Air Force Reserve Officer Training Corps; one of the three primary Air Force commissioning sources.  
**AFRS**—Air Force Recruiting Service  
**AFSC**—Air Force Specialty Code  
**ASM**—Accession Sustainment Model  
**FYDP**—Future Year Defense Plan  
**IST**—Initial Skills Training  
**LAF**—Line of the Air Force  
**LOAP**—Line Officer Accession Plan  
**NL**—Non-Line  
**NRL**—Non-Rated Line  
**NRLOAC**—Non-Rated Line Officer Accession Conference  
**OTS**—Officer Training School; one of the three primary Air Force commissioning sources  
**OIS**—Officer Initial Skills - also known as Initial Skills Training (IST)  
**OPEX**—Operational Experience  
**PPBE**—Planning, Programming, Budgeting, and Execution

**PGL**—Program Guidance Letter

**SOC**—Source of Commission

**USAFA**—United States Air Force Academy; one of the three primary Air Force commissioning sources

### *Terms*

**Accession**—Newly commissioned officer on extended active duty; new enlisted recruit on extended active duty with no prior military service.

**Accession Sustainment Model (ASM)**—analytical computer model using sustainment formulas to generate disaggregate accession targets by mandatory academic category and Air Force specialties for future fiscal years. These accession targets are reviewed at the NRLOAC and distributed to the commissioning sources for action. Formerly called the Accession Distribution Model (ADM).

**Aggregate**—Total number of officers and enlisted personnel in the Air Force inventory; in the NRL officer sustainment process, aggregate means the total number of NRL officer accession requirements, calculated by subtracting enlisted, rated and non-line requirements from the Air Force inventory aggregate.

**Banding**—The act of designating accession ranges. See Green Band, Yellow Band, and Red Band definitions.

**Career Field Health**—Measurement based on whether the career field has the right number of people with the right skills to accomplish the mission.

**Classification** —The act of assigning an individual to a specific career specialty.

**Cross Flow**—Where an officer moves into another AFSC generally for one tour/job and then returns to their previous AFSC.

**Disaggregate**—A portion, subset, or derivative of the aggregate number (typically, a specific AFSC).

**Eliminee (Elim)**—Member who does not complete scheduled training course.

**End Strength**—For the purpose of this AFI, end strength is the total number of personnel in the Air Force on active duty.

**Green Band**—The number of accessions by AFSC and mandatory academic requirement within an approved acceptable range.

**Initial Skills Training (IS or IST)**—formal Air Force training for newly accessed officers to teach basic specialty-specific knowledge; commonly referred to as tech school.

**Line of the Air Force (LAF)**—For the purpose of this AFI, LAF officers are officers classified into the following career areas: Operations, Logistics, Support, Acquisition and Financial Management, and Special Investigations. It does not include officers classified into the Medical career areas (Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC)) and into the Professional career areas (Judge Advocate General Officers (JAG) and Chaplain (CHAP)). Further clarification of career areas is provided in Air Force Manual 36-2105, *Officer Classification*.

**Line Officer Accession Plan (LOAP)**—Document notifying HQ AETC/XP of the maximum AFOATS production allowed to enter Active Duty in a particular fiscal year. AFOATS fiscal year-production may

differ from AFOATS accessions entering active duty during the same fiscal year due to carry-over from one fiscal year to another. The LOAP will not be changed within two years of commissioning without HQ USAF/DP approval due to the difficulty in adjusting production inside the final two years of the production pipeline for AFROTC and the limited ability to change scheduled training.

**Mandatory Academic Requirement**—Academic degree or courses required to enter a technical AFSC, as specified in AFMAN 36-2105, *Officer Classification*.

**Non-line (NL)**—As referred to in this AFI, non-line officers are officers classified into the Medical career areas (Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC)) and into the Professional career areas (Judge Advocate General Officers (JAG) and Chaplain (CHAP)). Further clarification of career areas is provided in Air Force Manual 36-2105, *Officer Classification*.

**Non-Rated Line (NRL)**—**Line** officers classified into Logistics, Support, Acquisition and Financial Management, and Special Investigations career areas and into non-rated operations career family areas (Space, Missile, Command and Control, Intelligence, and Weather utilization fields). Further clarification of career areas is provided in Air Force Manual 36-2105, *Officer Classification*.

**NRL Officer Accession Sustainment Process**—Employs objective modeling to determine NRL officer accession targets for each AFSC and mandatory academic category, based on the calculated sustainment requirement for each AFSC. Once the model produces the targets, process agencies validate/revise the targets during the NRLOAC.

**Process agencies**—Agencies actively involved in the process to access and classify newly commissioned officers into NRL specialties and allocate sufficient resources to provide initial skills training for every new officer requiring such training. These agencies include Headquarters United States Air Force Deputy Chief of Staff for Personnel (HQ USAF/DPLT and HQ USAF/DPLF), Headquarters Air Force Personnel Center, Headquarters Air Education and Training Command, Headquarters Air University, Headquarters 2nd Air Force, Headquarters Recruiting Service, Headquarters Air Force Reserve Officer Training Corps, the United States Air Force Academy, and Headquarters Air Force Officer Accession and Training Schools.

**Rated**—Pilot, navigator, and air battle manager.

**Recore**—When the officer moves from one AFSC to a new AFSC and is released from the previous AFSC with no expectations of returning.

**Red Band**—Accessions exceeding the upper limit of the acceptable range by a percentage (greater than the yellow band percentage) based on sustainment or falling short of the lower limit of the same percentage shall be designated the red band and requires close coordination between process agencies, career field managers, and functional managers. All AFSC red band accession projections shall require HQ AFPC/CC and HQ USAF/DPL notification and HQ USAF/DP approval.

**Requirement**—For the purposes of this AFI, requirement is defined as authorized billets minus assigned personnel, plus tasked billets drawing personnel from core AFSC positions. Tasked billets include career broadening and joint assignments, in-residence professional military education, internships outside the core career field, etc.

**Source of Commission (SOC)**—Commissioning source. The Air Force commissioning sources are the United States Air Force Academy (USAF), Officer Training School (OTS), and the Air Force Reserve Officer Training Corps (AFROTC). In certain circumstances, AFOATS acts on behalf of OTS and

AFROTC.

**Sustainment**—Required number of officers throughout the career field to accomplish the mission. Accounts for authorized versus assigned billets, retention rates, career broadening and professional military education assignments drawing officers from core AFSC billets. Calculations for sustainment incorporate “career field health” considerations.

**Technical AFSC**—Air Force specialty with mandatory education (undergraduate academic degree or course) requirements as specified in AFMAN 36-2105, *Officer Classification*.

**Trained Personnel Requirement (TPR)**—(1) The *number* of officer or enlisted personnel programmed for post-commissioning initial skills training or post-BMT technical training to meet Air Force specialty requirements and (2) the *document* containing the number of officer or enlisted personnel programmed for post-commissioning initial skills training or post-BMT technical training to meet Air Force specialty requirements.

**Yellow Band**—Accessions and degrees exceeding the upper limit of the acceptable range by a percentage based on sustainment or falling short of the lower limit by the same percentage shall be designated the yellow band and requires coordination among the process agencies, career field managers, and functional managers. Following coordination, AFSC yellow band accession/degree projections require HQ USAF/DPL approval/disapproval in the programming phase and HQ AFPC/CC approval/disapproval in the execution phase. The programming phase occurs as accession levels are programmed for the future at the Air Staff and the execution phase deals with the current year classifications and distribution at AFPC.