BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE

AIR FORCE RECRUITING SERVICE
INSTRUCTION 36-2001

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Personnel

RECRUITING PROCEDURES FOR THE AIR FORCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, Accession of Air Force Military Personnel, 2 Feb 2012, and will be used with AFI 36-2002, *Enlisted Accessions;* AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force;* and AFI 36-2013, Officer Training School (OTS) and Enlisted Commissioning Programs (ECP), 20 Oct 2011. This instruction provides guidance and procedures necessary for AFRS personnel to recruit and select, from civilian sources, a sufficient number of qualified persons to meet Air Force manning requirements without regard to race, color, religion, sex, or national origin. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. Refer questions or suggested changes to Headquarters Air Force Recruiting Service, Enlisted Programs Management Branch (HQ AFRS/RSOP), 550 D. Street West, Suite 1, Randolph AFB TX 78150-4527.

Failure to observe the prohibitions and mandatory provisions in **paragraphs 1.1** through **1.8.4** may result in punishment under Article 92 or other articles of the Uniform Code of Military Justice (UCMJ).

This instruction replaces or revises guidance previously found in AFRSI 36-2001, 1 April 2005. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.) 503, 837, 839, 716, 672(d), 689 and Title 50, U.S.C. 456. System of records notices F036 AETC A, *Lead Management System;* F036 AF PC H, *Air Force Enlistment/Commissioning Records System;* and F036 AF PC P, *Application for Appointment and Extended Active Duty Files,* apply. Before asking for the information, the requester will show and, upon request, give the affected individual a Privacy Act Statement for each IMT, form, format, or form letter used to collect personal data.

See **Attachment 1** for a glossary of references and supporting information used in this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include incorporation of several Procedural Guidance Messages (PGMs).

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Chapter 1

PROFESSIONAL CONDUCT STANDARDS AND MANAGEMENT GUIDANCE

1.1. Overview.

1.1.1. The standards in this section serve as the foundation for professionalism and integrity in the conduct of day-to-day AFRS business. AFRS personnel are responsible for complying with this instruction both on- and off-duty.

1.1.2. Recruiting personnel who violate any prohibition in paragraphs 1.2 through 1.8 of this section (or any subparagraphs there under) are subject to disciplinary action under the UCMJ, Article 92, as well as any other applicable article of the UCMJ.

1.1.3. "Recruiting personnel" is defined as all persons assigned to AFRS, including its headquarters, groups and squadrons, regardless of their duty Air Force Specialty Code (AFSC).

1.1.4. "Recruiter" is defined as any commissioned officer, noncommissioned officer (NCO), or airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates, including recruiters, Military Entrance processing Station liaison NCOs, and production supervisors such as flight chiefs, and production superintendents.

1.1.5. "Applicant" is defined as any person who tells a recruiter that he or she is interested in joining any branch of DOD military service. Applicant status (1) terminates upon signing of the enlistment, appointment, or commissioning contract; (2) continues as long as the applicant pursues entrance into the Air Force, or (3) continues until the applicant is notified in writing of permanent disqualification.

1.1.6. "RAPper" is defined as airman who participates in the Recruiter Assistance Program (RAP) which is governed by **AFI 36-3003, Military Leave Program, 11 Oct 2011**.

1.1.7. All members of AFRS should be familiar with and discuss their understanding of this section while in-processing, during training meetings, or whenever necessary to emphasize the importance of Air Force Core Values.

1.2. Specific Prohibitions and Responsibilities. Recruiting personnel will:

1.2.1. Not conceal, advise an applicant/recruit or other person to conceal, or conspire with an applicant/recruit or other person to conceal disqualifying factors.

1.2.2. Not take any action to qualify an ineligible applicant/recruit in violation of directives.

1.2.3. Not take any action to mislead or misinform a prospect or applicant/recruit regarding any aspect of recruiting policy, procedures, entitlements, or benefits.

1.2.4. Not provide misinformation designed to induce an applicant/recruit to apply for or accept enlistment, commissioning, or appointment.

1.2.5. Not advise applicants/recruits regarding the transfer of dependent custody or changing marital status for the purpose of entry into the Air Force.

1.2.6. Not violate any other recruiting policy or procedure that results in the processing or enlistment, commissioning, or appointment of an ineligible applicant/recruit.

1.2.7. Not initiate or participate in any action to influence lawyers, attorneys, law enforcement officials, or judicial authorities to release, dismiss, drop charges, or otherwise mitigate dispositions to qualify an individual for Air Force enlistment, commissioning, or appointment. Recruiting personnel will not accompany applicants or recruits to court for any reason.

1.2.8. Not purchase, use, or give advice regarding any type of drug testing product to attempt to determine an applicant's or recruit's qualifications.

1.2.9. Not release any applicant/recruit information to agencies or persons outside of the Department of Defense (DoD). Instead, recruiting personnel will refer all inquiries or requests for such information to the local commander.

1.2.10. Not make statements that imply the Air Force will take legal action against an applicant/recruit who refuses to go AD or EAD. Applicants who enlist in the Delayed Entry Program (DEP) or take a commissioning oath in the Air Force Reserve will not be ordered or otherwise forced to report for active duty (AD) or extended active duty (EAD).

1.2.11. Not become involved in, or otherwise assist in, general educational development (GED) testing of individuals beyond advising them to contact the nearest state education official authorized to administer the GED test.

1.2.12. Not sponsor an alien for permanent residence in the United States by citing the Air Force as a prospective employer. In addition, recruiting personnel will not recruit in a foreign country unless invited by the government (specifically Canada and Mexico). Some countries have laws forbidding the armed forces of a foreign state to recruit in their country, such as Canada's "Foreign Enlistment Act."

1.3. Prohibitions on Unprofessional Relationships. Recruiters will maintain high standards of conduct and be totally professional in their relationships with applicants, recruits, and RAPpers. These standards of conduct apply to relationships with any applicant/recruit/RAPper, regardless of whether a recruiter is the actual recruiter of the applicant/recruit/RAPper or involved with the accession of the applicant/recruit/RAPper in any way. For purposes of this paragraph, applicant/recruit includes any and all branches of DoD service. The status of an applicant/recruit is not terminated until the withdrawal and termination is approved and documented by the recruiter's flight chief or a higher authority. Recruiters will:

1.3.1. Not establish, develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit, applicant, or RAPper. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those unprofessional relationships conducted in person and/or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, or any other means of communication.

1.3.2. Not make sexual advances toward applicants/recruits/RAPpers or seek or accept sexual advances from applicants/recruits/RAPpers.

1.3.3. Not establish a common household with a recruit, applicant, or RAPper (that is, share the same living area in an apartment, house, or other dwelling).

1.3.4. Not develop, attempt to develop, establish, or carry on a personal social relationship with a recruit, applicant, or RAPper.

1.3.5. Not attend social gatherings or go to clubs, bars, or theaters on a personal social basis with a recruit, applicant, or RAPper.

1.3.6. Not provide alcohol to, or consume alcohol with, a recruit, applicant, or RAPper on a personal social basis.

1.3.7. Not gamble with a recruit, applicant, RAPper, or member of the immediate family of a recruit, applicant, or RAPper.

1.3.8. Not lend money to, borrow money from, or otherwise become indebted to a recruit, applicant, RAPper, or member of the immediate family of a recruit, applicant, or RAPper.

1.3.9. Not use grade or position, threats, pressure, or return of favors or favorable treatment in an attempt to gain sexual favors or any wrongful gain or favors from an applicant, recruit, or RAPper.

1.3.10. Not engage in any verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. (Note:) Each recruiter will ensure he or she signs AFRS Form 6, *Discrimination and Sexual Harassment Briefing*, with the applicant. The recruiter will then put the form in the applicant's case file to the MEPS. (The form is available in the Air Force Recruiting Information Support System [AFRISS].) MEPS personnel keep the form in the case file package. They send the original form to BMT upon the applicant's EAD and keep a copy in the residual file.

1.3.11. Not use personal resources to provide applicants/recruits/RAPpers with lodging or transportation.

1.3.12. Not accept an applicant's personal belongings or household goods for any reason.

1.3.13. Not solicit donations (other than for official Air Force campaigns) from a recruit, applicant, or RAPper.

1.4. Irregularity. Irregularity is defined as any other failure to follow recruiting procedures not covered under paragraphs 1.2 and 1.3 of this section that causes a prospect, applicant, or recruit to be misinformed about any aspect of the recruiting or enlistment process, policies, procedures, entitlements, and benefits.

1.5. Referring Complaints. Persons with policy and procedure complaints will not be advised, instructed, or otherwise assisted by recruiting personnel in contacting congressional representatives, HQ AFRS at Randolph AFB TX, BMT recruiting liaison (HQ AFRS/RSOPQ) at Lackland AFB TX, or a personnel processing squadron at Lackland AFB TX. Recruiting personnel will promptly refer all complaints that cannot be resolved and questions that cannot be answered to their immediate supervisor. If the immediate supervisor is not available, recruiting personnel will promptly elevate the complaints through the chain of command. They will not release names, addresses, e-mail addresses, or phone numbers of personnel or offices above the squadron-commander level.

1.6. Referring Inquiries. Recruiting personnel will not respond to official inquiries, allegations, or complaints received directly from Air Force members, parents, legal officials, or legislative representatives from any level of government, except as authorized by HQ AFRS/IG. Instead, recruiting personnel will immediately refer all such inquiries to their unit's commander, who will address them directly or forward them to the appropriate office or agency for further

action. For congressional inquiries, commanders will submit a draft response to HQ AFRS/IGQ who will prepare the official response through SAF/LL to the congressional representative.

1.7. Recruiting Service Investigations. Recruiting personnel will provide any and all pertinent, available information to investigating officers or other representatives duly appointed to conduct investigations and will otherwise fully cooperate with them.

1.8. Reporting and Investigating Violations.

1.8.1. Recruiting personnel will immediately report actual or suspected violations of the prohibitions or irregularities prescribed in **paragraphs 1.2, 1.3**, and **1.4** to their unit's commander. Recruiting group and squadron commanders will ensure all allegations or complaints of suspected violations or irregularities (including allegations forwarded from the US Military Entrance Processing Command [USMEPCOM] and military entrance processing stations [MEPS]) are investigated. The decision to conduct a formal investigation rests with the individual commander. However, he or she should only make this decision after consulting with the servicing base legal office or HQ AFRS/JA.

1.8.2. The group or squadron commander initiating an investigation (or his or her designated representative) must notify HQ AFRS/JA that an investigation has been initiated, provide the name of the appointed investigating officer if a Commander Directed Investigation (CDI) is ordered, and obtain guidance concerning the proper procedures for conducting and documenting the investigation. Commanders will also ensure CDI investigating officers obtain legal advice and guidance from HQ AFRS/JA or their servicing base legal office before conducting the investigation. In all cases, commanders must keep HQ AFRS/JA informed on all aspects of each investigation and command action.

1.8.3. Prior to a determination on the merits of the investigative findings of a CDI and an administrative or disciplinary command action, commanders will obtain a written legal review of the report of investigation (ROI) from their servicing base legal office or HQ AFRS/JA.

1.8.4. On completion of any commander-directed investigation, commanders will ensure HQ AFRS/JA is provided a copy of the ROI and any command action. If the HQ AFRS/IG referred the investigation to the commander, the commander will ensure the HQ AFRS/IG is also notified by a summarized result of findings and command action. This notification may include a copy of the ROI.

Section 1B—Management Guidelines

1.9. Returning Persons in Absent Without Leave (AWOL) or Deserter Status to Military Control. If a person claiming to be in AWOL or deserter status telephones a recruiting office, the recruiter will ask the caller for his or her name, branch of service, last unit assigned, and social security number (SSN). No suggestions or advice will be given. The recruiter will then call the member's squadron and give the information to the first sergeant, superintendent, or commander. The first sergeant will then contact the member's unit or nearest service component base law enforcement desk for further guidance. If information on the member's unit is unavailable, the same first sergeant will contact the nearest military installation security police unit for instructions. **Note:** The same procedures apply if the person walks into a recruiting office and claims to be AWOL or a deserter.

1.10. Handling Personnel Who Become Disqualified or Refuse To Ship After Taking the Oath of Enlistment. If an Airman swears in and is subsequently disqualified or refuses to ship to basic training, notify HQ AFRS/RSOPB (Job Bank) and take one of the following actions:

1.10.1. **If the Airman is still at the MEPS:** The AF liaison and airman must complete Section 1 of AF Form 31. Once the form is completed the MEPS liaison will complete AF Form 100 and send both completed forms to the Squadron Operations responsible for accessing the Airman (losing squadron for courtesy shippers) for Squadron Commander review and endorsement.

1.10.2. **If Airman has left the MEPS:** The AF liaison will notify the Squadron Operations responsible for accessing the Airman (losing squadron for courtesy shippers). Squadron Operations will make arrangements to have applicant complete Section 1 of AF Form 31. Once the form is completed Squadron Operations will complete AF Form 100 and provide both completed forms to the Squadron Commander for review and endorsement.

1.10.3. Squadron Operations will FAX a copy of the completed AF Form 31 and AF Form 100 to HQ AFRS Job Bank. Once receipt is confirmed mail the originals to: HQ AFRS/RSOPB, 550 D. Street West, Ste. 1, Randolph AFB, TX 78150-4527.

1.11. Air Force Recruiting Information Support System (AFRISS). AFRISS (L, R, or TF) will be used to conduct processing activities to include loading Priority 1 leads, refining Priority 1 and Priority 2 leads, building applicant case files, MEPS Scheduling (Medical/Testing), credit checks, applicant and DEP Follow-ups, loading and distributing goals, running waivers and eligibility determinations (EDs), loading and assigning school and institution priorities, and to suspend and close applicant records. All other AFRISS functions are optional, dependent upon Group or Squadron Management guidance.

1.11.1. In the event AFRISS becomes unavailable for an extended period of time, AFRS Forms 1319, *Personal Interview Record*, 1319A, *Personal Interview Record (Continued)*, and 1340, *Lead Refinement Record*, will be manually accomplished to ensure uninterrupted applicant processing.

1.12. Interservice Recruitment Committee (IRC): An IRC is a committee of all Services battalion, squadron, and area commanders who utilize the same MEPS. All Services commanders are voting members and committee chair usually rotates amongst commanders at an agreed interval. MEPS commanders are non-voting members of the IRC.

1.12.1. Voting members are responsible for resolving all problems related to MEPS processing (mental testing, physical examinations, processing schedules, applicant transportation, meals, lodging, etc.) at the local level.

1.12.2. Squadron commanders should attend all IRC meetings. If they cannot attend due to emergency leave, higher headquarters TDY, or some higher priority schedule conflict (that cannot be resolved) a designated squadron representative will attend. Squadron and Production superintendents, MEPS liaison supervisors (MLSs), and other squadron personnel are encouraged to attend. Squadron commanders will ensure a copy of the IRC minutes is sent to their operations flight.

1.12.3. Squadron commanders will take immediate action to resolve problems at the lowest level. Problems that cannot be resolved locally will be elevated through the chain of command.

1.12.4. Group commanders will take immediate action to resolve issues through the mid-level IRC (MIRC). Issues that cannot be resolved through the MIRC will be elevated to HQ AFRS/RSOP. They will ensure a copy of their mid-level interservice recruitment committee (MIRC) minutes is sent to HQ AFRS/RSOPA.

1.13. Test Control Officer (TCO). Squadron commanders will appoint, by memorandum, their operations flight commander or support flight commander as the unit TCO.

1.14. Recruiter Zone Map (RZM):

1.14.1. HQ AFRS/RSOAM (Market Analysis) is the OPR for the RZM and will provide specific procedural guidelines for updating and maintaining the RZM.

1.14.2. HQ AFRS/RSOA (Analysis Branch) will maintain an *electronic* RZM designed to reflect the boundaries of each recruiter's zone. The RZM is the key element in distributing leads and Armed Services Vocational Aptitude Battery (ASVAB) High School Testing Program data to recruiters in a timely fashion. The RZM is also the cornerstone for flight and recruiter zone-level market analysis activities; it must accurately reflect the geographic boundaries of each recruiter's zone.

1.14.3. Squadrons are responsible for ensuring the accuracy of the zone boundaries within their squadron and flights. When recruiter zone modifications do not require an AFRS Form 1399, ZIP Code changes within the same flight or squadron must be submitted electronically with a requested effective date to AFRS/RSOAM. When recruiter zones/billets are created, deleted or realigned, ZIP Code assignments and all applicable source documents must accompany the AFRS/RSXXM AFRISS/Operations Data Worksheet and the AFRS Form 1399, Air Force Recruiting Service Authorization Change Request. AFRS Form 1399 is prescribed in AFRSI 38-201, Air Force Recruiting Service Operational Organization. Refer to AFRSI 38-201 for guidance on filling out the AFRS Form 1399.

1.14.3.1. Poaching is the occurrence of a recruiter processing an applicant who, otherwise, based on market surveys, zone boundaries, school assignment (i.e., High School, College, Medical School, etc.), and/or local instructions, rightfully belongs to another recruiter. When an applicant rightly belongs to another recruiter, the applicant must be referred to the appropriate recruiter for processing. When poaching is alleged, and it cannot be amicably resolved, it will be mitigated by the lowest level of the appropriate authority. If the appropriate production superintendent(s) cannot resolve a dispute, the case will be forwarded to the appropriate group superintendent(s) for resolution. The AFRS/RSO superintendent will decide disputes not resolved at the group level.

1.15. Market Surveys:

1.15.1. Recruiters and flight chiefs are responsible for conducting and maintaining a market survey for their areas of geographic responsibility. Flight chiefs will complete the market survey for all "open" zones. Recruiters will load demographic information on all schools into AFRISS. Recruiters will complete the market survey (AFRS Form 1368, *Officer*

Accessions Market Survey, or AFRS Form 1389, *Market Survey Information*), appropriate for their assigned zone.

1.15.2. Flight chiefs will maintain a copy of each recruiter's market surveys. They will consolidate the information on an appropriate market survey form and forward a copy to the responsible operations flight. Market surveys will be completed annually and sent to the responsible operations flight no later than (NLT) 30 December of each year or when significant changes occur.

1.15.3. New recruiters and supervisors will review and update the market surveys with their supervisor within 90 days of arrival. The flight chief will establish procedures to validate at least 50 percent of the market data in each flight and officer program. Flight chief will attach a record of the validation to the market surveys and send the package to the responsible operations flight. The term "market" refers to factors used in goaling formulas, such as high school seniors for net reservation goaling, electrical engineering students for line officer (LO) goaling and residency participants for HP physician goaling. Fully qualified markets need not be validated unless they are used as a goaling factor.

1.15.4. The responsible operations flight will review the market surveys for accuracy and provide written feedback to flight chiefs for corrective action. They will suspense corrective actions for follow-up to ensure compliance. In addition, production superintendents will determine how to use the results to ensure fair and equitable goaling.

1.15.5. The responsible operations flight will validate at least 10 percent of each flight's market for goaling purposes, documenting and filing the validation with the market surveys. Fully qualified HP and LO markets need not be validated unless they are used as a goaling factor.

1.16. Goal Allocation, Competition System, and Incentive Awards Programs. HQ AFRS will publish policies and procedures in support of these programs. The AFRS Commander is the final approval authority. Groups will publish instructions that reflect the current FY program priorities after receipt of HQ AFRS publications. Squadrons will publish instructions that reflect the current FY program priorities after receipt of group publications. Each flight chief will maintain OIs on goal allocation, competition, and incentive award programs. Each flight chief will ensure their recruiters understand the information contained in the OIs. OIs must be reviewed at least annually for accuracy. Unless otherwise specified by HQ AFRS, all goaled programs will be allocated to the recruiter level. Goaling authorities will not hold or distribute more goal cumulatively than goal allocated. Nonprior service (NPS) enlisted accession (EA) net reservation goals will be distributed monthly.

1.16.1. **Factors Used To Goal Squadrons.** HQ AFRS will develop and distribute all goals for the group with suggested goals to the squadrons. When goaling squadrons; market, manning, and past production are factors that may be used to help ensure fair and equitable goaling.

1.16.2. **Factors Used To Goal Flights and Recruiters.** Squadrons and flights should use market, manning, and propensity as primary factors when distributing goals. EA new enlistment contracts will be distributed monthly. When recruiters take leave, go TDY, or are absent due to a verified medical illness, their goals may be adjusted. Production flight chiefs

will publish flight goals, and allocate them to the recruiter level. Team Goaling is Not Authorized.

1.17. Planning. To ensure proper time management and productivity, recruiters must plan their activities in advance to include daily, weekly, monthly, and annual planning. A planning guide must be used (AFRISS or any other automated option approved by the production superintendent) and at least twelve months' worth of completed planning guide documents must be maintained at all times. Production superintendents will set written guidance outlining activities that must be planned and to what extent activities will cross-reference with other documents for verification/audit purposes.

1.18. Expectations:

1.18.1. **EA Program.** EA flight chiefs:

1.18.1.1. Will set written expectations for ALL of their recruiters. ***Note:*** Expectations can be production, marketing, awareness, relationship building school visit, etc related.

1.18.1.2. Will set written applicant-generating activity expectations for their recruiters in training and recruiters who are year-to-date, not-across-the-board (NATB) of New Enlistment Contract (NEC) goal. Production analysis data, along with the recruiter's goal, success and loss rates will be used to derive expectations. Once expectations are derived, flight chiefs may adjust to meet mission requirements. ***Note:*** Production Superintendents may, through written guidance, require applicant-generating activity expectations be levied on ALL recruiters regardless of training or production status.

1.18.1.3. Will review performance against expectations for ALL recruiters, provide written feedback on a weekly basis, and make adjustments based on the recruiter's production activity and or workload. ***Note:*** Production Superintendents may authorize flight chiefs to use AFRISS or the AFRS Form 1484, *Recruiter Daily Activity Log*, to track a recruiter's daily activity.

1.18.1.4. Are responsible for directing the use of recruiting tools in sufficient volume and frequency to ensure enough applicant-generating activities and a consistent flow to the MEPS is generated to achieve assigned goals. ***Note:*** A written copy of the flight chief's expectations, the recruiter's performance and the flight chief's feedback will be kept on file for 2 years in accordance with the Air Force RDS, Table 36.10, Rule 10.

1.18.2. **OA Program.** HP and LO flight chiefs: **Note:** The term LO flight chief refers to anyone qualified and appointed to perform flight chief duties applicable to the proper guidance and supervision of LO recruiters (normally Sq Senior Trainer).

1.18.2.1. Will set written monthly applicant-generating activity expectations and quarterly application flow expectations for their recruiters. Production analysis data, along with the recruiter's goal, success and loss rates, and critical timing of flow will be used to derive expectations. (Consult program announcements and board schedules.) Once expectations are derived, flight chiefs may adjust them if they feel the expectations are unrealistic.

1.18.2.2. Will review performance against established expectations and provide feedback on a weekly basis for all recruiters and make adjustments based on the recruiter's production requirements.

1.18.2.3. Are responsible for directing the use of all recruiting tools in sufficient volume and frequency to ensure a consistent application flow to HQ AFRS is generated to achieve assigned goals. **Note:** A written copy of the flight chief's expectations, the recruiter's performance and the flight chief's feedback will be kept on file for 2 years in accordance with the Air Force RDS, Table 36.10, Rule 10.

1.19. Office Visits.

1.19.1. Production superintendents will:

1.19.1.1. Conduct and document office visits on all flight chiefs to assess the effectiveness of: office visits, lead management, applicant sales, applicant processing, planning, marketing, DEP management, training, and safety. Group superintendents will set written guidance outlining the frequency of office visits. Furthermore, Group superintendents can waive office visits when unique circumstances make it impossible for the production superintendent to complete the office visit. All waived office visits will be approved by the Group superintendent in writing and kept on file by the Production superintendent for a minimum of twelve months

1.19.1.2. Validate accomplishment of suspense's and other activities as directed. A written copy of the office visit will be kept on file by both the flight chief and production superintendent for twelve months.

1.19.1.3. Provide written guidance as needed, suspense the flight chief to correct any deficiencies and follow up on guidance and suspended items to ensure compliance

1.19.2. Production (EA, LO and HP) flight chiefs will:

1.19.2.1. Conduct and document office visits on all recruiters to assess the effectiveness of the seven mission-critical tasks: lead generation, leads prospecting, applicant sales, applicant processing, planning, marketing, and DEP management. Production superintendents will set written guidance outlining the frequency of office visits (frequency will be at least every 90 days on all recruiters and factors such as recruiter production, training requirements, and certified/non-certified status should be used to define the need for more frequent visits). Furthermore, Production superintendents can waive office visits when unique circumstances make it impossible for the flight chief to complete the office visit. All waived office visits will be approved by the Production superintendent in writing and kept on file by the flight chief for a minimum of twelve months. (Includes LO)

1.19.2.2. Validate accomplishment of suspenses and other activities as directed by squadron management. A written copy of the office visit will be kept on file by both the recruiter and flight chief for twelve months.

1.19.2.3. Provide written guidance as needed, suspense the recruiter to correct any deficiencies and follow up on guidance and suspended items to ensure compliance.

1.20. An Overview of Customer Service Standards. Recruiting personnel will render the highest level of courtesy, professionalism, and customer service at all times when dealing with applicants, influencers, and the American public. Consistent high levels of customer service provide a competitive advantage and are essential to continued Air Force recruiting success in an increasingly aggressive marketplace.

1.21. Elements of Successful Squadron Customer Service Programs. Customer service programs serve as a powerful force-multiplier for recruiters. Squadrons will employ all (but are not limited to) the following tools and techniques:

1.21.1. **Customer Feedback Mechanisms.** Squadron leadership or designated representatives will maintain customer feedback mechanisms and augment them with random phone surveys. It is important to regularly receive customer input on successes and failures of recruiting operations.

1.21.2. **Metrics.** Squadron commanders will track key customer service trend data to identify areas for improvement. They will review and discuss metrics during quarterly management meetings and performance feedback sessions with appropriate personnel involved with direct customer service. Metrics will change as analysis identifies negative trends in processes. Metrics might include, but are not limited to measuring: (***Note:*** Squadron commanders will compile the results of their metric reviews and report process improvements [where indicated] to group commanders, who will, in turn, review each squadron in their respective group.)

1.21.2.1. Internal customer satisfaction (MEPS, marketing, support personnel).

1.21.2.2. Overall applicant satisfaction with individual recruiter performance.

1.21.2.3. Inspector general (IG), basic military training (BMT), and congressional complaint history.

1.21.2.4. Applicant MEPS processing satisfaction.

1.21.2.5. Recruiter avoidable losses (RAL).

1.21.2.6. Waiver processing satisfaction.

1.21.2.7. DEP customer satisfaction.

1.21.2.8. Refusals and declinations.

1.21.2.9. Application errors.

1.21.2.10. Leads contact.

1.21.2.11. Community/influencer relationships/partnerships

1.21.3. **Customer Service "Benchmark. "** Identify and adopt useful customer service best practices. Many individual recruiters and flights have developed highly innovative and successful approaches to enhance their customer service. Commanders are highly encouraged to promote the sharing of these best practices so overall levels of command customer service are increased.

1.21.4. **Education and Training.** Regular customer service training for all assigned personnel is a command responsibility. While not required, such training is normally documented on an AF IMT 623A, *On-the-Job Training Record-Continuation Sheet.* Specific elements of the training should include, but are not limited to: (**Note:** AF IMT 623A is prescribed in AFI 36-2201, Volume 3, Air Force Training Program on the Job Training Administration, 8 Mar 2011. Refer to that publication for guidance in filling out this IMT.)

1.21.4.1. Obtaining applicant and recruiter feedback and handling complaints.

1.21.4.2. Accurate and timely communication with applicants, influencers and inquirers.

1.21.4.3. Review of general customer service concepts.

1.21.4.4. Techniques for tactfully dismissing applicants.

1.21.4.5. Applicant follow-up.

1.21.5. **Accountability.** Accountability is paramount to the program's success. Commanders must ensure commitment to consistently deliver excellent customer service during every recruiting encounter. They must also ensure those who fall short are properly educated, trained, and held accountable for results in this area.

1.22. Group and Squadron Commander Responsibilities. Group and squadron commanders will implement and ensure maintenance of effective customer service programs in their units. The following items are the minimal elements for a functional program:

1.22.1. At least quarterly, clearly emphasize to assigned personnel the importance of customer service. Incorporate customer service and customer orientation as a factor considered in performance evaluations and award nominations. (Refer to the discussion of metrics in paragraph 1.21.2.)

1.22.2. Promptly research all customer service complaints and initiate managerial, training or adjustments as needed. Use complaints and feedback about customer service failures as opportunities to improve processes and ensure accountability.

1.22.3. Regularly review customer service metrics with key unit leadership during normal feedback sessions and management meetings. Appropriately recognize and/or intervene to adjust local performance, as needed, to achieve positive results. **Note:** Squadron commanders will accomplish quarterly reports of results and improvements to group commanders, who will ensure the reports are evaluated, consolidated, and have appropriate follow-up. Group commanders will maintain actions taken database for quarterly and annual review.

1.22.4. Establish appropriate managerial controls to gauge the effectiveness of customer service provided in each production, support flight and staff agency. These controls should provide regular and direct feedback for customer service metrics.

1.22.5. Ensure all personnel receive customer service training tailored to their function and to local conditions or the market.

1.23. AFRS Staff Responsibilities:

1.23.1. HQ AFRS/RSOT will:

1.23.1.1. Research, implement, and maintain standardized customer service training curriculum for recruiter initial qualification training, flight chief training, staff training, executive training, and other training workshops at HQ AFRS.

1.23.1.2. Publish training packages and curricula for local personalization and use as necessary.

1.23.2. HQ AFRS/IG will provide group commanders complaint analysis at least quarterly and task group commanders to report complaint resolution as needed.

1.23.3. HQ AFRS/FM will staff and provide cost estimates and fund staff support for customer service training and evaluation materials and other associated costs as needed.

1.23.4. HQ AFRS/RSI will provide technical support to create web-based customer service feedback mechanisms.

1.24. Flow Trend and Production Analysis:

1.24.1. Flight chiefs will analyze recruiter flow trend, squadrons will review flight flow trends, and groups will review squadron flow trends. HQ AFRS/RSO will review group flow trend reports as deemed necessary.

1.24.2. Flight chiefs will review production flow trend data monthly and quarterly and will use production management reports to track and monitor production-generating activities.

1.24.3. At least quarterly, flight chiefs will provide written flow trend feedback, highlighting areas of concern with proposed solutions, to all recruiters regardless of their status. They will forward a copy of the quarterly flow trend analysis to the responsible operations flight within 10 duty days following the quarter. **Note:** A copy of the flow trend feedback will remain on file in both the recruiting office and flight office for one year.

1.24.4. At least quarterly, the responsible operations flight will provide written flow trend feedback, highlighting areas of concern, to the production superintendent of all production flights by the 20th workday following the end of a quarter. The production superintendent will review the operations flight's recommendations and provide feedback to his/her production flight chiefs. A copy of each flight's individual flow trend will be sent to the appropriate flight chief for review, action, and filing. ***Note:*** The flow trend feedback will remain on file for one year.

1.24.5. Groups will establish policies and requirements for flow trend from the squadron.

1.25. Production Indicators:

1.25.1. EA flight chiefs will review the following production indicators at least monthly and provide feedback and guidance as necessary to the appropriate recruiter: leads, active personal interview records (PIR) not tested, test qualified-not processed, MEPS activity, qualified and waiting (QW), out of DEP, DEP, EAD bank, cancellations, waivers, MEPS recoverable losses, and suspenses.

1.25.2. HP and certified flight chief responsible for LO will review the following production indicators at least monthly and provide feedback, guidance as necessary to the appropriate recruiter: leads, working PIRs, working applications, selects not commissioned, commissioned or EAD, declinations, waivers, and suspenses.

1.25.3. To drive production, flight chiefs should evaluate all available production data and use it to provide feedback to their recruiters.

1.26. Other Analysis. Operations flights will provide additional reports and analysis as requested by management. The Production Superintendent will provide feedback to flight chiefs as appropriate. Other reports (by-county accession reports, BMT and technical training attrition reports, etc.), will be reviewed when received, written analysis and feedback will be provided as necessary or as requested by management.

1.27. Group Operations Flight Management. In addition to other duties outlined in this instruction, group operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, group operations flights will:

1.27.1. Establish tracking procedures for production (EA, LO, HP) programs to at least flight level maximize .

1.27.2. As directed by group management, publish and distribute standings for all production recruiters and flights. Track and publish eligibility for HQ AFRS competition programs.

1.27.3. Publish group goaling and incentive award OIs within 30 days after receipt of HQ AFRS Instructions. Forward a copy of approved group goaling, competition, and incentive awards instructions to HQ AFRS/RSOA no later than 45 days after receipt.

1.27.4. Review and approve squadron goaling, competition, and incentive awards OIs. Provide written feedback within 30 days of receipt of any discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.

1.27.5. Monitor waivers and eligibility determinations from receipt to final disposition and provide group management with a consolidated squadron waiver analysis quarterly.

1.27.6. Review squadron-produced analyses and provide recommendations as directed by group management.

1.27.7. Serve as the liaison between squadron operations and higher headquarters concerning production-related issues.

1.28. Squadron Operations Flight Management. In addition to other duties outlined in this instruction, squadron operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, squadron operations flights will perform the following when relative to the unit's mission:

1.28.1. In coordination with the production superintendent, establish procedures for monthly DEP bank validation.

1.28.2. Establish tracking procedures for production-related issues. These include daily MEPS activities, EADs, cancellations/declinations, net reservations, selects, commissions, prior service (PS), LO and EA or HP production, MEPS losses, testers, and others as required.

1.28.3. Track all applicants applying for LO, EA and/or HP program credit concurrently. This applies to any program leading to a commission in the Air Force.

1.28.4. Publish, maintain, and distribute a daily recruiter activity report to the recruiter level.

1.28.5. Review suspenses at least weekly, identify concerns (overdue enlistment agreements [AF Form 300X-series], source documents, out of DEPs, Class III physicals, commissioning, etc.), and take appropriate action. **Note:** "AF Form 300X-series" is a reference to the following forms: AF Forms 3005, *Guaranteed Aptitude Area Enlistment Agreement—Non-Prior Service—United States Air Force;* 3006, *Enlistment Agreement—Prior Service/Active AFRES/ANG—United States Air Force;* 3007, *Guaranteed Training Enlistment Agreement—Non-Prior Service—United States Air Force;* and 3008, *Supplement to Enlistment Agreement—United States Air Force;* as applicable. (AF Forms 3005, 2006, 3007, and 3008

are prescribed in AFI 36-2002. Refer to that publication for guidance on filling out the forms.)

1.28.6. Help develop squadron competition programs and maintain tracking products for LO and EA or HP (depending on squadron's mission) programs. Publish and distribute monthly, quarterly, and yearly standings for all programs by recruiter and flight. Track eligibility and standings for HQ AFRS, group, and squadron incentive award programs (silver badges, Olympiads, etc.).

1.28.7. Publish squadron goaling instructions NLT 30 days after receiving the FY goal and immediately forward the goal to the group for approval.

1.28.8. Help develop and review flight competition programs and tracking products.

1.28.9. Publish squadron competition OIs NLT 30 days from receipt of HQ AFRS FY competition document.

1.28.10. Review and approve flight goaling, competition, and incentive awards OIs. Within 30 days of receipt, provide written feedback on discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.

1.28.11. Process and track waivers and eligibility determinations from receipt to final disposition and provide squadron management with a waiver analysis quarterly. Send a copy of the quarterly waiver analysis to group operations.

1.28.12. Monitor USMEPCOM student testing programs (ASVAB) and assist when needed (Ensure Air Force responsible schools are scheduled to test. If Air Force-responsible schools refuse to participate in student testing, attempts to overcome the school's decision must be documented in the applicable school folder by the recruiter and the flight chief.

1.28.13. Process requests for PS-related issues, Defense Manpower Data Center (DMDC) checks, and Military Personnel Data System (MilPDS) Single-Unit Retrieval Format (SURF), and maintain the PS Required Skills List (PSRSL) matrix.

1.28.14. Process credit checks and make a Financial Eligibility Determination (FED) based on this instruction (paragraph 3.26), and squadron commander policy.

1.28.15. Compile flight National Voter Registration Act (NVRA) data and forward it to group operations quarterly.

1.29. Recruiter Identification Code (RIC) Management in AFRISS:

1.29.1. Squadron operations must maintain a roster of all RICs. This roster must be validated quarterly for accuracy.

1.29.2. For reasons such as the temporary assignment of a flight chief or other manager, send the change request via e-mail through the squadron production superintendent, operations flight commander, or operations flight chief to the AFRS Customer Support Center (help desk). This approval authority will not be delegated. ***Note:*** Squadron operations will maintain a log of change requests and ensure role changes are kept up to date to include reversing the process when the temporary assignment is terminated.

1.29.3. To change an applicant's assigned RIC: (**Note:** Once an applicant's assigned RIC has been entered in AFRISS, it will not be changed without the approval of the production superintendent(s).)

1.29.4. An active record with both recruiters assigned to the same squadron will be coordinated through the squadron operations flight chief. Records involving two squadrons in the same group will be coordinated through the group operations flight chief. Records involving squadrons from different groups will be coordinated between the respective group operations flight chiefs.

1.29.5. An active AFRISS record on an applicant in DEP, holding a reservation, or with a projected Basic Officer Training (BOT) or Commissioned Officer Training (COT) date will be coordinated with the squadron commander(s) who can approve the change. This approval authority will not be delegated. Using AFRISS, squadron operations will make the change. When the requested change is from a different squadron, the request will be sent to the group operations for approval. When the change is from a different group, the request will be sent to HQ AFRS/RSOPB for approval.

1.30. Prospecting—Lead Generation. Flight chiefs will direct recruiter activities to obtain names and addresses of age- and program-qualified persons in their zone. The extent of these activities will be based on the individual production needs of the recruiter. As these leads are worked, they will be loaded into AFRISS for refinement.

1.31. Prospecting—Lead Refinement. The following three priorities have been established. Flight Chiefs are responsible to review, suspend and close leads. This may not be delegated.

1.31.1. **Priority 1.** Priority 1 leads are those received through the recruiter-generated program, the national lead fulfillment system, prospective applicant Centers of Influence (COI), call-ins, school visits, career days, applicant generated leads and referrals from any other source. Students who have passed the high school ASVAB test and indicate "military interested" are Priority 1 leads. Flight chiefs are authorized to assign any other lead into the Priority 1 category. Recruiters will attempt to contact all Priority 1 leads within 5 workdays of receipt.

1.31.2. **Priority 2:**

1.31.2.1. For EAs, Priority 2 leads consist of all qualified high school ASVAB test leads other than "military interested." Recruiters will contact these leads according to flight chief instructions.

1.31.2.2. For HP and LO , Priority 2 leads consist of a list of individuals enrolled in an accredited college, university, or institution reflecting basic educational qualifications for any current commissioning program (residency list, college seniors, etc.). Recruiters will contact these leads according to flight chief instructions.

1.31.3. **Priority 3.** Priority 3 leads consist of school, state license, or American Medical Association lists and all other leads not assigned to Priority 1 or 2. Recruiters will contact these leads according to flight chief instructions.

1.32. Prospecting—School Programs:

1.32.1. EA, recruiters will establish next year's school program for all high schools, vocational schools, and 2-year junior/community colleges in their zone NLT the end of the current school year.

1.32.2. For HP and LO, recruiters will establish a school program for all accredited colleges, universities, and/or institutions in their zone of responsibility. This includes assigned 4-year colleges and universities, nursing schools, and residency programs. Flight chiefs will establish suspense dates to update school programs.

1.33. Prospecting—School Visitation:

1.33.1. Flight chiefs will help their recruiters assign priorities for each school (or institution) in their zone. Schools will be assigned one of three priorities based on productivity (actual or potential). Some of the factors to be considered when determining priorities are size, academic standing and diversity of the student population, accessibility, distance from the recruiting office, and number of schools assigned to an individual recruiter. Priority 1 schools are the most productive schools and will be visited monthly. Priority 2 schools are fairly productive and will be visited every other month. Priority 3 schools are the least productive and will be visited once every four months. Exceptions to visitation requirements must be granted by the flight chief on a case-by-case basis and documented in the applicable school folder. If a school is deemed nonproductive, the flight chief will complete a memorandum for record (MFR), establishing what visitation schedule, if any, is expected. The flight chief will notify the production superintendent of the MFR and the production superintendent will annotate his/her concurrence.

1.33.2. EA flight chiefs will periodically accompany their recruiters on school visits to ensure these visits are productive (generate leads, build relationships, promote the Air Force). They will visit schools that refuse to give the ASVAB (Air Force-responsible only), release lead lists, or allow recruiter visitations.

1.33.3. HP and certified flight chiefs responsible for LO will establish criteria for school and institution priorities and visitation in their standards memorandum. The flight chief will visit Priority 1 and 2 schools and institutions that refuse to release lead lists or allow recruiter visitations in recruit viable programs only. Additionally, HP and certified flight chiefs responsible for LO will periodically accompany their recruiters on school and institution visits to ensure these visits are productive (generate leads, build relationships, promote the Air Force). Flight chiefs will document their actions in the school folder.

1.34. Production Evaluations (PE): (**Note:** When necessary, ensure the first sergeant assesses any nonproduction detractors.)

1.34.1. A PE is required when the operations flight identifies one of the following conditions or if the squadron commander or production superintendent directs a PE based on production deficiencies:

1.34.1.1. A certified EA recruiter misses goal for three consecutive months or two consecutive quarters.

1.34.1.2. A certified EA flight chief misses goal for three consecutive months or two consecutive quarters.

1.34.1.3. A certified HP flight chief, certified flight chief responsible for LO, HP or LO recruiter fails to achieve assigned program application expectations for a quarter.

1.34.2. When a PE is required, **ONE OR MORE** of the following procedures must be employed: (**Note:** Tracking of PEs and waiver requests will be accomplished and maintained by the production superintendent for a period of two years.)

1.34.2.1. For recruiters, the production superintendent can:

1.34.2.1.1. Review office visit checklists, feedback, suspenses, expectations, flow/trend and AFRS Form 1484, *Recruiter Daily Activity Log,* feedback/direction levied on the deficient recruiter and provide guidance and feedback to the flight chief.

1.34.2.1.2. Conduct an office visit on the deficient recruiter and document findings and corrective actions on the office visit suspense sheet.

1.34.2.1.3. Designate another evaluator (other than the flight chief) to conduct an office visit. The evaluator must be a previously certified flight chief, and he or she will document his or her findings and corrective actions on the office visit suspense sheet.

1.34.2.1.4. Request assistance from the group RST to conduct the evaluation. The group RST member will document his/her findings and corrective actions on the office visit suspense sheet.

1.34.2.1.5. Waive the PE requirement with the approval of the squadron commander. Justification for the PE waiver must accompany the waiver request.

1.34.2.2. For flight chiefs:

1.34.2.2.1. The production superintendent will review flight chief performance by evaluating job qualification standards critical task items, flow trend products, expectations, AFRS Form 1484 feedback (or electronic equivalent), etc. He or she will also review office visit checklists and feedback, review suspenses levied on deficient recruiters, and provide guidance and feedback to the flight chief.

1.34.2.2.2. If the production superintendent deems it necessary, he or she will conduct office visits on deficient recruiters and document findings and corrective actions on an office visit suspense sheet.

1.34.2.2.3. The production superintendent may designate another evaluator to conduct the office visits. The evaluator must be a previously certified flight chief, and he or she will document findings and corrective actions on the office visit suspense sheet.

1.34.2.2.4. The production superintendent will request assistance from the group RST to conduct the evaluation when necessary. The group RST member will document findings and corrective actions on the office visit suspense sheet.

1.34.2.2.5. If a flight misses three consecutive months, the PE may be waived with approval of the squadron commander. If a flight misses two consecutive quarters, the PE will not be waived. Justification for the PE waiver must accompany the waiver request.

1.34.2.2.6. If a flight chief misses two consecutive quarters, the production superintendent will submit a written game plan to the group superintendent on what actions are being taken to improve production. (This will not be waived.)

1.35. Officer Training Program Examining Centers (OTPEC):

1.35.1. Squadron commanders and operations officers are authorized direct communications with their support OTPECs concerning individual applicants and examination schedules (AFI 36-2001, *Officer Training Program Examining Centers [OTPEC]*). Groups and squadrons will coordinate the use of OTPECs to the maximum extent possible in support of the BOT mission.

1.35.2. OTPECs are required to assist with physical examination reports and scheduling of the Air Force Officer Qualification Test (AFOQT) and the Test of Basic Aviation Skills (TBAS). Refer to AFI 36-2001, paragraph 2.4, for OPTEC liaison project officers responsibilities.

1.35.3. Squadrons will immediately refer unsolved problems to the appropriate recruiting group. If additional assistance is required, send a memorandum to HQ AFRS/RSOC, 550 D. Street West, Suite 1, Randolph AFB TX 78150-4527. Include the applicant's name, OTPEC performing the tasks, and summary of the problem. This information will be used to document requests for increased OTPEC support.

1.36. Important Relationships:

1.36.1. **Air Force Reserve Officer Training Corps (AFROTC).** Recruiters should maintain a liaison with the professor of aerospace studies at colleges and universities with AFROTC units to coordinate campus recruiting activities. Recruiters will refer any problems that cannot be resolved at the local level to the squadron operations officer. Refer applicants interested in ROTC scholarships to **http://www.afrotc.com**.

1.36.2. **Air Reserve Component (ARC) Units.** Recruiters should maintain a program of cooperation and assistance with local ARC units and encourage qualified persons who do not wish to enlist in the Regular Air Force (RegAF) to enlist in an ARC.

1.36.3. **Civil Air Patrol (CAP).** Recruiters should maintain a program of cooperation and assistance with local CAP units to develop common understanding of mission and consolidate efforts in aerospace education.

1.36.4. **Junior Reserve Officer Training Corps (JROTC).** Recruiters should maintain a program of cooperation and assistance with JROTC units within their zone of responsibility. The Congressman Hebert Advanced Placement Award (CHAPA) is designed to give special job reservation consideration for JROTC cadets qualifying for this award. Refer to paragraph 2.34 for more information.

1.37. Disposition of Recruiting Records. For disposition instructions, refer to Table 36-10 of the Air Force RDS, and destroy manual records as indicated in the table. Electronic files created and maintained in AFRISS will be purged according to internal programming.

1.38. Basic Eligibility. Applicants must meet all eligibility requirements in this instruction, including specific program requirements. Table 1.1 lists conditions that make applicants ineligible for enlistment or appointment. Recruiters should question applicants to determine whether they meet any of the conditions in Table 1.1. If so, they should dismiss unqualified

applicants or consider them for a waiver if appropriate. The quality standards for all PS programs will be announced as the programs are activated.

Table 1.1. General Conditions Making Applicants Ineligible for Enlistment or Appointment.

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
1	Is intoxicated or under the influence of alcohol or drugs at any time during processing, has been involved with narcotics or dangerous drugs, diagnosed as an alcoholic or alcohol abuser, self-admits to alcoholism or alcohol abuse, or has had a positive drug and alcohol test (DAT).	X	X	X	1, 2
2	Has questionable moral character; a history of antisocial behavior (including a history of psychosis); frequent difficulties with law enforcement agencies; transexualism and/or other gender-identity disorders; exhibitionism, transvestitism, voyeurism, and other paraphilias	X	X	X	3
3	Has an enlistment or appointment not clearly consistent with national security interests according to AFI 31-501. For OAs, this will be determined by the appointing authority after completion of the minimum investigation.	X	X	X	
4	Is not in the best interest of the Air Force to enlist or grant a commission.	X	X	X	1
5	Has personal beliefs or convictions that prevent unrestricted duties or assignments, has reservations regarding the Oath of Office, or is a conscientious objector.	X	X	X	
6	Is under restraint (as defined in paragraph 4.8.7) imposed by civil or criminal court or is the subject of a subpoena ordering attendance on some future date (specified or unspecified).	X	X	X	4
7	Is released from restraint (as defined in paragraph 4.8.7) on the condition of entering military service where restraint would be imposed again if applicant did not enter military service.	X	X	X	
8	Is released from civil suit or criminal charges on the condition of entering military service when the suit or charges would be reinstated if the applicant did not enter military service.	X	X	X	
9	Has civil suit or criminal charges filed or pending. ***Exception:*** In civil suits only, a person may enlist or be commissioned provided he or she obtains an unqualified, definitive statement of nonappearance from legal or court officials. (This requires an eligibility determination from	X	X	X	4

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
	HQ AFRS/RSOP or RSOC.)				
10	Has an obscene or offensive tattoo (or tattoos) that advocate sexual, racial, ethnic, or religious slurs or has *excessive* tattoos. See paragraph 3.4. of AFI 36-2903 for a definition of tattoos and brands. Also refer to any current procedural guidance on this issue.	X	X	X	5
11	Has a body alteration or modification. See AFI 36-2903, paragraph 3.4., for a definition of body alteration or modification. Also refer to any current procedural guidance on this issue.	X	X	X	5
12	Is receiving disability compensation from any federal or other agency.	X	X	X	
13	Is a non-US citizen or US national who separated with 24 or more months AD in a Regular component of any branch of the Armed Forces. ***Note:*** Treat a person born in American Samoa or Swains Islands as a US national who does not have to hold lawful permanent residence status and will not possess an alien registration card.	X			
14	Has ever held a commission as an officer in any regular or reserve component of the Armed Forces.	X	X		6
15	Has ever held a commission as an officer or warrant officer in any regular or reserve component or is on AD or active duty for training (ADT) as an enlisted member with any branch or component of the Armed Forces.	X	X		6
16	Has been discharged or separated from any branch of service with a reenlistment eligibility (RE) code or a separation program designator (SPD) or numbers barring enlistment. An applicant with a general discharge whose RE code was upgraded to a "1" is an exception and may be considered for enlistment or appointment if not otherwise ineligible by other conditions in this table. (HQ AFRS/RSOP or RSOC must verify eligibility.)	X	X	X	7
17	Is retired, eligible for retired pay under any provisions of law, or retired and serving on EAD in a reserve status.	X	X	X	
18	Cannot qualify for AD retirement under Title 10, U.S.C., Sections 8911, 8848, and 8853, or Title 10, U.S.C., Section 1331, before or on removal from an active status, unless he or she acknowledges, in writing, that retention for retirement is not possible.			X	8
19	Has received severance pay, separation pay, or readjustment pay when released from AD or discharged from any uniformed service.	X	X	X	9

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
20	Is a regular officer who resigned with more than 18 years of AD.			X	
21	Was not selected for promotion and was deferred for the second time, regardless of selection for continuation.			X	
22	Was separated and charged with 5 or more days lost time. (This is waiverable by HQ AFRS/RSO.)	X			
23	Was separated due to a physical condition during initial military or technical training.	X	X	X	10
24	Was discharged with an other than honorable discharge certificate or with other than "Honorable" on DD Form 214, and NGB Form 22.	X	X	X	
25	Was deferred as defined in Title 10, U.S.C., Section 8368, or whose name has been removed from the recommended list under Title 10, U.S.C., Section 8377.			X	
26	Was separated from a regular component in pay grade E-3 or lower after 24 or more months (36 or more months for PS Air Force) of AD (waiverable by HQ AFRS/RSO if no other disqualifying factors exist)	X			
27	Has previously served in another country's Armed Forces.	X	X	X	11
28	Is not a citizen of the United States or claims dual citizenship.		X	X	
29	Has a moral, drug, or dependency disqualification. (Refer to Chapter 3.)	X	X	X	
30	Is currently in the DEP of any service branch.	X			
31	Is a member of an ANG or reserve force of the US and has not obtained approval or conditional release (DD Form 368 [with expiration date]), from the reserve guard component.	X	X	X	
32	Has been disenrolled from an officer training program as defined in AFI 36-2012. See paragraph 2.46 of this instruction.	X	X	X	12, 13
33	Holds a certificate of completion of a course leading to a commission in any of the Armed Forces, and the commission is to be granted at a later date. In this case, to be eligible, the applicant must obtain a letter of release from the program.		X	X	
34	Is currently enrolled in a program leading to a commission in any of the uniformed services, including the Merchant Marine. (Refer to Item 30 of this table.)	X	X	X	
35	Is an USAFA or AFROTC disenrollee who is pending call to AD or has received orders for call to AD.	X	X	X	12, 13
36	If younger than age 18 or older than age 27.	X			14, 15
37	Is younger than age 18 at time of application		X	X	

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
38	Will reach age 33 by the board-convening date (nonflying candidate only). This restriction may be waived for an applicant who can complete all requirements and be commissioned before reaching age 35. (See paragraph 3.5 for age waiver criteria.)		X		
39	Will be unable to be commissioned and entered into undergraduate flying training (UFT) before age 30. (See paragraph 6.2.1 for age waiver criteria.)		X		
40	Is a high school graduate (HSG) with an ASVAB Armed Forces Qualification Test (AFQT) score of less than 36 (may be waived down to 31 under special circumstances) or a GED holder with an AFQT score of less than 65. (Refer to the term AFQT in Attachment 1 for a more detailed explanation.)	X			16
41	Does not meet minimum program eligibility criteria (AFOQT), grade point average [GPA], etc. . (Refer to chapter 4.)		X		
42	12 calendar months have not passed since notified of non-selection or applicant declines.			X	
43	Has ever been convicted of a court-martial or punished under Article 15 of the UCMJ (Table 3.3, Item 3).	X	X	X	17
44	Has been separated from a regular component of the Armed Forces for 6 or more years. (Adjust date of separation [DOS] for satisfactory service with the ANG or AFRC.) See Attachment 2.	X			18
45	Was discharged from any service's regular component branch before completing 24 months of AD. **Note:** National call-to-service (NCS) enlistees are exempt.	X	X	X	19
46	Was separated with 12 or more years of total active federal military service (TAFMS).	X			
47	Was separated as an E-4 with more than 6 years TAFMS.	X			
48	180 calendar days have not passed since final disposition of a previous application or has ever been selected to attend BOT or COT and declined select status.		X		20
49	Was convicted of a felony sexual assault, felony or misdemeanor crime of domestic violence. Members in the DEP will not be grandfathered.	X	X	X	21

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes

LEGEND:

ENL—enlisted

BOT—basic officer training

COT—commissioned officer training

NOTES:

1. In questionable cases, contact HQ AFRS/RSOPA (for enlisted programs) or RSOC (for officer programs).
2. Forward waiver of preservice alcohol abuse and alcoholism or drug use or involvement (for other than use or possession of marijuana) through HQ AFRS/RSOP or RSOC, as appropriate, to AFRS/CC. Waivers are only considered on a case-by-case basis. (See Table 3.1.)
3. Recruiters will adhere to current and prevailing DoD guidelines and policy regarding applicant eligibility Refer to AFIs 36-2002 and 36-2005.
4. This includes any disposition, civil or criminal, with a pending condition that has not been met or a disposition held in undetermined status awaiting further information or judgment. Health care practitioners with pending malpractice charges should submit complete copies of the complaint, other statements of allegations, and the responsible insurance carrier's analysis of each allegation.
5. Applicants or DEP members who intentionally alter or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional military image (including unauthorized tattoos) are subject to disqualification or involuntary separation from the DEP. Examples of prohibited body modifications include (but are not limited to) tongue "splitting" or "forking," tooth filing, and acquiring visible, disfiguring skin implants. In questionable cases, send photographs through the chain of command to HQ AFRS/RSOPA or RSOPC, as appropriate, for an EEO by HQ AFRS/RSO. Recruiting personnel should have a third party present when taking photos. Common sense and good judgment must prevail when taking photos of tattoos or body modifications.
6. Regular and reserve (nonrated) officers on AD without statutory entitlement (eliminated from flying or technical training) with less than 2 years of AD may apply for EA enlistment through AFRS. These individuals will not attend BMT. For BOT only, a warrant officer in any regular or reserve component can apply if eligible and has a current DD FM 368, Conditional Release.
7. Waiver consideration is not authorized for (1) an interservice retirement eligibility (IRE) of 4 or an interservice separation code (ISC) of 60 through 87, and (2) discharges under authority of AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation, 27 Nov 2009, and identified on DD Form 214, *Certificate of Release or Discharge From Active Duty,* with an SPD code of JFM or a RE code of 2Q. (An ISC of 87 will be considered on a case-by-case basis.) For Air Force RE code 3 or 4, HQ AFRS/RSOPA will contact HQ AFPC Enlisted Accessions for guidance in questionable cases. Convert another service's narrative reason for discharge to an Air Force RE code. (DD Form 214 is prescribed in DoDI 1336.1, Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series, 20 Aug 2009*)*. Refer to that publication for guidance on filling out the form.)
8. Current law requires the termination of active status of reserve officers who reach age 62 (Title 10, U.S.C., Sections 8843 and 8855) and those in the grades of lieutenant colonel and below who are not on a recommended list for promotion to colonel after 28 years and 1 month of total federal commissioned service (TFCS) (Title 10, U.S.C., Section 8848).
9. Voluntary separation incentive (VSI) and special separations benefit (SSB) program recipients and members involuntary separated from AD due to reduction in force are eligible for the PS or commissioning program or appointment in the AFRC it they separated from AD effective 1 February 1992 through 30 September 1999 and are otherwise eligible.

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
	10. Waiverable if the applicant furnishes proof the physical defect responsible for the separation no longer exists and they are physically certified acceptable for enlistment or appointment by HQ AETC/SGPS (Physical Standards Branch). Refer to Table 3.3 for further waiver instructions. 11. If the applicant is otherwise qualified and at his or her request, send the request for an ED to HQ AFRS/RSOP. The request must contain a handwritten statement from the applicant, attesting to duties performed, character of service, and other relevant information. 12. For OA applicants, forward waiver request with the application to HQ AFRS/RSOC and forward it in AFRISS. The request should include the applicant's explanation of the circumstances leading to the disenrollment and a completed copy of DD Form 785, Record of Disenrollment From Officer Candidate-Type Training. Those AFROTC and USAFA cadets required to fulfill an AD service obligation must also provide an approved DD Form 368, Request for Conditional Release, from HQ AFPC Enlisted Accessions, 550 C. Street West, Ste. 10, Randolph AFB TX 78150-4712, email ieb.message@randolph.af.mil. 13. For EA applicants, AFROTC and USAFA cadets required to fulfill an AD service obligation must have an approved DD Form 368, Request for Conditional Release, from HQ AFPC Enlisted Accessions, 550 C. Street West, Ste. 10, Randolph AFB TX 78150-4712, email ieb.message@randolph.af.mil. EA applicants who are not under and obligation and not ordered to active duty need only submit the completed DD Form 785, which will be included in the application. Disenrolled AFROTC cadets with or without a conditional released are processed/contracted as NPS applicants for Air Force purposes. Disenrolled Academy cadets with a conditional release to enlist in the RegAF do not attend basic military training and their time at the USAFA counts towards total active federal military service. These members do not hold an AFSC, therefore, they would only be eligible to enlist in a PS retraining quota or an AFPC Enlisted Accessions pre-arranged NPS direct to tech training quota. 14. If the applicant is a traditional HSG with a high school diploma or an enrolled high school senior, the minimum age for enlistment is 17. Both parents must give their consent for 17-year old enlistees unless the parents are divorced or legally separated or one parent is deceased. In those situations, the divorce decree, separation agreement, or death certificate must be included in the application or hand-carried by the applicant to the MEPS. The consenting parent must be the custodial parent (or both, if joint custody). If the applicant has a court-appointed guardian, the guardian's consent is required and a copy of the court order must be included in the application or hand-carried by the applicant to the MEPS. If a court order, separation agreement, or death certificate is not available, the consenting adults must make a sworn affidavit in the presence of a notary public attesting to the fact of custody. This document must be included in the application or hand-carried to the MEPS. Parental consent is required on the DD Form 1966, *Record of Military Processing - Armed Forces of the United States***,** before enlistment processing (***Exception:*** aptitude testing). The form must be signed in the presence of an Air Force recruiting official or notarized. When signed by only one parent (because the other parent is absent for an extended period), a notarized statement from the parent signing the form will be attached, showing (1) the specific reason for the absence of the other parent, and (2) that the absent parent is aware of and consents to the enlistment. When one parent cannot be contacted (desertion of one party), the signing parent will provide a notarized statement,				

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
	giving the reason and period of other parent's absence. Parental or guardian consent is not required for a married 17-year old applicant. Emancipated 17-year-olds may enlist with an approved parental consent waiver from the squadron commander. **Note:** Title 10, U.S.C., Chapter 31, Section 505, prohibits enlistment of anyone 42 or over. In unusual cases, an exception to policy (ETP) will be sent via AFRISS to HQ USAF/A1P for an age exception if the applicant is between 27 and 42 years of age. (DD Form 1966 is prescribed in DoDI 1304.2. Refer to that publication for guidance in filling out that form.) 15. When reduced by TAFMS in a Regular component, the applicant's age must equal less than 28 years. However, if an applicant has previous satisfactory service in an ARC verified by AF Form 526, *ANG/USAFR Point Credit Summary*, their age must first equal less than 42 when reduced by TAFMS in a Regular component. When his or her age is further reduced by years of satisfactory service in the ARC, it must total less than 28 years. Do not use EAD service for ARC members to make the first adjustment. See Attachment 2 for the age computation. (AF Form 526 is prescribed in AFMAN 36-2622, Volume 1. Refer to that publication for guidance on filling out this form.) 16. AFRS may allow a specified number of ASVAB test category IVA applicants (those with an AFQT score between 21 and 30) to enlist in the Air Force. (No more than 1 percent of Air Force EA operational standards may be more restrictive.) All ASVAB waivers, including category IVA and other applicants with an AFQT score of 21 to 39, will be approved or disapproved by HQ AFRS/RSO. Operational standards may vary on what percent of Air Force EAs should be a Tier 1. 17. Request an enlistment eligibility determination (EED) per procedures outlined in paragraph 3.19. If applicant is currently on a control roster, no waivers are authorized. EA only: Prior Reg AF members who separated with a qualifying RE do not require an EED for Article 15 punishment received during the enlistment period indicated on their DD Form 214. 18. Exceptions may be granted for applicants who have (1) satisfactorily served in an ARC unit for the two preceding (continuous) years, (2) possess a chronically critical AFSC, and (3) enlist for a direct duty assignment (DDA). 19. Except reservists whose total active service consists of an initial tour of AD for training (ADT). All others will require an eligibility determination by HQ AFRS/RSOP (for enlisted programs), HQ AFRS/RSOC (for health professions) and HQ AFRS/RSOC (for BOT). 20. For a declination waiver, send a request to HQ AFRS/RSOC with the application. The request should include the applicant's explanation of the circumstances leading to the declination. 21. No waivers are authorized. A person will <u>not</u> be considered as having committed a "misdemeanor crime of domestic violence" for purposes of the firearms restriction recently added to the Gun Control Act unless <u>all</u> of the following elements are present: (**Note:** Questions regarding what constitutes a "conviction of a domestic violence offense" should be addressed to HQ AFRS/RSOPA.) 21.1. The person was <u>convicted</u> of a misdemeanor crime. 21.2. The offense had, <u>as an element,</u> the use or attempted use of physical force or threatened use of a deadly weapon. 21.3. At the time of the offense, the convicted offender was <u>at least one</u> of the following: 21.3.1. A current or former spouse, parent, or guardian of the victim. 21.3.2. A person with whom the victim shared a child in common.				

ITEM	A Condition An applicant is ineligible when he or she	B Applies to ENL	BOT	COT	C Notes
	21.3.3. A person who was cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian. 21.3.4. A person who was similarly situated such as a spouse, parent, or guardian of the victim. 21.3.5. Any intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent, including when due to incapacitation by drugs or alcohol. In addition, any offenses classified as, "rape (including statutory rape)," "forcible sodomy," and "other unwanted sexual contact that is aggravated, abusive, or wrongful" or "attempts to commit one of these offenses. 21.4. The convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel. 21.5. If entitled to be tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury. 21.6. The conviction has not been expunged or set aside or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.				

1.39. Recruiter Assistance Program (RAP):

1.39.1. The RAP is designed to allow Air Force members, primarily recent technical training school graduates, to work with recruiters and increase production by returning to their home towns and providing personal testimonials, assisting in obtaining school lists, participating in COI events and DEP commander's calls, and performing other *non-administrative*, recruiting-related tasks.

1.39.2. Recruiters should brief new recruits and BOT candidates on the RAP during the EAD briefing and provide prospective participants with a partially completed AFRS IMT 1327, *Application for Participation in the Recruiter Assistance Program.* Airmen and officers may apply to participate in the RAP while at technical school or BOT by submitting the AFRS Form 1327 to their military training manager or BOT personnel.

1.39.3. While performing RAP duties, participants are in a "non-chargeable leave" status. They receive no per diem or travel expenses. Up to 12 days of non-chargeable leave may be authorized. This will normally run from Monday of the first week to Friday of the following week (including one weekend). Authority for the use of non-chargeable leave is in **AFI 36-3003, Military Leave Program, 11 Oct 2011**.

1.39.4. Specific RAP procedures are explained in the *RAP Operations Handbook*, located at **http://www.rs.af.mil**. Recruiting squadron commanders may terminate a member's participation and non-chargeable leave for nonperformance.

1.40. National Voter Registration Act (NVRA). This act, also known as "motor voter," requires recruiters to assist citizens in registering to vote. The *Registration Application Instructional Guide* and all required forms and information pertaining to the act as it applies to

recruiting personnel can be located at the following web site: **http://www.fvap.gov/reference/milinfo.html**

1.40.1. Recruiters will not:

1.40.1.1. Display any materials advocating one political party or one political candidate over another.

1.40.1.2. Take any action to discourage eligible citizens or prospective enlistees from registering to vote.

1.40.1.3. Seek to influence the political preference or party registration of an eligible citizen or prospective enlistee.

1.40.1.4. Display any such political preference or party allegiance.

1.40.1.5. Intimidate, threaten, or coerce a person for registering to vote, voting, or attempting to register or vote.

1.40.1.6. Procure or submit voter registration applications that are known to be materially false, fictitious, or fraudulent under the laws of the state in which the election is held.

1.40.2. Recruiters will:

1.40.2.1. Maintain an electronic link to or an adequate on-hand supply of DD Forms 2644, *Voter Registration Application,* and DD Forms 2645, *Voter Registration Information.* (DD Forms 2644 and 2645 are prescribed in DoDD 1344.13, Implementation of the National Voter Registration Act (NVRA), 21 Nov 2003. Refer to that publication for guidance on filling out the forms.)

1.40.2.2. Ask applicants applying for the Air Force if they are registered to vote. If they are, note it on the tracking form. If they are not, but are eligible to register to vote, give them a DD Form 2645 to complete. If they indicate on the form that they choose not to register, file the form with other contents of the PIR, no further action is necessary. If they indicate they would like to register, file the DD Form 2645 with other contents of the PIR and provide them with a DD Form 2644. Help the applicant complete the form if they ask for assistance.

1.40.2.3. Make all registration forms available to civilian non-applicants who wish to register to vote. If requested, help them complete the forms. Accommodate the citizen requesting assistance by providing materials and the space needed to complete the forms.

1.40.2.4. Transmit all completed registration applications within 5 days to the appropriate state election officials.

1.40.2.5. Using the tracking form, maintain statistical information and records on voter registration assistance in the format prescribed in the NVRA guidance. The only forms required to be retained in the recruiting office are DD Forms 2645, which must be maintained for 24 months.

1.40.3. Squadrons will send a report to their groups on a quarterly basis. Groups will consolidate the data and report to HQ AFRS/RSOPA on a quarterly basis. The report will include the total number of:

1.40.3.1. Persons assisted for recruiting purposes, by state, during the quarter. (Include all applicants who initiated processing during that quarter.)

1.40.3.2. Persons assisted for voter registration purposes, by state, during the quarter. (Include applicants and civilians assisted for voter registration.)

1.40.3.3. DD Forms 2644 completed and mailed, by state, during the quarter.

1.40.3.4. DD Forms 2645 completed, by state, during the quarter.

Chapter 2

ACCESSION AND BASIC ELIGIBILITY REQUIREMENTS

2.1. Specialties Needed by the Air Force, but Not Recruited by AFRS. AFRS personnel will refer inquiries to the following OPRs:

2.1.1. For the United States Air Force Academy (USAFA), contact the Director of Admissions, USAFA, Colorado Springs CO 80840-5000, phone: 1-800-443-9266 or fax 719-333-3647. Admission information may also be found at **http://www.academyadmissions.com**/.

2.1.2. For the Air Force legal services, contact HQ USAF/JAX, 1420 Air Force, Pentagon, Room 5B269, Washington DC 20330-1420, phone: 1-800-524-8723, (703) 614-3021. Information may be found at **http://www.jagusaf.hq.af.mil**/.

2.1.3. For Air Force Bands, contact the Air Force Band Career Field Manager, Secretary of the Air Force, Office of Public Affairs, Requirements and Development Division (SAF/PAR), 1690 Air Force Pentagon, Washington DC 20330, phone: (703) 692-6493, DSN: 222-6493. You may also contact the Assistant Career Field Manager at (703) 692-8168, DSN: 222-8168. Information may also be found at **http://www.bands.af.mil**

2.1.4. For officer inter-service transfers, refer reserve medical officers to the nearest Air Force health professions (HP) recruiter. Line officers may be inter-service transfers (AD to AD), recall to EAD (ARC officer to AD Air Force), or officers holding a commission. Refer all AD, reserve, guard, and retired officers holding a commission (with the exception of medical officers in a non-ARC) to HQ AFPC, 550 C. Street West, Ste. 10, Randolph AFB TX 78150-4712, phone 1-800-525-0102 or 210-565-2288 (commercial) or DSN 665-2288. If in doubt, contact the nearest OA squadron for guidance.

2.1.5. For Air Force Reserve Officer Training Corps (AFROTC), refer to web site: **http://www.afrotc.com**/ for specific information.

2.2. Quality Applicants. Quality applicants are those who have collectively high attributes of educational, aptitude, physical, and moral standards. Recruitment of these individuals is essential to the effective operation of the Air Force. Meeting minimum enlistment qualifications does not guarantee acceptance. Applicants are considered on a best-to-least qualified basis. Commanders will ensure their recruiters adhere to the quality concept in meeting objectives.

2.3. Discrimination, Sexual Harassment, and Applicant Rights. All applicants must be given a copy of AFRS Form 6, *Air Force Applicants Rights*, during the initial interview. Keep a copy in the application and send the original to the MEPS. MEPS personnel will keep this in the case file package. The original will be sent to Basic Military Training upon applicant entering active duty and a copy will be kept in the residual file.

2.4. Education Accreditation:

2.4.1. Unless otherwise indicated in this instruction, college and university course credits must have been earned from an institution listed in the Accredited Institutions of Post Secondary Education (AIPE) in the section for Accredited Degree Granting Institutions, using the edition for the last year attended. Contact HQ AFRS/RSOPA for information on

institutions listed in older editions. If the edition for the last year attended does not differentiate for degree-granting institutions, the institution must be degree-granting for credit to be awarded. **Note:** Applicants with course credits from an institution not listed in the AIPE may have their transcripts evaluated by an accredited degree-granting institution listed in the current AIPE directory.

2.4.2. The evaluating school must show the number of quarter and semester hours an applicant will receive if he or she enrolled in that school. This information must come from the registrar and contain a raised or embossed seal. Two- and four-year college transcripts must be embossed with the school seal (raised or stamped). See the term "educational credentials" in **Attachment 1** for additional information.

2.5. Agreements. The Air Force reserves the right to deny entry onto AD to an applicant even if an agreement was completed and the applicant has a projected EAD date. Additionally, the Air Force may change an agreement before an applicant's entry onto AD. In these instances, the applicant must be immediately notified of the change and left with a voluntary choice to accept the change or decline to enter AD.

2.6. Basic Eligibility. Applicants must meet all eligibility requirements identified in this instruction. Table 1.1 lists conditions that make applicants ineligible for enlistment or commission. Question each applicant to determine whether they meet any of the conditions in Table 1.1. An unqualified applicant will be tactfully dismissed. Applicants may be considered for a waiver or ED, if he/she requests it.

2.7. Substantiation of Eligibility Requirements:

2.7.1. The applicant has the burden of proof for eligibility requirements regarding age, name, citizenship, education, and dependency status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency. Recruiters and Air Force MEPS liaison NCOs (LNCO) will use these documents to verify eligibility and, when their purpose has been served, make every effort to return these personal documents to applicants and document these efforts in the applicant's record in AFRISS.

2.7.2. An applicant with children who are under the age of 18 and incapable of self-care will be advised to take his or her original or notarized copy of the marriage certificate, original or notarized copies of each child's birth certificate, and each dependent's SSN to BMT, BOT, or COT so entitlements can be started as soon as possible.

2.8. Qualification Procedures—General. Before further processing continues, tentatively qualify the applicant for the highest program available, based on his or her education level. Help the applicant determine his or her potential for an AFROTC scholarship or USAFA appointment as outlined on AF ROTC website **http://afrotc.com**. If the applicant appears to be eligible for other commissioning programs, contact the HP recruiter or LO recruiter responsible for that program. Discontinue EA processing until commissioning eligibility is resolved, unless the applicant requests otherwise. Help the applicant determine his/her qualifications based on current Air Force criteria. Document this transaction in the remarks section of AFRISS. Refer to Chapter 6 for LO eligibility etc. Refer to Chapter 3 for specific Non-Prior Service (NPS) processing procedures and Chapter 5 for PS processing procedures.

2.9. Mandatory SSN Documentation for EA HP and LO Applicants:

2.9.1. An SSN registered in the applicant's name is required from one of the following documents:

2.9.1.1. SSN card.

2.9.1.2. SSN stub (process and DEP, but not EAD).

2.9.1.3. Another official document or a letter on letterhead stationery issued by an office of the Social Security Administration, showing the applicant's name and SSN (process and DEP, but not EAD).

2.9.1.4. Undeleted DD Form 214.

2.9.2. If an applicant does not have any of the documents named in **paragraphs 2.9.1.1** through **2.9.1.4** to verify his or her SSN, he or she may use any two of the following documents containing his or her SSN (process and DEP, but not EAD):

2.9.2.1. Driver's license.

2.9.2.2. Internal Revenue Service (IRS) Form W-2, *Wage and Tax Statement (if two w-2 forms are used they must be from different employers).*

2.9.2.3. Employment pay stub or statement (*if two pay stubs are used they must be from different employers)*.

2.9.2.4. Local, state, federal, or student ID.

2.9.2.5. Official school transcript containing the SSN.

2.9.3. Applicants may process for enlistment, but will not enter AD, without an SSN card. Married applicants who wish to enlist under a new name must possess a SSN card containing their new name. Use of other documents for accession must be approved in writing by the squadron commander or operations officer in AFRISS. **Note:** Like documents may be used from different sources; for example, two W-2 forms from different employers or two transcripts from different schools. However, this only applies if the USMEPCOM has verified the applicant's SSN.

2.9.4. Applicants must be informed of the necessity to use and record their SSN and be asked specific questions about their background. Therefore, they must read a copy of the 883, *Privacy Act Statement - US Air Force Application Record*, prior to completing enlistment paperwork. Annotate this in AFRISS. (AF IMT 883 is prescribed in AFI 36-2002. Refer to that publication for guidance on this IMT).

2.10. Medical Screening and Processing:

2.10.1. Prescreening for medical disqualification requires the completion of DD Form 2807-2, *Medical Prescreen of Medical History Report.* This form will be completed, signed, and dated by the applicant and the recruiter prior to medical qualification processing. (DD Form 2807-2 is prescribed in DoDD 6130.03, *Physical Standards for Appointment, Enlistment, or Induction.* Refer to USMEPCOM Regulation 40-1, Chapter 2, *Medical Services, Medical Processing and Examination*, for guidance on filling out the form.) DD Form 2807-2 and medical documents (as needed) will be forwarded to the MEPS in sufficient time to allow for proper quality control (QC) procedures, but not later than the applicant's date for reporting to the MEPS for processing.

2.10.2. Applicants must be physically qualified according to USMEPCOM Regulation 40-1, Medical Processing and Examinations, 1 Oct 2009, and DoDI 6130.03. However, certain AFSCs in the Guaranteed Training Enlistment Program (GTEP) require stricter physical standards. Inform applicants of this at the time they are being prepared for MEPS processing. **Note:** MEPS physicals are valid for 24 months from the date of the initial physical.

2.10.3. Male applicants less than 60 inches or over 80 inches and female applicants less than 58 inches or over 80 inches are ineligible for entry without a waiver from HQ AETC/SGPS.

2.10.4. AFRS personnel are not authorized to perform body fat measurements (BFM) on applicants or allow recruiting personnel from other services to perform BFMs on Air Force applicants. An applicant who exceeds his or her maximum allowable weight (MAW) according to the Air Force body mass index (BMI) will have a BFM performed during physical processing at the MEPS and will be medically disqualified if he or she does not pass the BFM. In this case, the applicant is disqualified with a reevaluate justified (RJ) date. The applicant cannot go back to the MEPS to continue processing until the RJ date, and he or she either (1) lose the equivalent of 4 pounds per each percent of body fat over the allowable BFM for his or her age, sex, and height, at the rate of *1 pound per 4 days*, or (2) falls below his or her MAW. Refer to Attachment 3 for specific BFM.

2.11. Drug and Alcohol Screening and Processing. Applicants must read and understand the Air Force Drug and Alcohol Policy printed on AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate.* This IMT must be completed, signed, and dated by the applicant and the recruiter prior to aptitude or medical qualification processing. If an applicant refuses to sign the AF IMT 2030, terminate the interview and tactfully dismiss the applicant. Refer to **paragraphs 3.21** and **3.22**. Applicants who sign the AF IMT 2030 will be considered in applicant status until it is established that either AFRS or the individual have withdrawn applicant status. (AF IMT 2030 is prescribed in AFI 36-2002. Refer to that publication for further guidance on filling out this IMT.)

2.12. Education Records Requirements:

2.12.1. A traditional high school diploma from a secondary school day program obtained in residence and located in one of the 50 states, the District of Columbia, US territorial possessions, or oversea DoD-operated schools is required to substantiate high school graduation. The following documents may also be used to validate traditional high school graduation: a notarized or certified true copy of the diploma by the issuing agency, an undeleted DD Form 214, or a letter on high school letterhead stationary certifying the graduation and the date of graduation and signed by the principal, vice principal, guidance counselor, or registrar. A single letter signed by the principal, vice principal, registrar, or guidance counselor, listing all applicants may be used in place of individual diplomas. **Note:** High school transcripts alone are not acceptable as proof of graduation. This is because many schools show a graduation date on a transcript, but never issue a diploma because the student failed the mandatory state testing requirements required for graduation in that state.

2.12.2. Use official college transcripts from an accredited degree-granting institution for non-HSGs who qualify as Education Code 8 or higher (15 accredited semester hours or 22 quarter hours [or more]). If an applicant has a GED certificate, he or she must present an original or notarized true copy of the state-sanctioned GED certificate, a GED test result

form letter stating he or she qualified for a GED, or a letter of intent to issue a GED certificate.

2.12.3. Applicants educated in other than US educational institutions must have an educational-level evaluation before enlistment to qualify as a HSG or higher. Such evaluations may be obtained through a state's department of education, a college or university listed in the current AIPE directory, or an authorized credentials evaluation agency. The evaluation must specify the applicant's educational level (HSG or higher). Applicants are responsible for any fees incurred. (The credentials evaluation agency must be a member of the National Association of Credential Evaluation Services found at **http://www.naces.org** under "current members."

2.12.4. Most DoD schools keep records for 4 years. If applicant's records are no longer available at that location, a copy may be obtained by visiting the DoD Education Activity Student Records website **http://www.dodea.edu/students/transcripts.cfm**

2.12.5. The educational credentials (categories and definitions) listed below will be used for processing purposes:

2.12.5.1. **High School Graduate (HSG) or Higher (Tier 1).** An applicant who completed a 12-year "traditional" graded (credit-based) day program of classroom instruction; the diploma must be issued from the high school where the individual completed the requirements for graduation. Applicants who are not formal HSGs, but have proof (an official transcript) of 15 or more semester hours (22 quarter hours or 675 clock hours) of classroom instruction from a regionally accredited, degree-granting college or university listed in the edition of the Accredited Institutions of Post Secondary Education for the last year attended, are considered to be HSGs or higher for enlistment purposes and coding. Do not count credits for courses failed, withdrawn, or withdrawn while passing or failing. If a course is repeated and passed, credit can be counted only once. Preparatory or remedial courses may be used if the school counts them in total hours credited toward degree requirements. An applicant who earned a diploma on the basis of attending and completing an adult education diploma program is considered a HSG, education code B.

2.12.5.2. **Alternate High School Credential Holder (Tier 2):**

2.12.5.2.1. An applicant who possesses a GED or other test-based high school equivalency certificate or diploma, which includes the California High School Proficiency Examination (CHSPE). ***Note:*** A person who subsequently obtains a local or state-issued diploma solely on the basis of such equivalency testing is not considered an HSG.

2.12.5.2.2. An applicant who obtains a high school diploma or certificate of completion for a course of study undertaken in a non-resident or non-attendance-based status, including a correspondence, home school, or distance education.

2.12.5.2.3. An applicant who possesses an attendance-based certificate or diploma (certificate of competency or completion) from other than a traditional high school, which is issued on course completion as opposed to equivalency testing.

2.12.5.2.4. An applicant who has completed at least 11 years of regular day school and attended, in residence, a vocational (technical) or proprietary school for at least 6 months and possesses a certificate of attendance or completion indicating such. (This does not include correspondence courses offering vocational certificates.)

2.12.5.3. **Non-HSG (Tier 3).** An applicant who holds none of the credentials in Tiers 1 or 2. **Note:** This tier includes those who do not complete a high school exit exam.

2.12.5.4. **Associate's Degree.** A certificate conferred on completion of a 2-year program at a junior college, university, or technical institute (listed in the AIPE for the last year attended).

2.12.5.5. **Completion of College Credits.** An individual who is a non-high school credential holder, who has successfully completed at least 15 semester hours or 22 quarter hours of college-level credit from a regionally accredited, degree-granting college or university. Credit earned through testing for pursuit of adult education or for high school equivalency preparation is not applicable. For military enlistment processing purposes, an individual with this status is considered an HSG (Tier 1).

2.12.5.6. **Correspondence School Diploma.** A secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or postsecondary educational institution. This also includes home schools. This is considered an alternate high school credential holder (Tier 2).

2.12.5.7. **High School Certificate of Attendance.** An attendance-based high school certificate or diploma. These are sometimes called certificates of competency or completion, but are based on course completion rather than a test such as the GED or CHSPE. (A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.) This is considered an alternate high school credential holder (Tier 2).

2.12.5.8. **High School Diploma.** A diploma issued to an individual who has attended and completed a traditional 12-year (or grade) day program of classroom instruction. The diploma must be issued from the school where the individual completed all the program requirements. An individual who will complete high school graduation requirements early (midterm graduates) must present a signed letter on high school stationery from a school official (principal, vice principal, counselor, or registrar) stating the date the individual will complete all graduation requirements and will be available to enter AD. This letter must be presented to the MLS before a job is reserved, for an AD date prior to the applicant's formal high school graduation date.

2.12.5.9. **High School Senior.** The status of an individual who is currently attending a traditional, attendance-based high school (or has completed the junior year and is scheduled to attend the senior year) and will graduate at the end of the current school year. High school seniors are considered HSGs for processing purposes, but graduation must be confirmed prior to AD enlistment. For enlistment eligibility purposes, a non-HSGs (Tier 3) or alternate credential holder (Tier 2) who is currently enrolled in a regionally accredited, degree-granting college or university listed in the current education

directory may be processed for DEP enlistment in the same manner as a high school senior if he or she:

2.12.5.9.1. Is currently enrolled in the school.

2.12.5.9.2. Has provided evidence from that college or university that he or she will have at least 15 semester hours or 22-quarter hours of credit by a specified date.

2.12.5.9.3. Has provided an official transcript prior to EAD. ***Note:*** Applicants may not be rebooked for failing to complete college credits by the date first specified. If this happens, they must be canceled and rebooked after attaining the required college credits.

2.12.5.10. **Home Study Diploma.** A secondary school diploma or certificate typically awarded based on certification by a parent or guardian that an individual has completed his or her secondary education at home. (This includes correspondence schools.) This diploma is considered an alternate credential (Tier 2).

2.12.5.11. **Occupational Program Certificate.** A certificate or diploma awarded for attending a non-correspondence vocational (technical) or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential (Tier 2).

2.12.5.12. **Test-Based Equivalency.** A diploma or certificate of GED or other test-based high school equivalency diploma. This includes state-wide testing programs, such as the CHSPE, whereby examinees may earn a certificate of competency or proficiency. (A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential [Tier 2].)

2.12.6. Refer to **Chapter 3** for LO educational requirements, especially if applicant is a dual EA/LO applicant.

2.13. Guaranteed Training Enlistment Program (GTEP) AFSC Requirements:

2.13.1. Some GTEP AFSCs require a valid driver's license as a prerequisite for classification into that AFSC. When an applicant selects one of those AFSCs, ensure his or her license is valid for 6 months after EAD. (***Exception:*** If the applicant is from a state that has an automatic extension for AD personnel, the license must be valid on the EAD date and in the applicant's possession during BMT.) A valid license must be issued by one of the 50 states, the District of Columbia, the US Army Europe, or a territorial possession of the US. Licenses that are under suspension or revocation, contain restrictions that limit hours or situations, or are temporary as of the AD date are not valid. **Note:** See manual QC PGM for additional guidance.

2.13.2. Aptitude Index (AI) enlistees are encouraged to have a valid driver's license (valid for 6 months after EAD) in their possession to be eligible for classification into skills requiring a driver's license. (***Exception:*** The applicant is from a state that has an automatic extension.) For specific driver's license information by state, see **http://www.driversmanuals.com**/.

2.14. Dependent Care Responsibilities:

2.14.1. All applicants, single or married, must be thoroughly counseled and complete an AF IMT 3010, *USAF Statement of Understanding for Dependent Care Responsibility.* The IMT will be completed, signed, and dated by the applicant (sponsor) and the recruiter prior to aptitude or medical qualification processing. The intent is to make sure adequate family care arrangements have been made while the sponsor is undergoing training and transition to military life. This is normally considered to include BMT or OTS (BOT and COT), technical training, and a period of sufficient duration at the initial base of assignment to adjust to the locale and make suitable family care arrangements. **Note:** The name, relationship, and date of birth of each family member (including spouse) or "NA" will be included in the remarks section of AF IMT 3010. (AF IMT 3010 is prescribed in AFI 36-2002. Refer to that publication for further guidance on this IMT.)

2.14.2. To enroll family members in the Defense Enrollment Eligibility Reporting System (DEERS), the applicant will need to take his or her spouse's SSN, a notarized or original copy of the marriage certificate, and notarized or original copies of all children's birth certificates and SSNs. The family will then receive a basic allowance for housing (BAH).

2.15. Disqualification Because of Family Members:

2.15.1. An unmarried applicant who has physical or legal custody of a family member incapable of self-care is classified as a single-member sponsor by the Air Force. Because of this sponsor responsibility, the applicant does not have the flexibility required to perform worldwide duty, short-notice TDY, remote tours, and varied duty hours. Therefore, an applicant falling into this category is ineligible for enlistment unless permanent physical and legal custody has been transferred by court order. **Note:** When permanent physical and legal custody has been transferred by court order, a waiver may be requested. (See paragraph 3.23.)

2.15.2. For the same reason as shown in **paragraph 2.15.1**, an applicant who is married to a military member and has physical or legal custody of family members incapable of self-care is also ineligible unless custody has been transferred by court order.

2.15.3. Never counsel such applicants to intentionally change their marital or custodial status for the purpose of enlistment qualification. (See paragraph 3.23).

2.16. Disqualification Because of Moral Factors:

2.16.1. Use **paragraphs 3.10** through **3.14** to screen applicants for potentially disqualifying moral factors. Inform applicants of the importance of revealing all law violations, regardless of their disposition. Ensure the applicant understands that even if the incident occurred while they were a minor and they were told by law or judicial authorities that dropped, dismissed charges, or expunged records do not have to be reported to anyone, all offenses will be revealed during an in-depth background check.

2.16.2. Inform applicants that other agencies will also conduct a security investigation. They will match information provided by the applicant with local, state, and Federal Bureau of Investigation (FBI) records. Any disparity in this information could result in job cancellation or discharge if the applicant is on AD. *Accuracy and honesty are paramount.* Findings of not guilty, sealed record, *Nolle Prosequi, stet processus,* adjournment in contemplation of dismissal (ACOD), delayed prosecution, continued without a finding, and youth offender must also be disclosed.

2.17. Disqualification Because of Financial Factors. Use **paragraphs 3.25** and **3.26** to screen applicants for potentially disqualifying financial factors.

2.18. Verification of Age, Citizenship, and Name—General. All documents must be original, notarized true copies of the source document or certified true copies by the issuing agency. The burden of proof for establishing US citizenship rests with the applicant. For more specific information, see requirements for US citizens (**paragraph 2.19**), non-US citizens (**paragraph 2.20**), and dual citizens (**paragraph 2.21**).

2.19. Requirements for US Citizens:

2.19.1. A birth certificate obtained from the applicable state vital statistics office may be used for age, citizenship, and name verification. A DD Form 372, *Request for Verification of Birth,* validated by a local, county, or state vital statistics office may also be used when a valid birth certificate cannot be obtained. (**Note:** Hospital-generated birth certificates are not authorized). See **http://www.cdc.gov/nchs/w2w.htm** for a list of vital statistics offices by state. (DD Form 372 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.)

2.19.2. Recruiters may ask squadron operations to perform a telephonic verification to authorize MEPS processing for job reservation and DEP enlistment. However, a DD Form 372 signed by the operations NCO who is verifying the information must be received by the MEPS before the applicant processes. Additionally, a completed DD Form 372 from a vital statistics office or other valid source document establishing proof of name, age, and citizenship must be received before AD enlistment. An undeleted DD Form 214 may be used for SSN, name, and age verification only. Additional source documents (such as a current, valid, unrestricted and US passport showing the holder as a US citizen; another official document issued by a vital statistics office; or a court order for a name change only) may be used.

2.19.3. Canadian-born Native Americans are exempt from having to apply for or carry an INS Form I-551, *Alien Registration Receipt Card,* but they are considered aliens for assignment and classification purposes. Type in the Remarks section of the DD Form 1966 and have the applicant initial, "**I am an American Indian born in Canada as defined in Immigration and Naturalization Service Regulation 8 CFR 289.1**") A letter or other document from the tribal chief, council, or other reservation official will be used to verify the Canadian-born Native American's name, age, and place of birth. AFRS personnel will not enter Canada to actively prospect or recruit Canadian-born Native Americans.

2.19.4. An applicant born in Panama must have a government-issued birth certificate with a raised seal, and one parent must be a US citizen.

2.19.5. An individual born abroad who acquired US citizenship *at birth* may use any of the following documents, issued by the specified agency, for verification:

2.19.5.1. From the Department of State (DS):

2.19.5.1.1. A valid US passport (5 years for minors, 10 years for adults).

2.19.5.1.2. FS Form 240, *Consular Report of Birth,* or FS Form 545, *Certification of Birth.*

2.19.5.1.3. DS Form 1350, *Certificate of Report of Birth.*

2.19.5.2. From the US Immigration and Naturalization Service (INS):

2.19.5.2.1. INS Form N-560A, *Certificate of Citizenship.*

2.19.5.2.2. INS Form N-561, *Certificate of Citizenship* (replacement for INS Form N-560A).

2.19.6. An individual born abroad who derived US citizenship *through the naturalization of his or her parents* may use any of the following documents, issued by the specified agency, for verification:

2.19.6.1. From the DS, valid US passport (5 years for minors, 10 years for adults).

2.19.6.2. From the INS:

2.19.6.2.1. INS Form N-560A.

2.19.6.2.2. INS Form N-561 (replacement for INS Form N-560A).

2.19.7. An individual born abroad who acquired US citizenship *through his or her own naturalization* may use any of the following documents, issued by the specified agency, for verification:

2.19.7.1. From the DS, a valid US passport (5 years for minors, 10 years for adults).

2.19.7.2. From the INS:

2.19.7.2.1. INS Form N-550, *Certificate of Naturalization.*

2.19.7.2.2. INS Form N-570, *Certificate of Naturalization* (replacement for INS Form N-550).

2.19.8. Normally, US citizens will be enlisted under the name that appears on their birth verification document. However, they may enlist with a preferred first, middle, and or surname. Those electing to do so must present their SSN card, showing their preferred name, to their recruiter for proper application preparation and completion of the Standard Form (SF) 86, *Questionnaire for National Security Positions*. The preferred name should reflect the name the applicant is known by in the community (Refer to DD Form 1966). Final acceptance of the preferred enlistment name rests with the MEPS liaison supervisor (MLS). For applicants approved to enlist without a SSN card, ensure their preferred name is shown on the documents used in place of the SSN card.

2.20. Requirements for Non-US Citizens: (***Note:*** This information applies to EA programs only; all commissioning program applicants must be US citizens.)

2.20.1. Non-US citizens will not enter AD without their INS Form I-551 status in their possession, solely indicating permanent resident status. Applicants may process with (1) an INS Form I-551 with an expiration date greater than two years from date of issue (a "permanent" card); (2) an INS Form I-551 without expiration date and an INS Form G-845, *Document Verification Request,* with no restrictions; or (3) an INS Form G-845 with no restrictions, proof that a "permanent" card was ordered, and proof of permanent alien status (that is, a stamped passport; an INS Form I-94, *Arrival-Departure Record;* or an old INS Form I-551with temporary stamp).

2.20.2. Under unusual circumstances, HQ AFRS/RSO may approve an INS Form I-551 exception to policy (ETP) in AFRISS on an applicant for EAD who has ordered, but not received, an INS Form I-551. **Note:** Applicants who do not have a permanent INS Form I-551 at the time of MEPS processing will be reserved to EAD no earlier than eight months from the date the permanent card was ordered. There is no exception to the 8-month rule.

2.20.3. Applicants who had a permanent INS Form I-551 at the time of processing and reordered the card, but did not receive it prior to EAD (15 duty days), must have a written approval from the squadron commander in AFRISS. The request must include the following documents:

2.20.3.1. A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions

2.20.3.2. A copy of the applicant's SSN card. The card may not have any type of stamp; for example, "Authorized For Work Only."

2.20.3.3. An applicant data or QC report showing applicant information and EAD.

2.20.4. Applicants who did not have a permanent INS Form I-551 at the time of processing and did not receive their permanent INS Form I-551 card prior to EAD (15 duty days) must request an ETP from HQ AFRS/RSO. The ETP request package must include the following documents:

2.20.4.1. A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions.

2.20.4.2. A copy of the applicant's SSN card. (The card may not have any type of stamp; for example, "Authorized For Work Only.")

2.20.4.3. Proof of permanent resident alien status; for example, a stamped passport (with no conditions or restrictions), an INS Form I-94, or an old INS Form I-551 with a temporary stamp.

2.20.4.4. An applicant data or QC report showing applicant information and EAD.

2.20.5. An ETP is an "exception" and may be approved or disapproved. However, because it is not an automatic approval process, applicants should be informed of this before submitting the ETP. It is in their best interest to have all appropriate documents well ahead of EAD.

2.20.6. The INS Form I-551s have a 10-year expiration date on it (from the date of issue). Applicants who have expiration dates on their INS Form I-551s for two years or less from date of issue, or have conditions placed on their residency are ineligible for processing or enlistment.

2.20.7. Citizens of the Federated States of Micronesia or the Republic of Marshall Islands/Palau must have an INS Form I-94, stamped CFA-RMI, CFA-FSM, or CFA-PAC, and one of the following to confirm citizenship:

2.20.7.1. Birth certificate.

2.20.7.2. Passport.

2.20.7.3. US Naturalization Certificate.

2.20.7.4. US Certificate of Citizenship.

2.20.8. The non-US citizen's name entered on military records must match the name recorded with the INS. Without exception, non-US citizens must enlist with the name that appears on their INS Form I-551. This form is limited to 27 characters. If an applicant's name exceeds 27 characters, use the applicant's entire name starting with the 27 characters on the INS Form I551.

2.20.9. To verify place of birth, use either the applicant's birth certificate or his or her current US passport.

2.21. Requirements for Dual Citizens:

2.21.1. For enlistment purposes, the US does not recognize dual citizenship. Individuals who claim dual citizenship must renounce their citizenship to another country and relinquish any foreign passports to qualify for enlistment.

2.21.2. Applicants wishing to terminate dual citizenship status must write a statement renouncing their citizenship to another country and mail (using registered or certified mail) any foreign passports to the respective embassies and provide the postage receipt to MEPS or destroy (in the presence of MLS) prior to processing.

2.22. Enlistment Grade Determination. Use **Table 2.1** to determine the enlistment grade of an applicant based on prior qualifications or education. Use Attachment 2, Table A2.1, to determine the enlistment grade of PS applicants. Go to paragraph 6.8.2. and Attachment 2 for LO rank determinations.

Table 2.1. Enlistment Grade Determination and Factors.

RULE	A If the applicant	B then the grade will be	C Notes
1	Is not qualified for a higher enlisted grade	Airman Basic (AB).	1, 2
2	Has completed two or more years of JROTC or college ROTC and has a certificate or statement on official letterhead from a JROTC unit commander at the high school attended or from the professor of aerospace science (PAS) at the college attended, stating satisfactory completion. (Must be classified within the Tier 1 educational category and also present the certificate or statement before EAD date.)	Airman.	1, 2, 3
3	Was awarded a Boy Scouts of America Eagle Scout Award or Girl Scouts of the USA Gold Award and presents the respective award certificate		
4	Was credited with over 90 days AD service and last separated in a pay grade of E-2 or higher		1, 2, 4, 5
5	Is a former service academy cadet with over 90 days as a cadet corps member		1, 2, 4, 6
6	Has satisfactorily completed 20 semester hours or 30 quarter hours of credit from an accredited, degree-granting institution listed in the		1, 2, 3, 7, 8, 9,

	applicable AIPE directory for last year attended.		10, 11
7	Was credited with more than 12 months of AD service and last separated in a pay grade of E-3 or higher	Airman First Class (A1C).	1, 4, 5
8	Was awarded the Billy Mitchell, Amelia Earhart, or Carl Spaatz award or has a letter from CAP/AF/TTHE, Maxwell AFB AL, certifying successful completion of award requirements		1, 3
9	Has completed at least a 3-year JROTC program and has a certificate or statement on official letterhead from a JROTC unit commander stating satisfactory completion. (Must be classified within the Tier 1 educational category and also present the certificate or statement before EAD date.)		
10	Has satisfactorily completed 45 semester hours or 67 quarter hours of credit from an accredited, degree-granting institution listed in the applicable AIPE directory for last year attended.		1, 3, 7, 8, 9, 10, 11
11	Is an ARC member who qualifies and enlists for 6 years		1, 4

NOTES:

1. Documents presented after completion of BMT may not be used as a basis for changing the authorized enlistment grade except through application forwarded by the member's MPS to HQ AFPC Enlisted Accessions with statement of justification and supporting documents.
2. Applicants electing 6-year enlistment options will enlist in the grade of AB (unless authorized higher grade) and will be promoted as documented on their AF Form 3008, *Supplement to Enlistment Agreement-United States Air Force.*
3. Locally produced and authenticated copies of substantiating documents must be included in the enlistee's application sent to the 737th TRSS, Lackland AFB TX 78236-5255.
4. TAFMS of over 90 days or 12 months must be verified. Use DD Form 214 or 215, AF IMT 1613, *Statement of Service* (or another service equivalent); NGB Form 22, *Report of Separation and Record of Service;* and AF Form 526, *ANG/USAFR Point Credit Summary*. SURF verification through MilPDS may be used to validate TAFMS, ASVAB scores, EPR ratings, and awarded AFSCs and pay grade for Res-Res applicants or those serving in ANG and AFRC.
5. If the grade of Airman or higher is not indicated on the DD Form 214, use the pay grade of E-2 on the DD Form 368 (with expiration date); promotion orders, if dated after the DD Form 368; or AF Form 526.
6. To verify service, obtain DD Form 785 from the appropriate service academy. (See Attachment 4.)
7. Use the following as a guide for determining the value of credits:

7.1. One (1) quarter hour = 2/3 of 1 semester hour.
7.2. One (1) semester hour = 1 1/2 quarter hours.
7.3. One (1) trimester hour = 1 semester hour.
7.4. Fifteen (15) clock or contact hours = 1 semester hour. **Note:** Use this computation unless an accredited, degree-granting institution (published in the AIPE directory) that uses semester hours evaluates and indicates the number of semester hours.

8. Do not count credits for courses failed, withdrawn, withdrawn while passing of failing, or incomplete. Preparatory or remedial courses may be used if the school counts them in the total hours credited toward degree requirements.
9. Colleges and universities not listed (or listed as "candidate" institutions) in the AIPE directory are <u>not</u> authorized for award of a higher education code or enlistment grade.
10. When the AIPE directory reflects courses of varying lengths and the transcript does not specify

the type of credit hours, a letter from the school stating the type of credits earned must be attached to the transcripts and a copy retained in the MEPS residual file.
11. Verify "stripes" for education eligibility by use of the following documentation:
11.1. An original transcript (not a student or photo copy)from an educational institution listed in the edition of the AIPE directory for the last year attended. The transcript must be presented before entering AD and will include the applicant's application going to the 737th TRSS. (Locally reproduced copies will be kept in the MEPS residual file.)
11.2. If the applicant's school is not regionally accredited, a letter of acceptance from a school listed in the current AIPE directory is acceptable. The letter, with transcript attached, must:
11.2.1. State that the applicant would be accepted for continuing education.
11.2.2. State the total transferable credits by semester or quarter hours.
11.2.3. Bear the school's seal and original signature of the registrar or his or her representative.
11.3. If the applicant was educated in a school not in the US education system, a letter of evaluation from an accredited credentials evaluation agency with transcripts attached or an evaluation of the foreign college transcripts by an accredited degree-granting institution listed in the current AIPE directory, specifying the semester and/or quarter hours earned or would be awarded if enrolled in that school, is acceptable. The MLS may then give the applicant the advanced pay grade.

2.23. Verification of PS. Verify PS with the DMDC. The DMDC maintains prior regular enlistment and officer losses as well as reserve component losses. It does not maintain data on AFROTC or service academy cadets. If member disputes Air Force Component information recorded in the DMDC report, and has significant proof the information is incorrect, contact AFPC Enlisted Accessions at (210) 565-3569 or DSN 665-2039 or email **ieb.message@randolph.af.mil.** Refer to Chapter 5 to determine required documentation and to verify PS.

2.24. ASVAB, AFOQT, and Special Purpose Testing—General. The following describes testing and retesting policies and procedures for ASVAB and special purpose tests: (**Note:** Refer to USMEPCOM testing directives for more specific guidance.)

2.24.1. **Test Compromise.** Report known compromises to your supervisor or TCO immediately. Test compromise is the unauthorized discussion, disclosure, or wrongful possession of a controlled item (test material), which includes the intentional changing of test scores by test scoring personnel or intentionally entering false test scores on official records, including AFRISS.

2.24.2. **Testing Practices.** Recruiting personnel will:

2.24.2.1. Fully understand and adhere to the AFRS testing policy prescribed in this instruction and make full use of the ASVAB information booklet provided by USMEPCOM.

2.24.2.2. Not place themselves in a test-compromising situation.

2.24.2.3. Not sign USMEPCOM Form 680-3A-E, *Request for Examination*, on behalf of applicants processing for other Armed Forces or allow other Armed Forces recruiters to sign on behalf of Air Force applicants.

2.24.2.4. Not refer applicants to reserve or guard recruiters for the purpose of testing or test applicants for another Armed Forces recruiter.

2.24.2.5. Not speculate on the reason for test failure with applicants. Applicants desiring this information must contact the MEPS TCO.

2.24.2.6. Administer the AFOQT IAW AFI 36-2605, Air Force Military Personnel Testing System, 17 Feb 2009, Attachment 2.

2.24.2.7. Accommodate AFPC Enlisted Accessions in conducting required ASVAB testing for disenrolled AFROTC cadets involuntarily ordered to active duty to fulfill their service obligation. Recruiters do not prequalify these members or schedule any processing other than what is required for ASVAB testing. Once member has been provided a copy of their scores, the recruiter may close the PIR. No further actions are necessary. Questions of concerns can be answered by contacting AFPC Enlisted Accessions at (210) 565-2039 or DSN 665-2039 or email **ieb.message@randolph.af.mil**

2.25. Enlistment Screening Test (EST) and Computer Adaptive Screening Test (CAST):

2.25.1. Before recruiters administer the EST or CAST, they must be familiar with all the provisions of Air Force Personnel Test (AFPT) 903, Administrative Scoring Manual for the Enlistment Screening Test, and the information in this directive pertaining to the EST and CAST. Recruiters will give and score the EST in accordance with AFPT 903 and this instruction and annotate the results in AFRISS. The CAST automatically scores results.

2.25.2. The EST and CAST are not qualification tests; they are strictly recruiting tools. They are not controlled tests materials, but are still controlled as for official use only (FOUO) material. These tests are management screening tools that may be administered at the discretion of the recruiter to NPS Air Force applicants only. They are used to help estimate an applicant's probability of obtaining qualifying ASVAB scores. Below-standard EST or CAST scores may be used to deter an applicant from taking the ASVAB. However, tentatively qualified applicants have the right to take the ASVAB, regardless of their EST or CAST results.

2.25.3. The EST and CAST contain questions similar to, but not identical with, questions appearing on the ASVAB. EST or CAST raw scores are a composite index of performance in verbal and numerical reasoning areas. These tests require approximately 30 to 45 minutes to complete, depending on the test used.

2.25.4. Do not retest with the EST or CAST within 30 days after the last administration of either form of the test. When retesting, give the applicant the alternative form of the test. Only three retests are authorized within a 12-month period.

2.25.5. Tests and answer sheets are not releasable to anyone other than authorized recruiting personnel. These records are exempt from release under Freedom of Information Act (FOIA). Ensure all requests for this information are processed through HQ AFRS/RSI.

2.25.6. During normal duty hours, place FOUO material in an out-of-sight location. During non-duty hours, store FOUO material to prevent unauthorized access. When normal, internal building security is provided during non-duty hours, file the tests and answer sheets with other unclassified documents in unlocked files or desks, etc. When there is no such internal security, locked buildings or rooms usually provide adequate after-hours protection. If you desire additional protection, store FOUO material in locked containers, such as file cabinets, desks, or bookcases.

2.26. Armed Services Vocational Aptitude Battery (ASVAB):

2.26.1. The ASVAB evaluates specific aptitude areas (AA) and gives percentile scores that are used for selecting and classifying individuals for the Armed Forces. There are two ASVAB testing programs—production testing and high school (institutional) testing.

2.26.1.1. Production testing involves testing in authorized testing facilities such as MEPS and mobile examining team sites. The test results are given directly to AFRS and are for its use only.

2.26.1.2. High school testing is offered on a voluntary, no-cost basis to educational institutions (high schools and vocational trade schools). Testing results are provided to the school, student, and AFRS. Although test scores may be used for enlistment purposes, DoD advertises the student version primarily as a vocational counseling tool. Guidance concerning the high school testing program is in AFI 36-2016, *Armed Services Military Personnel Accession Testing Programs*. Squadron commanders should work within the IRC to delete those schools that discriminate based on race, creed, color, national origin, or sex from the school eligibility roster.

2.26.2. For Air Force requirements, selected ASVAB subtests yield four broad aptitude scores: mechanical, administrative, general, and electronic. In addition, the ASVAB provides an overall quality indicator, the AFQT percentile score. AFQT categories are as follows: Category 1 = 93 to 99, Category 2 = 65 to 92, Category 3A = 50 to 64, Category 3B = 31 to 49, Category 4A = 21 to 30, Category 4B = 16 to 20, Category 4C = 10 to 15, and Category 5 = 0 to 9. AFECD, *Air Force Enlisted Classification Directory,* prescribes the minimum scores required for entry into AFSCs. See Table 1.1, Line 40, of this instruction for further information.

2.26.3. All NPS and PS applicants must have qualifying AFQT test scores. All test IDs must be verified and tests "re-normed" if required. If a test version cannot be verified, the applicant must retest. NPS and PS applicants must also meet AF ASVAB qualifying score requirements currently in effect.

2.26.4. ASVAB scores are valid for 2 years from the date of the test to the date of the commitment. (Individuals not in the DEP and with test scores over 2 years old must be retested.) In all cases, a valid retest invalidates previous test results. Use the most recent, valid ASVAB result for enlistment or reservation.

2.26.5. Parental or guardian consent is not required solely for ASVAB testing of an applicant less than 18 years of age. However, an applicant 16 years of age may *not* be administered a *production* version of the ASVAB regardless of high school senior status.

2.26.6. Verification screening is performed on all ASVAB tests administered by the MEPS. This screening process identifies any irregular scoring patterns and may result in an applicant having to take a confirmation test. If a retest accomplished within 6 months has a 20 or more percentile point increase in the AFQT portion of the test, a confirmation test is required. The LNCO must notify the applicant's recruiter that a confirmation test is required <u>and</u> that no further processing is authorized until the confirmation retest is completed <u>or</u> until 6 months have elapsed from the date of the applicant's retest. At that time, the applicant may voluntarily retest or use his or her current score of record. (Normally, this will be the initial ASVAB taken.) Confirmation retests will be administered only at the MEPS.

2.26.6.1. If the applicant's confirmation test AFQT percentile score is 36 or above, the MEPS will validate the applicant's retest score (not the confirmation test score) for enlistment. If the applicant fails to show up for a confirmation test, his or her initial test score will be validated and retesting is not authorized until 6 months have elapsed from the retest date.

2.26.6.2. If the applicant's confirmation test AFQT percentile score is less than 35 or differs by 20 points or greater, a confirmation interview is required. If the applicant passes the confirmation test interview, the MEPS will validate the applicant's retest score (not the confirmation test score) for enlistment. If the applicant fails the confirmation test interview, his or her initial test score remains valid and he or she will be prohibited from further retesting until 6 months have elapsed from the date of the confirmation test. If, under these same circumstances (a confirmation test score of 35 or below), the applicant fails to show for a confirmation test interview, his or her *initial* test will be valid and retesting is not authorized until 6 months have elapsed from the confirmation test date.

2.26.6.3. Under no circumstances will the confirmation test score be used for enlistment purposes. Contact the Air Force liaison at the MEPS for the current confirmation test policy.

2.26.7. Retesting applicants while in the delayed entry program (DEP) is not authorized. However, applicants who do not current hold a job reservation may be voluntarily DEP discharged for the purpose of improving aptitude scores when current scores limit the ability to be matched to an Air Force skill.

2.26.7.1. If in the DEP, applicants must voluntarily elect to be discharged from the DEP for the purposes of seeking a higher AFQT, or better individual MAGE score(s). Ensure the applicant is eligible for retest. There is a mandatory 6-month wait for retesting when the previous test is invalidated. There will be no exceptions to policy for invalid retests when errors are made in calculating the applicant's eligibility for a retest.

2.26.7.2. Before any retest is administered, or the applicant is DEP discharged, the flight chief must interview the individual and give approval for the retest. The flight chief must document this interview in AFRISS.

2.26.7.3. Applicants must be briefed prior to retesting that all previous ASVAB test scores will become invalid upon this voluntary retest. They must also be briefed that there is a possibility their scores will not improve or a confirmation test may be required. Furthermore, they must fully understand they will be disqualified for Air Force enlistment should their new score fall below minimum AF enlistment standards.

2.26.8. An applicant who has answered at least one question on the ASVAB is considered to have tested. (Confirmation testing does not constitute a retest unless the entire battery is given.)

Table 2.2. Retesting of ASVAB and Special Tests.

RULE	**A**	**B**	**C**	**D**	**E**
	If applicant's initial test was a	**then retesting on the**	**is**	**if administered after**	**Notes**

1	production, student, or high school version of the ASVAB	production, student, high school, institutional, or CAT version of the ASVAB	authorized	At least 30 days after the initial test	1, 2, 3, 4
2	institutional (full or shortened version [SS ASVAB])	BLANK?		At least 30 days after the first retest	2, 3, 4
3	CAT version of the ASVAB			after 6 months from second retest (3d actual ASVAB test).	3, 4
4	special test	same special test	prohibited	between 0 and 6 months.	1
5			waiverable	after 6 months.	5, 6

NOTES:
1. No waivers or exceptions.
2. After the first retest, a 30-day wait for second retest is mandatory. After the second retest, a 6-month wait for any further retesting is mandatory. There is a mandatory 6-month wait for retesting when the previous test has been invalidated.
3. Do not administer any test to members currently on AD with any branch of the Armed Forces (excluding members of AFRC or ANG units).
4. A properly completed USMEPCOM Form 680A, *Request for Examination,* is authority for retest. **EA recruiters will document any previous version of the ASVAB taken by the applicant on the form.**
5. Requests for special testing exceptions may be submitted in unusual circumstances only, but must include the following information:
5.1. Applicant's full name and SSN.
5.2. Type of test taken, date of initial test, scores obtained, and testing location.
5.3. Justification for retest, to include unusual circumstances. ***Note:*** Illness, fatigue, and scores inconsistent with applicant's academic background do not constitute unusual circumstances.
6. Retests are governed by AFI 36-2605, Air Force Military Personnel Testing System, 17 Feb 2009.

2.27. Special Purpose Testing:

2.27.1. When necessary, special purpose tests are administered to determine an applicant's qualification for specific occupational specialties. Applicants not otherwise qualified for a specific AFSC will *not* take the special test. Special purpose testing at other than the MEPS is not permitted except as directed by Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) or authorized by USMEPCOM sector commanders.

2.27.2. TTMS-JM will not offer an AFSC unless qualifying test results are entered into AFRISS. Applicants who desire to select these AFSCs must be given the appropriate special test. The MLS must ensure pass or fail special test scores are entered in AFRISS and recorded on enlistment documents. Additionally, the test scoring worksheet, DD Form 1304.12K, or USMEPCOM 680 ADP Report, Status A, with special test scores will be included in the file forwarded to BMT on AD. Retesting applicants is not normally approved.

In unusual circumstances, submit a waiver request according to Table 2.2. Individuals in the DEP are authorized to take special purpose tests.

2.28. Defense Language Aptitude Battery (DLAB). The DLAB evaluates the ability to complete formal courses in foreign language training. This test is required for entry into AFSC 1N3X1, Cryptologic Linguist Apprentice; and 1A8X1, Airborne Cryptologic Linguist Apprentice. Languages are divided into four categories, based on difficulty. Minimum DLAB score is 100.

2.29. Electronic Data Processing Test (EDPT). The EDPT evaluates the basic ability to complete a formal course dealing with the programming of electronic data processing equipment. This test is required for entry into AFSC 3C0X2, Communications-Computer System Programmer Apprentice and 9S100, Technical Applications Apprentice.

2.30. English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT). The ECLT and ALCPT are available only at the MEPS in San Juan, Puerto Rico. When the original scores indicate a possible comprehension disability, the ECLT or ALCPT should be administered to applicants before ASVAB retesting. A score of 70 verifies the requirement that an applicant is able to read, write, speak, and understand the English language. If an ECLT or ALCPT retest is required, the recruiter must give the MEPS 30 days notification and have results documented in AFRISS.

2.31. Applicant Qualifying and Testing:

2.31.1. Applicants tentatively qualified for any commissioning program that elect to apply solely for the NPS program must sign and date the following statement in the remarks section of their DD Form 1966 (filled out by the MEPS): "I have been counseled on Air Force commissioning programs and elect to apply only for the enlisted program." Conversely, applicants applying concurrently for EA and commissioning programs must complete the statement of understanding in **Attachment 5** of this instruction.

2.31.2. An applicant who agrees to enter AD before receiving board results must read and sign his or her name and date after the following statement in the remarks section of the DD Form 1966 (filled out by the MEPS): "I understand and agree to my Active Duty service commitment as an enlisted member and acknowledge I will not be released to accept a commissioning opportunity resulting from my selection board."

2.31.3. MEPS LNCOs will establish an EAD availability date no earlier than 30 days after the applicant's last board cycle closes and results are published. If applicants elect to enlist on AD before receiving selection board results, they are obligated to honor their enlistment and will not be released from AD if selected for a scholarship or commission.

2.31.4. Candidates for potential dual credit will be identified in advance, tracked, and accounted for. Squadron operations flight commanders will manage and track actions related to concurrent LO and EA processing. EA applicants who accept scholarships, appointments, or direct commissions before they enter AD must be cancelled. Squadron operations must cancel all selects within 10 duty days of the board results release date, or net reservation credit will not be restored. This cancellation will result in temporary loss of reservation net reservation credit. Squadrons must request credit restoration from HQ AFRS/RSOAP (210-565-0317) with a copy of the applicant's letter of intent to accept a scholarship, appointment, or commission. Requests must identify the program the applicant was selected for, the board

release date, and the applicant's personal information including: the applicant's name, SSN, DEP date, AFSC, EAD date, RIC, and cancellation date. HQ AFRS/RSOAP will restore credit after HQ AFRS/RSOC verifies the applicant's acceptance.

2.32. Processing Applicants to MEPS:

2.32.1. Only applicants who are test qualified and motivated to join the Air Force will be scheduled for MEPS processing. One-stop processing (test and physical) is authorized when advantageous to the Air Force. Before scheduling applicants for one-stop processing, recruiters should have a high degree of confidence that the applicant will pass the ASVAB test. In these cases, EST or CAST screening should have been conducted and results documented in AFRISS.

2.32.2. Recruiters are responsible for completing all required forms (or IMTs) and forwarding applications to arrive at the MEPS at least one duty day before the applicant's arrival. Recruiters are also responsible for ensuring all source documents, certified copies of appropriate source documents, and/or legible copies of source documents arrive at the MEPS at least one duty day before the applicant's arrival to allow proper validation and verification by the MEPS LNCO.

2.32.3. Applications may arrive at MEPS less than one duty day prior to applicant processing with the approval of the operations flight commander or flight chief. The operations flight chief will maintain a log to document these exceptions. If *faxed* copies of source documents are used by the LNCO for initial validation and verification, the *original* source documents or certified copies of the source documents must still be reviewed by the MEPS LNCO before the applicant may process or ship. **Note:** Several agencies issue colored-coded documents to prohibit copying. If documents cannot be faxed legibly, the original documents must still be used for verification and validation before applicant processing.

2.32.4. Applicants who arrive at the MEPS to process without original or certified copies of required source documents may be allowed to continue processing with the approval of the squadron operations flight commander or operations flight chief. However, they will not be allowed to ship without the MLS's verification and validation of the original or certified copies of the source documents.

2.32.5. All recruiting personnel must adhere to any state laws that prohibit copying original documents.

2.33. Buddy Flights. A buddy flight must consist of at least two, but not more than nine, NPS applicants who want to enlist and remain together during BMT. Flights must consist of all women or all men; they will not be mixed. Before buddy flight consideration by HQ AFRS, squadrons will ensure applicants for buddy flights currently hold a job reservation leaving in the same month. The job choices provided to HQ AFRS/RSOPB must include the job the applicant is currently holding. See paragraph 4.10 for specific procedures.

2.34. Congressman Hebert Advanced Placement Award (CHAPA):

2.34.1. This award is given as a joint effort between the AFRS and the JROTC of all service branches to reward and recruit top quality cadets opting to enter the Air Force enlisted ranks. Up to two cadets may be selected each school year from each unit. The JROTC science

instructor will make the selections and submit the names to the nearest AFRS squadron commander.

2.34.2. The responsible recruiter will process the candidates to determine whether they are qualified. Once th e applicant is fully qualified and his or her job preferences and date of availability are loaded in TTMS-JM, the MEPS contacts squadron operations who, in turn, faxes a copy of the CHAPA letter (with applicant's SSN) to HQ AFRS/RSOPB. The applicant may list up to five GTEP skills and/or one AI for special reservation consideration.

2.35. US Air Force Band Enlistment Program:

2.35.1. Applicants wanting to enlist in the band must audition if they claim proficiency in a musical instrument.

2.35.2. AF IMT 485, *Application for Enlistment - US Air Force Band*, is completed as follows: (**Note:** AF IMT 485 is prescribed in AFI 36-2002. Refer to that publication for guidance on filling out this IMT.)

2.35.2.1. The recruiter completes Section I.

2.35.2.2. The band director conducting the audition completes Section II.

2.35.2.3. The applicant completes Section III.

2.35.2.4. HQ AFRS/RSOPB completes Section IV. **Note:** If the applicant is otherwise qualified, the LNCO completes this section and obtains an assignment reservation from HQ AFRS/RSOPB.

2.35.2.5. If a waiver is needed, HQ AFPC completes Section V.

2.35.3. Before the applicant auditions, the recruiter informs the applicant that:

2.35.3.1. He or she must bear all expenses in connection with the audition.

2.35.3.2. Final approval for enlistment into the band program must come from HQ AFRS/RSOP. Audition approval does <u>not</u> guarantee enlistment into the band program even if a vacancy exists.

2.35.4. The applicant auditions before an Air Force band leader at the nearest Air Force base having an Air Force band.

2.36. Voice Audition for a Radio-Television Broadcasting Specialist. Applicants desiring an assignment in GTEP AFSC 3N0X2, Radio-Television Broadcasting Specialist, with acceptance into the Basic Broadcaster Course at Defense Information School (DINFOS), must complete and pass a voice audition. These following procedures are provided for preparing and submitting a voice audition package:

2.36.1. **Specifics:**

2.36.1.1. The applicant should go to the nearest Air Force base public affairs office or, as an alternative; he or she may cut a tape at a local, cooperating radio station under recruiter supervision. A news script, a spot script, five sentences, and an extemporaneous segment will be used in all cases to test the applicant's ability to read news copy and allow DINFOS to evaluate his or her voice in specific areas. See Attachment 6 for the audition script, five-sentence read, and sample cover memorandum.

2.36.1.2. Do not send prerecorded "air checks." The style of delivery, pacing, and phrasing in such tapes is usually dictated by the radio station; and it is impossible to judge the voice properly. Therefore, DINFOS will not evaluate "air checks" tapes.

2.36.1.3. Ensure there is a quiet area, free of background noises for the recording session. Allow the applicant no more than 15 minutes to rehearse the script and sentences out loud. Advise the applicant to communicate in a natural tone and not use an "announcer's delivery." Be sure the applicant uses his or her name, not an alias or "air" name. Allow only one "take" or attempt per individual. Each applicant may submit a maximum of four auditions in a 12-month period. A voice audition pass is valid for 1 year.

2.36.2. **Extemporaneous Segment:**

2.36.2.1. The applicant will have 5 minutes to think about what to say during the segment. He or she should speak in a normal, conversational tone. This segment is an essential part of the voice audition. It helps DINFOS evaluate an applicant's potential for on-the-scene news reporting and other jobs that require extemporaneous speaking.

2.36.2.2. The applicant will speak for 60 seconds about why he or she wants to become a military broadcaster. He or she may also include goals for the future. This portion of the audition must not be read.

2.36.3. Equipment:

2.36.3.1. Auditions should be recorded digitally or on a cassette tape, using a single-track recorded on one side only. Do not use multi-track stereo microcassettes. Speak directly into the microphone. Do not use electronic "enrichment" devices such as equalizers, reverb, production music, etc., because DINFOS will not evaluate these tapes. Use only new or completely erased tapes.

2.36.3.2. If more than one applicant is recorded, allow at least a 20-second pause between takes and identify each take with the applicant's name and address. Applicants are allowed only one take; do not send multiple takes.

2.36.4. **Mailing:**

2.36.4.1. Each submission must be accompanied by a cover memorandum that follows the format in Attachment 6.

2.36.4.2. Colds, sinus conditions, or other physical circumstances that may affect the applicant's voice quality should be noted in the special comments section of the memorandum. Reschedule the audition if the illness severely affects voice quality.

2.36.4.3. Each cassette must be labeled to identify the submitting activity and the person being auditioned. If more than one voice is recorded on a tape, the label must identify the individuals in sequence of recording. Tapes will not be returned. Mail tapes and a cover memorandum to: Commandant, Defense Information School, 6500 Mapes Rd, ATTN: Voice Audition/BWAS, Fort Meade, MD 20755-5620.

2.36.5. **Notification of Audition Results.** Tapes are handled on a first-come, first-served basis. Tapes received via express mail will be processed in the order received. Include a return mailing address, telephone number, fax number, and/or e-mail address to ensure

proper return of the confirmation memorandum. The voice diagnostic administrator's phone number at Fort George Meade is (301) 677-4287.

2.36.6. **Notice to Applicant of Selection or Non-selection.** DINFOS forwards the notice of selection or non-selection directly to the applicant's home address. In general, a favorable response will state: *"Congratulations! Our Voice Audition Board has determined you have met the entry-level voice standard for broadcast training at the Defense Information School. The audition results are good for 1 year, which means you must be enrolled in the Basic Broadcaster Course before . . . ."*

2.36.7. **Notice of Applicant's Selection.** If the applicant meets all other enlistment criteria, the LNCO or squadron operations member will reserve the assignment through TTMS-JM; attach a copy of the selection letter to AF Form 3007, *Guaranteed Training Enlistment Agreement - Nonprior Service - United States Air Force;* and forwards the packages to HQ AFPC and BMT.

2.36.8. **Training.** As a minimum, training will include broadcast writing and radio and television production techniques. Graduates are qualified to assume broadcast duties upon arrival at their Armed Forces Radio and Television (AFRT) assignment.

2.36.9. **Assignment.** After training, assignment will be to one of the AFRT facilities that conduct information and entertainment programs for personnel stationed overseas and in isolated areas of the US where commercial facilities are not available or are inadequate. Oversea areas include, but are not limited to, AFRT outlets in Japan, Okinawa, Johnson Island, Wake Island, Greenland, Spain, Norway, Turkey, Greece, Ascension Island, the Azores, Alaska, and Guam.

2.36.10. **Overseas Imbalanced AFSC.** Because this AFSC is overseas imbalanced, possibilities are good that an applicant will have a secondary AFSC while stationed in the US.

2.37. Physical Ability and Stamina Test (PAST):

2.37.1. See current PAST PGM for PAST requirements and criteria.

2.37.2. This test is administered to applicants who are applying for GTEP AFSC 1T231, Pararescue Apprentice (PJ), 1C231, Combat Controller (CCT), 1W032, Special Operations Weather (SOWT), 1C431, Tactical Air Control Party (TACP), 1T031, Survival Evasion Resistance and Escape (SERE), 3E831, Explosive Ordinance Disposal (EOD).

2.37.3. Test results are valid for 6 months or while in DEP, but applicants must be encouraged to continue to meet or exceed the standards. Before taking the PAST, applicants must:

2.37.3.1. Have passed the standard enlistment physical.

2.37.3.2. Fill out AFRS Form 7, *Liability Release and Express Assumption of Risk – Physical Ability and Stamina Test (PAST).*

2.37.4. The PAST may be administered by CCT or PJ personnel while being observed by recruiting personnel. Additionally, recruiting squadrons may authorize squadron headquarters personnel to administer the PAST.

2.37.5. The test may be administered locally by a recruiting squadron representative designated by the squadron commander. (A certified lifeguard must be present during the PAST.) The test administrator must be at or above the flight chief level. The number of PAST administrators is left to the discretion of the squadron commander, but these administrators must be totally familiar with the PAST. They must also have and be familiar with the videotape entitled "PAST Test Procedures." High school swimming coaches, YMCA swimming instructors, or certified Red Cross swimming instructors may also administer the PAST after familiarization with the videotape and when accompanied by a designated squadron PAST administrator.

2.38. Special Procedures for Linguists:

2.38.1. Recruiters or MEPS LNCOs will identify applicants who are eligible for special testing based on ASVAB scores, sensitivity job code (SJC), and other qualifications. They will schedule applicants who express an interest in foreign languages and qualify for the DLAB testing as soon as possible.

2.38.2. Applicants will be given a copy of AFRS Form 1329, *Language Preference Questionnaire,* to complete. Once completed, the form will be put into the package given to BMT.

2.39. Delayed Entry Program (DEP):

2.39.1. Applicants with no PS are allowed to enter the DEP for 365 days. (HQ AF/A1P may authorize an extension of up to 365 days after the initial 365-day period.)

2.39.2. All softbook applicants are authorized to exceed 365 days in DEP and will have their DEP automatically extended to 30 Sep of the year they are scheduled to EAD.

2.39.3. Applicants currently in the inactive ready reserve (IRR) and members of active reserve or guard components who are processing for the RegAF under a conditional release are not allowed to enter the DEP.

2.39.4. An applicant may reenter the DEP when it is cost-effective to do so or would benefit the Air Force or the applicant.

2.39.5. Upon entry into the DEP, recommend applicant be presented an AFRS Form 11, *Certificate of Enlistment.*

2.40. DEP Discharge:

2.40.1. Enlistees will be discharged from the DEP when they:

2.40.1.1. Reach the 365-day DEP maximum.

2.40.1.2. Fail to report for AD enlistment.

2.40.1.3. Become permanently disqualified for enlistment.

2.40.1.4. Become temporarily disqualified for more than 30 days and the job reservation or selection has been canceled or withdrawn pending qualification determination. If the enlistee is not qualified within the 30 calendar days, the MLS will initiate DEP discharge procedures.

2.40.1.5. Have a verified hardship or an extenuating circumstance.

2.40.1.6. Request to be discharged.

2.40.1.7. Are offered and accept an ROTC scholarship or USAFA appointment. NPS applicants selected for BOT or COT need only a contract change. This cancellation does not result in a loss of reservation credit for the recruiter, squadron, and group. HQ AFRS/RSOP must be notified within 3 duty days of selection.

2.40.2. The squadron operations flight chief will:

2.40.2.1. Ensure the MLS forwards the enlistment application to squadron operations as soon as DEP discharges are identified.

2.40.2.2. On receipt of the application, prepare and send the squadron operations, a request for a DEP discharge according to the request format (See **Attachment 7**). Operations will submit a DEP discharge request within 10 days of cancellation.

2.40.2.3. Ensure discharge requests are properly documented.

2.40.3. Within 5 workdays of the date of the discharge order, the squadron will:

2.40.3.1. Forward two copies of the discharge order, DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States,* copies of DD Form 2808, *Report of Medical Examination,* DD Form 2807-1, *Report of Medical History,* and any supporting documents justifying the DEP discharge, as appropriate, to HQ ARPC/DPTAR, ATTN: DEP DISCHARGE, 18420 East Silver Creek Ave, Building 390 MS68, Buckley AFB, CO 80011 (DD Form 4 is prescribed in USMEPCOM Regulation 601-23, Enlistment Processing, 1 Dec 2010. Refer to this regulation for guidance on filling out this form. DD Form 2808 is prescribed in DoDI 1304.2, Pre-enlistment Forms, 9 Sep 2011. DD Form 2807-1 is prescribed in Department of Defense Directive 6130.3, *Physical Standards for Appointment, Enlistment, or Induction.* Refer to Army Regulation 40-501, Chapter 2, Medical Services, Standards of Medical Fitness, 4 Aug 2011, for guidance on filling out these forms.)

2.40.3.2. Clearly mark the outside of each envelope forwarded to HQ ARPC/DPTAR as "DEP DISCHARGE."

2.40.3.3. Forward the original and a copy of the DEP discharge order and a copy of the DD Form 4 to the MLS.

2.40.3.4. Return the applicant's original documents such as the birth certificate and SSN card to the responsible recruiter to be returned to the individual. The remaining application will be kept in squadron operations. The application will be disposed of according to the Air Force RDS, Table 36-10, and will be destroyed by tearing it into pieces or shredding it.

2.41. DEP Member Follow-up and DEP Commander's Call:

2.41.1. Recruiters will follow up with DEP members face-to-face every 30 days until 30 days before EAD. Thirty days before EAD, a follow-up will be made and documented using the EAD Checklist at least every 2 weeks to include a final departure briefing. DEP commander's calls will be conducted monthly. The purpose of follow-ups and DEP commander's calls is to perpetuate leads, motivate, ensure continued qualification, and inform. **Note:** Production superintendents may waive the 30-day face-to-face requirement

on a case-by-case basis. The request/approval will be attached to the applicable recruiter's monthly DEP commander's log and/or kept on file in the recruiter's office until the affected DEP member EADs.

2.41.2. All follow-ups and DEP commander's calls (to include excused absences and waived requirements) will be documented in the AFRISS remarks section of the applicant's record. The applicant's height and weight will also be included in follow-ups and documented by using the height/weight screen in AFRISS.

2.41.3. An AFRS Form 5, *Liability Release and Express Assumption of Risk – Delayed Entry Program (DEP)*, must be accomplished on all applicants prior to any DEP activities.

2.42. Courtesy Enlistments:

2.42.1. Squadron approving authorities (the squadron commander or operations flight commander) may authorize courtesy enlistments (including BOT) within the Continental United States (CONUS) and overseas-to-CONUS only.

2.42.2. Prior telephone coordination between gaining and losing squadron operations staff members is *mandatory*, as is completion of AFRS Form 1375, *Request for Courtesy Enlistment.* Notification is the responsibility of the applicant's recruiter and must be coordinated immediately after a need for a courtesy enlistment is identified, regardless of the applicant's AD date. Squadron operations must also coordinate BOT courtesy enlistments with HQ AFRS/RSOC. CONUS-to-overseas courtesy enlistments are authorized only in extreme cases and upon approval of HQ AFRS/RSOP (for enlisted program applicants) or HQ AFRS/RSOC (for BOT applicants).

2.42.3. Submit requests through the group. Approval is required *before* an applicant departs the local area. Recruiters may not imply or infer that a courtesy enlistment will be routinely authorized.

2.42.4. The losing MLS will:

2.42.4.1. Ensure all required enlistment documents are sent to the gaining MEPS to arrive No Earlier Than (NET) 30 days and No Later Than (NLT) 15 workdays before scheduled AD date. For overseas courtesy enlistments send documents NET 45 days and NLT 20 workdays prior to scheduled AD date.

2.42.4.2. Retain copies of all enlistment documents sent.

2.42.4.3. QC courtesy enlistment applications and complete all suspense actions *before* the individual departs the local area.

2.42.4.4. Ensure required documents normally retained at the enlisting MEPS are forwarded to the gaining MEPS as required.

2.42.4.5. Ensure a copy of AFRS Form 1375 is included with the enlistment application.

2.42.5. The gaining MLS will:

2.42.5.1. QC courtesy enlistment applications and correct them as required on receipt.

2.42.5.2. Notify the losing MLS of any disqualifying factors and request guidance.

2.42.5.3. Keep a complete residual file for each courtesy enlistment.

2.42.5.4. Ensure DD Form 4, Copy 1, is re-accomplished to show the regular AD place of enlistment in Item 4 and confirm with the applicant his/her desire to change the home of record in item 3. (Pen-and-ink changes are authorized by USMEPCOM Regulation 601-23, Enlistment Processing, 1 Dec 2010.)

2.42.6. The gaining squadron operations will coordinate with the new recruiter, flight chief, and gaining MEPS to ensure the applicant has arrived at the specified time and has been given special instructions as required.

2.42.7. For a CONUS-to-overseas courtesy enlistment, the recruiter will:

2.42.7.1. Immediately contact squadron operations of a possible overseas courtesy enlistment and ensure AFRS Form 1375 is completed.

2.42.7.2. Inform applicants that, with their concurrence, an attempt will be made to move up their EAD for departure before their move. If the EAD cannot be changed, applicants will enlist through an overseas facility. Information will be provided on the AFRS Form 1375 as to when and where to enlist.

2.42.7.3. Inform high school seniors that, if they move before graduation, they will enlist through an overseas facility. If they move after graduation, an attempt, with their concurrence, will be made to move up the EAD to before their move.

2.42.7.4. Provide the AFRS IMT 1375 to squadron operations for coordination.

2.42.8. For a CONUS-to-overseas courtesy enlistment, squadron operations will:

2.42.8.1. Route request assistance for EAD move up through group operations to HQ AFRS/RSOPB for qualified applicants.

2.42.8.2. Ensure compliance of procedures in paragraph 2.42 for applicants authorized a CONUS-to-overseas courtesy enlistment.

2.43. Cancellation of Job Reservations:

2.43.1. EA program job reservations will be canceled when the applicant becomes disqualified or withdraws his or her applicant status. An exception to this policy may be appropriate when certain temporary conditions exist. The squadron operations officer will coordinate with the production superintendent and determine whether a cancellation is required based on the circumstances of each individual case. When a job reservation is canceled for any reason, the applicant will not be booked for another reservation under <u>any</u> circumstances until he or she is rendered fully qualified.

2.43.2. The responsible operations flight will be notified immediately of any EA, LO or HP program applicant who becomes permanently or temporarily disqualified for any reason or withdraws his/her applicant status. See Table 2.3 for reservation cancellation procedures and apply the following definitions:

2.43.2.1. Withdrawal of applicant status—An applicant who elects not to enter AD has terminated his or her applicant status. The flight chief may contact these individuals and attempt to re-motivate and/or validate their status.

2.43.2.2. Temporary disqualification—A non-medical condition that renders an applicant disqualified for enlistment, but can be resolved before AD.

2.43.2.3. Permanent disqualification—A condition that renders an applicant disqualified for enlistment. This condition will exist for an extended period without regard to unforeseeable conditions.

Table 2.3. Reservation Cancellation Procedures.

RULE	A When an applicant	B then squadron operations will cancel the job reservation	C Notes
1	Withdraws from applicant status	as soon as notified by the flight chief that the applicant will not enter AD.	1, 2
2	Is rendered *temporarily* medically disqualified on date of AD enlistment	Immediately.	2
3	Is rendered *permanently* medically disqualified on or before date of AD enlistment	immediately (except applications pending SG waiver results).	
4	Has a temporary medical disqualification that will not be resolved before scheduled AD date	Immediately.	
5	Has a temporary medical disqualification that *may* be resolved before scheduled AD date	as determined by the squadron operations officer, operations flight chief, or production superintendent.	3
6	Requires a waiver, eligibility determination, or ETP for any disqualifying condition withheld before or after job reservation or acquired after job reservation	as determined by the squadron commander.	4

NOTES:

1. When a recruiter becomes aware of an EA, LO or HP applicant's intent to withdraw (refuse or decline), the recruiter will immediately notify the flight chief and annotate AFRISS with the appropriate information. The flight chief will immediately notify squadron operations of the cancellation (or pending cancellation) and whether or not the flight chief wishes to conduct an interview (telephonic or face to face) in an attempt to "resell" the applicant. The interview must be conducted within 7 calendar days. If the interview confirms the applicant's intent to withdraw, the applicant refuses the appointment, or contact with the applicant cannot be established within 7 calendar days, the flight chief will immediately notify squadron operations and the reservation will be canceled that day. ***Note:*** Local policies may be more restrictive.
2. Applicants will not be booked for another reservation until they are rendered fully qualified or, in cases of withdrawal, they reinstate their applicant status.
3. The squadron operations officer or flight chief will coordinate with the production superintendent to decide what course of action to take on applicants with a temporary medical disqualification that might be resolved before the scheduled AD date. MEPS liaisons will document an MFR in AFRISS, stating the action taken, reasons, and name of the individual rendering the decision. If the decision is to cancel, note 2 applies.
4. Squadron commanders will decide whether a job reservation will be canceled while the applicant's waiver or eligibility determination is under consideration. Factors such as the scheduled AD date, level of

approval authority, and time required to process the requested action must be taken into account. MEPS liaisons will record a memorandum for record, documenting the commander's decision in AFRISS. If the decision is to cancel, apply note 2. During the commander's absences, the squadron operations commander may make the cancellation decision.

2.44. NPS and PS Processing. Use Table 2.4 to determine which forms or IMTs are required for enlistment. In addition to those required in Table 2.4, other documents may be required; for example, a copy of the enlistee's birth certificate, high school diploma, discharge orders, official transcripts, valid driver's license, and marriage certificate; a copy each child's birth certificate (from the state vital statistics agency); and a copy of the spouse's SSN card.

Table 2.4. NPS and PS Processing—Enlistment Forms or IMTs.

ITEM	A Forms or IMTs Required	B Required Number of Copies	C Use
1	SF Form 86	One	Mandatory
2	DD Form 214 or 215		As required
3	DD Form 368 (with expiration date)		
4	DD Form 369	One, as applicable	
5	DD Form 785	One	As required (note 1)
6	DD Form 1966	One set	Mandatory
7	DD Form 2807-1	One	
8	DELETED		Mandatory (note 2)
9	AF Form 526 (if necessary)		As required
10	AF IMT 2030	Two	Mandatory
11	AF Forms 3005, 3006, and 3007 or DD Form 2863	Four	As required
12	AF Form 3008		Mandatory (note 3)
13	AF IMT 3010	Three	Mandatory
14	AFRS Form 1307	One	As required (note 4)
15	AFRS Forms 1326 or 1371		Mandatory
16	AFRS Form 1328		As required
17	AFRS Form 1348		Mandatory
18	AFRS Form 1375	Three	As required
19	AFRS Form 1408	One	Mandatory
20	AFRS Form 1415	Four	As required
21	AFRS Form 1419	One, as applicable	
22	NGB Form 22	One	
23	USMEPCOM Form 680-3A-E		Mandatory
24	VRAL form		Mandatory
25	Tech School Statement of Understanding	One	Mandatory
26	AF Form 4428	One	Mandatory

NOTES:
1. See paragraph 2.46 for DD Form 785 procedures and Attachment 4 for addresses.
2. Electronic fingerprints are taken at the MEPS.
3. All NPS applicants (PS-ineligible) will initial the elected College Loan Repayment Program (CLRP) option on this form (default statement printed out of AFRISS). Current AFRS PGMs concerning the CLRP also applies.
4. Required for PS applicants wishing to apply for recruiting duty.

2.45. Overseas Enlistment Processing With Recruiter Support. This support applies to overseas processing when recruiting personnel are present, but MEPS support is not available. It also applies to Alaska when transportation arrangements for applicants in outlying areas dictate. The following rules apply:

2.45.1. The recruiter is responsible for prequalifying and processing applicants.

2.45.2. The recruiter is responsible for administrative actions normally performed by the MEPS staff, and the recruiter is responsible for LNCO duties.

2.45.2.1. Ensure applicant is counseled on listing an appropriate home of record (HOR). Most applicants enlisting at overseas locations are only residing at those location temporarily as a result of their parent's service overseas. In these circumstances the applicant should consider a HOR they are most likely to wish to return to at a CONUS location. In many cases they may use the HOR address claimed by parent or another more permanent CONUS address.

2.45.3. On EAD, the recruiter will forward a copy of the DD Form 1966, Copy 1, to the appropriate MEPS (for Asia, the Honolulu MEPS; for Europe, the New York [Ft. Hamilton] MEPS) for entry into the USMEPCOM Integrated Resource System (MIRS).

2.45.4. Base medical personnel will perform the enlistment physical. All overseas physicals will be reviewed by the SG prior to EAD. Physical recheck within 14 days of enlistment (all applicants). They will place special emphasis on weight standards and BFM to ensure the applicant is within Air Force standards at the time of enlistment.

2.45.5. The applicant will enter AD with sufficient time to travel to BMT and arrive between Monday and Thursday of the EAD week. This allows for delays in transportation arrangements. Any exception to this policy must be approved by HQ AFRS/RSOP.

2.46. Applicants Applying for an NPS or PS Program Who Were Previously Eliminated From Officer Candidate Training:

2.46.1. Before processing, a DD Form 785 or a letter from the releasing agency (containing the same information as a DD Form 785) is required for all applicants previously eliminated from officer candidate training. Request a copy of the DD Form 785 according to Attachment 4.

2.46.2. Applicants are eligible for enlistment processing unless the elimination action was based on punitive or administrative actions involving defective character traits, unsuitability, drug abuse, etc. In questionable cases, a request for an enlistment eligibility determination (EED) should be forwarded through the group to HQ AFRS/RSOP via AFRISS workflow. Include copies of the applicant's DD Form 785 or letter, a DD Form 214 or 215 (as appropriate), and a statement of circumstances from the applicant. Exception: Disenrolled

AFROTC and USAFA cadets required to fulfill AD service obligation and issued a DD Form 368 from AFPC Enlisted Accessions are authorized to enlist without a DD Form 785 review by HQ AFRS/RSOP. See table 1.1 Note 13.

2.47. Age. The applicant must be less than 28 years old as of the date of entry onto AD. Use Attachment 2 to compute the maximum age for PS applicants. The Air Force has no obligation to enlist persons who become ineligible during processing or in the DEP.

2.48. Physical Standards:

2.48.1. Each applicant must be physically qualified according to DoDI 6130.03. Physicals are valid for 24 months from the date of the physical.

2.49. Preparation for Initial Training:

2.49.1. BMT, BOT, or COT applicants who wear contact lenses or glasses must take a pair of their glasses with them (preferably with a current prescription) to their initial training base. It will take up to 4 weeks for an applicant's to receive his or her initial pair of Air Force-issued glasses. ***WARNING:*** Extended wear of contact lenses during training can cause ***permanent*** damage to the applicant's vision.

2.49.2. NPS, PS, BOT, and COT applicants are required to establish a bank account prior to departing for training or direct duty because they are required to directly deposit their pay in a bank. To sign up for direct deposit service, applicants will fill out an SF 1199A, *Direct Deposit Sign-Up*, as follows: ***Note:*** SF 1199A can be accessed in .pdf format at the following Web site: **http://e-publishing.af.mil/forms/otherforms.asp** under "other Standard Forms at GSA."

2.49.2.1. Applicants will complete Section I, Section II is not applicable, and the applicant's financial institution will complete Section III.

2.49.2.2. Applicants will hand-carry a completed (original) SF 1199A to their initial training destination or duty station and turn it in during their initial finance briefing.

2.49.3. Applicants will take a checkbook, ATM card, etc., to access their direct deposit account when regular pay periods begin. Basic trainees will receive their initial payment through a government debit card. The account on this card will only contain enough money for items and services needed in BMT. Because the initial payments will not be sufficient to cover debts such as car payments, spouse's rent, utilities, etc., applicants should make appropriate financial arrangements for their debts prior to leaving for BMT.

2.49.4. Applicants are prohibited from taking ANY aerosol products to BMT.

Chapter 3

CRITERIA WAIVERS, ELIGIBILITY DETERMINATIONS (ED), AND EXCEPTIONS TO POLICY (ETP)

3.1. General Conditions. Air Force applicants must be morally and financially sound, not encumbered with dependency limitations for assignment availability or while on deployment. If an applicant is not qualified, a recruiter may request a criteria waiver under some conditions. When there are questions about a qualified applicant's suitability, a commander must make a waiver or eligibility determination (ED). All waivers, EDs, and ETPs or operational standards will be sent through the chain of command, using the appropriate AFRISS workflow.

3.2. Criteria Waivers:

3.2.1. Recruiters may initiate moral, dependency, or drug waiver requests on unqualified applicants if the applicants are (other than the waiverable conditions) highly qualified and motivated to join the Air Force. Applicants must have displayed sufficient mitigating circumstances that clearly justify a waiver. All waiver actions must be made in the best interest of the Air Force.

3.2.2. A disqualified applicant who requests a waiver must bear any expenses incurred for police record checks. When document fees are associated with verifying an applicant's qualifications, the recruiter is authorized reimbursement.

3.2.3. Do not schedule an applicant for a physical examination until the waiver, ED, or ETP is approved. All waiver requests for an individual will be submitted at one time. The waiver authority will enter approvals or disapprovals in AFRISS.

3.3. Eligibility Determinations (ED). An ED is the formal process by which approval authorities review circumstances that place doubt on an otherwise qualified applicant's suitability. EDs include the following:

3.3.1. Moral eligibility determinations (MED), as described in **paragraph 3.18**.

3.3.2. Enlistment eligibility determinations (EED), as described in **paragraph 3.19**.

3.3.3. Drug-related eligibility determinations (DRED), as described in **paragraph 3.22**.

3.3.4. Dependency eligibility determinations (DED), as described in **paragraph 3.24**.

3.3.5. Financial eligibility determinations (FED), as described in **paragraph 3.26**.

3.4. Exceptions to Policy (ETP). ETPs are exceptions to a standard Air Force publication (AFI, AETCI, AFRSI, etc.) or an approved policy memorandum. An ETP is a formal process by which authorized approval authorities review <u>exceptional</u> circumstances surrounding an applicant's disqualifying factor for enlistment or commission. ETPs are rare. Consider an ETP when an AF need may go unmet and/or a compelling/sufficient mitigating circumstance exist to clearly justify an ETP.

3.5. Waiver and ED Procedures. Waivers and EDs are judgment calls. As such, documents submitted must provide the facts and background information necessary for the waiver approval authority to make informed decisions. It is good practice to include other documents in AFRISS that reflect the applicant's moral history along with a good "word picture," describing facts

behind the applicant's circumstances. Approval authorities will document favorable or unfavorable determinations in AFRISS for both EA, HP and LO program applicants. Waivers, EDs, and ETP requests for an individual will all be submitted at one time. Squadrons will retain original documents for waivers being sent to approval authorities above squadron level.

3.6. Validity and Waiting Periods. Waivers, EDs, and ETPs are valid as follows: EA—for as long as the applicant is job committed; HP—for 12 months after approval; and BOT —for 6 months and/or two selection boards. BOT and HP waivers will remain valid until EAD for selects. Disapproved waivers, EDs, and ETPs may be resubmitted 6 months after disapproval if significant mitigating data was not considered in the original request; the recruiter may resubmit the waiver, ED, or ETP within the 6-month waiting period.

3.7. Approval Authorities. Only approval authorities (commanders, vice commanders, deputy commanders, HQ AFRS/RSOP, HQ AFRS/RSOC, HQ AFRS/RSO, HQ AFPC/DPS, HQ AFPC Enlisted Accessions, and HQ USAF/A1P) may render decisions on waivers, EDs, and ETPs. The AFRS/CC is the final approval authority for all PS officer waivers, ED's, and ETP's. Approval authorities at any level may approve or disapprove the request, even if they are not the final approval authority. If the approval authority is not available, elevate the request to the next higher level of command. Approval authority will not be delegated to a lower level.

3.8. Definitions. The following terms have precise meanings in the context of this instruction:

3.8.1. **Dependents (Family Members).** For accession purposes, the following terms define dependents:

3.8.1.1. A spouse.

3.8.1.2. Natural children (born in or out of wedlock) of, or children adopted by, an applicant who are unmarried and under 18 years of age, regardless of whether the applicant has physical or legal custody. For male applicants, the term "natural child" includes any child or live fetus claimed by the applicant or determined to be his, by a court order (legal). "Joint custody" is considered legal or physical custody. For natural children, if the applicant can furnish proof of permanent transfer of legal custody of minor dependents to another individual as a result of adoption (if actual transfer of custody has occurred), the children are not considered dependents for accession purposes.

3.8.1.3. Stepchildren (a spouse's children from a former relationship) under 18 years of age, whether or not they reside with the applicant.

3.8.1.4. Any person under 18 years if age whom the applicant or spouse claims as a dependent, whether or not the applicant or spouse has custody.

3.8.1.5. Any person over 18 years of age incapable of self-care for whom the applicant or spouse has assumed responsibility for care.

3.8.2. **Adjudicating Authority.** Any government official who is empowered to make findings or determinations concerning alleged criminal offenses (adult and juvenile) and establish responsibility for commission of the offense. Examples include judges, courts, magistrates, prosecutors, hearing officers, commanders (for Article 15 actions, suspension of dependent privileges, or similar actions), probation officers, juvenile referees, and parole officers or boards.

3.8.3. **Conviction.** The act of finding a person guilty of a crime, offense, or other violation of the law by an adjudicating authority. Includes fines and forfeiture of bond in lieu of trial.

3.8.4. **Adverse Adjudication (Adult or Juvenile).** A finding, decision, sentence, or judgment that was other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal or is dismissed after a certain period of time, drops the charges, acquits, or the records are later expunged, the adjudication is still adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is also adverse adjudication. If a person is charged and convicted of violating any federal (including UCMJ offenses), state, or municipal law or ordinance, that conviction is considered an adverse adjudication. The following is an example of a situation where there was no adverse adjudication: A shoplifter who is reprimanded and required by the on-scene police officer, store security guard, or manager to pay for the item before leaving the store has not been found guilty, convicted, or adversely adjudicated because no legal proceedings were instituted.

3.8.5. **Restitution.** Any compensation in time, labor, or money for the adverse effects of an offense limited to agreements resulting from judicial or prosecutorial involvement. For example, an individual is adversely adjudicated for vandalism and is ordered to replace or repair the damaged property.

3.8.6. **Self-Admitted Offenses.** Offenses voluntarily disclosed by an applicant when he or she was never exposed to a formal legal proceeding. Although self-admitted offenses are not to be treated as an admission of guilt, they may require an ED.

3.8.7. **Restraint.** Legally imposed restrictions, such as confinement, suspended sentence of confinement, parole, probation (supervised or unsupervised), work detail, pretrial conditions, restrictions from freedom of movement, periods of imposed community service, or required reporting to or supervision by a probation officer or other official. Being barred from a military installation or the facilities on the installation is also restraint. Do not process an applicant who is under restraint. A 90 day waiting period is required following release from restraint (**paragraph 3.16**). (***Exception:*** Completion of community service, suspended sentences for minor traffic offenses, and restraint for offenses that do not require a waiver, do not require the 90 day waiting period.) Unconditional suspension of sentences and paid or suspended fines are not restraints.

3.8.8. **Criminal History Information.** The applicant is the primary source of information about criminal activities and law violations. Record all law violations (to include juvenile and minor traffic offenses regardless of disposition) in AFRISS. Review any court documents the applicant can provide and include legible copies with the waiver, ED, or ETP, if appropriate.

3.9. Categories of Moral Offenses. Quality and the good of the Air Force must be the overriding factor in the submission and approval of moral waivers. The following categories list offenses differentiated by degrees of seriousness:

3.9.1. **Category 1 offenses** (**paragraph 3.10**). Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver or law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being

dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting a major misconduct granted by AFRS/CC or CV.

3.9.2. **Category 2 offenses** (**paragraph 3.11**). Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced or law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a major misconduct waiver granted by AFRS Group or Deputy Group CC.

3.9.3. **Category 3 offenses** (**paragraph 3.12**) are serious offenses. Only a squadron commander or higher may waive a conviction for these offenses.

3.9.4. **Category 4 offenses** (**paragraph 3.13**) are less serious offenses. Two convictions in the last 3 years or three or more convictions in a lifetime require a waiver by a squadron commander or higher for entry into the Air Force.

3.9.5. **Category 5 offenses** (**paragraph 3.14**) are traffic offenses. Six or more convictions in any 365-day period in the last 3 years require a waiver by a squadron commander or higher for entry into the Air Force.

3.10. Category 1 Moral Offenses. **Figure 3.1** contains a list of offenses to use as a guide for this category. Consider a violation of a similar nature or seriousness as a Category 1 offense. A conviction or adverse adjudication for one or more of the offenses in Figure 3.1 is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by the AFRS/CC or CV.

Figure 3.1. Category 1 Moral Offenses.

Aggravated assault with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as an adult only).
Bribery (adjudicated as an adult only).
Burglary (adjudicated as an adult only).
Carnal knowledge of a child under 16 years of age.
Extortion (adjudicated as an adult only).
Indecent acts or liberties with a child under 16 years of age, molestation.
Kidnapping, abduction.
Manslaughter (includes voluntary and vehicular).
Murder.
Perjury (adjudicated as an adult only).
Rape.
Robbery (adjudicated as an adult only).

3.11. Category 2 Moral Offenses. **Figure 3.2** contains a list of offenses to use as a guide for this category. Consider a violation of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds 1 year. A conviction or adverse adjudication for one or more of the offenses in Figure 3.2 is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a group commander or deputy commander.

Figure 3.2. Category 2 Moral Offenses.

Aggravated assault with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as a juvenile only).
Arson.
Attempting to commit a felony.
Breaking and entering a building with the intent to commit a felony.
Bribery (adjudicated as a juvenile only).
Burglary (adjudicated as a juvenile only).
Carrying a concealed firearm or unlawful carrying of a firearm.
Child pornography offenses.
Conspiring to commit a felony.
Criminal libel.
DUI or DWI: driving under the influence of, or while intoxicated or impaired by, alcohol or drugs.
Embezzlement.
Extortion (adjudicated as a juvenile only).
Forgery: knowingly uttering or passing a forged instrument (except for altered identification for purchase of alcoholic beverages).
Grand larceny.
Grand theft.
Housebreaking.
Indecent assault
Involuntary manslaughter.
Leaving the scene of an accident (hit and run) involving personal injury.
Looting.
Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.
Mail: depositing obscene or indecent matter (including electronic or computerized e-mail or bulletin board systems and files).
Maiming or disfiguring.
Marijuana: simple possession or use.

Negligent homicide.
Pandering.
Prostitution or soliciting to commit prostitution.
Public record: altering, concealing, destroying, mutilating, obliterating, or removing.
Riot.
Selling, leasing, or transferring a weapon to a minor or unauthorized individual.
Sexual harassment.
Willfully discharging firearms so as to endanger life or shooting in public place.

3.12. Category 3 Moral Offenses. **Figure 3.3** contains a list of offenses to use as a guide for this category. Consider violations of a similar nature (boating, aviation, recreational vehicle offenses, etc.) as Category 3 offenses. In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds 4 months, but not more that 1 year. Conviction or adverse adjudication for one or more of the offenses in **Figure 3.3** is disqualifying for Air Force entry. Waivers for these offenses must be approved by a squadron commander.

Figure 3.3. Category 3 Moral Offenses.

Assault (simple).
Breaking and entering a vehicle.
Carrying a concealed weapon (other than firearm), possession of brass knuckles.
Check: $50 or less, insufficient funds, or worthless.
Check: insufficient funds (amount more than $50, worthless, or uttering with intent to defraud or deceive).
Conspiring to commit a misdemeanor.
Contempt of court (including nonpayment of child support or alimony required by court order).
Contributing to the delinquency of a minor (including purchase of alcoholic beverages)
Desecration of a grave.
Discharging a firearm through carelessness or within municipal limits.
Drunk in public, drunk and disorderly, public intoxication.
Failure to stop and render aid after an accident.
Indecent exposure.
Indecent, insulting, or obscene language communicated directly or by telephone.
Killing a domestic animal.
Leaving the scene of an accident (hit and run) involving no personal injury.
Liquor or alcoholic beverages: unlawful manufacture or sale.
Malicious mischief.
Removing property under lien or from public grounds.

Resisting, fleeing, or eluding arrest.
Shooting from a highway or on public road.
Shoplifting, larceny, petty larceny, theft, or petty theft (committed at age 14 or older or stolen goods valued over $50).
Stealing property or knowingly receiving stolen property.
Unlawful or illegal entry.
Unlawful use of long distance telephone lines or any electronic transmission method.
Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another.
Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent. If the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft—auto (Category 2).

3.13. Category 4 Moral Offenses. **Figure 3.4** contains a list of offenses to use as a guide for this category. Consider traffic violations treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful Category 4 non-traffic cases, treat similar offenses as Category 4 offenses when the maximum possible confinement under local law is 4 months or less. Two convictions or adverse adjudications in the last 3 years or three or more convictions or adverse adjudications in a lifetime are disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a squadron commander.

Figure 3.4. Category 4 Moral Offenses.

Abusive language under circumstances to provoke breach of peace.
Altered identification when intent is to purchase alcoholic beverages.
Check: $50 or less, insufficient funds, or worthless.
Committing or creating nuisance.
Curfew violation.
Damaging road signs.
Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.
Failure to appear, comply with judgment, or answer or disobey summons.
Fare evasion (including failure to pay turnstile fees).
Fighting, participating in a brawl.
Illegal betting or gambling: operating an illegal handbook, raffle, lottery, or punch board
Juvenile noncriminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward.
Liquor or alcoholic beverages: unlawful possession or consumption in a public place.
Littering of dumping refuse near highway or other prohibited place.
Loitering.

Purchase, possession, or consumption of alcoholic beverages by a minor.
Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at $50 or less).
Tobacco; unlawful possession or purchase
Trespass on property.
Unlawful assembly.
Vagrancy.
Vandalism, defacing or injuring property.
Violation of fireworks law.
Violation of fish and game laws.

3.14. Category 5 Moral Offenses:

3.14.1. **Figure 3.5** contains a list of offenses to use as a guide for this category.

3.14.2. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) *and* traffic offenses treated as minor by local law enforcement agencies as a Category 5 offense.

3.14.3. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of the location. Do not count or document any overtime parking tickets and do not count any parking tickets issued by private security firms, campus police, etc.

3.14.4. Conviction or adverse adjudication for <u>six or more Category 5 offenses in a 365-day period in the last 3 years or five Category 5 offenses and one Category 4 traffic-related offense in a 365-day period in the last 3 years</u> is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a squadron commander.

Figure 3.5. Category 5 Moral Offenses.

Blocking or retarding traffic.
Careless or reckless driving
Crossing the yellow line, drifting left of center.
Disobeying traffic lights, signs, or signals.
Driving on shoulder.
Driving uninsured vehicle.
Driving with blocked or impaired vision.
Driving with expired plates or without plates.
Driving with suspended or revoked license or without license
Driving without license in possession.
Driving without registration or with improper registration.
Driving wrong way on a one-way street.

Failure to comply with an officer's direction.
Failure to display inspection sticker.
Failure to have vehicle under control.
Failure to keep right or in proper lane.
Failure to signal.
Failure to stop or yield to a pedestrian.
Failure to yield right-of-way.
Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).
Following too close.
Improper backing.
Improper blowing of horn.
Improper passing.
Improper turn.
Invalid or unofficial inspection sticker.
Leaving key in ignition.
License plates improperly or not displayed.
Operating overloaded vehicle.
Playing vehicle radio or stereo too loud (noise or sound pollution).
Racing, drag racing, contest for speed
Seatbelt violation.
Speeding
Spinning wheels, improper start.
Zigzagging or weaving in traffic.

3.15. Circumstances To Consider in Waiver Decisions. The following mitigating circumstances should be considered in waiver decisions: immaturity attributable to age at the time of the offense, isolated nature of the conduct, circumstances surrounding the offense, and transitory conditions contributing to the conduct (divorce, serious illness or death in immediate family, etc.).

3.16. Waiting Period After Restraint or Confinement. Except for completion of community service, suspended sentences for minor traffic offenses, and restraint for non-waiverable offenses, a 90 day waiting period is required before processing an applicant following termination or completion of parole, probation (supervised or unsupervised), suspended sentence, or any period of confinement or restraint as defined in **paragraph 3.8.7**. ETPs will be sent via AFRISS through the group to HQ AFRS/RSOP.

3.17. Processing Moral Waivers, EDs, and ETPs. Requests will be processed using the appropriate AFRISS workflow. It is critical to correctly describe the applicant's circumstances in a factual and descriptive "word picture" in AFRISS because this is the approving authority's

main source of information. Omitting important facts will delay the waiver process. At a minimum, the request package should include the following forms, IMTs, and documents:

3.17.1. AFRS Form 1356, *Applicant Waiver Worksheet;* AFRS Form 1415, *Waiver Request/Authorization;* DD Form 369, *Police Record Check;* or AFRS Form 1419, *Request for Evaluation and Information;* as applicable (for law violations); copies of applicable court documents; Department of Motor Vehicles or Public Safety check (may be used for Category 5 waivers); and AF IMT 2030 (for unlawful use or possession of marijuana). (DD Form 369 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.)

3.17.2. The applicant's signed and dated handwritten statement, giving complete circumstances surrounding each Category 1, 2, 3, and 4 offense listed on AFRS Form 1415. This statement must remain with the applicant's residual file and must be transcribed in to AFRISS. **Note:** Character reference letters are optional.

3.18. Moral Eligibility Determinations (MED):

3.18.1. An MED will be completed on each applicant whose moral suitability is in question. An acquittal, dropped charge, nolle prosequi, stet processus, ACOD, delayed prosecution, expunged record, pretrial intervention (PTI) resulting in dropped or dismissed charges, or a dismissed case may not negate the significance of the underlying conduct. An MED is required when a person admits to or was charged, but not adversely adjudicated (see **paragraph 3.8.4**) (excluding findings of not guilty), for an offense or offenses that would normally require a waiver. The squadron commander is usually the approval authority.

3.18.2. In addition, an MED is required when a waiverable offense is reduced to a non-waiverable offense. For example, an applicant was charged with DUI, the charge was reduced to reckless operation, and he or she was adversely adjudicated for reckless operation.

3.18.3. To protect the Air Force's interests, MEDs are made on available information about a person's conduct rather than on the outcome of a legal proceeding. If a person is found not guilty by a court of law, then no waiver or MED is required for that alleged offense.

3.19. Enlistment Eligibility Determinations (EED):

3.19.1. Squadron commanders will evaluate EEDs for PS applicants whose eligibility is in doubt because reenlistment and separation data is not available from DMDC or a disparity exists between the data reported by DMDC and the data recorded on DD Form 214, or a MilPDS SURF.

3.19.2. HQ AFRS/RSO will evaluate EEDs for PS applicants whose eligibility is in doubt because:

3.19.2.1. Their last EPR was a 4 or lower.

3.19.2.2. Their duty AFSC is 9A200 (99005), 9A100 (99006), or A000 (99009) or any similar information found in a MilPDS SURF report.

3.19.2.3. Guard or reserve members have a pending negative disciplinary or administrative action.

3.20. Additional Law Violations:

3.20.1. When additional law violations are disclosed or acquired, the recruiter must reevaluate an applicant and all additional law violations must be added to the applicant's AFRISS file. If the violation triggers a requirement for a waiver, ED, or ETP, any previously approved waivers, EDs, or ETPs are invalidated and must be reviewed to the highest level approving authority, based on previous and/or current violation, for reevaluation (i.e., if previous approval was CAT 2 and the add-on is a CAT 3, then the Gp/CC must approve). For additions (add-ons), the recruiter or flight chief must ask the HQ AFRS help desk to reset the waiver workflow so the waiver can be resent to the waiver authority.

3.20.2. Any intermediate review authority may recommend disapproval of a higher-level waiver because of additional offenses. However, the intermediate review authority will annotate his or her comments in AFRISS and forward the workflow to the original approval authority. The applicant will not be allowed to EAD until the original approval authority makes a final determination.

3.21. Pre-service Drug Use and Drug Waivers:

3.21.1. In most cases, substance abuse is disqualifying. Self-admission of pre-service experimental marijuana (including organic or synthetic cannabis or tetrahydrocannabinal (THC)) use without exposure to legal proceedings is not automatically disqualifying. However, any use over 15 times *is* disqualifying. (Refer to **paragraph 3.22** for drug-related eligibility determinations [DRED].)

3.21.2. Officer applicants must explain pre-service marijuana use with a handwritten statement in the remarks section of AF IMT 2030, using the format described in **paragraph 3.21.4.2**. Transcribe applicant comments into AFRISS follow-up comments. Do not schedule applicants for physical processing until at least 45 days have elapsed since their last drug usage. Use of drug testing or disguising products is prohibited.

3.21.3. Arrest or apprehension for possession, sale, use, or transfer of marijuana that resulted in dismissed charges requires an MED. Arrest or apprehension for possession or use of marijuana that resulted in conviction or adverse adjudication is disqualifying and requires a Category 2 moral waiver.

3.21.4. **Table 3 1** is a guide for determining whether a drug waiver is authorized or required. AFRS-level waiver requests should be sent through the group to HQ AFRS/RSOP or HQ AFRS/RSOC (for HP/LO applicants) for coordination and preparation. These requests will be processed with the appropriate AFRISS Workflow and will, at a minimum, contain the following documents:

3.21.4.1. AF IMT 2030, AFRS Form 1356, AFRS Form 1415, and either DD Form 369 (including all law violations) or AFRS Form 1419 (including all law violations).

3.21.4.2. The applicant's signed handwritten statement that includes the complete circumstances surrounding the drug use. As a minimum, the statement must include specific drugs used, dates and circumstances surrounding each occurrence, specific reasons for the incidents, method of drug use (orally, injected, skin-popping, sniffing, etc.), effects produced by the drug (none, relaxation, irritability, time or visual perception distortion, panic, sleepiness, flashback, restlessness, loss of consciousness, increased insight, etc.), residual effects, current feelings toward drug abuse and use, and whether or not the applicant would use them again. Include any other information that would be

helpful in evaluating a waiver. The recruiter must ensure the statement is safeguarded according to the same procedures used for police record checks. This statement must remain with applicant's residual and be transcribed into AFRISS. **Note:** Character reference letters are optional.

3.21.5. Applicants with approved drug waivers will be denied classification in certain skills. Use AFRS Form 1408, *Job Screening Worksheet,* for EA applicants.

Table 3.1. Drug Waiver Conditions.

RULE	A	B	C	D
		then a waiver		
			may be approved by	
	If an applicant	**is not authorized**	**AFRS CC or CV**	**RCG CC or CD**
1	Self-admits to, is convicted of, or is adversely adjudicated for selling, supplying, or transferring marijuana	X		
2	Is psychologically dependent on, is a chronic user of, or uses marijuana after signing AF IMT 2030 (note 1)	X		
3	Self-admits to, was convicted of, or was adversely adjudicated for illegal possession, use, sale, or transfer of narcotics, cocaine, lysergic acid diethylamide (LSD), phencyclidine (PCP-"angel dust"), or any other hallucinogen or illegal drugs	X		
4	Was convicted or adversely adjudicated for illegal possession, use, sale, or transfer of amphetamines (includes "speed" and synthetics), other stimulants (for example, Ritalin®), barbiturates, prescription drugs, over-the-counter drugs, anabolic androgenic steroids, or Andro supplements	X		
5	Self-admits to illegal sale or transfer of amphetamines (includes "speed" and synthetics), other stimulants (for example, Ritalin®), barbiturates, prescription drugs, over-the-counter drugs, anabolic androgenic steroids, or Andro supplements (note 4)	X		
6	Self-admits to illegal or wrongful use of amphetamines (includes "speed" and synthetics), other stimulants (for example, Ritalin®), barbiturates, prescription drugs, over-the-counter drugs, or anabolic androgenic steroids		X	
7	Is identified during an accession DAT as a	X		

RULE	A If an applicant	B then a waiver is not authorized	C may be approved by AFRS CC or CV	D RCG CC or CD
	drug user or has a blood alcohol content of .05 or higher			
8	Self-admits to or has ever been diagnosed as an alcohol abuser and has abstained for a minimum of 2 years		X	
9	Is or was involved in a rehabilitation program regarding the use or abuse of marijuana (includes all cannabinoid substances) (note 2)		X	
10	Self-admits to illegal drug use or involvement by a member of any component of the Armed Forces while a member (includes reserve or guard). (Use or involvement must be reported to the individual's commander.)	X		
11	Was convicted or adversely adjudicated for possession of drug paraphernalia			X
12	Was convicted or adversely adjudicated for illegal possession, use, sale, or transfer of inhalants (glue, paints, thinners, aerosols, amyl or butyl nitrites, etc.)			X
13	Has reasonable doubt that he or she actually took a disqualifying drug. (note 3)		X	

NOTES:
1. A drug ETP (AFRISS Workflow) may be submitted through the chain of command to AFRS/CC in unique circumstances. The applicant's specific situation must be clearly communicated in the AFRISS (a "word picture") remarks section.
2. If medically approved by the MEPS CMO, the waiver may be submitted to the approving authority.
3. The applicant will write a statement describing the circumstances surrounding the purported ingestion of drugs, including any effects experienced. The squadron commander will determine whether a drug was actually ingested. If it is determined the drug was inadvertently taken and the squadron commander supports waiver consideration, a drug waiver, if applicable, may be forwarded through the recruiting group review and approval authority to be considered for referral to the approval authority. If it is determined the drug was not actually taken, the squadron commander will complete a DRED (paragraph 3.22).4. If an applicant admits usage of the above drugs prior to 20 January 2005 they are grandfathered and no waivers are needed

3.22. Drug-Related Eligibility Determinations (DRED):

3.22.1. As with an MED, a DRED is made on a person's conduct and actions rather than on the outcome of a legal proceeding. Complete a DRED when an applicant's suitability is in

question. Pre-service use of marijuana and any synthetic cannabis including but not limited to: Spice, K2, Genie, Yucatan Fire, more than 15 times will require a DRED at the squadron-commander level. Any use in excess of 50 times will require a DRED at the group-commander level. Before the physical exam, in order to determine if a DRED is necessary, use the number of times the applicant says he/she used marijuana/synthetic cannabis. Marijuana/synthetic cannabis use documented on the DD Form 2808, *Report of Medical Examination*, should be compared to information in AFRISS. Ensure the information in AFRISS matches the finding documented on DD Form 2808. Use the number that is documented on the DD Form 2808 to determine if a DRED is required.

3.22.2. When a person admits to (or was charged with and not adversely adjudicated) an offense or offenses that would normally require a waiver, a DRED is required. The following are some other circumstances that may warrant a DRED:

3.22.2.1. A record of arrest without conviction or adverse adjudication that resulted in dismissed or dropped charges for illegal possession, use, sale, manufacture, transfer, or transportation for sale of narcotics, cocaine, amphetamines, other stimulants (for example, Ritalin®), barbiturates, prescription drugs, steroids, LSD, PCP ("angel dust"), other dangerous drugs and hallucinogens, or possession of drug paraphernalia.

3.22.2.2. Excessive use of legal over-the-counter drugs (nonprescription) or wrongful use of non-narcotic prescription medications.

3.22.2.3. Self-admitted use or abuse or record of arrest without conviction or adverse adjudication for illegal possession, use, sale, or transfer of inhalants (glue, paints, thinners, aerosols, amyl or butyl nitrites) and others.

3.23. Dependency Waivers: (**Note:** The dependency policies in **Table 3.2** apply to existing conditions and to all changes or expected changes in marital or dependency status.)

3.23.1. The Air Force recognizes that some individuals, for personal reasons, have given up custody of a child or children. *Transferring custody of family members for the purpose of entering the Air Force is prohibited and renders the enlisted programs applicant permanently disqualified*. It is not the intent or desire of the Air Force to require any person to relinquish custody of his or her children to qualify for enlistment. Therefore, recruiting personnel must *never* counsel such applicants to intentionally change their marital or custodial status for the purpose of enlistment qualification.

3.23.2. Single member parent applicants who, at the time of initial processing for enlistment, indicate they have a child or children in the custody of the other parent or another adult will be advised and required to certify that their intent at the time of enlistment was not to enter the Air Force with the express intention of regaining custody after enlistment. These applicants must complete an AFRS Form 1328, *Statement of Understanding for Single Member Parent Having Dependent(s) in the Custody of Another*.

3.23.3. Advise applicants that, if they regain custody during their term of enlistment, they will be in violation of the stated intent of their enlistment contract. They may be subject to involuntary separation for fraudulent entry unless they can show cause, such as the death or incapacity of the other parent or custodian or a change in their marital status from single to married.

3.23.4. As a minimum, dependency waiver requests will contain the following documents:

3.23.4.1. **(All requests)** AF IMT 3010, AFRS Form 1415, and an original or authenticated copy of court orders transferring or establishing custody. If a divorce decree or court order places restrictions on the movement of a child across geographical boundaries, a notarized statement from the noncustodial parent granting permission to remove the child from the state must accompany the dependency waiver.

3.23.4.2. **(All requests)** Flight chief or flight commander interview comments or memorandum documenting the applicant interview.

3.23.4.3. *(All requests)* AFRS Form 1325, *Financial Status of Applicant;* an AFRS Form 1356; and a credit check (paragraph 3.25).

3.23.4.4. **(HP only)** A notarized statement (submitted by the applicant) containing current childcare long- and short-term arrangements to include attendance at officer training (COT or BOT).

3.23.4.5. **(NPS only)** Other evidence of custody for married applicants, when a court order establishing custody cannot be obtained and none has been or will be issued. For example, a married male applicant claims to be the parent of a child born out of wedlock to a person who is not his spouse. A sworn affidavit from the custodial party, establishing that party's unconditional custody and (if applicable) a written child support agreement, is required. This does not apply to an unmarried male applicant who has a child born out of wedlock or who is the father of an unborn child. In this case, the applicant is disqualified and ineligible for waiver consideration in his current marital and dependency status. He is considered a single member parent with legal custody of a dependent and child. For single member parents without legal or physical custody and where permanent custody of dependents has been transferred by court order, an AFRS Form 1328 is also required to be in the waiver package. **Note:** If no family members are under age 18 and/or incapable of self-care, this rule does not apply.

Table 3.2. Dependency Waiver Conditions.

RULE	A	B					
		Then a waiver					
		in an enlisted program			in an officer program		
	If an applicant	is not authorized	is not required	may be approved by	is not authorized	is not required	may be approved by
1	Is a single member parent with one or more family member incapable of self-care who does not have physical or legal custody of any family member under age 18 or more family members incapable of self-care			the group commander.		X	
2	Is a single member parent, married to a military or common law spouse, or separated from a civilian spouse and *has* physical or legal custody of family member under age 18 or incapable of self-care	X					the group commander.
3	Has a military or common law spouse or is separated from a civilian spouse and does not have physical or legal custody of family members under age 18 or incapable of self-care			the group commander.		X	
4	Is married to a civilian spouse and has physical or legal custody of two or more family members under age 18 incapable of self-care		X (for SrA or above)	the group commander (AB through A1C).		X	

3.24. Dependency Eligibility Determinations (DED): (**Note:** Each DED requires an AFRS Form 1325.)

3.24.1. **Non-prior Service (NPS).** Complete DEDs on applicants married to a civilian spouse when the spouse has two or more children, but has legal and or physical custody of no more than one child. Use an approved DED to verify that the spouse does not have legal and or physical custody of more than one child. Complete the following statement in AFRISS Workflow and forward it with the court order for the squadron commander's review: "I have reviewed the *bona fide* court order of *(applicant spouse's name)* which was filed in *(county)* of *(state)* on *(date)*. I verify that the applicant's spouse has legal custody of no more than one child. Also, I have determined that no conditions exist under which the applicant's spouse would resume custody." **Note:** Contact the host staff judge advocate in doubtful cases.

3.24.2. **Officers.** Complete a DED in AFRISS workflow when another person has legal custody of, or has adopted, an applicant's child and the applicant is unmarried, is separated, has a military spouse, or has a common-law wife. The commander will enter one of the three following statements in AFRISS to accompany the application: (**Note:** Contact the host staff judge advocate in doubtful cases.)

3.24.2.1. Statement 1: "I have reviewed the *bona fide* court order of *(applicant's name)*, which was filed in *(county)* of *(state)* on *(date)*. I verify that legal custody of this applicant's child(ren) has been awarded to another individual. I have determined it is not a joint custody and contains no restrictions under which the applicant would resume custody."

3.24.2.2. Statement 2: "I have reviewed the *bona fide* court order of *(applicant's name)*, which was filed in *(county)* of *(state)* on *(date)*. I verify that permanent transfer of legal custody of this applicant's child(ren) has been awarded to another individual as a result of adoption." **Note:** Without a court order, an applicant claiming an out-of-wedlock child must provide a sworn affidavit, attesting that he or she does not have custody. The applicant will sign the statement first.

3.24.2.3. Statement 3: "I have reviewed the sworn affidavit of *(applicant's name)* on *(date)* and have determined the applicant does not have custody of any children."

3.25. Credit Checks:

3.25.1. A credit check and financial review must be completed on all applicants 18 years and older prior to MEPS processing. A credit check and financial review is required NLT 30 days after 18th birthday for applicants who enter the DEP at age 17. Credit checks should only be accomplished on individuals the recruiter has pre-qualified to process at MEPS. Credit checks should be accomplished as part of the waiver/eligibility determination phase.

3.25.2. A credit check and financial review is required on all HP and LO applicants.

3.25.3. Credit checks and financial reviews are valid for as long as the applicant is job committed.

3.25.4. Applicants will complete AFRS Form 1325, *Financial Status of Applicant* and disclosure notice, *Fair Credit Reporting Act*, from AFRISS. HP applicants who would access in the grade of captain or higher must also complete AFRS Form 1431, *Medical Service Grade and Pay Computation Worksheet (Estimated)*, so applicable bonuses may be added to the basic compensation package.

3.25.5. The AFRS Form 1325 must show all consumer debts (usually recurring monthly) such as credit cards, child support payments, vehicle payments, bank loans, student loans that can be deferred, rent or mortgage payments, phone, cable television, and utilities. Forward the AFRS Form 1325 and signed disclosure notice, AFRS Form 1431 (if applicable), and applicant's full name, SSN, date of birth, address, marital status, and anticipated grade (and corps for HP applicants) to squadron operations by fax, e-mail, or mail.

3.25.6. Only authorized operations personnel will run credit checks. Authorized operations personnel will determine if an FED is required. Calculate the applicant's debt ratio by dividing the monthly consumer debt total by the anticipated monthly basic compensation package. Include both secured and unsecured debt.

3.25.6.1. If there is derogatory information or late payments on the credit report and/or the debt ratio exceeds 40 percent, document AFRISS indicating an FED is required. Send a copy of the report and debt-to-income worksheet to the recruiter.

3.25.6.2. Do not use (1) a spouse's income or (2) income other than the applicant's base pay, to include local area BAH, to calculate the debt ratio. If the credit check reveals significant discrepancies, a poor credit history or if the unsecured debt ratio exceeds 40 percent, processing will be stopped until the applicant has an approved FED (**paragraph 3.26**). **Note:** Include the credit check with the FED. Processing may continue if the applicant can prove the credit check is incorrect. Never provide a copy of the credit check to the applicant.

3.25.7. Applicants who have reserved a 1A831, 1N031, 1N131, 1N231, 1N330, 1N331, 1N431, 1N531, or 1N631 require a second credit check NLT 30 and NET 45 calendar days prior to EAD. Annotate in AFRISS that second check was accomplished.

3.25.7.1. MEPS Liaison will add the following statement in the remarks section of the AF Form 3007 or 3008: "I understand a new credit check will be performed NET 45 days prior to my EAD date, negative changes may disqualify me from my job. ( )"

3.25.7.2. Review AF Form 1408 with the applicant; determine if qualifications remain the same. If disqualified immediately cancel the applicant's reservation.

3.26. Financial Eligibility Determinations (FED):

3.26.1. A FED contains an AFRS Form 1325 with a signed disclosure notice; an addendum to AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component;* AFRS Form 1431 (if applicable); and a credit check. (AF Form 24 is prescribed in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force.* Refer to that publication for guidance on filling out this form.)

3.26.2. Commanders may require an applicant's explanation of financial problems to be entered into his or her AFRISS record. Spousal and other income may be considered in a FED. FED processing may be interrupted until the applicant can prove financial problems are cleared.

3.26.3. A FED is required when an applicant:

3.26.3.1. Has filed for or been declared personally bankrupt.

3.26.3.2. Has had bills turned over to a collection agency (after age 18).

3.26.3.3. Has had a repossession (not voluntary) in the past 5 years.

3.26.3.4. Has intentionally written bad checks.

3.26.3.5. Has debt ratio that exceeds 40 percent.

3.27. Other Waiverable Conditions and Procedures.

3.27.1. Waiver requests on an applicant with previous service will be accompanied by one legible copy of his or her undeleted DD Form 214 or 215, NGB Form 22, or discharge order from reserves, as appropriate. If the applicant is a member of an ARC component, include a DD Form 368 (with expiration date) and AF Form 526 or MilPDS SURF. If the applicant is a

member of a sister-service reserve component, include DD Form 368 (with expiration date) and a legible statement of service from that personnel section. These requirements do not apply if the previous military service history is DEP only. See **Table 3.3** for other waiverable conditions.

Table 3.3. Other Waiverable Conditions.

RULE	A If applicant requires a waiver of	B then submit copies of the following forms or documents and	C through chain of command to	D Notes
1	Physical standards (HQ AETC/SGPS waiver)	SF 88 (1) and SF 93 (1) or DD Form 2807-1 (1) and DD Form 2808 (1); medical records (1); x-rays, if required; and HQ AETC/SGPS waiver cover memo	HQ AETC/SGPS (mail directly).	1, 2
2	A medical discharge that existed prior to service (EPTS) (except EPTS pregnancy, use rule 3.In most cases an EED will also be required)	SF 88 (1) and SF 93 (1); or DD Form 2807-1 (1) and DD Form 2808 (1); descriptions of defects responsible for discharge; medical board report and all other medical records relating to the condition; a list of occupations since discharge; and the reason for the change		3, 4
3	A previous military service disqualification because of a reason in a Table 1.1 restriction (to include UCMJ actions)	Full justification in the remarks section of the applicant's AFRISS Workflow; proof the discharge condition no longer exists; AFRS Form 1325; and credit check (if the discharge was based on financial reasons or applicant required an FED)	HQ AFRS/RSO.	3, 4
4	An AFQT/AFOQT score waiver (verbal and/or quantitative)	Full justification in the remarks section of the applicant's AFRISS Workflow		3
5	His/ her age (for BOT, COT, or HP) (when authorized in this instruction)	Full justification in the remarks section of the applicant's AFRISS Workflow with supporting documentation	HQ AFPC/DPSI.	
6	Prior disenrollment from a commissioning source	DD Form 785 and full justification in the remarks section of the applicant's AFRISS Workflow, including SF 88 and 93 (or DD Forms 2807-1 and 2808) and DD Form 368 (with expiration date) as required	HQ AFRS/RSO.	3, 5
7	Other conditions not covered by rules 1 through 6	Full justification in the remarks section of the applicant's AFRISS Workflow, indicating the circumstances requiring waiver and all supporting documentation	the appropriate office, depending on the waiver.	2, 3

NOTES: 1. An original and two copies of the physical are required for BOT applicants. Also refer to current PGMs. A copy of the physical is required for each EA applicant.
2. An EA ETP for an AFSC physical or ASVAB aptitude score requirements (mechanics, administrative, general, electronic) will be processed through the chain of command to HQ AFPC Enlisted Accessions. The following source documents must accompany the ETP: a signed, legible applicant statement requesting the ETP with a justification of why the ETP should be approved and a copy of appropriate sources documents (MEPS physical, transcripts, ASVAB scores, DD Form 214, resume, etc.). HQ AFPC, in turn, will coordinate with appropriate agencies (HQ AETC/SG, career field managers, etc.) for approval or disapproval. Applicants will be told that this process will take approximately 30 to 45 days. 3. Approval authorities will document approval or disapprovals in AFRISS. 4. The applicant should provide copies of all documents received at separation or discharge (BMT record, medical record, counseling forms, entrance physical standards board proceedings, recommendation for separation memorandums, etc.). Documents should verify the reason for separation or discharge as stated in the applicant's statement and DD Form 214 or 215. (Uncertified, legible copies are acceptable.) 5. This applies to BOT and COT applicants only. If DD Form 785 cannot be obtained, then acquire an official memorandum from the commissioning source stating the reason for disenrollment, when the applicant participated in the program, and a recommendation statement for future commissioning will suffice. Applicants who are disenrolled from USAFA or AFROTC, and are pending recall to Active Duty, are ineligible to apply. **No Waiver required -** If applicant was enrolled in AFROTC, but not on contract, request a verification memorandum from the applicant's ROTC detachment and place a copy of the memorandum in the brown folder of the application. Ensure the applicant provides an explanation on the AF IMT 56, page 7, Continuation Sheet, stating applicant was not on contract, and why the applicant chose not to continue in the commissioning program (be specific). If AFROTC detachment cannot locate records, contact HQ AFROTC, Disenrollment Section, at (334) 953-6463 (or 0263, 3286, 7781). DSN prefix is 493. No waiver is required for NPS applicants, but, a completed DD Form 785 is required for the application.

3.28. Fraud File. Applicants who have previously been denied enlistment, commissioning, or appointment in the Air Force will have their dispositions entered in AFRISS. (**Note:** The PROMIS fraud file is no longer maintained.) Enter disqualifying comments in AFRISS on applicants who fail the DAT or receive disapproved exceptions, an unfavorable eligibility determination (ED), or disapproved waivers for moral violations, drugs, or dependency status. Applicants determined disqualified on initial prescreening (during interview or medical review) will be entered into AFRISS to deter Air Force Recruiting Office (AFRO) or MEPS "jumping". Entries in AFRISS are visible command wide. There will be no changes in AFRISS to disqualified applicant records without HQ AFRS/RSO approval.

3.29. Waiver Codes. Use table 3,4. to ensure the appropriate OSD waiver code(s) is annotated on DD Form 1966, Record of Military Processing – Armed Forces of the United States. Manually enter OSD waiver code(s) if it is not automatically produced by AFRISS. If there are no OSD waiver codes required, leave both sections blank.

3.29.1. Conduct and dependency codes – enter into block 18 (f). Validate and/or update prior to EAD.

3.29.2. Medical codes – enter into blocks 17 (h) and 18 (f). Validate and/or update prior to EAD.

Table 3.4. OSD Enlistment Waiver Codes.

Dependency Codes	
BBA	Dependency due to number of DEPENDENTS WAIVER granted by HQ AFRS
BBD	Dependency due to number of DEPENDENTS WAIVER granted by AFRS Group
Conduct Codes	
Major Misconducts - 400	
DEA	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver granted by HQ AFRS
DEB	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in an adult major misconduct waiver granted by HQ AFRS
DFA	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a juvenile major misconduct waiver granted by AFRS Group
DFB	Law violations of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a juvenile major misconduct waiver granted by AFRS Group
Misconducts – 300 **Requires two or more offenses**	
DDA	Law violations of MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a misconduct waiver granted by the appropriate AFRS Squadron Commander
DDB	Law violations of MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, or some other diversion program where conditions were placed on the violator resulting in a misconduct waiver granted by the appropriate AFRS Squadron Commander
Non-traffic offenses – 200 **Requires 5 or more offenses or 1 misconduct & 4 non-traffic offenses**	
DCA	Law violation of one MISCONDUCT offense(s) and four NON-TRAFFIC offenses that were adversely adjudicated waiver granted by AFRS Squadron
DCB	Law violation of five or more adversely adjudicated NON-TRAFFIC offense(s) waiver granted by AFRS Squadron
Medical Codes	
HAA	Medical disqualification height waiver
HBA	Medical disqualification weight waiver
HCA	Medical disqualification waiver

3.30. Use of DD Form 369 or AFRS Form 1419. The use of this form or form is mandatory when an applicant admits to a potentially disqualifying offense or when the recruiter or MLS has reason to doubt the applicant. When using this form mail it only to the locations where the offenses occurred, including overseas US military installations. (Do not send the form to foreign law enforcement agencies.) When mailed, record the date in AFRISS. If authorities refuse to honor the form or there is no reply within 21 days, annotate AFRISS and rely on the information provided by the applicant to determine eligibility and further processing action.

Chapter 4

MILITARY ENTRANCE PROCESSING STATION (MEPS) PROCEDURES

4.1. Overall Responsibilities. Squadron operations flight commander and flight chief are responsible for effectively managing the AFRS liaison staff assigned to the MEPS. The MEPS liaison supervisor (MLS) reports to the operations flight chief, who will ensure the MLS establishes an operating instruction (OI) governing liaison NCO (LNCO) job responsibility. All other OIs will be developed at the squadron operations flight chief's discretion, where needed, to enhance management effectiveness. Air Force MEPS LNCOs will serve as the liaison between the AFRS squadron, field recruiting force, AFRC and ANG recruiters, and USMEPCOM staff.

4.2. MLS and LNCO Responsibilities. Each MLS and LNCO will:

4.2.1. Maintain and be knowledgeable of AFI 36-2002, AFRSI 36-2001,AFI 36-2605, DODI 6130.03, AETCI 24-101, and all applicable PGMs and USMEPCOM regulations, including 40-1, 601-23, and 715-4, *Applicant Meals and Lodging Program.* **Note:** The USMEPCOM regulations are available at **http://www.mepcom.army.mil/publications/index.html.**

4.2.2. Provide timely MEPS processing orientation training to newly assigned field recruiters and provide documentation for training records.

4.2.3. Provide the squadron operations flight chief and MEPS operations officer a copy of signed complaints regarding MEPS processing, lodging, and dining facilities.

4.2.4. Assist ARC and ANG recruiters with applicant scheduling and processing as it applies to ASVAB testing, physical examinations, coordination of temporary or permanently disqualified applicant actions with the recruiter, distribution of high school ASVAB lists, and arrangement of applicant billeting.

4.2.5. Advise the squadron operations flight chief or flight commander of issues needing attention by the Inter-service Recruitment Committee (IRC).

4.2.6. Monitor transportation requests, perform audits, and certify the total count and charges for applicant meals and lodging (AETCI 24-101).

4.2.7. Coordinate with the operations flight chief to determine if a Recruiter Avoidable Loss (RAL) has occurred. Any disqualifying factor should be considered a RAL if it prevents or delays an applicant's processing into the DEP or entry on the qualified and waiting list that, under normal circumstances, should have been discovered or corrected by the recruiter. RALs will be tracked in AFRISS.

4.2.7.1. RALs include administrative rejections, moral or drug disqualifications, medical temporary disqualifications, and those who are over their Maximum Allowable Weight (MAW) or who failed their Body Fat Measurement (BFM). Most RALs will be reported during initial processing with the exception of overweight applicants, who should be reported when discovered. In most cases, applicants who refuse reservations will be counted as RALs.

4.2.7.2. When the avoidable loss report is used for recruiter accountability, count those who fail to show at the MEPS (no-shows). However, commanders may grant exceptions to this if they determine the loss was clearly not the fault of the recruiter. When using the

avoidable loss report for fiscal accountability, do not count no-shows unless meals, lodging, or transportation were involved.

4.2.7.3. When a dispute or conflict occurs, squadron commanders will use their authority to determine if an RAL actually occurred. If clarification is needed for any unusual circumstances, they will consult group operations for assistance. When it is determined an RAL has occurred, MLSs or LNCOs provide the information to squadron operations for input into AFRISS.

4.2.8. Establish a two-person QC check to validate applicant enlistment data and eligibility factors. Complete the initial QC check before processing the applicant (and prior to his/her travel). Complete an additional QC check at least 15 workdays prior to EAD date, using AFRS Form 3, *AFRS 15-Day QC Checklist*. **Note:** The operations flight chief may grant an exception (in writing) to the two-person QC check only when extreme circumstances exist.

4.2.9. Review all AFRISS records prior to DEP, job reservation, and RegAF enlistment. Before certifying the DD Form 4 and DEP enlistment, compare information on AFRS Form 1326, *Prior Service/Reserve Data*, or AFRS Form 1371, *Nonprior Service Data*, as applicable, against the applicant's AFRISS record and all enlistment source documents or certified copies of source documents.

4.2.10. Perform a QC check on the MEPS enlistment files breakdown daily to ensure the distribution of enlistment records is in accordance with **paragraph A16.1**. USMEPCOM - Service Liaison Accession Package Breakdown Checklist US Air Force and USMEPCOM Reg 601-23.

4.2.11. Ensure AFRS Form 1348, *Case File Checklist*, and copies of all enlistment forms and applicant documents are kept at the Air Force MEPS liaison office for 90 days after EAD.

4.2.12. Ensure applicant applications are disposed of according to the Air Force RDS, Table 36-10. Destroy applications by tearing them into pieces or shredding them to destroy record content.

4.2.13. **(For MLSs)** Provide applicant processing instructions to assigned LNCOs to ensure applicants understand their enlistment options.

4.2.14. **(For LNCOs)** Build an accurate applicant record in AFRISS prior to a job reservation, as follows:

4.2.14.1. Validate each document to determine if any disqualifying information has been revealed and resolve questionable information before processing continues. This includes ensuring the CMO has addressed all items marked "yes," "no," or "don't know," as applicable, in items 10 through 22 of the SF 93 <u>or</u> "yes" or "no," as applicable, in items 10 through 28 of the DD Form 2807-1. There must be physician remarks in item 30 of the DD Form 2807-1 addressing these items.

4.2.14.2. When conducting an applicant interview, print out the enlistment forms from AFRISS and go over them with the applicant, obtaining signatures where needed. Brief the applicant concerning the following items, as applicable:

4.2.14.2.1. Special testing.

4.2.14.2.2. The difference between the Aptitude Index (AI) and the GTEP.

4.2.14.2.3. Enlistment bonuses and other enlistment options.

4.2.14.3. Provide applicants with a copy of all their DEP and AD enlistment agreements to include their job reservation summary.

4.2.14.4. Determine the SJC prior to a job reservation based on the applicant's responses during the interview when filling out the AFRS Form 1408. If a reservation is canceled or additional information is provided, review the form, reaccomplish if necessary, and destroy the previous form. **Note:** At the discretion of the MLS, an SJC may be upgraded due to passage of time if the current reservation has been canceled or the applicant did not have a reservation.

4.2.14.5. On completion of the applicant interview, document applicant preparation, application discrepancies, and documents required for AD. Additionally, document in AFRISS any item that requires a follow-up by the recruiter. **Note:** In the event AFRISS becomes unavailable for an extended period of time, you may use AFRS Form 1349, *MEPS Quality Control Results,* to document any case file or applicant discrepancies.

4.2.15. Process all EA class III modified flying physicals according to DODI 6130.03 and AFRS PGMs.

4.2.16. Ensure applicants understand special enlistment requirements, as applicable.

4.2.17. To ensure no misunderstandings prior to the MLS interview and DEP, ask the applicant the following questions:

4.2.17.1. Is there anything in the agreement you do not understand?

4.2.17.2. Is there anything you discussed with the recruiter that is not included in the enlistment agreement?

4.2.18. Ensure applicants understand that no changes will be made to the enlistment agreement, term of enlistment (TOE), GTEP, or AI after RegAF enlistment.

4.2.19. Should issue every new member of the DEP an AFRS Form 52, *Delayed Entry Program Membership Card*, when he or she swears into the DEP at the MEPS. When the card is issued, the DEP member will sign a statement of understanding that explains his or her responsibilities. The signed statement will be kept in the individual's residual file at the MEPS.

4.3. Enlistment in the DEP. The MLS or LNCO will:

4.3.1. For qualified applicants entering the DEP without a job reservation, complete the following:

4.3.1.1. Complete AF Form 3005, as follows:

4.3.1.1.1. Label it as Annex C to the DD Form 4.

4.3.1.1.2. Complete Section I (Items A and C), Section II, and Section III. Ensure the applicant's signature is the same as the name typed in the name block.

4.3.1.1.3. Line out Section I, Item B, and have the applicant initial it.

4.3.1.1.4. Select the following AFRISS-generated statement for automated input in Section I, Item D and have the applicant initial it:

"I understand that the Air Force will try to reserve me a job for which I am qualified. If my choices are not available, I may offer additional choices or elect discharge from the Delayed Enlistment Program."

4.3.1.2. Complete DD Form 4, as follows:

4.3.1.2.1. Ensure the EAD date is 365 days from the DEP date.

4.3.1.2.2. After a job reservation is made, ensure the new contract is Annex A, which supersedes Annex C.

4.3.1.3. Complete DD Form 1966, as follows:

4.3.1.3.1. Enter "9T000" in Item 17f.

4.3.1.3.2. Complete Items 31, 32, and 33 before enlistment in DEP or RegAF, whichever is first. Complete item 32 as follows: "Enlistment grade *(E-1, E-2, E-3, etc.)*, TOE *(4 to 6 years)*, or no specific option."

4.3.2. For applicants with a job reservation, but not in DEP, complete enlistment agreements on DEP-ineligible applicants (that is, applicants currently holding inactive or active reserve or guard status). This applies to individuals physically at the MEPS. If the applicant is not at the MEPS and not DEP eligible, complete Section 1 (to include the remarks section) of the appropriate AF Form 300X-series enlistment agreement, E-mail or mail reservation agreements (AF Form 300X-series) with a Request for Completion of Enlistment Agreement (Attachment 11) to the flight or recruiter within ***10 workdays*** of the reservation date. Suspense for not more than ***30 calendar days*** from date sent. ***Note:*** Applicants will only be reserved jobs for which they are qualified and have selected as a preference. Job choices must be documented. They will not be booked and then "sold" to applicants.

4.3.3. For applicants who are reserved jobs after they leave the MEPS, e-mail or mail new reservation agreements (AF Form 300X-series) with a Request for Completion of Enlistment Agreement (Attachment 11) to the flight or recruiter within ***10 workdays*** of reservation date and suspense the agreements for not more than ***30 calendar days*** from date sent. **Note:** "AF Form 300X-series" is a reference to AF Form 3005, 3006, 3007, or 3008, as applicable.

4.3.4. If DEP-eligible applicants are not present at the MEPS, suspense them for DEP enlistment and contracting within ***30 calendar days,*** if economically possible as determined by the squadron operations flight chief. If these applicants are not enlisted in DEP within 30 days, contact the squadron operations flight chief for instructions and document a memorandum for record (MFR) of the directed action in the applicant's AFRISS record.

4.3.5. Inform applicants that they are entering into a legal contract that can only be terminated if they become disqualified or receive approval for discharge.

4.3.6. Ensure applicants understand their responsibility to inform their recruiter of any moral, physical, dependency, or other change that could affect their eligibility for RegAF enlistment.

4.3.7. Verify the applicant's GTEP qualifications against TTMS-JM requirements and AFRS manual QC PGM. Compare the actual data against the applicant's AFRISS record based on

the applicant data or QC report. Also validate the applicant's qualifications with this instruction and AFI 36-2002.

4.3.8. Ensure AI enlistees understand BMT classification and assignment procedures and the fact that no guarantees to the number or variety of available jobs may be given.

4.4. DEP Discharges. Chapter 2, **paragraph 2.40**, provides specific program policy guidance. In addition, the MLS will:

4.4.1. Forward the enlistment application to squadron operations on DEP discharges as soon as the job reservation is canceled.

4.4.2. On receipt of the DEP discharge package from the squadron, complete USMEPCOM Form 680-3A-E as follows:

4.4.2.1. Enter the applicant's SSN and name in appropriate blocks.

4.4.2.2. In bold letters across the face of the form, write or stamp, **"DISCHARGED FROM DEP EFFECTIVE *(date)*, REASON *(code)*."** Enter the date in YYYYMMDD format and enter the discharge (reason) code from **Table 4.1**.

Table 4.1. DEP Discharge Codes.

LINE	A Code	B Reason for Discharge
1	ZAA	Medical disqualification—EPTS
2	ZAB	Medical disqualification—non-EPTS
3	ZAC	Pregnancy
4	ZAD	Death
5	ZBA	Moral disqualification—EPTS
6	ZBB	Moral disqualification—non-EPTS
7	ZBC	Apathy or personal problems
8	ZBD	Refused to enlist—separate action initiated
9	ZBE	Did not report on date scheduled for AD—separate action initiated
10	ZBF	Concealment of PS
11	ZCA	Dependency disqualification
12	ZCB	Marriage
13	ZCC	Personal hardship
14	ZDA	Failure to graduate from high school
15	ZDB	Pursuit of higher education
16	ZEA	Enlisted in another service
17	ZEB	Recruiting error
18	ZEC	Enlistment misunderstanding
19	ZED	No longer qualified for option and declines alternate
20	ZFA	Other reason
21	ZKC	Enlistment into another component of the same service
22	ZZZ	For USMEPCOM use only

4.4.3. Ensure the following documents are sent to the MEPS processing section for filing:

4.4.3.1. USMEPCOM Form 680-3A-E completed according to **paragraph 4.4.2**.

4.4.3.2. Copy of discharge order.

4.4.3.3. Original SF 88 and 93 *or* DD Form 2807-1 and 2808.

4.4.3.4. DD Form 4.

4.5. Enlistment in the RegAF. Applicants will be processed through the MEPS as follows:

4.5.1. Properly verified documents other than INS Form I-551 or valid driver's license, if needed for specific GTEP AFSC, need not be re-verified on AD date.

4.5.2. Changes in applicant status must be properly documented on applicable forms or re-accomplished if necessary.

4.5.3. US citizen applicants who legally change their name will show the court order, marriage certificate adoption papers, etc., as proof of their name change. (This also applies to US citizens who want to enter the Air Force under a different name as documented on their SSN card).

4.5.3.1. The LNCO will ensure the following documents are changed accordingly: DD Form 1966; DD Form 4, Copy 3; DD Form 2807-1; DD Form 2808; AF Form 1034, AF IMT 1034, *Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve*; AF Form 300X series (AF Form 3005, 3006, 3007, or 3008, as applicable); and DD Form 2863, *National Call To Service (NCS) Election Of Options.* (AF IMT 1034 is prescribed in AFI 36-2002. Refer to that publication for guidance in filling out this IMT.)

4.5.3.2. The applicant's signature must be the same as the name typed in the name block.

4.5.3.3. Complete DD Form 4 according to USMEPCOM Reg 601.23.

4.5.3.4. On DD Form 1966, Page 1, Section 1, Block 2, enter "Name change, see Section VI." On page 4, Section VI, enter "Name was legally changed by *(state reason)*."

4.5.4. The MLS or LNCO will complete DD Form 1966, page 3, Section V, Item 34, at the time of the final certification interview.

4.5.5. *After* the enlistment oath is administered, the MLS or designated representative will review the application and confirm enlistment in AFRISS.

4.5.6. The MLS or LNCO will ensure each enlistee is given a copy of his or her enlistment orders prior to departing the MEPS to hand-carry to the BMT center. (Give enlistment packets to the group leader.) MLS or LNCO will brief group leader to deliver all enlistment packets to BMT personnel. If there is an emergency or condition where an enlistee will not arrive at BMT with the group, the group leader must brief BMT personnel immediately about the missing trainee with as much information as possible.

4.5.7. The MLS or LNCO will instruct enlistees to report, upon arrival, to the San Antonio International Airport's Military Reception Center. Additionally, for those enlistees who will arrive after 2200 central time, the MLS will coordinate with the local MEPS transportation section to ensure contact has been made with 737 TRSS/TFFV (BMT Reception Center),

Lackland AFB TX DSN 473-4593, 3024 or 3069, commercial (210) 671-4593, 3024, or 3069. The place of origin, number of enlistees, carrier name and flight number, and scheduled time of arrival is required. If the BMT Reception Center cannot be contacted, the liaison will call contact AFRS/RSOPB. If neither can be reached, make contact the next duty day.

4.5.8. After the applicant has left the MEPS, but within 1 workday, the MLS or LNCO will send any identified discrepancies to the gaining MPF and HQ AFPC/DPSIR, 550 C Street West, Suite, 20, Randolph AFB TX 78150-4722. Ensure the applicant's SSN is included in the report. In cases where the applicant's initial assignment is BMT, send an information copy to HQ AFRS/RSOPQ, Bldg 5725, Rm 114, Lackland AFB TX 78236-5000.

4.5.9. HQ AFRS/RSOP will approve requests for enlistment. Shipping to BMT on a Monday or Friday must be approved by HQ AFRS/RSOP prior to applicant shipping. The MLS is authorized to send a message directly to HQ AFRS/RSOP and ensure squadron and group operations are included in the message.

4.5.10. **If an Airman swears in and is subsequently disqualified or refuses to ship to basic training, the MLS will:**

4.5.10.1. Notify AFRS/RSOPB or the appropriate MPF of the situation. If unable to make contact on the date of enlistment, the MLS must make contact by the following duty day. AF Liaison will take one of the following actions:

4.5.10.1.1. If Airman is still at MEPS the AF liaison and airman must complete section 1 of AF Form 31. Once the form is completed the MEPS liaison will complete AF Form 100 and send both completed forms to the Sq Ops responsible for accessing the Airman (losing squadron for courtesy shippers) for the Sq/CC to review and endorse.

4.5.10.1.2. If Airman has left MEPS the AF liaison will notify the Sq Ops responsible for accessing the Airman (losing squadron for courtesy shippers). Sq Ops will make arrangements to have applicant complete section 1 of AF Form 31. Once the form is completed Sq Ops will complete AF Form 100 and provide both completed forms to Sq/CC for review and endorsement.

4.5.10.2. Sq Ops will fax a copy of the completed AF Form 31 and AF Form 100 to AFRS/RSOPB. Once received and confirmed then mail the originals to: HQ AFRS/RSOPB, 550 D Street West, Room 106, Randolph AFB, TX 78150-4527.

4.5.10.3. Annotate all conversations related to the situation in AFRISS.

4.6. PS, NPS Direct Technical Training (NDT), and Res Res Member Reservations. Ensure the information in paragraphs 4.6.1 and 4.6.2 is recorded on the AFRS Form 1326 or a similar AFRISS worksheet updated in the applicant's AFRISS record. This form (or worksheet) is a critical communication tool between the MEPS and HQ AFRS/RSOPB. Missing or bad information on this document will cause delays in reserving the applicant an assignment. Before requesting an assignment, ensure the applicant is qualified for enlistment and all AFRISS and/or AFRS Form 1326 entries are correct and included, as follows:

4.6.1. For PS:

4.6.1.1. A list of currently awarded AFSCs (for Air Force or ARC applicants), military occupational specialty (MOS) job code conversions (for other than Air Force applicants), or qualifying AFSC technical school preferences (for those applicants who must retrain, regardless of their component).

4.6.1.2. Whether a DMDC check was made by a member of the squadron operations staff.

4.6.2. For all:

4.6.2.1. A statement of the applicant's desire for a joint spouse assignment with his or her military spouse (same service). If applicable, ensure the applicant's AFRISS record or AFRS Form 1326 reflects the spouse's military grade, component, base of assignment, AFSC, and SSN.

4.6.2.2. The date of any approved ETPs or waivers.

4.7. Procedural Guidance Messages (PGM). Operations and MEPS personnel will review AFRS PGMs at least weekly or upon notification of change from the AF Portal at following Web site: **www.my.af.mil** or Direct Link: AFRS PGM

4.8. Courtesy Enlistments. Squadron approving authorities (the squadron commander or operations flight commander) may authorize courtesy enlistments only within CONUS and overseas-to-CONUS. All CONUS-to-overseas courtesy enlistments for NPS or BOT must be approved by HQ AFRS/RSOP or RSOC, respectively. Send AFRS Form 1375 for overseas courtesy enlistments to the appropriate HQ AFRS OPR. Prior telephone coordination between gaining and losing squadron operations staff members is required. Completion of AFRS Form 1375 is also required. See paragraph 2.42. for specific guidance regarding courtesy enlistments.

4.9. Emergency Leave for Enlistees Proceeding to BMT. The leave approval authority is the 737th Military Training Group Commander (737 TRG/CC). Emergency leaves will be granted to enlistees by 737 TRG/CC before their arrival at the 737 TRG at Lackland AFB TX.

4.9.1. When situations occur that require an enlistee to take emergency leave prior to departure for the 737 TRG, the MLS will:

4.9.1.1. Between 0730 and 1630 central time, call 737 TRG/CC, Lackland AFB TX, at DSN 473-4221 or commercial (210) 671-4221.

4.9.1.2. Between 1630 and 0730 central time, call the 321 TRS, Lackland AFB TX, at DSN 473-2804 or commercial (210) 671-2804.

4.9.1.3. Provide the following information about the enlistee:

4.9.1.3.1. Name.

4.9.1.3.2. SSN.

4.9.1.3.3. Leave address.

4.9.1.3.4. Leave telephone number.

4.9.1.3.5. Requested leave start date.

4.9.1.3.6. Requested leave termination date.

4.9.2. After the emergency leave has been coordinated with the 737 TRG, the MLS will prepare an MFR and include it in the records forwarded to Lackland AFB TX. Include a synopsis of the situation, the data from **paragraph 4.9.1.3**, and the name, grade, and duty title of the person granting the leave.

4.9.3. The MLS will inform HQ AFRS/RSOPQ of the leave and follow up with a copy of the MFR within 1 workday from leave approval date.

4.10. Procedures for Buddy Flight Enlistments. This option permits the recruiting, processing, enlisting, and transporting of buddy flights of two to nine individuals to BMT. Prospective members of a buddy flight must already hold a job reservation. They will then be assigned a reservation to enlist on AD on the same date. Only one buddy flight is authorized for each recruiting flight per fiscal year.

4.10.1. **Counseling.** Inform applicants that training deficiencies, hospitalization, emergency leave, or similar conditions will result in the separation of a member from the buddy flight.

4.10.2. **Assignment Reservations:**

4.10.2.1. Once applicants are fully qualified and hold a job reservation, establish the buddy flight's name, exact number of applicants, and desired month of enlistment. ***Note:*** The EAD month must pertain to all applicants, and the flight cannot be mixed male and female.

4.10.2.2. Contact HQ AFRS/RSOPB at least 90 days before the enlistment month with the flight name, desired AD month, number of applicants, and each applicant's name, SSN, and at least one AI and five GTEP job choices. ***Note:*** Additions are not permitted, but substitutions are authorized when a reserved applicant is not able to enlist.

4.10.3. **Enlistment and Identification of Members.** Buddy flights are enlisted and processed as follows:

4.10.3.1. LNCOs will make the appropriate entries on each member's AF Form 3005 or AF Form 3007 to include the following statement in the remarks section: "I am enlisting as a member of buddy flight *(name of flight)*." AF Form 3008 must be completed as an annex to AF Form 3005 or AF Form 3007 to properly identify and guarantee this option.

4.10.3.2. HQ AFRS/RSOPB will send a list of enlistee names and their scheduled arrival date at least 30 workdays before their arrival to HQ AFRS/RSOPQ, 1550 Wurtsmith Street, Suite 3, Lackland AFB TX 78236-5249.

4.11. Initiation of National Agency Check/Local Agency Check (NACLAC). <u>All OA and EA applicants must have a NACLAC initiated prior to their AD date in accordance with current PGMs.</u>

4.12. Flight Physicals:

4.12.1. Requirements for Class III flight physicals are in AFI 48-123. Use current PGMs for specific procedures.

4.12.2. Ensure the following items have been completed:

4.12.2.1. Eye refraction, if vision is not 20/20 uncorrected.

4.12.2.2. Heterophoria.

4.12.2.3. Valsalva.

4.12.2.4. Reading aloud test (RAT) for air traffic control, combat controller duty, and BOT applicants and as determined by AFSC prerequisites.

4.12.3. For OTS applicants, send a copy of the physical to HQ AFRS/RSOCL, 550 D Street West, Randolph AFB TX 78150-4549, for certification upon receipt of results from the drug and alcohol test (DAT) and/or human immunodeficiency virus (HIV) test results. **Note** refer to **Table 3.2**.

4.13. Officer (BOT) Applicant Processing:

4.13.1. **Types of BOT Applicants.** There are three types of BOT applicants, as follows:

4.13.1.1. Applicants ineligible for DEP:

4.13.1.1.1. These are members of the active reserve, active guard, or IRR completing a military service obligation (MSO) or those who have already completed a minimum 8-year MSO but are not DEP eligible. This includes previous service Air Force applicants who have not completed their MSO.

4.13.1.1.2. The MEPS loads an AFRISS suspense for the HP flight to provide all of the applicant's source documents to the MEPS for a 15-day QC check. In addition, the MEPS coordinates with the HP flight to adjust the projected EAD according to the applicant's authorized travel time to OTS (based on the mode of travel).

4.13.1.1.3. The MEPS sends an AF Form 1034 (and AF Form 3008, if applicable) to the LO recruiter and suspense the recruiter to return the contract within 30 days with applicant's initials and signature.

4.13.1.2. Applicants in DEP:

4.13.1.2.1. All selected LO applicants who are eligible will be placed in DEP within 30 days from the date the LO results are publicly released. Those not already in DEP when the class assignment letter is issued will have a suspense loaded by the MEPS to DEP within 30 days.

4.13.1.2.2. For AFSCs 13B1, 13M1, 13S1, 92T0, and 92T1, the following statement will be included on the AF Form 1034: "I understand my selection is contingent upon completion of the upgraded flight physical and certification by the appropriate command surgeon general (_____)." The applicant will initial the statement.

4.13.1.3. Applicants eligible for DEP but who fail to enter DEP (usually due to short-notice class assignment). These applicants must have HQ AFRS/RSOCL approval, or they will risk losing their selection status in accordance with paragraph 6.21.1.4.

4.13.2. **General Procedures:**

4.13.2.1. Complete AF IMT 1034 on applicants selected for OTS, based on the AFSC assigned in AFRISS. When the applicant is entering into DEP, type the statement below in paragraph H (Remarks) of AF IMT 1034 and ensure the applicant's initials are next to the statement:

"I understand that entry into the Delayed Entry Program is conditional upon a finding that I am medically qualified for continued service under Air Force standards. If I should, at any time, be

found medically disqualified for service (using Air Force standards), I am subject to immediate discharge from the Delayed Entry Program. (_____)."

4.13.2.2. Complete DD Form 4, copies 1 and 2. For DEP-eligible applicants, ensure paragraph 8 includes "Air Force Reserve, 8 years." For direct accession applicants, ensure paragraph 8 includes "Air Force, 4 years." In both cases, include the appropriate grade (normally E-5) and annexes. (Refer to **Attachment 2**, **Table A2.1**.) Paragraph 8a is for DEP-eligible applicants only. Include the projected EAD (or 365 days, if no class has been assigned prior to DEP), "Air Force," and "4 years and 0 weeks" for DEP enlistment.

4.13.2.3. On EAD, complete DD Form 4/3 for applicants in DEP. However, if applicant is a direct accession, do not complete DD Form 4/3. Verify the AFSC in AFRISS and update AF Form 1034, if necessary.

4.13.2.4. The MLS is responsible for breaking down and distributing the application.

4.13.2.5. A copy of the completed DD Form 368, with the EAD order attached, must be immediately forwarded to the losing reserve or guard unit and HQ AFRS/RSOCL. The MLS will ensure this is done on EAD.

4.13.2.6. For MEPS OTS shipper confirmations:

4.13.2.6.1. If a shipper's name does not appear in AFRISS shipper bucket, change the projected EAD by querying on the shipper's name in the "all applicants" bucket. Delete the projected EAD, type in the required EAD, and save the changes. Go back into shipper bucket and confirm the applicant. The MLS is responsible for updating the projected EAD during the 15-day QC.

4.13.2.6.2. The MLS will ensure all OTS shippers are confirmed in AFRISS NLT EAD date.

4.13.2.6.3. If unable to confirm shippers on EAD, the MEPS will immediately contact HQ AFRS/RSOCL via e-mail (**afrsots@rs.af.mil**) to ensure the applicant is confirmed NLT the EAD date.

4.14. Physical Profiles (PULHESX)—General. Mandatory PULHESX requirements for each AFSC are found in AFECD, *Air Force Enlisted Classifications Directory*; TTMS-JM and applicable PGMs. For descriptions of specific profiles in this instruction, see **paragraph 4.15** (physical condition [P]), **paragraph 4.16** (upper extremities [U]), **paragraph 4.17** (lower extremities [L]), **paragraph 4.18** (hearing [H]), paragraph 4.19 (vision [E]), **paragraph 4.20** (psychiatric [S]), and **paragraph 4.21** (strength aptitude test [x-factor]).

4.15. Physical Condition (P). The following serial profiles are for physical condition:

4.15.1. **P-1.** Free of any identified organic defect or systemic disease.

4.15.2. **P-2.** Presence of minimally significant organic defects or systemic diseases.

4.15.3. **P-3.** Significant defects or diseases under good control, not requiring regular and close medical support. Capable of all basic work commensurate with grade and position.

4.15.4. **P-4.** Severe organic defects or systemic and infectious diseases disqualifying by AFI 48-123.

4.16. Upper Extremities (U). The following serial profiles are for the upper extremities:

4.16.1. **U-1.** Bones, joints, and muscles normal. Able to do hand-to-hand fighting.

4.16.2. **U-2.** Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects that do not prevent hand-to-hand fighting and are compatible with prolonged effort.

4.16.3. **U-3.** Defects causing moderate interference with function, yet capable of strong effort for short periods.

4.16.4. **U-4.** Strength, range of motion, and general efficiency of hand, arm, shoulder girdle, and back, including cervical and thoracic spine, severely compromised or disqualifying by AFI 48-123.

4.17. Lower Extremities (L). The following serial profiles are for the lower extremities:

4.17.1. **L-1.** Bones, muscles, and joints normal. Capable of performing long marches and continuous standing, running, climbing, and digging without limitation.

4.17.2. **L-2.** Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects that do not prevent moderate marching, climbing, running, digging, or prolonged effort.

4.17.3. **L-3.** Defects causing moderate interference with function, yet capable of strong effort for short periods.

4.17.4. **L-4.** Strength, range of movement, and efficiency of feet, legs, pelvic girdle, lower back, and lumbar vertebrae severely compromised or disqualifying by AFI 48-123.

4.18. Hearing (H). Refer to Block 40 on the applicant's SF 88 or Block 71a on DD Form 2808 to determine profile. Do not change the profile on SF 88 or DD Form 2808. The MLS will ensure the CMO has profiled the applicant correctly according to the criteria in paragraphs 4.18.1 through 4.18.3. If the applicant has been profiled incorrectly, the MLS will make every effort to get the CMO to profile the applicant as follows:

4.18.1. **H-1.** Qualifies applicants for flying classes I and IA, initial flying class II, initial flying class III, and selected career fields as noted in AFMAN 36-2108. Applicants have an H-1 profile if they have an unaided hearing loss in either ear that is no greater than the readings shown in Figure 4.1.

Figure 4.1. H-1 Profile.

Hz	500	1000	2000	3000	4000	6000
dB	25	25	25	35	45	45

4.18.2. **H-2.** Qualifies applicants for Air Force enlistment and commission. Applicants have an H-2 profile if they have an unaided hearing loss in either ear that is no greater than the readings shown in **Figure 4.2**.

Figure 4.2. H-2 Profile.

Hz	500	1000	2000	3000	4000	6000
dB	35	35	35	45	55	NA

4.18.3. **H3 or H4.** Applicants whose hearing is determined to be less than H-2 (H-3 or H-4 according to DODI 6130.03). These applicants are *not* cleared for further processing. Do not, under any circumstances, enter an HYB waiver code in AFRISS and reserve the applicant a job.

4.19. Vision (E). The following serial profiles are for vision (eyes):

4.19.1. **E-1.** Minimum vision of 20/200 correctable to 20/20 in each eye.

4.19.2. **E-2.** Vision correctable to 20/40 in one eye and 20/70 in the other eye, 20/30 in one eye and 20/100 in the other eye, or 20/20 in one eye and 20/400 in the other eye.

4.19.3. **E-3.** Vision worse than the E-2, but better than E-4.

4.19.4. **E-4.** Visual defects disqualifying by DODI 6130.03.

4.20. Psychiatric (S). The following serial profiles are for psychiatric evaluations:

4.20.1. **S-1.** No psychiatric disorder.

4.20.2. **S-2.** Mild transient psychoneurosis.

4.20.3. **S-3.** Mild chronic psychoneurosis, moderate transient psychoneurotic reaction.

4.20.4. **S-4.** Psychosis and the psychoneuroses that are persistent or recurrent, requiring hospitalization or the need for continuing psychiatric care, or disqualifying according to DODI 6130.03.

4.21. Strength Aptitude Test (X-Factor). The Incremental Lifting Device (ILD) at each MEPS is used to determine the applicant's upper body strength factor. MEPS medical sections are not required to conduct ILD testing. However, they are authorized to proctor the strength test if they are willing to do so as a courtesy. In all other cases, MLSs or LNCOs are responsible for proctoring the ILD test. They are also responsible for validating and documenting applicant strength testing results. The following serial profile procedures are for the amount of weight an applicant can lift to a height of 6 feet:

4.21.1. With the applicant facing the ILD, have him or her grasp the handles with an overhand grip, palms down. Feet should be approximately a shoulder width apart. Have the applicant bend his or her knees slightly and keep the back as erect as possible.

4.21.2. Have the applicant perform an overhead press, lifting the weights as rapidly and as comfortably as possible and ensuring either they reach the Air Force level that is marked on the machine or to a full arm extension. They will not use their lower body during the press.

4.21.3. Be sure to start at level "G" (40 pounds) for all applicants. If they are able to lift this weight, go to the next level "H" and so on. Continue the test in this manner until one of the following events occur: (1) the applicant elects to stop, (2) the applicant is unable to raise the weight to the proper level, or (3) the applicant has lifted all the weights up to the 110 pound maximum allowed.

4.21.4. If the applicant at any time fails at a weight level, the previous lift level will be his or her
x-factor.

4.21.5. The following are the serial profiles for letters F through P: (**Note:** The letter "F" represents a failing score and is disqualifying for entry into the Air Force. The letters "I" and "O" are excluded because they may be confused with numerals.)

4.21.5.1. F—Less than 40 pounds (failing).

4.21.5.2. G—40 pounds.

4.21.5.3. H—50 pounds.

4.21.5.4. J—60 pounds.

4.21.5.5. K—70 pounds.

4.21.5.6. L—80 pounds.

4.21.5.7. M—90 pounds.

4.21.5.8. N—100 pounds.

4.21.5.9. P—110 pounds.

4.21.6. Once the MLS or LNCO has obtained the maximum x-factor, he or she will annotate AFRS Form 1408 with the appropriate letter (serial profile) F through P. Place "x-factor__" in the remarks section. **Note:** For MEPS who still have the medical section perform the x-factor and annotate it on the physical, it still must be annotated on the AFRS Form 1408.

4.22. EAD Confirmation and Accession Designation Number (ADN):

4.22.1. EA applicants will be confirmed in AFRISS; ***EXCEPTION:*** Reserve and guard applicants applying for an EA program will not be confirmed in MilPDS.

4.22.2. BOT and COT applicants will be confirmed in AFRISS. Use default ADNs when confirming EA applicants.

4.22.3. **Table 4.2** contains a list of ADNs used by AFRS and found in TTMS-JM.

Table 4.2. Definition of Enlistment Options for ADN Assignments.

RULE	A If term of enlistment is	B and enlistment incentives given are	C then the ADN is (note)
1	4 years	AI option	**004.**
2	4 or 6 years	PS enlisting in RegAF DDA	**005.**
3	4 years	RegAF, all OTS (including pilots and navigators)	**008.**
4		guaranteed AFSC	**012.**
5	6 years	guaranteed AFSC, accelerated promotion to A1C	013.
6		guaranteed AFSC, accelerated promotion, base of choice	014.
7		AI with accelerated promotion	015.
8	4 years	guaranteed AFSC, accelerated promotion to Airman	016.
9		guaranteed AFSC, base of choice	017.
10		guaranteed AFSC, accelerated promotion, base of choice	018.

RULE	A If term of enlistment is	B and enlistment incentives given are	C then the ADN is (note)
11			019.
12		RegAF enlistment from Youth Challenge Program	027.
13		RegAF enlistment with bonus	**028.**
14		guaranteed AFSC, base of choice	050.
15		NPS applicant enlisting from AFRC; does not include DEP	051.
16		NPS applicant enlisting from ANG; does not include DEP	052.
17	6 years	NPS applicant enlisting from AFRC; does not include DEP	053.
18		NPS applicant enlisting from ANG; does not include DEP	054.
19		guaranteed AFSC, accelerated promotion, guaranteed retraining	055.
20		guaranteed AFSC, accelerated promotion, guaranteed retraining, base of choice	056.
21	4 years	NPS applicant enlisting from USAFA Prep School	057.
22	6 years		058.
23		guaranteed AFSC, accelerated promotion, enlistment bonus	**059.**
24		guaranteed AFSC, accelerated promotion, enlistment bonus, base of choice	060.
25	4 years	OTS CSEP	061.
26	4 or 6 years	EAD from ANG or AFRC under Title 10, U.S.C. (Res-Res)	064.
27		PS enlisting in RegAF for retraining	066.
28		NPS or inactive ARC enlisting in RegAF (bypassing BMT)	068.
29	4 years	4-year applicant enlisting from IRR w/less 24 months TAFMS	069.
30	6 years	6-year applicant enlisting from IRR w/less 24 months TAFMS	070.
31	15 months NCS	15 months of AD after completion of initial entry training (to include skill training) computed from the date arrived station	**166.**
32	4 years	technical degree sponsorship program (OA)	167.
NOTE: ADNs in bold are the most commonly used.			

4.23. DEP Identification Cards. Only MLSs and LNCOs are authorized to create a DEP ID card for the applicant once he or she swears into the DEP.

Chapter 5

PROCESSING PROCEDURES FOR PS, RES RES, AND BROKEN SERVICE REENLISTMENT PROGAM (BSRP)

5.1. Basic Eligibility. The applicant must meet all eligibility requirements identified in this instruction and be qualified in accordance with **Table 1.1**, **Table 5.1**, **Table 5.2**, and **Attachment 3**. Question the applicant to determine whether he/she meets any of the conditions in **Table 1.1**. If so, tactfully dismiss him/her. Refer to **Chapter 4** for EEDs and waivers for disqualifying conditions.

5.2. Substantiation of Eligibility Requirements:

5.2.1. The burden of proof for eligibility rests with the applicant regarding his/her age, name, citizenship, education, dependency, and PS or reserve component status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency.

5.2.2. Recruiters will refer to **Table 5.1** for required documents and **Table 5.2** for specific conditional release information. Recruiters will send copies of authenticated documents to squadron operations for validation. LNCOs and squadron operations will use these documents to verify eligibility. Make every effort to return surrendered personal documents to applicants when their purpose has been served. Document these efforts in AFRISS.

Table 5.1. Verification of PS.

RULE	A	B	C	D
	If applicant was	**And**	**then the following documents are required**	**Notes**
1	separated from any regular component	had no subsequent active reserve service	DD Form 214 or 215 (undeleted).	1 thru 7
2		has active reserve service or is holding IRR status completing his or her MSO	DD Form 214 or 215 (undeleted), DD Form 368 (with expiration date), and AF Form 526 *or* MilPDS SURF report if serving in AFRC or ANG. Sister service reserve component members must have a statement of service or point summary validating AD credit.	1 thru 9
3		has active reserve service and was separated	DD Form 214 or 215 (undeleted), statement of service, AF Form 526 if served in AFRC or ANG, discharge orders (AFRC members only), and NGB Form 22 (ANG members only).	1 thru 7, 9, and 10

RULE	A If applicant was	B And	C then the following documents are required	D Notes
4	never in a regular component, but has AD with US reserve forces	is still serving or is holding IRR status (under MSO)	DD Form 368 (with expiration date), DD Form 214, and AF Form 526 if serving in AFRC or ANG. Sister service reserve component members must have a statement of service or point summary validating AD credit.	1 thru 9
5	separated from reserve or guard component		Statement of service, discharge orders (AFRC members only), NGB Form 22 (ANG members only), and DD Form 214.	1 thru 10

R U L E	A	B	C	D
	If applicant was	**And**	**then the following documents are required**	**Notes**

NOTES:

1. Each document must be an original or a certified true copy of the original by issuing agency. It must include the last period of AD and/or reserve service. If the applicant does not have required documents, they may be obtained from the appropriate military records center. Recruiters will provide applicants with SF 180, *Request Pertaining to Military Records*, and request that applicants authorize the military records center to release the military records to the recruiter. (The request must specify the information desired; that is, an undeleted copy of DD Form 214 containing the RE code and separation designator, separation program number or the SPD, and a narrative reason for separation.) An applicant's Copy 4 of DD Form 214 is authorized for verification purposes. An undeleted DD Form 214 must accompany all requests for waivers and EDs.
2. If reassigned to the AFRC or ARPC Nonaffiliated Reserve Section, but still in inactive ready reserve (IRR), status, a copy of documents may be obtained from AFPC 3. See Attachment 08 for instructions on obtaining PS records on applicants who have been discharged from any branch of AD or reserves.
3. See Attachment 8 for instructions on obtaining PS records on applicants who have been discharged from any branch of AD or reserves.
4. The state adjutant general of the appropriate state for ANG personnel must sign appropriate documents.
5. All other requests should be sent to the address on the back of the SF 180.
6. In some instances, such as reservists performing initial AD for training and members of the Coast Guard, a DD Form 214 is not furnished. In these cases, a statement of service from the respective component is required. Contact HQ AFRS/RSOPA for unusual circumstances.
7. If the applicant's record contains unfavorable information that he or she disputes, the applicant may submit a DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552.* (This form is prescribed in 10 U.S. Code 1552. Refer to that directive for guidance on filling out the form.)
8. The applicant's DD Form 368 (with expiration date) or a conditional release memorandum with the unit commander's signature recommending enlistment or appointment is required. The applicant must have his/her MPF or sister-service equivalent verify there are "no adverse personnel or disciplinary actions pending on the applicant " The name, grade, title, signature, and telephone number of the individual validating this information will be placed on the DD Form 368 along with the expiration date.
9. AF Form 526 is required only when needed to adjust the DOS or age.
10. When requesting a statement of service, the applicant should also request the narrative reason for separation, primary specialty code, and grade held at time of separation. NGB Form 22 (undeleted) may be used to verify service for the pay and grade in which separated and the reason for separation if it is in a narrative form.

Table 5.2. Conditional Release or Resignation From a Reserve Component.

	A	B	C	D

RULE	If applicant is	then request for conditional release or resignation is submitted by applicant	to the release agency	Notes
1	a member of any US Army Reserve (USAR) component	through reserve channels	HQ US Army Reserve Command, ATTN: AFRC-PRR-OM, 3800 N. Campcreek Parkway S.W., Atlanta GA 30331-5099.	1, 2, 3
2	assigned to a control group (inactive USAR) (IRR)	NA	NA	4
3	an Army National Guard of the United States (ARNGUS) officer	through guard channels	State adjutant general.	1, 2, 3
4	an enlisted member of ARNGUS	Directly	Unit commander.	1, 2
5	a Navy officer in an active or inactive reserve status	through Commander, Bureau of Naval Personnel, ATTN: PERS 911, Dept of the Navy, Washington DC 20370-5910	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 25, New Orleans LA 70149-7800.	
6	a Navy enlisted member, regardless of status	via DD Form 368 (with expiration date)	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 40, New Orleans LA 70149-7800.	
7	a Marine Corps officer in an active reserve status	through the unit and appropriate chain of command	Director, Marine Corps, Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207.	
8	a Marine Corps officer in an inactive reserve status	Directly		
9	a Marine Corps enlisted member in an inactive reserve status	via DD Form 368 (with expiration date)	Commandant, Marine Corps, ATTN: MMSR-5, Washington DC 20380-1775.	
10	a Marine Corps enlisted member in an active reserve status	NA	Unit commander.	1, 2, 5
11	assigned reserve status with the USPHS	through appropriate administrative channels	Division of Commissioned Personnel, 5600 Fisher's Lane, Room 4-35, Rockville MD 20857-0002.	1, 2
12	an Air Force officer in the AFRC or ANG, active or inactive	DD Form 368 (with expiration date)	Local unit commander.	4

RULE	A If applicant is	B then request for conditional release or resignation is submitted by applicant	C to the release agency	D Notes
13	an enlisted member in the AFRC or ANG, active and on pay status	via DD Form 368 (with expiration date)	Local unit commander.	3

NOTES:
1. A commissioned officer or warrant officer must initiate a letter requesting a conditional release or resignation through his/her reserve unit to be forwarded through the appropriate reserve channels. DD Form 368 (with expiration date) will be used for enlisted personnel and both officer and enlisted in any status with the Naval Reserve. The approved conditional release must be sent to HQ AFRS/RSOC.
2. If determination is pending at the time the application is mailed to HQ AFRS/RSOC, submit a copy of the original request and initial unit endorsement.
3. Ensure the recommendation for approval from the unit clearly states that all ADT requirements have been satisfactorily performed.
4. Flight management will ensure a copy of AF IMT 133, DD Form 368 (with expiration date) (bottom certification signed), oath of office (military personnel), and EAD orders are sent to the losing agency.
5. Unit commanders (or commanding officers) may either issue the release or forward the request to the Director, Marine Corps Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207. In turn, the director may either issue the release or forward the request to the Commandant, Marine Corps, ATTN: MSSR-5, Washington DC 20380-1775, for a final determination.

Table 5.3. Verification of PS With DMDC.

RULE	If the interservice reenlistment (IRE) code is	then applicant may	Notes
1	1 or 2	enlist, if otherwise qualified.	1, 2
2	other than 1, 2, or “not on file”	not enlist.	1, 2, 3, 4, 5

NOTES:
1. Squadron operations will validate the IRE (a one-digit extract of the two-character RE code submitted by the respective service) and the interservice separation code (ISC) (a direct conversion from the separation program designator [SPD] code provided by the respective service) from DMDC and qualify applicants according to this table. The applicant’s RE and SPD will be verified from his or her undeleted DD Form 214 and DMDC check. ASVAB scores and test ID on applicants will also be verified, when available, by squadron operations and given to the LNCO. If there are any discrepancies between the DMDC check and the applicant’s DD Form 214, an EED must be completed by the squadron commander. If a conflict exists in any of the previous service data verification sources, refer to Chapter 3, Table 3.3. If an EED or waiver is required, the IRE and ISC must be included in the waiver request. Refer to Chapter 3 for waiver procedures. Applicants with ISCs of 60 through 87, inclusively, are ineligible. ISC 87 will be considered on a case-by-case basis.
2. Applicants in an active reserve or guard component, <u>who have never served in a regular component</u>, will not be on file with DMDC. These applicants do not require an EED.

3. A waiver may be applicable for persons who have certain types of discharges (existed prior to service (EPTS), hardship, dependency, non-fulfillment of contract, etc.). However, a discharge must not have been due to punitive or administrative actions that involve defective character traits, unsuitability, or nonperformance of duty. Recruiting squadrons will evaluate all factors, using the whole-person concept, and forward applicant waiver requests to HQ AFRS/RSOP for those who are otherwise fully qualified for enlistment. ***Note:*** HQ AETC/SGPS-approved physical examinations are not required except for EPTS discharges for physical reasons other than pregnancy. Refer to Chapter 3 for waiver procedures.
4. Previous service or PS applicants who last served in the Air Force and whose DD Form 214 shows an RE code of 2 (with or without suffix) is ineligible. In addition, previous service Air Force applicants with an RE code of 2I issued from 1982 through 1987 who gained US citizenship may request an ED for enlistment consideration.
5. If the previous branch of service was not Air Force and the applicant does not have an undeleted DD Form 214 or 215, obtain an undeleted copy of DD Form 214 or 215. (See Table 5.1, Note 3). Be specific in the request. Ask for the DD Form 214 or 215, specific reason for separation, RE code, and any additional information needed. On receipt of the documents, verify the data with DMDC. Previous service Air Force applicants do not need an undeleted DD Form 214 if their separation data can be verified from DMDC. However, a deleted copy of DD Form 214 is still required. If the DMDC check indicated IRE 5, 9, 0, or "not in file," incorrect information may have been provided. Validate the SSN, date of service, and Service branch, and then make an additional DMDC check. If the additional DMDC check remains IRE 5, 9, or 0 or "not in file," refer to Chapter 3.

5.3. Place of Enlistment. The place of enlistment is at the MEPS through AFRS. Overseas enlistment is not authorized except where both MEPS processing and AFRS support are available. Send requests for exceptions through the group to HQ AFRS/RSOP.

5.4. Definitions and Processing Procedures (Previous Service, Res Res, NDT, PS, and BSRP Applicants). See the specific procedures for processing previous service (**paragraph 5.5**), Res Res (**paragraph 5.6**), NDT (**paragraph 5.7**), PS (**paragraph 5.8**), and BSRP (**paragraph 5.9**) applicants. **Note:** Res Res, NDT, PS, and BSRP programs will be implemented at the discretion of AF/A1PT.

5.5. Previous Service:

5.5.1. If active, this program applies to applicants for enlistment in the RegAF who are credited with less than 24 months TAFMS in the Armed Forces. (For classification and tracking purposes, these applicants are classified under NPS.)

5.5.2. Individuals who have accessed to a reserve component (reserve or guard), have not gone to basic training or skills training, and have attended *"paid"* training days (verified on the point summary). This applies to applicants who have been discharged.

5.5.3. Individuals separated as service academy cadets or disenrolled from ROTC who were on ADT or received pay for reserve component drill.

5.5.4. A reservist who's TAFMS consists of ADT.

5.5.5. Individuals who have AD time, but do not meet the PS criteria.

5.6. Res Res:

5.6.1. If active, this program applies to applicants for enlistment in the RegAF who are current members in active or inactive status (no pay, no drill) of the ANG or AFRC.

Applicants in this status do not have prior RegAF active service other than for ARC training purposes and maintaining a qualifying AFSC.

5.6.2. ARC members with 24 months TAFMS or more (regardless of regular or reserve component) are considered PS for processing purposes.

5.6.3. Res Res applicants must meet the same eligibility requirements as NPS applicants. However, individuals enlisting in a previously awarded AFSC (holding 3, 5, or 7 skill-level AFSC status in an ARC) listed on the Prior Service Required Skills List (PSRSL) do not have to meet current aptitude (mechanical, administrative, general, electronic) score requirements.

5.6.4. Current ASVAB AFQT score requirements must still be met. Qualified members of sister service reserve components who have completed an Air Force 3 skill-level basic technical training course for their MOS conversion AFSC within the last 2 years and otherwise meet the definition of a Res Res, as indicated in paragraph 5.6.3, will have an ETP processed through the chain of command to HQ/A1PT for a Res Res accession approval via AFRISS. An example of this would be an Army, Navy, or Marine Corps reserve member who successfully completed Air Force 3P031 Security Forces Apprentice training and is currently working in this skill in his/her reserve component.

5.7. NDT. If active, this program applies to an applicant for enlistment in the RegAF who has successfully completed BMT with any branch of service, is going to attend an Air Force technical training course, has less than 24 months of TAFMS, has been separated for less than 6 years, and is otherwise qualified for the NPS program.

5.8. PS. If active, this program applies to any applicant who has 24 months of TAFMS or more without regard to regular component or continuous service. HQ/A1PT is the publishing authority of the PSRSL. HQ AFRS/RSOPB will post the most current PSRSL as an attachment on the AF Portal.

5.9. BSRP. The objective of the BSRP is to supplement the Career Airmen Reenlistment Reservation System program by giving former RegAF first-term Airmen who have been separated less than 12 months (from projected EAD) to reenlist without any MEPS processing. However, accession credit will be given for reenlisting them onto AD. Application for the BSRP may be made with any AD recruiter.

5.9.1. An applicant for the BSRP must:

5.9.1.1. Be a former RegAF first-term Airman who was serving in the grade of Senior Airman or higher at time of discharge or separation and whose break in AD does not exceed 12 months since discharge or separation. The 12-month period begins on the day following the date of discharge or separation and ends with the day of the month 12 months later that corresponds with the date of discharge or separation. For example, for an applicant who was discharged on 9 December to be eligible for reenlistment under the BSRP, he/she must reenlist on or before 9 December of the following year.

5.9.1.2. Be eligible for immediate reenlistment. An applicant's RE status code at time of discharge or separation may be verified from the member's copy of the DD Form 214 and must be equal to RE 1J or 1R.

5.9.1.3. Not have received disability compensation and had no change in medical status since discharge or separation. **Note:** The applicant's previous medical clearance for discharge or separation attests to the physical eligibility because less than 12 months have elapsed from discharge date or separation from the Air Force.

5.9.1.4. Reenlist in the previously awarded AFSC at the 5 skill-level (3 skill-level where no 5 skill-level is authorized) possessed at the time of discharge or separation and that AFSC is on the current PSRSL.

5.9.1.5. Have completed 36 consecutive months TAFMS on his or her first RegAF enlistment as a 4-year enlistee or 60 consecutive months TAFMS as a 6-year enlistee.

5.9.2. If the applicant referenced above has joined a reserve component since discharge or separation, he/she must obtain a DD Form 368 (with expiration date) or a discharge from the reserve component to which he/she is assigned before application can be made for the BSRP.

5.9.3. If the applicant's RE code is other than 1J or 1R or his/her physical or moral status (except minor traffic offenses) has changed since discharge or separation from AD or AFSC is not on the PSRSL, he/she is not eligible for the BSRP. The applicant must apply through the normal PS program.

5.9.4. If any type of waiver or ETP is required, the applicant is not eligible for BSRP.

5.9.5. Applicant requires a credit check. If an FED is required, the applicant is not eligible for BSRP.

5.9.6. The recruiter will:

5.9.6.1. Complete a personnel interview record in AFRISS, AF IMT 2030, and DD Form 2807-2. When completing the DD Form 2807-2, use only the information since the separation or discharge physical.

5.9.6.2. Advise the applicant his/her reenlistment grade under the BSRP will be the same grade held at time of discharge or separation from AD.

5.9.6.3. Have the applicant list a minimum of five bases of preference.

5.9.6.4. Have an applicant who denies any change in his/her physical, moral, or financial status sign and date the following statement: ***"This is to certify that during the period since my discharge or separation from the Regular Air Force, I have had no criminal or traffic offenses (other than minor traffic violations) or changes to my physical, dependency, use of illegal drugs, or financial status."*** Keep the original copy of this statement in the recruiting office and send a copy to squadron operations.

5.9.6.5. Send the applicant's AFRISS file with assignment preferences listed in the "Application Remarks," a copy of the applicant's statement denying any change in status, an undeleted DD Form 214, and a copy of the signed DD Form 368 (with expiration date), if applicable, to squadron operations.

5.9.6.6. Squadron operations will:

5.9.6.6.1. Validate the applicant's qualifications for the BSRP.

5.9.6.6.2. Complete all AFRISS workflows establishing a record with qualifying physical information for the AFSC and official ASVAB scores from a MilPDS SURF

request or DMDC check. The information is in the first MilPDS SURF report named "Enlisted/Officer Personnel Data." **Note:** Failing to complete the AFRISS workflows (with a passing QC) may cause a MilPDS EAD confirmation failure.

5.9.6.6.3. Forward the assignment request AFRS Form 1326 and applicant data or QC report with a copy of the applicant's statement denying any change in status and a copy of SURF MilPDS record to HQ AFRS/RSOPB and request an assignment via AFRISS. Once the assignment is received, send the applicant to the squadron RSSP representative.

5.9.6.6.4. Confirm enlistment in AFRISS only after the applicant has sworn onto AD.

5.9.6.6.5. Fax a copy of the enlistment orders to HQ AFRS/RSOPB on the day of enlistment.

5.9.6.7. The squadron RSSP will:

5.9.6.7.1. Verify that all requirements have been met and determine if the applicant is entitled to a selective reenlistment bonus (SRB). The current SRB list is located on the AFPC Web site (**http://www.afpc.randolph.af.mil**/).

5.9.6.7.2. Complete AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*; DD Form 93; and DD Form 4, Copies 1 and 2. (AF IMT 901 is prescribed in AFI 36-2606, Reenlistment in the United States Air Force, 9 May 2011. Refer to that publication for guidance on filling out this IMT.)

5.9.6.7.3. Ensure the grade in which the applicant is reenlisting is the same grade shown on the DD Form 214 issued at the time of his/her separation or discharge.

5.9.6.7.4. Adjust the applicant's DOR based on what is shown on his/her DD Form 214. The DOR must be adjusted by the number of days of the break in service. For example, if a member shows that he/she had 5 months of time in grade (TIG) prior to separation; subtract 5 months from the reenlistment date to determine the DOR. The member will not be given TIG credit for separation time.

5.9.6.7.5. Cut orders to the gaining unit.

5.9.6.7.6. Ensure all enlistment forms, IMTs, and statements are forwarded (or hand-carried) to the gaining MPF in a sealed envelope. The applicant must have his/her DEERS enrollment information (marriage licenses, birth certificates of children, etc.) upon in-processing at the gaining organization.

5.9.6.7.7. Give squadron operations a copy of the signed DD Form 4 series, validating enlistment for EAD confirmation.

5.10. Age Requirements. The applicant must be less than 28 years old as of the date of entry on AD. Compute the maximum age, using the sample at **Attachment 2**. **Note:** The Air Force has no obligation to enlist persons who become ineligible due to the passage of time.

5.11. ASVAB Testing Requirements:

5.11.1. PS applicants who last served in the RegAF, AFRC, or ANG may enlist, using their original scores if they are not applying for retraining and did not test before July 2004. All applicants (regardless of regular or reserve component) applying for retraining must retest

and meet current ASVAB AFQT and aptitude score standards. Applicants who ASVAB tested before July 2004 must retest on a current ASVAB version.

5.11.2. DMDC line scores are valid for a sister-service MOS conversion (direct duty) reenlistment as long as the scores meet the AFRS AFQT standard. If they do not, the PS applicant must retest or apply for an AFRS ASVAB score waiver. As long as the PS member holds the AFQT and at least a 3 skill-level in an AFSC, the line scores do not have to match AFSC prerequisites. ***Note:*** PS members must be retested if valid scores cannot be found for them.

5.11.2.1. One example is a sister-service MOS conversion to 3C031 with a G58 (G60 required) and a 41QT. This applicant is qualified for reenlistment in that AFSC.

5.11.2.2. Another example is an Air Force Reserve 2A153 Senior Airman with a 32 QT and an E57. This applicant needs to either retest for a 36+ QT or apply for an AFRS ASVAB waiver.

5.12. Education Requirements. Previous service, Res Res, NDT, and PS applicants must meet current NPS high school graduate educational requirements. See **Table 1.1** (Line 40) and the information on educational credentials in **Chapter 2**, **paragraph 2.12.5**, for additional guidance.

5.13. Physical Standards:

5.13.1. Each applicant must be physically qualified according to USMEPCOM Regulation 40-1 and DODI 6130.03. Physicals are valid for 24 months from the date of the physical.

5.13.2. When required, the MEPS completes a modified flying class III physical

5.14. Determining an AFSC and a Skill-Level:

5.14.1. Use the applicant's latest DD Form 214, 215, or 368 (with expiration date); NGB Form 22; or current MilPDS SURF report to obtain the primary AFSC (PAFSC). Applicants who last separated from the RegAF may also be considered for enlistment in a secondary AFSC provided it is shown on a DD Form 214, 215, or 368 (with expiration date); NGB Form 22; or current MilPDS SURF report.

5.14.2. Direct duty applicants must possess a minimum 3 or 5 skill-level in the AFSC for which they are enlisting unless no 5 skill-level exists in the AFSC career ladder. (This does not apply to those going to technical school). Direct duty applicants enlisting in pay grade E-6 (technical sergeant) or E-7 (master sergeant) must possess a minimum 7 skill-level in the AFSC for which they are enlisting. This does not apply to an applicant who has recently retrained.

5.14.3. The downgrade and withdrawal of an AFSC skill level for loss of proficiency due to nonperformance will be according to AFI 36-2101.

5.14.4. AFSCs awarded at the 5 skill-level held at the time of separation will be downgraded to the 3 skill level when individuals enlist on or after the fourth anniversary of their DOS.

5.14.5. AFSCs awarded at the 7 or 9 skill-level will be downgraded to the 3 skill-level on or after the sixth anniversary of their DOS.

5.14.6. AFSCs downgraded to the 3 skill-level under the guidance in paragraphs 5.14.4 and 5.14.5 will be withdrawn after two additional years of nonperformance.

5.15. PS MOS of Job Code Conversion to AFSC. Sister-service (24 or more TAFMS only unless the applicant completed either a DoD joint service technical school or an Air Force technical school) MOS-to-AFSC conversions may be found in AFMAN 36-2108 in the applicable career field attachment. If authorized, non-Air Force MOS or rating conversions will be to the 3 skill-level only. Without exception, applicants with an MOS that is not listed as an AFSC conversion in Enlisted Classification Directory found on the AFPC website **https://gum-crm.csd.disa.mil/app/home** (type Enlisted Classification Directory in the search box) will be processed for retraining.

5.16. Applicant Counseling Instructions:

5.16.1. The recruiter will inform applicant:

5.16.1.1. Processing does not obligate the Air Force.

5.16.1.2. Applicant should not terminate employment or sell possessions before enlistment approval.

5.16.1.3. Applicant must remain fully qualified once the assignment has been issued. Recruiters will give prior service applicants a copy of the most current PS applicant handbook once the applicant has an AFRISS reservation. **Note:** A copy of the handbook is available at the ***PGM*** website. Applicants are responsible for securing their own billeting arrangements.

5.16.2. Applicants are prohibited from applying for retraining until they have completed at least 3 years of AD (4-year enlistee) or at least 5 years of AD (6-year enlistee).

5.16.3. Applicants are not entitled to any special consideration for promotion, skill, or NCO status advancement based upon any previous military service.

5.17. Direct Duty Assignment (DDA). Applicants authorized to enlist who have an AFSC or approved MOS conversion for which a requirement exists on the PSRSL must enlist in that skill if otherwise qualified. See ***PGM website*** for sample order AF DDA, MOS Conversion PS Sister-Service Enlistee (PSSSE) and DDA.

5.18. Retraining:

5.18.1. Applicants authorized enlistment who cannot enlist in their previous skill may enlist for formal retraining, when available, if they are otherwise qualified. The Air Staff authorizes retraining and delegates responsibility to AETC. AETC then announces program availability through HQ AFRS to AFRS personnel.

5.18.2. Applicants who are retraining must meet all prerequisites for the desired training and must be qualified on a current version of the ASVAB. Waivers for mandatory aptitude scores (M, A, G, and E) or physical requirements will be processed in accordance with **Table 3.3**, Rule **4**.

5.18.3. The enlistment validity period in the authorized enlistment month for formal school assignments is usually sufficient to permit applicants to enlist and take permissive TDY (as authorized) before reporting to technical training. Because early reporting is not authorized, applicants may either delay enlistment or request advance leave. Recruiters can access technical training information at Web site **https://etca.randolph.af.mil**. Once on the Web site, type the applicant's retraining AFSC course number (complete and exactly as it is in

AFRISS) in the "Course ID" field as well as the course number. Then hit "GO" for instructions.

5.18.4. An orientation course is mandatory for all PSSSE. Members will attend this course prior to reporting for technical training or their permanent duty station. The PSSSE orientation course was developed to provide a general orientation for new enlistees to the US Air Force from sister services who have already completed initial entry (basic military) training with their service.

5.18.5. The PSSSE course is not intended to duplicate the initial entry training that PSSSE students already received from their former military service or to duplicate the training conducted in Air Force BMT. Instead, the intent of this course is to orient PS service members to Air Force practices, policies, and procedures and to provide them limited initial medical, financial, clothing, and records processing support while they are en route to their first duty station or to a technical training school.

5.18.6. The training content for the PSSSE course is developed and managed by the 737th Training Group, which is also responsible for BMT. PSSSE students are not intermingled with the BMT population for training or any other purposes. They are housed in billeting quarters for the duration of the course and are treated as TDY en route students—distinctly separate from the BMT population.

5.18.7. The methods of instruction for this orientation course are lecture and demonstration. Instruction focuses on subjects specifically relevant to the US Air Force and is based on the contents of AFPAM 36-2241, Volume 1, *Professional Development Guide (PDG) Study Guide.* In addition to this student study guide, PSSSE students will also receive copies of the AFMAN 10-100, Airman's Manual, 24 Jun 2011, and **AFPAM 36-2705, Discrimination and Sexual Harassment, 2 Mar 2012**, for future reference. Students will be processed for the creation of the unit personnel record group, ID card, and emergency data card (DD Form 93); enrollment into DEERs and SGLI systems; initial issue of Air Force uniforms; and basic medical, dental, and immunization. The course is unclassified. **Figures A15.4** and **A15.5** are sample orders for those attending the PSSSE course with a follow-on assignment to either technical training or permanent duty station.

5.18.8. The following applies to assignment following retraining:

5.18.8.1. When the training period is 20 weeks or more, the applicant is assigned (PCS) to the base where the technical training is located. Upon graduation, his/her assignment is based on Air Force needs. **Figure A13.2** is a sample order.

5.18.8.2. When the training period is less than 20 weeks, the applicant is given an assignment at the time the school assignment is obtained. Training is conducted in a TDY en route status <u>unless the member is being assigned to the same base where the retraining technical school is located. These members cannot be considered TDY en route and will PCS to the gaining unit and attend the tech training course as a locally assigned member</u> . Figure A13.3 is a sample order.

5.19. Assignment:

5.19.1. <u>Recruiters will not make any direct or implied assignment assurance, guarantee, or promise to the applicant</u>.

5.19.2. Recruiters, squadron operations, and MEPS are responsible for qualifying all applicants prior to requesting an assignment. Once an applicant is qualified, the MEPS load pertinent information in AFRISS (PULHESX, scores, assignment preferences, retraining AFSC preferences, etc.). Once the information is loaded, the MEPS or squadron operations submits an assignment request via AFRISS to HQ AFRS/RSOPB, e-mailing or faxing the mandatory support documents.

5.19.3. HQ AFRS/RSOPB will then validate receipt of the documents in AFRISS, coordinate training and/or assignment availability with HQ AFPC, and post assignment instructions in AFRISS.

5.19.4. MEPS LNCOs will refer to ***The PGM website*** for completing PS orders and Chapter 4 for accession procedures.

5.20. Pay and Shipment of Household Goods:

5.20.1. Once confirmed, all PS accessions will in-process through their gaining MPF employment and base finance sections. Members with dependents who are TDY or at their permanent duty station are authorized a dislocation allowance. Current allowance rates can be found at. **http://www.defensetravel.dod.mil**/

5.20.2. Once the member has in-processed the servicing MPF, it will take anywhere from 30 to 90 days for pay records to update in MilPDS. During this period, the member may receive payments (manual) from the servicing finance office.

5.20.3. The member must ensure all of his or her source documents are available to the MPF (DD Form 214, AF IMT 526, marriage certificate, birth certificates of children, etc.). Shipment of household goods, personal property, or Do-It-Yourself (DITY) moves must be arranged through the nearest military installation TMO. If a DITY move is not approved in advance by the TMO, reimbursement will not be made.

5.21. Term of Enlistment (TOE). The TOE for all PS enlistments is either 4 or 6 years.

5.22. Enlistment Documents. Refer to **Table 2.6** for required enlistment documents.

5.23. Grade and DOR for PS Enlistees. Use **Table A2.1** in **Attachment 2** to determine the enlistment grade. Governing directives for this information is found in AFI 36-2002 and AFI-36-2604.

5.24. PS Enlistee DOR Determination. Use the effective date of the pay grade on the applicant's DD Form 214 to determine the TIG possessed at the time of separation. Determine the applicant's TIG as follows: (**Note:** Applicants who are entitled to enlist in a pay grade higher than the grade they last held in the RegAF due to ARC service are not authorized to retain the TIG accrued in the higher grade.)

5.24.1. When enlisted before the fourth anniversary of DOS, all TIG will be restored.

5.24.2. When enlisted on or after the fourth anniversary and before the sixth anniversary, one-half of the previous TIG will be restored.

5.24.3. When enlisted on or after the sixth anniversary, the DOR will be the date of enlistment (DOE).

5.25. Assigning PS Personnel Directly to Recruiting Duty. The authority for assigning PS Air Force applicants to recruiting duty is HQ AFRS/RSX. Applicants are eligible to apply if they are otherwise qualified per this instruction. Recruiting duty is considered a DDA. The criteria and application procedures are available through current PGMs.

Chapter 6

RECRUITING REQUIREMENTS FOR BASIC OFFICER TRAINING (BOT)

6.1. General Instructions. After prequalifying an applicant based on the general conditions listed in Table 1.1 and chapter 2, use the paragraphs and tables in this chapter for specific program criteria, enlistment procedures, and special instructions. Additional information may be found in AFI 36-2013, *Officer Training School Enlisted Commissioning Programs* and the Annual Program Announcement, Line Officer Recruiter Handbook and the Active Duty AF BOT Guide located on the AF Portal, AF Recruiting Service web page.

6.2. Basic Eligibility. Each applicant must meet all basic eligibility requirements defined in AFI 36-2002, AFI 36-2013, this AFI, and Procedural Guidance Messages (PGMs). Commissioned officers from sister services, reserves, and guard interested in active duty as an Air Force Line Officer should visit the Air Force Contact Center Website for the latest in inter-service transfer information by searching "Recall". If needed, they may contact Recall/Inter-service Transfers at AFPC (210) 565-2068/2288 or DSN 665-2068/2288 or email afpc.dppaes@us.af.mil. Sister Service, Reserve, and Guard enlisted component members interested in applying for BOT must apply through an Air Force Recruiter regardless of their current enlisted active duty status. Sister Service, Reserve, and Guard members can go to AirForce.com to locate the closest BOT recruiter.

6.2.1. **Verification of Age, Citizenship, Name, and Financial Eligibility:** Refer to **Table 1.1**, **chapters 2** and **4**.

6.2.1.1. **Rated Age.** Applicants must be able to complete the selection process; receive a conferred degree prior to age 29; attend BOT; medical flight screening (MFS) (pilots and RPA only), Air Space Basic Course (ASBC), the Evasion Conduct After Capture (ECAC) course, Introductory Flight Screening (IFS), if applicable, and enter undergraduate Pilot, RPA, CSO or ABM training prior to age 30 (this equates to approximately 30 weeks of training prior to their skills training). Age waivers and ETPs are not authorized for rated applicants who are not able to enter rated training prior to age 30. Rated applicants must initial the rated age statement on AF Form 56, item 22B. Refer to **paragraph 6.2.8.2** for age critical physical requirements.

6.2.1.2. **Non-Rated Age.** Applicants must be selected, attend BOT, and receive a commission prior to age 35. PS time will not be subtracted from a line officer applicant's age. Age waivers and ETPs are not authorized for non-rated applicants who are not able to commission prior to age 35. Non-rated applicants must be briefed that, if selected, failure to complete BOT (obtain a commission) prior to 35 years of age could result in disenrollment from BOT, which could result in discharge from the Air Force. Non-rated applicants must initial the non-rated age statement on AF Form 56, item 22A.

6.2.2. **Citizenship:** All BOT applicants must be U.S. Citizens, refer to **Chapter 2**, **paragraph 2.19** for instruction on verification of citizenship. **Dual Citizenship:** Applicants claiming dual citizenship are not authorized to apply for a commission (**Chapter 2**, **paragraph 2.21**).

6.2.3. **Morals, Drugs, and FEDs, Dependency, RE Code Qualifications/Waivers:** BOT applicants must be of sound moral character. Generally speaking, unacceptable moral

character includes an established pattern of character and behavior disorders and/or defiance of rules, directives, and law. Another indication of unacceptable moral character is when an individual who is capable of making a decision between right and wrong in conduct chooses to ignore generally accepted ethical standards. See **paragraph 2.11**, **2.16** and **Chapter 3** for details regarding all types of waivers and eligibility determinations. Refer to **paragraph 6.7** for waiver submission procedures and requirements.

6.2.4. **Applicants with Dependents:** Refer to **paragraph 2.14**. for instructions for completing AF IMT 3010, *USAF Statement of Understanding for Dependent Care Responsibility* and enrollment requirements for DEERS and activation of BAH and BAS. Single parents and an individual married to a military member with dependent children are ineligible for commissioning programs without a waiver or eligibility determination (ED). If legal custody of dependents has been awarded to another person, a dependency eligibility determination (DED) will be used to validate that the member no longer has custody of dependents and to declare the applicant eligible. (See **paragraphs 3.23** and **3.24**.)

6.2.5. **Air Force Officer Qualifying Test (AFOQT)/Grade Point Average Criteria for Subprogram Eligibility**.

6.2.5.1. Detailed information on the AFOQT is located in AFI 36-2605, *AF Military Personnel Testing System*, attachment 2. The AFOQT is administered to all applicants applying for Air Force line officer commissioning programs. The AFOQT may only be taken twice and there is a 180-day waiting period between tests. Applicants may request a waiver to test within the 180-day wait. Testing a third time is not authorized IAW AFI 36-2605.

6.2.5.2. Minimum Grade Point Average is the undergraduate institution's GPA from the qualifying degree transcript or AF FM 1413, Verification of Schedule Graduation form. GPA waivers will only be considered if the applicant has a total cumulative score of 150 or higher when adding the AFOQT sub-scores of Academic Adaptability (AA), Verbal (V), and Quantitative (Q). A Masters degree or higher GPA will only be considered if applicant does not have a bachelor degree; the lowest level degree's GPA will be used as the qualifying GPA.

Table 6.1. BOT SUMMARY OF CURRENT ELIGIBILITY CRITERIA.

6.2.6. **Pilot Candidate Selection Method (PCSM)/Test of Basic Aviation Skills (TBAS)** Pilot (92T0)/ RPA (92T3) applicants must take the TBAS, in addition to the AFOQT, in order to receive a PCSM score. The TBAS, AFOQT pilot score, and applicant's flying hours are combined to calculate the PCSM score. It is used to predict an applicant's probability of completing pilot training, and is used by board members for evaluation of the whole person concept. Additional flight hours will increase the applicant's PCSM score. It is the applicant's responsibility to update their score by visiting the PCSM website, **https://pcsm.aetc.af.mil**/. Applicants have until the Wednesday prior to the board convening date to update their PCSM scores. Any questions regarding the TBAS or PCSM can be answered by calling HQ AETC SAS/CS office at DSN 487-4529/4201 or commercial (210) 652-4529/4201.

Program	**AFOQT SCORES**					**GPA**
	Pilot (P)	**Navigator (N)**	**Academic Adaptability (AA)**	**Verbal (V)**	**Quantitative (Q)**	
Pilot	50 total pilot & navigator composite score with a minimum of 25 pilot score and 10 navigator score.		--	15	10	2.5
RPA	50 total pilot & navigator composite score with a minimum of 25 pilot score and 10 navigator score.		--	15	10	2.5
Combat Systems Officer	50 total pilot & navigator composite score with a minimum of 25 navigator score and 10 Pilot.		--	15	10	2.5
Air Battle Manager	50 total pilot & navigator composite score with a minimum of 10 in both the pilot and navigator score		--	15	10	2.5
Non-tech	--	--	--	15	10	3.0
Technical	--	--	--	15	10	--
Technical Degree Sponsorship Program (TDSP)	--	--	--	25	25	3.0

6.2.7. **Minimum Education Requirements for Applicants:**

6.2.7.1. Applicants must have graduated, or be within 365 days of graduation by the board convening date, from a college or university that is regionally or nationally accredited and listed in the Integrated Postsecondary Education Data System (IPEDS). The IPEDS is located at **http://www.nces.ed.gov/ipeds/cool**/ and is maintained by the US Department of Education's National Center for Education Statistics (NCES). The degree-granting institution must have accreditation and must appear in one of the following:

6.2.7.1.1. The latest edition of the Accredited Institutions of Postsecondary Education (AIPE) Directory, published annually by the American Council on Education (**http://www.acenet.edu**/).

6.2.7.1.2. The latest edition of the Higher Education Directory, published by Higher Education Publications, Inc. (**http://www.hepinc.com**/).

6.2.7.1.3. Any other education publication that clearly indicates U.S. regional or national accreditation.

6.2.7.2. Applicants who have graduated from a non-accredited US college or university may apply if they present evidence from an accredited institution of higher learning status that their credits would be acceptable for graduate work.

6.2.7.3. Applicants who have graduated from a college or university outside the US may apply if all of the following conditions have been met:

6.2.7.3.1. All transcripts have been translated into English when required. (The applicant must pay all fees involved.)

6.2.7.3.2. The degree has been evaluated by a credential evaluation agency that is a member of the National Association of Credential Evaluation Services (**http://www.naces.org**/).

6.2.7.3.3. Written evidence has been obtained from an accredited US college or university, stating that credits would be acceptable for graduate work.

6.2.7.4. **AFRS IMT 1413,** ***Verification of Scheduled Graduation***, will be used for all applicants currently enrolled in college. This form must include courses required for graduation.

6.2.8. **Physicals:**

6.2.8.1. **Medical Screening and Processing:** Refer to applicable PGM for physical requirements for application types i.e. rated, TDSP, non-rated, critical accession (CA) Refer to paragraph 2.10 for specific medical processing procedures.

6.2.8.2. **Rated Age Critical Applicants:** Rated applicants who are 28 or older by the board convening date must have a qualifying flying class (FC)1/IIU physical completed or initiated in the PEPP system in addition to a MEPS commission qualified physical or AETC/SG certified MEP physical when required or AF FM 422.

6.2.8.3. **MTF Physical Tracking:** All physical certification pages on physicals accomplished at a MTF will be provided to AFRS/RSOCL from AETC/SG through AFRS/RSOPS coordination. AFRS/RSOCL will provide a list of selects requiring MTF physicals to AFRS/RSOPS to monitor progression of physical completion. AFRS/RSOCL will enter management review comments on PEPP status for selects in AFRISS. AFRS/RSOCL will provide a copy of all MTF generated physicals to OTS as part of class documents package.

6.2.8.4. **Recruiter managed Selects:** All recruiter managed selects, including rated selects, must have a qualifying commissioning physical from MEPS or by AETC/SG when required. For overseas, recruiter processed commissioning physicals must be reviewed and commission certified by the AETC/SG as required for application.

6.2.8.4.1. Commissioning physicals qualified by MEPS chief medical officers (CMO) are valid for EAD purposes. HQ AETC/SG is the final approval authority for MEPS CMO-disqualified physicals when a waiver is requested and for flying physicals performed at a military medical treatment facility (MTF). Commission physicals are valid for 24 months from the date of the initial physical. FC1 and FC1A physicals are valid for 48 months and all other MTF physicals to include ARSMOD and AR-ATC are valid for 24 months from the dated of the initial physical.

6.2.8.4.2. An applicant who is examined at the MEPS and found to be temporarily disqualified (TDQ) must return to MEPS for a profile revision, qualification review or before the physical and new supplemental documents are mailed to HQ AFRS/RSOPS.

6.3. BOT Selection Process: Applications are classified into two categories: active duty Air Force members and civilian applicants. Civilian applicants include Guard, Reserve and Sister Service members.

6.3.1. There are primarily two program categories: "Rated" and "Non-rated". Rated is comprised of the Pilot, RPA, CSO and ABM subprograms, and the non-rated category is comprised of technical (which includes TDSP), and non-technical subprograms. Critical accession selections will be conducted as needed to meet specific needs of the Air Force.

6.3.2. The board selection process is very competitive; therefore it is important to pay close attention to detail in all areas of the application. Selection numbers are based on AFRS Line Officer Accession requirements established by AF/A1. The Critical Accession Selection process is an expedited selection process and is conducted for the TDSP and other critically manned Air Force Specialty Codes (AFSC) identified by AF/A1.

6.4. Rated: Applicants can list up to four choice, Pilot, RPA, CSO, and ABM. Helicopter pilot is not an option at the selection point for BOT, unless application is through the USAF Separated Warrant Officer Accession Program.

6.5. USAF Separated Warrant Officer Accession Program is a program designed to fill the HH-60G experience gap and improve overall manning which authorizes the targeted accession of US Army Warrant Officers into the USAF.

6.5.1. This program is only open periodically when HH60G experience inventory is insufficient to meet the Air Force Mission. These officers will be selected from a pool of qualified applicants (prior helo operators, bachelor's degree complete, etc.) via a boarded process within AFPC.

6.5.1.1. This board is in lieu of the normal Basic Officer Training selection process; selected applicants will be scheduled for OTS once all other BOT eligibility criteria are met, to include the AFOQT.

6.5.1.1.1. Applicants must have served at least four years as a W-2 or higher (which counts as commissioned time, IAW Title 10, U.S.C. §8911).

6.5.1.1.2. Applicant must be able to complete BOT prior to 39th birthday, must be in good standing with their service and have completed applicable active duty service commitments no later than the targeted accession date.

6.5.1.2. This program is typically limited to a maximum of five candidates per year when this program is opened. Helicopter selects will be enlisted into the Regular Air Force in the ranks of SSgt or TSgt depending on individual's TAFMS, IAW AFI 36-2002, and in AFSC 11H1 while attending OTS.

6.5.1.2.1. This is not an interservice transfer and applicants must have a DD FM 368, Conditional Release upon application; and must separate from the U.S. Army prior to enlisting in the Air Force.

6.5.1.2.2. Selects must be briefed to expect a break in service depending on when they are scheduled to attend OTS.

6.5.1.2.3. Upon graduation from OTS, they will be appointed in the rank of Second Lieutenant in the United States Air Force and will be given the same opportunity to attend Air and Space Basic Course like any other OTS accession.

6.5.1.2.4. Refer to the program announcement for availability of this program and applicable LO PGMs for application requirements.

6.5.1.2.5. Other than the pilot age criteria, all other pilot eligibility criteria must be met.

6.6. Non-rated: Applicants can annotate up to three AFSCs. Classification is based on the qualifying degree and in all cases the undergraduate (BS/BA) degree is the qualifying degree for classification; exception, applicant does not possess an undergraduate degree but has a Graduate (Masters, Doctorate) degree. AFSC classification will be applied IAW *The Air Force Officer Classification, 30 Apr 2007 Directory* (AFOCD).

6.6.1. **Technical applicants:**

6.6.1.1. The following degrees qualify to meet a Technical panel:

6.6.1.1.1. All engineering degrees: For applicants who apply for AFSC 32EXX and 62EXX, require ABET Inc. accreditation. Applicants who have engineering degrees in electrical engineering or computer engineering that are not ABET Inc. accredited cannot be classified in an AFSC in 32EXX or 62EXX, but are eligible for 17D1. Only ABET accredited computer, electrical, or electronic engineering technology degrees are eligible to meet under the technical program for classification into 17D1. Go to website **http://www.abet.org**/ for the list of ABET accredited institutions and to the Air Force Classification Directory (AFOCD) for classification requirements.

6.6.1.1.2. Meteorology, Atmosphere Science, or Active Duty AF applicants who possess the following criteria: Currently performing in the 1W0XX career field with forecasting experience, an awarded Community College of the Air Force (CCAF) degree in Weather Technology, and a non-specific accredited bachelor degree. Refer to AFOCD for 15W1 minimum course requirements.

6.6.1.1.3. Math/Physics/Chemistry/Architecture/Biochemistry

6.6.1.2. **Technical Degree Sponsorship Program (TDSP)** is a program designed to enlist junior and senior college students onto active duty status while completing their degrees.

6.6.1.2.1. Recruiters are to process a TDSP applicant the same as a BOT applicant with one exception. In addition to the AFRSI IMT 1413, you must complete an Academic Degree Plan, which lists the remaining courses, by grading period (semester or quarter), up to the projected graduation date; and it needs to be provided by the applicant's academic advisor. Refer to applicable LO PGM for template.

6.6.1.2.2. Refer to AFI 36-2013, Chapter 4 (paragraph 4.1) for additional program specifics and applicable LO PGMs for post selection procedures. TDSP boards are scheduled once a year; however supplemental boards may be scheduled as needed.

6.6.2. **Non-technical** degreed applicants can list technical AFSC choices if education requirements are met. Refer to the AFOCD for education AFSC requirements.

6.6.2.1. **Combat Rescue Officer (CRO), 13D1A/Special Tactics Officer (STO), 13D1B/ Air Liaison Officer (ALO), 13L1:** Applicants must first complete phase I and II of the applicable Air Force Specialty before attending BOT as a critical accession. Applicants must be holding current status in AD, Guard or Reserve to attend Phase II.

6.6.2.1.1. CRO/STO applicants will need a MTF Flying Class III qualifying physical that is reviewed by a flight surgeon prior to attending phase II. Contact AFRS/RSOCL at **afrsots@us.af.mil** for case-by-case guidance on how to proceed with applicant.

6.6.2.1.2. BOT ALO opportunities are currently available to enlisted members in enlisted AFSC 1C4XX, Contact AFRS/RSOCL at **afrsots@us.af.mil** for case-by-case guidance on how to proceed with applicant. ALO applicants must be selected by the ALO Phase I board to be considered for BOT as a critical accession.

6.6.2.2. **Band Officer (35B1)** - Contact the Air Force Band Career Field Manager, Secretary of the Air Force, Office of Public Affairs, Requirements and Development Division (SAF/PAR), 1690 Air Force Pentagon, Washington DC 20330, phone: (703) 692-6493, DSN: 222-6493. You may also contact the Assistant Career Field Manager at (703) 692-8168, DSN: 222-8168. Information may also be found at **http://www.bands.af.mil**. Once an individual has completed the process administered by the Air Force Bands Division AFRS/RSOCL is notified of selects to begin the accession process. AFRS/RSOCL will work closely with recruiter to access band selectee, ensuring all BOT accession standards are met.

6.6.2.3. **The AF Office of Special Investigation Officer (OSI) (71S1)**: Individuals who are interested in becoming an OSI officer are to list OSI as their first choice on page one of AF IMT 56 in order to be considered for AFOSI duty by the AFOSI Selection authority. Applicants who are not selected on the AFOSI board will be classified into another AF specialty. **Note**: Derogatory information discovered during the OSI background investigation and interview can eliminate the officer candidate from the OSI career field, and in some cases, from attending BOT.

6.7. Waiver processing: Refer to chapter 3, for waiver criteria to determine if waivers or determination are required.

6.7.1. **GPA or AFOQT Score Waivers** should only be considered on exceptional applicants who have accomplishments that outweigh low GPA and/or AFOQT scores. Refer to Table 6.1 for minimum criteria.

6.8. Applicant Counseling: Provide adequate counseling to applicants to ensure they receive all available BOT information, to include the following:

6.8.1. **Commitment.** Inform applicants that application submission incurs no mutual obligation. Refer to Table 6.2 for information regarding the active duty service commitment (ADSC) for applicants selected to attend BOT.

Table 6.2. ADSC for BOT Applicants.

RULE	**A**	**B**
	If the individual is	**then his or her ADSC is**
1	Nonrated	4 years from the date of commissioning.
2	A pilot	10 years from the date of award of an aeronautical rating (completion of specialized undergraduate pilot training [SUPT]).
3	A CSO	6 years from the date of award of an aeronautical rating (completion of specialized undergraduate navigator training [SUNT]).
4	An ABM	6 years from the date of award of an aeronautical rating.
5	A RPA	6 years from the date of award of an aeronautical rating.
Note: time to get an aeronautical rating varies among disciplines and can take several months		

6.8.2. **Enlistment Grade.** All applicants will attend BOT in the grade of E-5 (staff sergeant). PS candidates with at least 10 years of TAFMS may be eligible to attend in a higher grade. Refer to Attachment 2 (Paragraph A2.5 and Table A2.1, Lines 6 or 7, as applicable).

6.8.3. **Elimination from BOT:**

6.8.3.1. Officer candidates eliminated from BOT may elect to apply to remain in the RegAF in enlisted status if they are otherwise qualified, <u>or</u> they may be immediately separated under **AFI 36-3208, Administrative Separation of Airmen, 19 Oct 2011**. Probationary officers who eliminate from initial skills technical training may be reclassified or involuntarily separated when they do not complete initial skills training and there is no requirement for the officer's continued service *under AFI 36-3207, Separating Commissioned Officers* and any attached AF guidance Memorandums.

6.8.3.2. Candidates eliminated from BOT entering enlisted status will normally be reduced to Airman First Class (A1C) unless they have PS that may entitle them to a higher pay grade. Directives in effect at the time will determine their grade.

6.9. Procedures:

6.9.1. Do not refuse to process tentatively qualified applicants. Based on current selection statistics, those who are not competitive should be discouraged from applying, but they may apply if they insist. Applicants may apply for BOT and enlistment concurrently.

6.9.2. Do not submit an application more than 270 days before the applicant's availability date. ***EXCEPTION:*** Civilian applicants who are enrolled as full-time students in an undergraduate program may apply once they are within 365 days of graduation or availability.

6.9.3. AD warrant officers, sister-service enlisted personnel, ARC members, and other reserve and guard members may apply for BOT. DoD policy allows members to be released from their previous commitment upon entry into Air Force AD. AD Air Force enlisted personnel apply through the base education office. Applicants in this category should be processed in the same manner as civilian applicants with the following exceptions:

6.9.3.1. Military records, including promotion dates and positions held, and copies of all performance reports must accompany the application. Refer to paragraph 6.10.

6.9.3.2. Before processing, a DD Form 368 (with expiration date) and MilPDS SURF report (where applicable) or statement of service are mandatory for all ARC and other reserve and guard members.

6.9.3.3. Warrant officers and enlisted members of sister services must have a conditional release signed by their approval authority.

6.9.3.4. Mandatory Interview: Any Air Force line officer with the grade of captain or above may conduct a personal interview with BOT applicants. Interviews conducted by a captain must be indorsed by a field grade officer. The interview will be face-to-face and in private, when possible. However, telephone interviews are permitted where geographic separation makes face-to-face interviews economically impractical.

6.9.3.4.1. Active duty AF enlisted applications: unit commanders must recommend and conduct interview for Airmen assigned to their respective units. (AFI36-2013, Table 1.1, Rule 28)

6.9.3.4.2. ANG and AFRC units commanders must recommend Airmen assigned to their respective units by accomplishing the application interview or providing a letter of recommendation. (AFI36-2013, Table 1.1, Rule 28)

6.10. Military Records:

6.10.1. Refer to **Chapter 5** for PS qualification requirements, required documentation and how to verify PS. Copies of these documents are required for all applicants who currently hold or previously held military status, and they must be included in the BOT application and case file.

6.10.2. Records for AD and ARC members will be requested from their respective units. Civilian applicants with PS will request their records in sufficient time to have them available for the application to meet the prescribed cutoff date.

6.10.3. Applicants should use SF 180, *Request Pertaining to Military Records,* to authorize the release of their records. Attachment 8 lists instructions for obtaining PS records with this form. Ensure the request asks for all military performance reports, enlistment, separation, and discharge documents, related correspondence, and any derogatory information (Article 15, UCMJ, courts-martial, etc.). ***Note*:** A current MilPDS SURF report is required on all BOT applications for ARC members.

6.11. Documents Required for Recruiter processed applications and enlisted case files.

Table 6.3. Documents Required for Applications and Enlisted Case Files.

ITEM	A Required Forms (or IMTs) and Documents	B Application Will Include (send to AFRS)	C Enlistment Case File Will Include (send to MEPS)	D Use	E Notes
1	SF 86	NA	Copy	Mandatory	1
2	DD Form 368 (with expiration date)	Copy	Original	As required	5
3	DD Form 369	NA			
4	DD Form 372				
5	DD Form 785	Copy	Copy		2, 3,5
6	DD Form 1966	NA	Original (set)	Mandatory	4
7	DD Form 2760	NA	Original		
8	DD Form 2807-2	Copy	Original		
9	DJ FD-258	NA	NA		1
10	AF Form 56	Original and one copy			5
11	AF IMT 2030	NA	Original		6
12	AF IMT 3010			Mandatory	7
ITEM	**A Required Forms (or IMTs) and Documents**	**B Application Will Include (send to AFRS)**	**C Enlistment Case File Will Include (send to MEPS)**	**D Use**	**E Notes**
13	AFRS Form 1325	NA	Original	Mandatory	7
14	AFRISS Applicant Data Quality Check Report	Copy			5, 7
15	AFRS Form 1328	NA		As required	8
16	AFRS Form 1348	NA	Original	Mandatory	9
17	AFRS Form 1356	NA		As required	
18	AFRS Form 1360	Original		Mandatory	5
19	AFRS Form 1375	NA	Copy	As required	
20	AFRS Form 1408	NA	NA	NA	
21	AFRS Form 1413	Original		As required	
22	AFRS Form 1415	AFRISS copy	Copy		
23	AFRS Form 1419	Copy	Original		
23	DD Form 2808 and DD Form 2807-1	Copy of Commission-qualified physical or CMO approved to physical status	Official Copy (original or scanned copy) – Final Deposition of HQ AETC/SGPS certification in AFRISS	Mandatory	

24	Qualifying Degree Transcript, Only	Copy	Original Transcript		5,10
25	USMEPCOM Form 680-3A-E	NA			
26	Recommendation letters	Original	NA		5
27	Class assignment letter	NA	Original		
28	PS documents	Copy	Copy	As required	2
29	BOT applicant profile	Original	NA	Mandatory	5
30	Pilot candidate selection method (PSCM) printout	Printout from official Web site		Mandatory for rated pilot applicant	5
31	Private pilot license (PPL)	Copy		Mandatory for rated pilot applicant, when available	5
32	AFOQT printout	Printout from official Web site		Mandatory	5

NOTES:
1. Refer to applicable LO PGM for security clearance processing.
2. If the applicant has any previous military service or officer training, include one copy of all discharge documents as appropriate (that is, DD Form 785, undeleted DD Form 214 or 215, NGB Form 22, or discharge orders if a reserve component). Refer to paragraph 6.10 Military Records.
3. For proper addresses, see Attachment 4, to obtain DD FM 785
4. A properly completed USMEPCOM Form 680-3A-E, *Request for Examination*, is authority for retest. **EA recruiters will document any previous version of the ASVAB taken by the applicant on the form.**
5. Refer to Table 6.45 Application Content Checklist and applicable LO PGM.
6. If the applicant answers "yes" to any question, refer to paragraph 3.21.
7. Refer to paragraph 2.14.1.
8. Use this form for dependency waiver processing. Refer to paragraph 3.23.2.
9. Maintain the residual file according to the Air Force RDS, Table 36.10.
10. Student copies of transcripts are authorized for application purposes only. When final transcripts are not available before EAD, a letter from the degree-granting institution is mandatory, stating the applicant's name, degree awarded and major and containing the official school seal. The final transcripts should be mailed to 22 TRSS/TSRP, Basic Officer Training (BOT), 501 LeMay Plaza North, Maxwell AFB, AL 36112-6417. In all cases, final transcripts are required before graduation from BOT. Otherwise, commissioning will be denied.

6.12. Application Submission:

6.12.1. Recruiters will send completed applications to the certified flight chief responsible for LO as soon as possible for a final QC check. The certified flight chief responsible for LO will forward the AFRISS record to the processor's bucket prior to submittal. Education

Service Offices are responsible for establishing internal procedures for initial qualification, applicant assistance, review and submission of AF enlisted members BOT applications to meet scheduled boards.

6.12.2. Applications must be received by the announced cutoff dates to include AFRISS electronic records (recruiter processed) and physical applications as directed by the board schedule; along with completed QC checks and any applicable documents.

6.12.3. Postmarks will not qualify applications as being "on-time" if application is received after the cut-off date. All applications are expected to be received by AFRS/RSOCL in "board ready" status.

6.12.4. Applications will not be returned and are maintained at AFRS/RSOCL for 1 year for final disposition of an application. A new application is required for any future resubmissions.

6.13. Discrepancies: Group and squadron LO personnel will be issued suspenses for missing or incorrect items through AFRISS. Active duty AF enlisted members and education counselors will be notified of application status and suspenses by email. When completing a BOT application, refer to LO PGMs to obtain additional information on preparing BOT applications. If an applicant moves to another area *before* submitting an application, refer him or her to the gaining recruiter, flight, or squadron.

6.14. Mail all physical BOT applications to: HQ AFRS/RSOCL

550 D Street W, Ste. 1
Randolph AFB, TX 78150

6.15. Application Content - Refer to the LO PGMs for additional guidance and templates.

Table 6.4. Application Content.

	A	B	C	D	E
ITEM	**Item Description**	**Civilian**	**Guard / Reserve /Sister Service**	**AF Enlisted**	**Notes**
1	Approved AFRS Form 1415; or For AF enlisted, Waiver/Determination Worksheet,	X	X	X	
2	AFRISS Waiver Remarks, (For AF enlisted) Waiver Memorandum; when applicable	X	X	X	
3	Waiver Supporting Documents (i.e. court documents, FED, DRED, AF Form 3070, AF Form 366, etc.) when applicable	X	X	X	
4	OTS Applicant Profile	X	X	X	1
5	AFRISS AF IMT 56 or For AF enlisted E-publishing AF IMT 56	X	X	X	2
6	Letters of Recommendation	X	X	X	3

ITEM	A Item Description	B Civilian	C Guard / Reserve /Sister Service	D AF Enlisted	E Notes
7	PCSM Web Printout for Pilot/RPA applicants	X	X	X	4
8	Rated – Copy of Pilot License(s)	X	X	X	
9	ALL Enlisted Performance Reports, Performance Reviews, etc. (single-sided, prior service)		X	X	5
10	AFRS Form 1413, If Applicable TDSP only, Academic Degree Plan	X			
11	Transcript copy of qualifying degree; Degrees /Certification listed on Profile	X	X	X	6
12	Insert Folder with Label with Last Name, First. SSAN, and Squadron	X	X	X	
13	AFOQT Web Printout	X	X	X	7
14	Rated - FC Physical **Copy/ Pages stapled** (If older than 28 by board convening date)	X	X	X	
15	AFRISS QC Data Report **Copy/ Pages stapled**	X	X		
16	VMPF Data Verification printout and AMSNET Enlisted SURF (AF Guard/Reserve only; Equivalent for Sister Service active duty, Guard, Reserve) **Copy/ Pages stapled**		X	X	
17	DD Form 368,Conditional Release (If required)		X		
18	Conditional Release for Military Sister Service		X		
19	Separation Data Verification Letter (if holding any status with pending separation)		X		
20	NJP Verification Letter (if holding any status)		X	X	
21	DMDC check	X	X		
22	DD Form 4(s) (Enlistment/Reenlistment documents) **Copy/ Pages stapled**		X	X	
23	DD 214 & 215's (if applicable, UNDELETED)		X	X	
24	Discharge Certificates Copy		X	X	
25	Discharge Orders Copy		X	X	

ITEM	A Item Description	B Civilian	C Guard / Reserve /Sister Service	D AF Enlisted	E Notes
26	Point summary (any Guard or Reserve time) **Copy/ Pages stapled**		X		
27	Award Memorandums and/or certificates not listed on Record Review Report or Performance Report **Copies Only – do not send originals**		X	X	

Notes:
1. Cannot be more than two pages long
2. Provide original and one copy.
3. Letters of recommendation(s): Active duty AF enlisted member are only authorized one LOR from within member's chain-of-command, no higher than the wing commander or equivalent. All other applicant's have a minimum requirement of three, no more than five.
4. Applicant must take TBAS and AFOQT test to receive a PCSM score. Go to https://pcsm.aetc.af.mil/ for additional information.
5. If not available must have a memorandum from NPRC, AFPC, etc. stating performance reports are not available with contact information.
6. Need copies of transcripts of all degree and certifications listed on profile.
7. Go to website https://w20.afpc.randolph.af.mil/afoqtsnet20/DODBanner.aspx for additional information.

6.15.1. AF FM 56:

6.15.1.1. **Mandatory Religious Practice Statement:** All applications, except for active duty AF enlisted members, require the mandatory religious statement on AF IMT 56, page 7.

Figure 6.1. Mandatory Religious Practice Statement:

"I have been briefed and I understand: while I am on active duty, the United States Air Force cannot guarantee all of my personal religious practices will be accommodated. By this application, I voluntarily accept such potential restriction on my constitutional rights in order to serve in the Air Force. The Air Force's policy is to accommodate religious practices as long as the practice is determined not to have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline. If my command authority determines my religious practice would have such an adverse impact, I agree to comply with the Air Force's restriction of my religious practice. _____ (initial)"

6.15.1.2. Rated applicants can be considered for up to four rated sub-programs, based on desires annotated on the AF IMT 56, page 7 with the following statement, under the religious statement.

Figure 6.2. Rated Statement of Understanding and Choices Statement:

I understand I may list up to four rated Air Force specialties and my application will be considered for selection in only the specialties I list below. I understand that my chance of selection will not increase with more choices. I am willing to serve in the Air Force in all annotated choices.

1st._____ 3rd._____
2nd._____ 4th._____

Signed_____

6.15.1.3. RPA applicants must include the following active duty service commitment (ADSC) statement on AF FM 56, page 7.

Figure 6.3. RPA ADSC Statement:

"If selected for RPA Training I will incur an ADSC for 6 years from the date I am awarded an aeronautical rating._____ (initial)"

6.16. Notification of Board Results: HQ AFRS/RSOCL will announce the board results with two messages. One message will be sent through Recruiting Command channels by email announcing recruiter processed selects. The second message will be sent through the Official Personnel Services Delivery Memorandum (PSDM) process. AF/A1DL, MAJCOMS, and Education offices will receive a courtesy copy of the PSDM message(s) announcing the board results for the active duty AF enlisted applicants. The Base Education Office will notify commanders of affected members only. Base Education Office needs to notify AFRS/RSOCL of any changes to email addresses used to receive messages pertaining to the release of boards, board schedules, program announcement changes etc. by emailing **afrsots@us.af.mil.**

6.16.1. **Area of Preference.** Once selected, applicants are classified based on the needs of the Air Force, their desires and qualifications (as indicated on the AF Form 56), and the availability of their AFSC choices.

6.16.2. **Selection/Non-selection.** All selections are tentative pending physical certification by the appropriate authority. A tentative class assignment will be made upon selection. The class assignment will become permanent once the program manager confirms the applicant is physically qualified by the MEPS or HQ AETC/SGSP and the required security clearance is scheduled for investigation for the assigned AFSC.

6.16.3. **Nonnative English Speaking (NES) Applicant Processing:**

6.16.3.1. An NES individual is anyone whose primary language spoken at home as a child was not English. If the interviewer indicates on Item 26 of AF Form 56 that the 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, the interviewer must explain to the applicant that, if selected for a commissioning program, he/she must satisfactorily complete the English comprehension level (ECL) test and the Defense Language Institute English Language Center (DLIELC) interview.

6.16.3.2. In addition, the interviewer must advise the applicant that failure to achieve qualifications within 90 days of selection notification will result in withdrawal of the

selection. If the briefing is applicable, the recruiter should have the applicant initial Item 26B when signing AF Form 56.

6.16.3.3. See **Attachment 9** for procedural guidance regarding NES evaluation and processing actions.

6.16.4. **AD AF Selects:** Refer to applicable LO PGM for post selection instructions.

6.16.5. **LO Recruiter Selects:** On final selection, AFRISS will reflect several suspense's and record actions depending on the selectee's AFSC.

6.16.5.1. All selects are required to report to MEPS within 30 days of selection to complete commissioning physical, if not already complete; process required security clearances and DEP-IN actions, if eligible. Refer to applicable LO PGMs for current procedures.

6.16.5.2. **MTF Physicals:** Applicants selected for AFSC 92XX, or 13XX must upgrade their MEPS physical with a flight surgeon within 90 days of selection notification. Upon selection, the recruiter has 15 days to get the appropriate MTF physical scheduled at the MTF.

6.16.5.2.1. The 15-day suspense will be cleared once recruiter entry is made in AFRISS with the MTF Base, POC and phone number. Notify AFRS/RSOCL when entry is accomplished by email **afrsots@us.af.mil** to clear suspense.

6.16.5.2.2. There will be a 90-day suspense loaded in AFRISS for completion of the MTF physical.

6.16.5.2.3. **Air Force Guard and Reserve:** All Air Force Guard and Reserve selects need to complete the "Request for Relocation Information Memorandum" located in the current LO PGM. Recruiter then needs to scan and email document to **afrsots@us.af.mil.**

6.17. BOT Website: All BOT selects must regularly read the information posted on the OTS website located at: **http://www.au.af.mil/au/holmcenter/OTS/BOT/index.asp** and view all BOT videos at **http://www.au.af.mil/au/holmcenter/OTS/OTSvideos.asp**. This must also be accomplished prior to the 15-day QC, and the squadron commander must brief all selects between 5-15 days prior to their Extended Active Duty (EAD) date. Recruiters will annotate AFRISS when the commander's briefing is accomplished and place the LO Accession Pre-EAD Checklist in applicant's residual file.

6.18. Delayed Entry Program (DEP). Refer to paragraph 4.3 and applicable PGMs.

6.19. Acceptance Letter/Class Letter. Once notified of class assignment, recruiter needs to process acceptance letter and return to **afrsots@us.af.mil.** Once all post board suspenses are complete a class letter will be issued and sent to LO Recruiter and MEPS.

6.19.1. **Declinations.** The line officer recruiter must complete current "*Declination Worksheet"* from applicable LO PGM, enter declination information in AFRISS and email completed declination worksheet to **afrsots@us.af.mil.** Upon receipt of declination worksheet AFRS/RSOCL will initiate cancellation in AFRISS to release record to recruiter to close.

6.19.2. **Class Change Requests.** When an applicant is unable to accept a class assignment due to unforeseen circumstances, he/she may request a change through the respective LO Recruiter to HQ AFRS/RSOCL channels. A signed letter must accompany his/her request to explain the circumstances and provide a new availability date. If the request is approved, the applicant will be reassigned and a new class letter will be provided. If the request is disapproved, the applicant's select status will be withdrawn.

6.20. Enlistment Processing:

6.20.1. **DEP management:** The LO Recruiter will conduct face-to-face follow ups with applicants in select or commissioned status every 30 days until 30 days before EAD.

6.20.2. **EAD :** Within 30 days of EAD, a follow-up (face-to-face or telephonic) must be completed at least every 2 weeks to include the final departure briefing. The LO Recruiter will complete the 5-15 day Pre-EAD Checklist to ensure applicant is still qualified. Refer to LO PGM for Pre-EAD checklist.

6.20.3. **BOT** applicants will process through the MEPS on the EAD date provided by HQ AFRS/RSOCL. AFRISS will automatically populate the applicant's EAD as the reporting date. If the applicant's EAD is prior to the reporting date, the recruiter will coordinate with the MEPS, who will update the applicant's correct EAD date based on authorized transportation guidelines. Refer to paragraph 2.45 on overseas processing when MEPS support is not available.

6.20.3.1. Enlistment orders should direct reporting to 24 TRS Basic Officer Training, Bldg 1487, Maxwell AFB AL 36112, no earlier than (NET) 0730 and no later than (NLT) 1800 hrs on the scheduled report NLT date and are generated by MEPCOM.

6.20.3.2. Notify HQ AFRS/RSOCL at **afrsots@us.af.mil** immediately if applicants cannot arrive on their scheduled report date.

6.21. Re-application:

6.21.1. Individuals who were not selected, had a waiver disapproved, withdrew their application prior to a board, or declined selection or class assignment may reapply if they wait the required time (see Table 1.1, Rule 48) from their final disposition and have remained qualified for the program. New application forms/IMTs etc. are required for reapplication. Previously submitted application will not be returned.

6.21.2. LO Recruiter will assist disenrolled applicants from BOT for medical reasons in obtaining medical evaluation(s) to determine medical qualification prior to applicant submitting a request for reinstatement. Reinstatement must be requested within 6 months from the date of disenrollment. Disenrollee must be medically qualified by the CMO or by HQ AETC/SGPS, when applicable, to the level required for AFSC held at BOT. A formal application is not required if they are certified as medically qualified for the AFSC held at BOT; and are otherwise qualified. E-Mail the reinstatement request to AFRS for review. AFRS will submit eligible reinstatements to BOT. HQ AFRS/RSOCL will notify the AFRS squadron on final disposition of reinstatement request.

6.21.3. Applications may be submitted on individuals who were eliminated from BOT or are ineligible for medical reinstatement because 6 months has elapsed since their medical elimination date. In cases where the applicant was medically eliminated, a current medically

qualified physical must be included in the application before the applicant meets a selection board.

6.22. Withdrawal of Select Status:

6.22.1. Select status may be withdrawn for applicants who:

6.22.1.1. Were selected for rated flying duty or AFSC 13XXX and subsequently became medically disqualified for flying or AFSC 13XXX, but not for commissioning. These applicants may be reclassified into another AFSC if HQ AFRS/RSOCL determines they meet the needs of the Air Force (which encompasses AFRS mission and program requirements), applicant's desires and qualifications, and the availability of Air Force specialties.

6.22.1.2. Were selected and then became disqualified (physically or morally) for commissioning. Flight commanders are responsible for notifying HQ AFRS/RSO of any new derogatory information after an applicant has been selected. HQ AFRS/RSO will evaluate each circumstance and determine disposition of applicant's selection status (reinstatement, withdrawal, reboarding for another program, etc.).

6.22.1.3. Provided false information or failed to disclose any unfavorable information at the time of application.

6.22.1.4. Are DEP eligible, have a class assignment more than 30 days from the date of the BOT class assignment letter, and do not enlist in the DEP within 30 days of class notification. Unique circumstances will be reviewed on an individual basis by HQ AFRS/RSOCL.

6.22.1.5. Have substantiated derogatory information concerning them.

6.22.1.6. Request a change in class date, but the change cannot be approved.

6.22.1.7. Are not able to attend BOT within 450 days from the date of application (applies to civilian, guard, and reserve members) as outlined in AFI 36-2013.

6.22.2. AETC/CC is the final selection authority for all LO selection boards. Selection status may be withdrawn if the AFRS/CC decides the individual is unsatisfactory for a commission based on information in the application and in the best interest of the Air Force. The applicant will not meet a second board if his/her selection is withdrawn by AFRS/CC.

Chapter 7

RECRUITING REQUIREMENTS FOR HEALTH PROFESSIONS (HP)

Section 7A—HP Accessions, Basic Requirements, and Eligibility Criteria

7.1. Specialties Needed by the Air Force, Not Goaled by Annual FY Recruiting Requirements. Overproduction requests will be submitted as ETPs.

7.2. Qualitative Applicants:

7.2.1. Quality applicants are those who have collectively high attributes of educational, aptitude, physical, and moral standards. Applicants must be medically qualified or medically acceptable with waiver according to DoDI 6130.03. The final medical qualification authority is HQ AETC/SG.

7.2.2. Recruitment of these individuals is essential to the effective operation of the Air Force. Meeting commissioning qualifications does not guarantee acceptance. Applicants are considered on a best to least qualified basis. Recruiting commanders will ensure their recruiters adhere to the quality concept in mission accomplishment. Additional information on officer accessions is in AFI 36-2005, or AFI 36-2008, Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers, 15 Oct 2009.

7.3. Education Accreditation:

7.3.1. Unless otherwise provided in this instruction, all college and university course credits must have been earned from a school accredited by one of the regional or national accrediting commissions. Additionally, the school must be listed by the National Center for Education Statistics (NCES) in its Education Directory. To qualify for an NCES listing, schools must offer at least a 1-year program of college-level studies leading toward a degree. Some schools, although regionally accredited, are not listed by NCES in the Education Directory because they do not meet this requirement.

7.3.2. If a school claiming regional accreditation is not listed in the current version of the Education Directory call the NCES to determine whether the listing is pending or the school, in fact, does not qualify for listing. The NCES point of contact and phone number is on page IV of the Education Directory.

7.4. Agreement. In all cases, the Air Force reserves the right to deny entry to active duty to anyone, even if an agreement has been completed and that person has been given a projected EAD date. Additionally, the Air Force may change an agreement before an applicant's EAD. In these instances, applicants must be immediately notified of the change and given a choice—to accept the change or to not EAD.

7.5. Application Submission. Submit applications only when all required documentation, to include physical examination, is present and in accordance with the HP Annual Program Announcement.

7.6. Basic Eligibility. Applicants must meet all eligibility requirements identified in this instruction. Table 1.1 of this instruction (Table 2.2 of AFI 36-2005) lists conditions that make applicants ineligible for entry into the Air Force. Unqualified applicants will be tactfully

dismissed or considered for a waiver or ETP, if appropriate (Chapter 3). See Table 7.1 for qualification standards, specific requirements, and waiver actions for HP applicants.

Table 7.1. Qualification Standards.

ITEM	A Standard	B Specific Requirement	C Waiver Action	D Notes
1	Citizenship	Must be a US citizen.	No waiver is authorized. See paragraph 7.11 and Chapter 2.	1
2	Physical	Must meet commissioning standards established in DoDI 6130.03. Schedule applicants for examination at the MEPS, military installation, or private physician's office. Where no military facilities exist, physical examinations may be scheduled with private physician, using AFRS funds according to instructions from the flight chief, OA flight commander, or squadron commander.	The physical examination performed by the initial examining facility is a tentative qualification. A final determination of medical qualifications is made by HQ AETC/SG or the MEPS.	2
3	Drug abuse	See Chapter 3.	Waivers will be granted only as directed in Chapter 3.	
4	Moral and mental	Must have high moral character and personal qualification. Must meet standards according to this instruction.	Waivers are not normally granted, but may be requested in deserving cases. Process waivers according to Chapter 3.	
5	Dependents	See paragraph 7.18 for guidance on applicants with dependents.		
6	Age	Refer to the maximum age on the appointment letter (accomplished each FY).	Authorized in unusual cases or based on the specific qualifications of an individual. HQ USAF/SGWP is the final waiver approval authority.	2, 3
7	Education	See applicable area in this chapter.	No waiver is authorized.	1

8	Personal security investigation	Required on all applicants upon notification of selection. Complete SF 86 Workflow in AFRISS and forward pages 10 and 11 of the SF 86 and DJFD 258 (fingerprint cards) to squadron operations. All applicants must complete AFRS Form 1430, Section I, for appointment before completion of the investigation. Squadron operations are the POC for all security clearances.		

NOTES:
1. Do not submit a request for waiver of conditions where "No waiver is authorized" is shown in this table or when the individual has civil or criminal charges filed or pending.
2. Waivers may be requested in deserving cases for those conditions that indicate a waiver is authorized. All aspects of the application will be considered, with the overriding consideration being the best interest of the Air Force.
3. See the HQ USAF/SG annual policy letter on maximum age requirements (by program).

7.7. Processing of Nonnative English Speaking (NES) Applicants. Any COT applicant not proficient in the English language must complete the NES statement at Attachment 9. If an NES applicant is selected, further testing may be required. Refer to AFI 36-2005 for NES evaluation and processing actions. Failure to qualify within 90 days of tentative selection notification may result in the selection being withdrawn.

7.8. Substantiation of Eligibility Requirements:

7.8.1. HP applicants must be able to prove they meet all eligibility requirements. Applicants must furnish required substantiating documents in an original, a notarized true copy, or a certified true copy by the issuing agency. Applicants will not be required to surrender the documents to recruiting personnel, but they must be counseled on the need to have these documents in their physical possession for any required processing actions. Recruiters must make every effort to return original documents. Documents submitted with an application will not be returned unless requested. Ensure attempts to return applicant's original documents are recorded in AFRISS.

7.8.2. Official (final) transcripts of all college work must include the day, month, and year the degree was awarded. Transcripts must be embossed with the school seal (raised or stamped). The transcript cannot be an "issued to student" transcript. For verification of academic course completion, the Certificate of Completion of Degree Requirements form letter found in the HP Annual Program Announcement is optional in place of other authorized documents. If provided, the Certificate of Completion of Degree Requirements letter must be embossed with the school seal. The recruiter will hand-carry or mail the letter to the appropriate school. If the letter is mailed, the recruiter must include a preaddressed return envelope. The form will be forwarded to HQ AFRS/RSOCA with the application.

7.8.3. Written or telephone verification through the issuing source is required according to Chapter 4 of AFI 44-119, Clinical Performance Improvement, 16 Aug 2011, for the

following documents (as applicable) on all health care providers: (**Note:** See **paragraph 7.8.4** for a list of health care providers.)

7.8.3.1. Qualifying degree.

7.8.3.2. Certificates of training.

7.8.3.3. Board certifications.

7.8.3.4. Registrations or licensures.

7.8.3.5. Certification by the Educational Council for Foreign Medical Graduates (ECFMG).

7.8.3.6. National Practitioner Databank (NPDB) check. The NPDB web site is: **https://npdb-hrsa.gov**/.

7.8.4. Health care providers include the following:

7.8.4.1. Physicians (all specialties). **Note:** Physicians also require the Federations of State Medical Board (FSMB) query results.

7.8.4.2. Dentists (all specialties).

7.8.4.3. Nurse anesthetists.

7.8.4.4. Nurse midwives.

7.8.4.5. Nurse practitioners, including pediatric nurse practitioners (PNP) and women's health care practitioners (WHCP).

7.8.4.6. Physician assistants. **Note:** Physician assistants also require FSMB query results.

7.8.4.7. Optometrists.

7.8.4.8. Podiatrists.

7.8.4.9. Clinical psychologists.

7.8.4.10. Clinical social workers.

7.8.4.11. Clinical dietitians.

7.8.4.12. Clinical pharmacists.

7.8.4.13. Physical therapists.

7.8.4.14. Occupational therapists.

7.8.4.15. Audiologists.

7.8.4.16. Speech pathologists.

7.8.5. Squadron recruiting personnel will:

7.8.5.1. Verify all current licenses through the issuing source. When verifying the license through the issuing source, the recruiter must ask the licensing agency (either by telephone, Internet, or in writing) whether the license is current, valid, unrestricted, or unencumbered. If verifying by telephone, complete the "licensure verification" form

letter found in the HP Annual Program Announcement. Failure to annotate verification in exactly this manner will result in an application error.

7.8.5.2. Verify qualifying degree, certificates of training (internship, residency, and fellowship), board certification, and ECFMG certification through the issuing source according to AFI 44-119, Chapter 4.

7.8.5.3. Authenticate test scores, such as the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Medical College Admissions Test (MCAT), and National Dental Board scores, and any military service document furnished by applicant or applicant's unit. "Authentication" is defined as evidence by a proper signature (by either an officer or NCO) or a seal of the issuing authority that a document is genuine and official. Failure to annotate authentication exactly in the following manner will result in an application error:

7.8.5.3.1. Only make authentication on original source documents that have an original signature, official seal, and/or official school stationery. Use notary public service procedures when verifying copies of original source documents (when an AFRS officer is not available to verify). AFRS officers must use the Certificate of Authenticity in **Attachment 12** when verifying copies against original source documents.

7.8.5.3.2. Authenticating copies from copies when original documents are not available is not authorized. However, telephone verification from the original source as to authenticity (or corresponding with the original source) is acceptable. Telephone verification must be recorded on the front of documents and include the following information: individual and organization contacted, date, and AFRS representative's signature block and signature.

7.9. Interview and Qualification Restriction. To prevent wasting time and money, recruiters will not process an application in any manner until it has been determined that the applicant has a SSN established in his or her name and is tentatively qualified under **Chapter 1** (**Table 1.1**), **Chapter 3**, and this chapter.

7.10. Interview and Qualification Procedures. The following procedures are mandatory and must take place before any processing begins:

7.10.1. Inform applicants of the necessity to record their SSN and to ask specific personal questions about their background. Then brief them on the Privacy Act and give them an AF IMT 883.

7.10.2. Once this briefing is completed, begin the interview and document it on the proper PIR or in AFRISS. Completing of DD Form 2807-2 and AF IMT 2030 simultaneously with the PIR is highly encouraged but, in rare cases, may not be practical. However, ensure these documents are completed before any processing actions begin.

7.10.3. To screen applicants for any potential disqualifying factors, refer to **Table 1.1** and **Chapter 3** of this instruction in addition to Table 2.2 of AFI 36-2005.

7.11. Age, Citizenship, and Name Verification. All documents must be original, notarized true copies, or certified true copies by the issuing agency. The burden of proof of US citizenship rests with the applicant. See **Chapter 2** and **Table 7.1** for qualification standards.

7.11.1. **US Citizen:** (**Note:** See **paragraph 2.19** for additional guidance.)

7.11.1.1. To prove US citizenship, applicants must present one of the following: a birth certificate or DD Form 372 validated by local or state vital statistics office; DD Form 214 (age and name only); current, valid, unrestricted, and non-temporary US passport showing the holder as a US citizen; other official documents issued by a vital statistics office; or a court order for a name change only.

7.11.1.2. Canadian-born American Indians are exempt from having to apply for or carry an INS Form I-551, but they are considered aliens for assignment and classification purposes. These applicants may only be considered for the EA program. Applicants born abroad of US parents must have a government-issued birth certificate with raised seal, and one parent must be a US citizen. Applicants born in the Northern Mariana Islands must have a government-issued ID card.

7.11.1.3. An individual born abroad who acquired US citizenship at birth may use any of the following documents, issued by the specified agency, for verification:

7.11.1.3.1. From the Department of State (DS), a valid US passport (5 years for minors, 10 years for adults), FS Form 240, FS Form 545, or DS Form 1350.

7.11.1.3.2. From the Immigration and Naturalization Service (INS), an INS Form N-560A or INS Form N-561.

7.11.1.4. An individual born abroad who derived US citizenship through the naturalization of his/her parents may use any of the following documents, issued by the specified agency, for verification:

7.11.1.4.1. From the DS, a valid US passport (5 years for minors, 10 years for adults).

7.11.1.4.2. From the INS, an INS Form N-560A or INS Form N-561.

7.11.1.5. An individual born abroad who acquired US citizenship through his or her own naturalization may use any of the following documents, issued by the specified agency, for verification:

7.11.1.5.1. From the DS, a valid US passport (5 years for minors, 10 years for adults).

7.11.1.5.2. From the INS, an INS Form N-550 or INS Form N-570.

7.11.1.6. Normally, US citizens will be appointed under the name that appears on their birth verification document. However, US citizen applicants may be commissioned with a preferred first and or middle name. In addition, US citizen applicants may elect a preferred surname if they are commonly known by that surname. Those electing to be commissioned with their preferred name must present their SSN card (showing their preferred name) to their recruiter to properly prepare the application and complete the NACLAC. Final acceptance of the preferred commissioning name rests with the recruiting officer. For those applicants who have been approved to be commissioned without a SSN card, their preferred name must be shown on the documents used in place of the SSN card.

7.11.2. **Dual Citizenship.** Applicants claiming dual citizenship are not authorized to apply for a commission (Chapter 2, paragraph 2.21).

7.12. Verification of Previous Military Service. See paragraph 5.1 and 5.2 (and referenced tables) to verify previous military service with the DMDC and determine required documentation. (DMDC contains only prior regular enlistment and officer losses as well as reserve component losses.)

7.13. Conditional Release or Resignation from Reserve Components:

7.13.1. DD Form 368 (with expiration date) is required on any individual holding active or inactive (completing initial MSO) status with a reserve component of one service who is making an application to another service's regular AD component. All members requesting a conditional release, including commissioned officers in an ARC, should use a DD Form 368.

7.13.2. A request for a conditional tender of resignation applies only to those officers who are members of a US Army reserve component. Refer to Attachment 13 for the correct memorandum format.

7.13.3. The interservice transfer process will be used by any individual holding status who is applying to go from one service's reserve component to another service's reserve component or from AD in one military service to AD in another service. Refer these officers to the rules and directives of their parent service.

7.13.4. The recruiter or flight management office is responsible for ensuring the applicant completes the appropriate request for release. A copy of the initial endorsement by the appropriate official in the order of the chain-of-command is requested with the application. Refer to paragraphs 5.1 and 5.2 and Attachment 13 for conditional release determinations.

7.14. Computation of Total Federal Commissioned Service Date (TFCSD). Federal statutes require the termination of active status of reserve officers in the grade of lieutenant colonel and below after 28 years and 1 month of service. (See **Table 7.1** for waiver information.) To determine TFCS at retirement, the TFCSD, TAFMS date, and projected EAD date must be known. Use **paragraph 7.12** to determine TFCSD. AFI 36-2604 has additional information.

7.15. Moral Character. Qualify applicants using **Table 1.1** of this instruction. HP applicants must be of sound moral character. Generally speaking, unacceptable moral character includes an established pattern of character and behavior disorders; defiance of rules, directives, and law; or when an individual, who was capable of making a decision between right and wrong in conduct, chooses to ignore generally accepted ethical standards. Refer to Chapter 3 for details regarding moral waivers and eligibility determinations. The approval authority will maintain the original waiver documents, and a copy of the approved waiver (AFRS Form 1415 in AFRISS) will be sent with the selection and accession application documents.

7.16. Pre-service Marijuana and Drug Use. Officer applicants must explain pre-service marijuana use with a statement in the remarks section of AF IMT 2030. The AF IMT 2030 must be reviewed at the squadron commander level. If an applicant is selected for appointment, the agency responsible for AFSC classification will review AF IMT 2030. Refer to **Chapter 3** for drug waiver procedures.

7.17. Height, Weight, BMI, and BFM Standards. See the PGM for current accession height, weight, and BMI standards. See **Attachment 3** for BFM standards.

7.18. Dependency. Refer to **Chapter 3** for DEDs, EDs, waiver criteria, and procedures.

7.19. Tentatively Qualified Applicants:

7.19.1. If an applicant is tentatively qualified according to this section (**Section 7A**), continue to the specific program sections for further qualifying procedures. See **Section 7B** for the NC program, **Section 7C** for the MC program, **Section 7D** for the DC program, **Section 7E** for the BSC and MSC programs, and **Section 7F** for the HPSP.

7.19.2. Compare information on the AFRISS Quality Control Checklist against all source documents (or certified copies of source documents) to ensure continued qualification.

7.19.3. Squadron personnel will ensure the data on the applicable form is entered into AFRISS NLT the time the applicant is scheduled for a physical.

7.19.4. An AFRS Form 1385, *Officer Accessions Applications Status,* is required on all HP applications forwarded to HQ AFRS/RSOCA. The recruiter initiates and forwards the entire set to the appropriate flight commander or flight chief. After a quality review of the application and signing the form, the flight commander or flight chief will forward Copy 1 and 3 to HQ AFRS/RSOCA with the application and will retain Copy 2.

7.19.5. An AFRS Form 1437, *Personal Interview—USAF Health Professions Applicant,* is required on all HP applications sent to HQ AFRS/RSOCA for processing. Refer to the HP Annual Program Announcements for the addendum to this form. Recruiters will use this form to provide information to evaluate applicants for an Air Force commission and EAD

7.20. Scroll.

7.20.1. No HP applicant can be commissioned until their name appears on a nomination scroll that is signed by the appropriate authority.

7.20.2. Depending on the program for which they apply, applicants will be placed on either a Reserve of the Air Force (ResAF) scroll or a Regular Air Force (RegAF) scroll.

7.20.2.1. All HPSP and FAP candidates must be included on the <u>ResAF scroll only</u>. The reserve submittal is accomplished in AFRISS (Note – HPSP applicants are scrolled as O-1 and FAP applicants are O-3).

7.20.2.2. All other candidates must be included on the RegAF scroll.

7.20.3. HP applicants can be submitted for scroll approval once the following conditions have been met.

7.20.3.1. Applicant has been pre-qualified IAW AFRSI 36-2001 and AFI 36-2005.

7.20.3.2. Applicant has completed a MEPS or MTF physical.

7.20.3.3. Record has been completed in AFRISS as a PIR with a confirmed SSAN.

7.20.3.4. Applicant has committed to the AFRS process.

7.20.4. Appointment authority varies based on the rank of the applicant and the program for which they apply and are selected.

7.20.4.1. ResAF and RegAF officers in grades O-1 through O-3 are approved by the Secretary of Defense (SecDef) (2-4 month approval period)

7.20.4.2. ResAF and RegAF officers in grades O-4 and above are approved by POTUS, with Senate confirmation (4-6 month approval period)

7.20.5. An approved Rank Validation from AFPC/DPAMF is required for newly assessed HP applicants who will be appointed as Lieutenant Colonels or Colonels. The intent of the rank validation is to adhere to the guidance reflected in Air Force Instruction (AFI) 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve Air Force and United States Air Force, paragraph 2.18., Determining Service Credit and to ensure that officers are submitted for scroll approval in the correct grade.

7.21. Length of EAD Tours. Use Table 2 in AFI 36-2008 to determine EAD tour length for applicants. "Prior Service" means prior service as a commissioned officer on EAD. "EAD" is a tour of AD (normally more than 90 days) by a member of the ARC.

7.22. Advanced Degree Credit. Table 2.7 in AFI 36-2005 contains a list of advanced degrees that may warrant award of additional credit to HP officer candidates. The additional degree must add adjunctive skills to the primary specialty and must contribute directly to the applicant's performance in the specialty he/she is being appointed to. AFPC is the approval authority for advanced degree credit.

7.23. Service Creditable for Basic Pay Purposes. Creditable service consists of prior commissioned or enlisted service in any of the uniformed forces, including the Coast Guard, Merchant Marines, or USPHS. Creditable time for basic pay is a day for a day.

Section 7B—Air Force Nurse Corps (NC) Program

7.24. Overview of NC Program Requirements. Refer to:

7.24.1. AFI 36-2005, Chapter 6, for appointment of nurses.

7.24.2. AFI 36-2005, Table 2.5, for service credit on an appointment or designation as an NC officer.

7.24.3. AFI 36-2005, Table 2.1, for grade determination.

7.24.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.24.5. The HP Annual Program Announcement for specific NC AFSC target requirements. Use AFRS Form 1373, *Request for Professional Evaluation*, when requesting references from past or present employers. Two of the required three references must be from current immediate supervisors for fully qualified applicants. New graduates may obtain references from nursing school instructors. For the Nurse Transition Program (NTP), references from three instructors are needed. Refer to HP Annual Program Announcements for additional requirements.

7.24.6. AFI 36-2005 for required licensure, certification, and training requirements.

Section 7C—Air Force Medical Corps (MC) Program

7.25. Overview of MC Program Requirements. Refer to:

7.25.1. AFI 36-2005, Chapter 6, for appointing physicians.

7.25.2. AFI 36-2005, Table 2.4, for service credit on an appointment as a medical officer.

7.25.3. AFI 36-2005, Table 2.1, for grade determination.

7.25.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.25.5. HP Annual Program Announcement for specific MC AFSC target requirements.

7.25.6. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.

7.25.7. DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volume 7A, *Military Pay Policy and Procedures—Active Duty and Reserve Pay*, located at **http://www.defenselink.mil/comptroller/fmr/07a/index.html**, and the specialty pay letter furnished by HQ AFPC/DPAM to compute MC officer special pay rates. **Note:** The specialty pay letter may be found in the HP Annual Program Announcement.

7.26. Initial Qualifications. Physicians with previous malpractice history or who currently have a malpractice case pending will submit a curriculum vitae (CV); AF IMT 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component;* and all available malpractice documents (including the insurance carrier's and lawyer's analysis and evaluation, depositions of the plaintiff and defendant, and all court documents to include the original complaint and the physician's response to it) to HQ AFRS/RSOCM. Do not begin an application on a physician with previous or pending malpractice until you receive approval to do so by HQ AFRS/RSOCM. Refer to AFI 36-2005, Chapter 3.

7.27. Waivers. There are no ETPs for license or actual engagement in practice for applicants applying for appointment. International medical graduates must have attained permanent certification by the ECFMG or Fifth Pathway Program prior to licensure.

7.28. Air Force Financial Assistance Program (FAP). The applicant must be in a residency program for which the Air Force has an announced a critical need. The FAP is normally limited to 2 to 4 years, depending on the specialty. (Refer to the HP Annual Program Announcement for program specifics.) Ensure each FAP resident applicant is aware that off-duty employment (moonlighting) is prohibited.

7.29. Incentive Pay Rates for Flight Surgeons. If applicant is applying as a flight surgeon (AFSC 48G, Aerospace Medicine), refer to **paragraph 7.24.7** to compute incentive hazardous duty pay (flight pay). The facility commander will consider candidates eligible for any specialty pay on their arrival at their duty station.

Section 7D—Air Force Dental Corps (DC) Program

7.30. Overview of DC Program Requirements. Refer to:

7.30.1. AFI 36-2005, Chapter 6, for service credit on appointing dentists.

7.30.2. AFI 36-2005, Table 2.4, for service credit on an appointment as a dental officer.

7.30.3. AFI 36-2005, Table 2.1, for grade determination.

7.30.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.30.5. The HP Annual Program Announcement for specific DC AFSC target requirements.

7.30.6. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.

7.30.7. DoD 7000.14-R, Volume 7A, and the specialty pay letter furnished by HQ AFPC/DPAM to compute DC officer special pay rates. **Note:** DoD 7000.14-R, Volume 7A, is located at **http://www.defenselink.mil/comptroller/fmr/07a/index.html**. The specialty pay letter may be found in the HP Annual Program Announcement.

7.31. Air Force FAP. The applicant must be in a residency program for which the Air Force has announced a critical need. The FAP is normally limited to 2 to 4 years, depending on the specialty. Refer to the OA annual program announcement for program specifics. Ensure each sponsored resident applicant is aware that off-duty employment (moonlighting) is prohibited.

Section 7E—Air Force Biomedical Sciences Corps (BSC) and Medical Service Corps (MSC) Programs

7.32. Overview of BSC and MSC Program Requirements. Refer to:

7.32.1. AFI 36-2005, Chapter 7, for appointing MSC officers and Chapter 8 for appointing BSC officers.

7.32.2. AFI 36-2005, Table 2.5, for service credit on an appointment as a BSC or MSC officer.

7.32.3. AFI 36-2005, Table 2.1, for grade determination.

7.32.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.32.5. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.

7.32.6. The annual program announcement for specific BSC and MSC AFSC target requirements.

7.32.7. DoD 7000.14-R, Volume 7A, and the specialty pay letter furnished by HQ AFPC/DPAM to compute BSC and MSC special pay rates. **Note:** DoD 7000.14-R, Volume 7A, is located at **http://www.defenselink.mil/comptroller/fmr/07a/index.html**. The specialty pay letter can be found in the OA annual program announcement.

Section 7F—Air Force Health Professions Scholarship Program (HPSP)

7.33. Overview of HPSP Requirements. Refer to the HP Annual Program Announcement for specific HPSP criteria.

7.34. Educational Requirements:

7.34.1. Applicants must have a Baccalaureate of Science or Baccalaureate of Arts Degree. In addition, they must be currently enrolled in (or accepted for) admission to an accredited institution in the US or Puerto Rico in a course of study leading to a degree in a designated HP (doctor of medicine [MD] or doctor of osteopathy [OD]) for physicians and doctor of dental surgery [DDS] or doctor of dental medicine [DMD]) for dentists.

7.34.2. Use a letter of acceptance to obtain required information from the registrar of the school that has accepted the HPSP applicant. Include it with the initial application forwarded

to HQ AFRS/RSOCM for processing. A new letter of acceptance must be completed and forwarded to HQ AFRS/RSOCM when an applicant is accepted to another school, up to the time of entering the HPSP program, or when an alternate's application will meet the following year's board.

7.34.3. Once an applicant is commissioned, contact AFIT/CIMJ for a training seat at COT (AFIT control number).

7.35. Appointment and Entry Grade Credit. By public law and DoD directive, all participants hold the grade (AFRC) of second lieutenant (MSC) while in the scholarship program. Upon completion of their program, they are commissioned in the MC or DC. At that time, PS is considered when constructive credit is computed.

7.36. AD Requirements. Applicants will serve a 45-day period each year consisting of one of the following assignments:

7.36.1. COT (mandatory for medical students).

7.36.2. School of Aerospace Medicine.

7.36.3. Air Force clerkship.

7.36.4. Air Force externship (clinical or research).

Section 7G—Application and Selection Process

7.37. Selection Board Process:

7.37.1. Flight commanders or flight supervisors will perform a QC check on all applications prior to mailing them and validate their accuracy by signing the AFRS Form 1385.

7.37.2. A qualifying MEPS or AETC approved physical is mandatory for an application to meet a selection board.

7.37.3. All ETPs and waivers must flow through AFRISS and be approved for an application to meet a selection board.

7.37.4. Send completed applications in accordance with current HP program announcement to HQ AFRS/RSOCA, 550 D Street, West, Suite 1, Randolph AFB TX 78150-4527, error free through AFRISS.

7.37.5. Upon receipt, HQ AFRS/RSOCM will perform an initial QC review of applications and report errors, if any, via AFRISS.

7.37.6. While applications are still in the processing phase, flight management will direct all calls to HQ AFRS/RSOCM, *not* the program manager, at DSN 487-2532, commercial (210) 652-2532, or toll free 1-800-799-6987.

7.37.7. Application processors will forward error-free applications to the respective program manager via AFRISS when all errors have been corrected. (Program managers will return applications via AFRISS to the processors if additional errors are found.) Applications must be error free to meet a selection board. The respective program manager will then forward the application in AFRISS to the board support section making the application board ready after a final QC check.

7.38. Board Support Section:

7.38.1. The board support section will conduct officer selection boards.

7.38.2. Board schedules for all programs are published annually and include the application cutoff date.

7.38.3. The board support team will brief selection board members, and program managers will provide technical information concerning an application, if needed.

7.38.4. Once all board scoring has taken place (complete with final scores), the Chief, Officer Accessions Branch, will identify the Air Force "Quality Cut" line and recommend selection or non-selection to the AETC/CC (the selection authority).

7.38.5. Once AETC/CC has signed the board minutes, the board support section will return the applications to the program manager and release selections and non-selections to the field via AFRISS.

7.38.6. The applications for applicants not eligible for a second board will be immediately sent back to the squadrons.

7.39. Letter of Acceptance or Declination:

7.39.1. HP flight commanders will officially appoint those selected by memorandum (letter of acceptance). A letter of acceptance is mandatory within 7 calendar days of selection notification in AFRISS.

7.39.2. Letters of acceptance or declinations will be faxed to HQ AFRS/RSOC upon receipt.

7.39.3. Request for extensions must be requested through the appropriate program manager.

7.39.4. Selectees who do not return their letter of acceptance within 7 calendar days of selection notification in AFRISS will be withdrawn from select status.

7.40. NACLAC:

7.40.1. Upon selection notification, HP recruiters will forward the NACLAC in accordance with PGM guidance. <u>This is mandatory within 15 days of selection notification in AFRISS</u>.

7.40.2. Squadron operations will conduct a QC check to ensure all HP selectees have one submitted.

7.41. Appointing or Commissioning Selectees:

7.41.1. If eligible, selectees should be commissioned within 30 days of selection notification.

7.41.2. Selectees may be commissioned when they meet licensure, educational requirements, receive scroll approval, and have a security clearance receipt available.

7.41.3. Prepare commissioning package as per HP program announcement, then send it to HQ AFRS/RSOCM. The program manager will forward the commissioning package for appointment orders.

7.41.4. When a selectee fails to accept an appointment, HQ AFRS/RSOCM will cancel the appointment by reason of nonacceptance. An individual is not eligible to reapply for 12 months from the date he or she declined the appointment.

7.42. Resigning a Commissioning:

7.42.1. Appointees who refuse to EAD after appointment must resign their commissioning.

7.42.2. A letter of resignation must be written by appointee, stating the reason for the resignation and sent to HQ AFRS/RSOCM.

7.42.3. The letter of resignation will be forwarded from HQ AFRS/RSOCM to HQ AFPC to revoke the applicant's EAD orders and initiate a discharge action from the inactive reserves.

7.43. COT Attendance Policy:

7.43.1. COT is mandatory for all newly commissioned officers who serve in the Medical or Chaplain Services who have never successfully completed a previous uniformed service COT course.

7.43.2. An exception exists for individuals who have successfully completed a uniformed service COT EAD directly to their permanent duty station.

Chapter 8

AIR FORCE CHAPLAIN CORPS

8.1. Chaplain Recruitment: Chaplains. As visible reminders of the Holy, chaplains directly (provide) or indirectly (provide for) support the free exercise of religion for all members of the Military Services, their dependents, and other authorized persons. Chaplains provide spiritual care and ethical leadership. Chaplains advise commanders in all matters pertaining to religious conviction and expression, and the accommodation of practices arising from religious faith, ethical decision-making, and moral reasoning. Chaplains do perform duties compatible with their faith group tenets, professional role, and noncombatant status.

8.2. Management.

8.2.1. Air Force Recruiting Service (AFRS)

8.2.1.1. Chaplain Program Manager (RSOCC) is aligned under Recruiting Operation Division (RSO).

8.2.1.2. RSOCC is the program manager for recruiting and accessing all qualified applicants for active duty in the Air Force Chaplain Corps.

8.2.2. Chaplain Function (AF/HC)

8.2.2.1. Career Field Manager (AF/HCP)

8.2.2.1.1. RSOCC develops, plans, directs, and manages national recruiting policies and procedures for the Air Force Chaplain Corps as directed by the Career Field Manager.

8.2.2.2. Program Manager (AFRS/RSOCC)

8.2.2.2.1. Recruit highest qualified clergy for accession into the Air Force Chaplain Corps providing a balanced group representation in support of USAF Global Mission.

8.2.2.2.2. Plans, executes, and analyzes operations focused on recruiting the highest quality men and women to meet Air Force requirements and defined pastoral identity, commensurate with the religious skill sets required to serve as an Air Force chaplain.

8.3. Application Inquiries. Direct inquiries to HQ AFRS/RSOCC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527, phone: 1-800-803-2452 or (210) 565-0335; DSN 665-0335; fax (210) 565-4917 or DSN 665-4917. Website: **www.airforce.com/chaplain**. Email: **afrs.chaplains@us.af.mil.**

8.4. Eligibility Criteria:

8.4.1. **DODI 1304. 28**

8.4.1.1. **Ecclesiastical Endorsement.** To be considered for appointment to serve as a chaplain, a Religious Ministry Professional (RMP) shall receive an endorsement from a qualified religious organization verifying: The RMP is a fully qualified RMP of a religious organization that meets the administrative requirements of this Instruction.

8.4.1.2. **Ministry Experience.** The RMP has 2 years of religious leadership experience for an active component appointment. Religious leadership experience shall be

compatible with the duties of RMPs in their respective religious organization and relevant to the settings of military chaplaincy.

8.4.1.3. **Academic Requirements.** The educationally qualified applicant shall possess a baccalaureate degree with not less than 120 semester hours (180 quarter hours) from a qualifying educational institution. The educationally qualified applicant shall also possess a post-baccalaureate graduate degree in the field of theological or related studies from a qualifying educational institution. A qualifying graduate degree program shall require no fewer than 72 semester hours (108 quarter hours) of graduate-level work. Related studies may include graduate courses in pastoral counseling, social work, religious administration, and similar disciplines when one-half of the earned graduate credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics, and/or the foundational writings from the applicant's religious tradition.

8.4.2. **United States Citizenship.** Chaplain applicants must be US citizens with no dual citizenship.

8.4.3. **Age.** The applicant must be on extended active duty (EAD) prior to the age of 42. Waivers may be granted on individual basis for faith groups identified as critical needs of the Air Force.

8.4.4. **Grade.** Applicant must be in the grade O-3 or below. Waivers may be granted on individual basis for faith groups identified as critical needs of the Air Force.

8.4.5. **Commissioning Physical.** Be medically qualified, or medically acceptable with waiver for an AF commission, according to DODI 6130.03, *Medical Examination and Standards*.

8.4.6. **National Security Clearance.** Applicants must pass a background security investigation. Those with military status may submit an official letter from their security monitor stating their current clearance type and the date it was granted.

8.5. Agency Review Process (ARP).

8.5.1. **Definition.** The ARP is the primary vehicle whereby Air Force Chaplain Corps requirements are implemented through a flexible, time sensitive, and resource conscious multi-agency model.

8.5.2. Accession Procedures

8.5.2.1. Phase I, Applicant Screening

8.5.2.1.1. To obtain personal data ensuring applicant complies with DoD chaplain appointment directives.

8.5.2.1.2. To determine commissioning qualifications.

8.5.2.1.3. To define ministerial identity by assessing applicant's education, religious leadership experience, ministry skill sets, denomination affiliation, and diversity capabilities.

8.5.2.2. Phase II, Applicant Review and Multi-Agency Recommendation

8.5.2.2.1. To match applicant to Air Force Chaplain Corps recruiting and accession needs and requirements.

8.5.2.2.2. To obtain a "recommendation" from designated Air Force agencies for accession.

8.5.2.3. Phase III, Applicant Accession

8.5.2.3.1. To commit Air Force man-hours and resources to complete qualified package (i.e. OA recruiters and MEPS).

8.5.2.3.2. To access a qualified applicant to meet Air Force Chaplain Corps and Force Development needs and requirements.

8.5.2.3.3. To provide qualified / agency recommended package to AFRS/CC, the approving authority, for accessing a chaplain to active duty.

8.6. Applicant Notification and Commissioning

8.6.1. Notification Administrative Actions

8.6.1.1. Applicant receives notification letter from RSOCC.

8.6.1.1.1. Applicant signs and returns acceptance letter to RSOCC.

8.6.1.1.2. Applicant's declination terminates process.

8.6.2. **Commissioning Administrative Actions**

8.6.2.1. RSOCC forwards applicant's accession package to Air Force Personnel Center, Chaplain Force Development Office, AFPC/DPAH.

8.7. Religious Professional Scholarship Program.

8.7.1. **Religious Professional Scholarship Program (RPSP).** Future faith group accession scholarship awarded to applicants qualified and meet Air Force faith group needs.

8.7.2. **Management**

8.7.2.1. AFRS/RSOCC serves as primary point of contact for student inquiries concerning RPSP; recruits and advertises for the RPSP.

8.7.2.2. Convenes RPSP policy review meetings as needed with AF/HC, AFIT/CI, AFRC/HC, AFRC/RS, and AFRS/RSOCC.

8.7.3. **Qualifications**

8.7.3.1. Meet Air Force commissioning requirements.

8.7.3.2. Receive written permission from a listed DoD ecclesiastical endorser for participation in Chaplain Candidate Program.

8.7.3.3. Possess a Baccalaureate Degree or be within one year of completion.

8.7.3.4. Be younger than 39 upon completion of theological studies.

8.7.3.5. Be a US citizen, no dual citizenship.

8.7.4. For additional information refer to AFI 52-106, Religious Professional Scholarship Program.

8.8. Reserve Chaplain and Chaplain Candidate Recruiting.

8.8.1. The One-Force Catholic Recruiting Model mandates AFRS/RSOCC recruit, in addition to Catholic active duty chaplains, potential Reserve Catholic Chaplain applicants and Catholic Chaplain Candidates.

8.8.2. **Reserve Catholic Chaplain Processing**

8.8.2.1. All prospective applicants reviewed by AFRS/RSOCC for prequalification.

8.8.2.2. RSOCC conducts interview and works with applicant to obtain ecclesiastical endorsement (DD Form 2088).

8.8.2.3. AFRS/RSOCC forwards assessment to AFRC/HC to initial accessions processing.

8.8.3. Chaplain Candidate Processing

8.8.3.1. AFRC/HC is the POC for accessions processing.

8.8.3.2. If RPSP is involved, follow guidance of AFI 52-106.

8.8.4. **Chaplain Candidate Training**

8.8.4.1. ARFS/RSOCC conducts initial Chaplain Candidate Internship Tour (Catholic Chaplain Candidate Ministry Familiarization Tour [CCCMFT]).

8.8.4.2. Candidate must coordinate formulation of annual training plan with AFRS/RSOCC for approval by AFRC/HCX.

8.8.4.3. AFRS/RSOCC mentors candidates throughout the candidate program with the goal of Reserve chaplain reappointment.

Chapter 9

MARKETING, ADVERTISING, AND PUBLIC AFFAIRS PROGRAMS

Section 9A—Management and Administration

9.1. Program Description. HQ AFRS Strategic Marketing Division is the marketing arm for the entire USAF. Its ability to function and fund advertising programs is derived from a congressional mandate. **9.0 U.S.C.-503: US Code- Section 503: Enlistment: Recruiting Campaigns Recruiting campaigns** - The Office of the Secretary of Defense shall conduct an intensive recruiting campaign to obtain enlistment in the Regular Air Force. The Secretary of Defense shall act on a continuing basis to enhance the effectiveness of recruitment programs of the Department of Defense (including programs conducted jointly and programs conducted by the separate armed forces) through an aggressive program of advertising and market research targeted at prospective recruits for the Armed Forces and those who may influence prospective recruits. The importance of a sustained, year-round national marketing and advertising media campaign cannot be overstated. Our marketing efforts underwrite every aspect of our success. At the tactical level it sponsors the most powerful lead-generating events; at the operational level it provides web, data and lead management services, and at the strategic level it inspires young men and women across the nation and serves as a hedge against long-term risk from changing economic conditions which could provide other opportunities for the most competitive young Americans.

9.1.1. Concept. The marketing function helps Air Force recruiters meet production goals by generating quality leads, creating public awareness of Air Force programs and career opportunities, and fostering relationships with key influencers through national, grassroots and community outreach programs.

9.1.2. Air Force Recruiting Service Priorities/Principles. Ensure marketing efforts reach the most diverse, multi-cultural prospects at the local, regional and national level. Develop and execute a national advertising campaign that will be inspiring to the brightest and most competitive Americans. How we precisely use each element at the local, regional and national level determines our success.

9.2. Mission:

9.2.1. HQ AFRS/RSM is the Air Force executive agent for creating, producing, distributing and implementing advertising products and services necessary to support Air Force military personnel procurement, including EA, LO, HP, AFROTC, USAFA, JAG, Chaplain and AD retention programs.

9.2.2. HQ AFRS/PA oversees recruiting service public affairs programs identified in AFI 35-101, *Public Affairs Policies and Procedures.* Public affairs provides trusted counsel to commanders, supports Airman morale and readiness and builds community awareness and support through employee communication, media relations and community outreach programming.

9.3. National Marketing Program. HQ AFRS/RSM consists of the following two branches, each responsible for major parts of the overall national marketing and advertising program.

9.3.1. **HQ AFRS/RSMS (Events Branch).** This branch is the focal point for AFRS national, regional and local special events marketing. The Events branch provides literature, sales promotional items (SPI) and personnel in support of planned national, regional and local marketing events. It also provides recruiting tools and support for those tools to field recruiters (Mobile Marketing Assets such as sport utility vehicles, trailers and mini-jets). They provide oversight, planning and scheduling for the mobile tours (NASCAR show cars, X-1, Vapor, etc.), as well as oversight, planning and support for national events (motor sports, athletic events and air shows). This includes recruiting space, coordinating with the local recruiting squadrons, interacting with vendors and obtaining general officer protocol support.

9.3.1.1. Serves as liaison between AFRS and MAJCOM demo teams, the aerial demonstration team (Thunderbirds), drill teams, Air Force bands, jump teams, air show coordinators and other performance teams.

9.3.1.2. Manages the national convention program, providing displays, SPIs and literature; buys display space; and coordinates recruiter support with local squadrons.

9.3.2. **HQ AFRS/RSMA (Advertising Branch).** Supports EA, LO, HP, AFROTC, USAFA, JAG, Chaplain and Active Duty (AD) retention programs with national advertising and branding activities and provides guidance to HP flights, squadrons and groups for local or regional marketing programs. The branch directs national mail campaigns as well as recruiting websites and advertising services. It is the primary liaison with the contracted civilian advertising agency for television, print, radio, in-theater and internet advertising efforts. This branch is composed of broadcasters, designers, photographers, writers and account executives working together as an integrated unit.

9.4. AFRS Marketing Training Section.

9.4.1. Oversees, trains and advises group-level marketing branches. Responsible for providing training to all group marketing SNCOs (AFSC 8R000).

9.4.2. Acts as a liaison between group and HQ AFRS/RSM to ensure groups, HP flights and squadrons follow HQ AFRS/RSM guidance.

9.5. Field Marketing Positions.

9.5.1. Group marketing SNCO appointed in writing by the group commander. Oversees, trains and advises squadron-level marketing branches and group HP flights. He/she is responsible for providing training to squadron senior trainer and marketing teams, HP flight chiefs and HP recruiters. Acts as a liaison between group HP flights, groups, squadrons and HQ AFRS/RSM to ensure HP flights and squadrons follows AFRS/RSM and group guidance.

9.5.1.1. Advises the group commander and superintendent on all marketing matters, including planning and executing a group level marketing plan.

9.5.1.2. Should attend marketing conferences.

9.5.1.3. Group marketing personnel must be resident experts on marketing in their units. Each quarter they must analyze and evaluate marketing activities using AFRISS data collection, reports, analyses, and validation through field visits. Identify and address

findings and trends to group and squadron commanders to ensure marketing efforts are of maximum benefit to the unit.

9.5.1.4. Oversees, schedules and coordinates maintenance for group marketing equipment and vehicles.

9.5.1.5. Reviews squadron Marketing and Spend Plans NLT 30 Oct each year.

9.5.1.6. Group marketing personnel will be a graduated flight chief or a graduated squadron Training/Marketing NCO.

9.5.2. **Squadron Training and Marketing Team (RSC/RST)** This team:

9.5.2.1. Composed of a squadron senior trainer and one or two NCOs that manage the squadron training and marketing program. They serve as primary trainer for all squadron marketing training.

9.5.3. Squadron marketing personnel must be resident experts on marketing in their units.Each quarter, they must analyze and evaluate marketing activities using AFRISS data collection, reports, analyses and validation through field visits. They must identify and address findings and trends to their squadron commander to ensure marketing efforts are of maximum benefit to the unit.

9.5.4. Group and squadron management are responsible for ensuring appropriate use of all marketing tools.After group and squadron training/marketing team conduct their quarterly marketing analyses, they will forward a copy to the group marketing SNCO, who will provide the group commander and superintendent an overview of the group's marketing health. An analysis of the health overview and a compilation of best practices will be assembled and forwarded to AFRS/RSM each quarter. The group marketing SNCO will also provide each squadron and HP production superintendent each quarter with a copy of the same analysis provided to AFRS/RSM. Group analyses should include status of all group assigned mobile marketing assets as well as an assessment of the five essential elements of marketing. This information will be in the format of the group commander's choosing, but will be kept on file for 2 years.

9.5.5. Squadron Training and Marketing NCO(s) will attend HQ AFRS sponsored Train-the-Trainer and Marketing workshops.

9.5.6. Acts as squadron Unit Public Affairs Representative and a liaison for HQ AFRS/PA to work local PA issues.

9.6. Reference Materials. Marketing personnel must maintain access to the following reference materials to effectively manage their marketing programs.

9.6.1. *AFI 35-101, Public Affairs Responsibilities and Management Procedures.*

9.6.2. *AETC Supplement Public Affairs Responsibilities and Management*

9.6.3. *AFI 35-104, Media Operations*

9.6.4. *AFI 35-105, Community Relations*

9.6.5. *AFMAN 36-2203, Drill and Ceremonies, 3 Jun 1996.*

9.6.6. *AFI 36-2015, Air Force Recruiting Advertising Program, 17 Sep 2010.*

9.6.7. *AFH 33-337, The Tongue and Quill, 9 Nov 2011.*

9.6.8. *AFRSI 90-201, Air Force Recruiting Service (AFRS) Inspection Program, 22 Nov 2011s.*

9.6.9. *Marketing inspection checklist (RSOT).*

9.6.10. *Marketing training AF IMT 623A overprint for recruiter training (RSMU).*

9.6.11. *Marketing continuity book outline (RSMA).*

9.6.12. *Squadron local advertising plan (RSMA).*

9.6.13. *Field advertising funds policy and guidance (RSMA).*

9.6.14. *Squadron community and special event list (squadron).*

9.6.15. *Unit Public Affairs Handbook (AFRS/PA)*

9.6.16. *AFRS Social Media Handbook*

Section 9B—Marketing Training

9.7. Requirements:

9.7.1. Training must instruct the recruiter where, when, how and why to use marketing tools to enhance production. This information must be presented in a hands-on, in-the-field environment. To aid in this effort, an overprint of AF IMT 623A has been developed. This HQ AFRS/RSM overprint (*In-Zone Marketing Training - EA Recruiter)* will be used to train new EA recruiters. **Note:** This overprint is available on the AFRS RST webpage under the AF Portal.

9.7.2. HQ AFRS/RSM will provide continuity book guidance covering the five essential elements of marketing (Section 9C) to each marketing flight. Squadrons and group HP Flights will use this guidance to produce continuity products for their recruiters. They may supplement the guidance with their own material.

9.7.3. When squadron manning dictates, the task-certified 8R000 designee, senior trainer, flight chief or AFRS trainer will be used to augment training.

9.7.4. **Marketing and Public Affairs Training.** Occurs in the following stages:

9.7.4.1. **Recruiting School.** Marketing and Public Affairs training is presented as part of the recruiting school curriculum and by a presentation from HQ AFRS/RSM and AFRS/PA to new recruiters and flight chiefs.

9.7.4.2. **Group/Squadron Introduction.** When new recruiters sign in, the marketing team will ensure they receive a current marketing continuity product tailored to their zone. This product may be electronic or hard copy.

9.7.4.3. **Zone Training:**

9.7.4.3.1. This training is conducted one on one with the recruiter in his/her zone for at least two days, excluding travel time.

9.7.4.3.2. Zone training will be detailed on the HQ AFRS/RSM overprint to AF IMT 632A. Use of this IMT for demonstration training to new EA recruiters is mandatory.

The purpose of zone training is to spend time with the recruiter in his/her recruiting area, not the office. Zone training integrates the five essential elements of marketing (Section 9C) into production objectives. Establishing relationships with key individuals within a zone is paramount to a successful program.

9.7.4.3.3. A recruiter's key influencer contacts are, (1) members of the local news media who cover military and government "stories"; (2) community and school leaders, such as principals, education board members, veterans, scout groups and elected officials; and (3) COI vendors, such as restaurants and caterers. Zone training helps put the new recruiter in personal contact with as many key influencers as possible. (See the HQ AFRS/RSM overprint to AF IMT 623A.)

9.7.4.3.4. Squadron marketing will bring documents that provide a marketing history of the zone. This history will include, organizations, POCs, phone numbers, types of support provided and squadron-level or higher awards presented. The assigned trainer (marketing NCO 8R000 or designee) will use zone history to demonstrate how to solicit support from the local community. At the conclusion of the new recruiter's zone training, the recruiter will file the historical data in the recruiter's marketing continuity product.

9.7.4.3.5. Following effective demonstration-performance training, the new recruiter should feel comfortable performing marketing tasks in his/her zone. The recruiter must have built a contact base by actually meeting people. He/she must show success in getting promotional or civic support as a result of zone training. Follow–on training must be available to any recruiter identified as needing or wanting help with his or her zone marketing program.

9.7.4.3.6. Additional field training may be requested at any time. Squadron marketing will keep abreast of recruiter general production standings and offer assistance via the flight chief if weak marketing activity is a possible contributing factor to poor production. In addition, squadron marketing will ensure additional training for specialty recruiters, flight chiefs and program managers that is tailored to the needs of their programs.

9.7.4.4. **Quarterly Flight Training Meetings.** Past activities are reviewed and planning for upcoming activities takes place during these meetings. Marketing team personnel will provide recruiter training at least twice a year during quarterly training meetings or annual training meetings.

9.7.4.5. **AFRS Workshops.** HQ AFRS/RSMU (or a designated representative) will provide marketing briefings and training during all AFRS-level workshops.

9.7.5. **Training Documentation.** AF IMT 623A will be used to document marketing at any training meeting attended. Squadron-unique policies and procedures and activities that are not part of the five essential elements of marketing are best suited for training at these meetings. A copy of the AF IMT 623A generated by squadron marketing will be provided to the flight chief, squadron trainers, etc.

9.7.5.1. After certification, the new recruiter will be given a signed copy of AFRS Form 35, AFRS Certified Air Force Recruiter.

Section 9C—The Five Essentials of Marketing

9.8. Concept. To have a successful marketing program, a squadron should employ the following five elements: recruiter-generated mail (RGM), advertising programs, COI events, media relations, and community relations through special events participation. Personnel must become knowledgeable of their zone to know which tools work and when to use them. The key to the use of these five essential marketing elements is an effective training program at the squadron level.

9.9. Element 1—Recruiter-Generated Mail (RGM):

9.9.1. RGM will be used only to supplement a recruiter's need to produce Priority 1 leads when leads are insufficient. RGM is targeted to a person, not an address. It is a high-quality, first-class, direct-mail product. Flight chiefs will set monthly RGM expectations based on individual recruiters production needs. Mass mailings, third class mailings and trickle mailings (postcards) are not RGM. Recruiter-generated mail should be used sparingly and targeted for a particular purpose. RGM objectives are (1) to motivate the prospective applicant to respond and ask for more information, and (2) to reinforce the Air Force image as a technologically advanced professional organization.

9.9.2. RGM may be an approved mailer or a letter, but it must include a mail-back response device. Groups and squadrons order nationally produced RGM mailers as needed from HQ AFRS/RSM. Mailers are fact folders with tearout reply cards. All RGM mailers and envelopes must be stamped with the recruiting office's return address.

9.9.3. Squadron commanders have the authority to approve locally generated (or modified) EA, LO RGMs, flyers and mailers. Group commanders or their designee have the authority to approve locally generated HP RGMs flyers and mailers. Note: All commanders must ensure approved RGMs, flyers and mailers maintain the professional quality of the Air Force and contain accurate, grammatically correct and up-to-date information.

9.9.4. Group and squadron commanders may approve letters and flyers for one-time use to advertise Air Force participation at local events, but they must give careful consideration to current Air Force themes and messages. Commanders should consider consulting with HQ AFRS/RSM. Squadrons may locally reproduce direct mail letters from HQ AFRS/RSM if the letters are camera-ready slicks.

9.9.5. An RGM will not be used to respond to a request for Air Force information. An RGM must have only one response device (reply card), and lead tracking will occur through the Air Force Opportunity Center (AFOC), a civilian contractor. Altering the reply card address or bar code is a violation of US Postal regulations and will result in increased postal costs and the possible loss of AFRS mailing permits.

9.9.6. To be effective, an RGM mailing plan must be thoroughly thought out. Before executing such a plan, the following issues will be considered:

9.9.6.1. **Target Audience.** What is the target audience for this RGM (for example, students not returning to college)?

9.9.6.2. **Message.** Is this the best message for this target audience (for example, an RGM that addresses Air Force educational benefits)?

9.9.6.3. **Timing.** Is this a good time to reach this audience with this message (for example, 5 or 4 weeks before the end of the quarter or semester)?

9.9.6.4. **Synchronization.** Will this timing be able to take advantage of any other marketing activity (for example, increased awareness during radio-buy flights or in advance of a scheduled career day)?

9.9.6.5. **Message Saturation.** Will this mailing compete with a national direct mail product? For example, will responses to one article make the other article appear ineffective?

9.9.7. Flight Chiefs will work to ensure recruiters have sufficient RGM material to meet the needs of a properly applied RGM program. Planning and open communication between squadron training and marketing branch and flight chiefs will help ensure mailers are available and printing can be completed in time to meet field recruiters' lead-generating requirements.

9.10. Element 2—Advertising Programs:

9.10.1. **Overview.** Effective advertising will target the recruiting message directly to qualified prospects and key influencers. Air Force advertising is composed of two campaigns—a national one and a local one. The two campaigns are integrated to enhance the effect of each. The national advertising campaign is developed to maintain visibility, enhance the Air Force's corporate image, and cultivate interest in the Air Force and the opportunities it offers via national media. In national advertising, lead-generation is a secondary mission.

9.10.2. **National Advertising Campaign:**

9.10.2.1. A national advertising plan is developed by HQ AFRS program managers, HQ AFRS/RSM, and a contracted civilian advertising agency. HQ AFRS/RSMA publishes the plan every year and provides copies to the field.

9.10.2.2. Internet marketing is used to electronically publicize Air Force opportunities and benefits. It creates Air Force awareness as well as provides recruiters with leads. Lead information is distributed to the recruiter level through AFRISS. HQ AFRS/RSM maintains the electronic medium and is connected to every ad placed online via **http://www.AIRFORCE.com** and other Air Force websites. AFRS/RSM also produces all online advertisements (banners, links, key words, etc.).

9.10.2.3. The objectives of AIRFORCE.COM are to provide timely information to the general public about service in the Air Force and to prompt users to contact a recruiter via a secure electronic medium. This site should maintain a positive, high-tech image of the Air Force. HQ **AFRS/RSMA** is responsible for maintaining the information displayed on the website.

9.10.3. **Local Advertising Campaign.** The local advertising campaign takes the interest generated by the national campaign and promotes action by prospective applicants that should result in leads and increased recruiting office traffic. Coordinating and integrating the national and local advertising campaigns conveys a consistent, unified message and image—one message, many voices. It ensures the AFRS message is consistent and communicated in a manner expected of proper stewards of government funds.

9.10.4. **Lead Tracking.** AFOC, a civilian contractor, receives leads from national and local advertising. These leads are transferred electronically through HQ AFRS to the recruiter. When training recruiters and supervisors, group and squadron marketing must be knowledgeable of the national lead program and must be able to explain its value and effectiveness.

9.10.5. **Local Advertising Budget.** Based on annual advertising funding levels, HQ AFRS/RSM (along with HQ AFRS/FM) develops an annual local advertising budget. These funds, managed by HQ AFRS/RSMA, are spent through the groups and squadron's local advertising plans, which are developed by the group marketing SNCO and squadron training/marketing team. Funds are monitored by HQ AFRS/FM, and guidance is provided to groups and squadrons in an annual advertising funds policy or guidance letter.

9.10.6. **Local Advertising Management Program.** HQ AFRS/RSM assigns an advertising account executive to handle expenditures of the local advertising plan. The account executive advises the squadron marketing teams and key personnel on advertising strategy. The account executive obtains nationally purchased advertising and serves as the liaison between the advertising contractor and field units.

9.10.7. **Local Advertising Plan:**

9.10.7.1. The local advertising plan will be developed to meet annual recruiting goals for each group and squadron. Group and squadron input and advertising analysis will be gathered at annual planning meetings. This information will be combined with data from HQ AFRS/RSMA. The contracted advertising agency will extract local advertising information (event marketing, in-theater advertising, newspaper, television, etc.) and prepare a local plan for each group and squadron. The agency will pass out these localized plans to each group and squadron at the annual HQ AFRS marketing conference. These plans will be incorporated in the local advertising plan developed by each group and squadron marketing teams. The group commander or designated representative will sign the group final plan within 30 days of receipt. The squadron commander or designated representative will sign the squadron's final plan within 30 days of receipt. An electronic copy of the commanders approved group and squadron marketing plans will be forwarded to HQ AFRS/RSMA no later than 15 Nov each year.

9.10.8. The group SNCO will provide a copy of appropriate sections of annual national and local advertising plans to HP flight chiefs. Squadron training and marketing team will provide a copy of appropriate sections of annual national and local advertising plans to EA flight chiefs.

9.10.8.1. The group marketing SNCO and the squadron marketing/training team will conduct and document an annual review of the local advertising plan with key squadron personnel and send changes to HQ AFRS/RSMA. The review will determine if the local advertising plan is meeting the advertising needs of the group/squadrons.

9.10.8.2. The group marketing SNCO and squadron training and marketing personnel will maintain a list of local media advertised in, to include POCs and phone numbers. They should contact these POCs when visiting news media staff as part of media relations activities. They should attempt to broaden this contact base to include other

media staff that might be influential in obtaining public service announcements (PSA) and news placement coverage.

9.10.9. **Group HP/Squadron Marketing Funds:**

9.10.9.1. **O&M FY Funds Distribution.** The initial group/squadron operations and maintenance (O&M) FY funds distribution may contain group/squadron advertising funds (PE81712) to be used for list purchases and local advertising purchases not available through HQ AFRS. The unit commander must ensure reconciliation is documented monthly on all marketing advertising funds with the unit resource advisor. The HQ AFRS financial management board (FMB) must approve the reprogramming or transfer of marketing funds (other than initial marketing) to field recruiter support (PE81711). The unit RA must document this transfer in the FMB minutes. Transfer requests must be sent through the squadron financial management section to HQ AFRS/RSSF. Current FY policy is provided in the field advertising funds policy or PGM.

9.10.9.2. **Spending Plans.** Groups/squadrons must have spending plans in place for the fiscal year (fund phased by quarters). By 15 Nov of each fiscal year, group and squadrons must submit their initial spend plan to RSMA indicating how they plan to spend their local advertising funds. By 30 Jun of each fiscal year, squadrons must submit their spending plan to HQ AFRS/RSMA for any remaining squadron marketing funds (PE81712).

9.10.9.3. **Authorized Local Advertising Expenditures.** The website **http://www.Airforceads.com** provides camera-ready ads. Submit written requests for modification and/or additions to HQ AFRS/RSMA for review and possible production.

9.10.9.4. **Other Advertising and Support Expenditures.** Booth rentals and related services, transportation costs for tours and bands, and auditorium rental for Air Force bands, Tops in Blue, etc., and marketing equipment maintenance are properly charged to unit's support (PE81711).

9.10.9.5. **Prohibited Advertising.** Each year, the field advertising funding policy or guidance letter will outline prohibited items. In no case will unprofessional platforms or images be used, even if there is no cost. Call HQ AFRS/RSM for a determination of questionable cases. Use of Air Force advertising to promote businesses is not authorized.

9.10.9.6. **Locally Produced Advertising and Sales Promotion Items.** Locally produced advertisements of any sort, including SPIs, must present a professional image, contain the 1-800 number or website address, and be approved by the unit commander prior to purchase.

9.10.9.7. **Placing Advertisements.** Only HQ AFRS/RSMA, group marketing and squadron marketing and training teams are authorized to place advertising for the Air Force. Recruiters will not place advertising in local media on their own, even if there is no cost. Out-of-pocket expenses or personal funds are not authorized for payment of advertising.

9.11. Element 3—Center of Influence (COI):

9.11.1. **General Information:**

9.11.1.1. A COI is a planned event where meals or snacks are served to provide a setting for Air Force personnel to make a sales presentation. All COI events are sales opportunities. Whether meeting with prospective applicants or with community influencers, the recruiter is trying to accomplish a specific sales goal. The goal may be to generate an application or accession or to "sell" the idea of public service support to a media outlet. In every case, the sales success of the COI can be measured.

9.11.1.2. The true value of a prospective applicant COI is measured by how many people enter the Air Force DEP for the EA program or how many attendees apply for an officer AD program. Influencer events that accomplish precise objectives with noticeable results are effective. The person planning the COI must have a well-defined objective before planning and executing the COI.

9.11.1.3. The legislative authority for sponsoring COI events is Title 37, U.S.C. 428. Due to the expenditure of appropriated funds involved in the COI program, public perception is an extremely sensitive issue. For example, if an event is perceived as inappropriate or distasteful, the program has caused more harm than good. Events must be well planned, in good taste and done in a manner that cannot be interpreted as extravagant.

9.11.1.4. COI funds are exclusively for food, beverages (excluding alcoholic beverages), and gratuity expenses. Complimentary alcoholic beverages will not be, (or appear to be) accepted by AFRS personnel. COI funds will not be used to pay for such items as skate rental, greens fees, etc. In addition, COI funds will not be used to pay for participation in public or special events where admission, seating, or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex or national origin.

9.11.1.5. The group marketing SNCO or the squadron training/marketing team will follow up on COI events and offer assistance, to enhance the effectiveness of future events.

9.11.2. **Disposition of Leads.** For tracking and refinement, enter all leads into AFRISS within two duty days following COI. Treat these as Priority 1 at the recruiter level. It is possible and practical to refine leads at actual event if time permits one-on-one interactions. If leads are refined at the event, they must still be entered into AFRISS for tracking or disposition and accountability of COI rules. The example at Attachment 15 is an effective tool for capturing lead information.

9.11.2.1. The group marketing SNCO and squadron marketing/training team will inform their commander of ongoing COI activities

9.11.3. **Minimum Requirements.** The group and squadron COI program should target participants in the following priority order:

9.11.3.1. Prospective applicants.

9.11.3.2. DEP and prospective applicant (must maintain a minimum ratio of one prospective applicant per DEP).

9.11.3.3. Reinforce sale (LO and HP programs only).

9.11.3.4. Influencer (media, civic leader, educator, etc.).

9.11.4. **Categories of COI Attendees.** The *classification* of a COI attendee is determined by two factors, age and education. However, there are only two *categories* of COI attendees, a lead and a guest:

9.11.4.1. A lead is eligible for the Air Force program being presented and was not generated from another lead source. **Note:** This would include 16-year old juniors who attend a COI, but an event should not be planned to target this group. In some cases, high school underclassmen may be comingled with seniors. In these cases, proceed with the COI if the majority of the class is seniors.

9.11.4.2. A guest is not eligible for the Air Force program being presented or is currently at some level of the Air Force application or enlistment process (including influencers or media members).

9.11.5. **Unit Representatives.** A unit representative may be a flight chief, Public Affairs representative, or certified HP recruiter, MEPS liaison, training and marketing team member, or any officer or recruiter at squadron, group, or AFRS headquarters. For the EA program, a squadron representative will attend each COI event for new recruiters and recruiters who have not successfully conducted a COI. For the HP program, a unit representative will attend each event for newly assigned specialty team recruiters. Recruiters who attend a COI while on TDY status must either show the government-provided meal on their travel voucher or decline to eat at the COI. All military and civilian employee personnel are permitted to eat at the COI.

9.11.6. Sign-In Procedures:

9.11.6.1. Group marketing SNCO or squadron training/marketing team will present training on how to complete COI paperwork for their perspective recruiters.

9.11.6.2. Planning. A well executed COI event requires careful planning and coordination. Start planning as early as possible. Factors to be considered and a suggested timeline:

9.11.6.3. Four weeks prior. Consider the audience and develop a presentation. Conduct a site visit of potential venues and search for appropriate vendor.

9.11.6.4. Three weeks prior. Invite guests and solicit potential leads. Request that respondents RSVP.

9.11.6.5. Two weeks prior. Review RSVPs received and negative replies and follow-up on invitees that have yet to respond. Complete and submit COI event request form to flight chief. Coordinate any special support, i.e. quest speaker, unit marketing representative, marketing equipment, audio/visual equipment.

9.11.6.6. Three days prior. Validate quest and potential attendance. Confirm details with host venue and vendor. Review and practice the presentation.

9.11.6.7. Day of the event. Arrive early and ensure set-up is complete. Begin on time.

9.11.7. **Steps for Requesting a COI:**

9.11.7.1. Recruiters will initiate COI event and funding requests by completing locally produced request forms and forwarding them to the flight chief. Flight chiefs will review and forward requests to appropriate group marketing SNCO or squadron

training/marketing team. Unit marketing personnel will verify funding availability with RA and prepare AFRS IMT 1406 for commander's approval. Upon approval, unit marketing will notify recruiter of approval and coordinate payment procedures.

9.11.8. **Sign-In Procedures:**

9.11.8.1. An organized sign-in procedure, using AFRS IMT 1396, COI Guest List – Prospective Applicant, or AFRS IMT 1397, COI Guest List - Influencer, must be followed for attendees at COI events. A list provided by an organization (containing names, addresses, and/or phone numbers) maybe used to document the sign-in of attendees. AFRS personnel (including those who do not eat) will sign in at all COI events.

9.11.8.2. Provisions of the Privacy Act of 1974 apply only in lead-generating, prospective-applicant events. When soliciting information subject to the Privacy Act of 1974, the following statement must be read, given, or shown to persons signing in:

"We will be happy to provide you more information about Air Force opportunities as authorized by Title 10 U.S.C. 503 and governing directives for Air Force Recruiting Service. The information solicited will be used to determine eligibility and allow follow-up contact. The routine use of this information will be for Air Force recruiting purposes only. Providing the information is voluntary; however; failure to provide sufficient information may prevent us from properly explaining the career opportunities available to you."

9.11.9. **Costs for COI Events:**

9.11.9.1. Maximum Costs. The maximum unit cost (including gratuity of no more than 20 percent of the total bill) for COI events must not exceed the following:

9.11.9.1.1. EA program events, $10 per person (includes AFROTC).

9.11.9.1.2. LO and HP programs and influencer program events (including one-on-one events), $20 per person.

9.11.9.1.3. Critical LO or HP specialties (as determined in writing by the unit commander) including one-on-one events, $40 per person. Normally, only a single one-on-one event is authorized per prospective applicant. The squadron commander may approve additional one-on-one events as needed to overcome objections or resolve other issues delaying the application process.

9.11.9.1.4. When an event combines any of the cost limits listed in paragraph 9.11.9., the lesser limit will be the maximum allowable. For example, EA applicants and faculty members would have a maximum per person of $10, not $20. In cases where the dollar amounts are exceeded (number of guests previously confirmed did not show, etc.), the unit commander or his or her designee will establish an MFR stating the conditions for exceeding the allowable dollar value. (The MFR will be maintained with the COI paperwork.)

9.11.10. **No-Shows:**

9.11.10.1. "No-show" refers to a person invited to COI events that accepted the invitation, but did not attend (and the recruiter did not know in advance to adjust the number). Recruiters will negotiate COI events with vendors to obtain an agreement to not

charge for no-shows. If a vendor will not agree to this and the recruiter believes it is still the best available offer, he or she will proceed with the offer. (This should be the exception, not the norm.)

9.11.10.1.1. After the event, on the AFRS IMT 1396 or 1397, the recruiter will list the total number of persons paid for and the actual cost per person. When accounting for no-shows, attach a list of all individuals who accepted the invitation to the AFRS IMT 1396 or 1397, clearly identifying no-shows. A no-show rate of 10 percent or less is acceptable. If the number of no-shows paid for exceeds 10 percent of the expected or guaranteed attendance, explain it in an MFR prepared for unit commander's endorsement. Buffet and bulk purchase type events, such as HP residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain it fully in the MFR prepared for unit commander's endorsement.

9.11.11. **One-on-One Events:**

9.11.11.1. A one-on-one event is an arranged meeting with one applicant and one recruiter. It may also include the applicant's spouse and the recruiter's spouse. Normally, only a single one-on-one event is authorized per authorized applicant. The unit commander may approve additional one-on-one events, as needed, for critical HP prospective applicants to overcome objections or resolve other issues delaying the application process. One-on-one COI events may be conducted with the following:

9.11.11.1.1. Critical LO and HP specialty prospective applicants. A memorandum from the unit commander will identify these specialties based on AFRS needs at the beginning of the fiscal year and should be reviewed periodically during the year with changes made as required. With unit commander's approval, another military member may be present to help with the sales presentation; for example, an Air Force physician, nurse, or other person whose profession or background is related to the prospective applicant's and would further enhance the presentation.

9.11.11.1.2. Radio and television station owners, news directors, managers, public service directors, program directors, or other persons in media decision-making positions.

9.11.11.1.3. Civic leaders, business persons, and educators.

9.11.12. COI Payment:

9.11.12.1. The two methods of COI payment are:

9.11.12.1.1. **Government Purchase Card (GPC) Payment.** By prior arrangement through the vendor, squadron marketing pays for the event using the GPC card.

9.11.12.1.2. **Government Travel Card.** The recruiter pays for the event and forwards the itemized receipt along with all other COI paperwork to unit marketing 3 duty days after the COI event. The Defense Travel System (DTS) will be used to seek reimbursement for COI event.

9.11.13. **After Action Steps for Requesting a COI.** Forward all paperwork, (sign-in sheets, vendor itemized receipt and an after action report) for the COI to group marketing

SNCO or squadron training/marketing team 3 workdays of completing the COI event. Attachment 14 is an example of an after action report. All COI paperwork will be kept on file at the unit level to serve as documentation for what was purchased and what occurred. COI paperwork will be kept on file for three years.

9.11.14. Following each event, squadron marketing personnel must log into AFRISS to make sure the recruiter loaded the leads from the event. If not, they will up channel this information to the flight chief for action.

9.11.15. **Analysis and Management:**

9.11.15.1. Each quarter, the COI program must be completely analyzed by unit marketing for effectiveness. This documented analysis, after review by the unit commander and production superintendent, should be sent to the flight chiefs for review and action.

9.11.15.2. Unit marketing personnel will meet with the unit RA quarterly to validate and document the COI account balance. They will accomplish quarterly COI account fund phasing with the unit RA and advise flight chiefs and unit key personnel of any changes.

9.12. Element 4—Media Relations.

9.12.1. **Overview.** Media relations are comprised of two distinct objectives. One objective is to promote Air Force awareness through the use of promotional or public service announcements (PSA), proactive placement of Air Force messages, and creative awareness activities. The other objective is to inform the public of factual and relevant Air Force information through the use of news releases and responses to queries. Both objectives share a common goal of creating public awareness of Air Force programs and career opportunities. Much of media relations have to do with support gained through personal contact between recruiters and media personnel. Recruiters will establish, maintain, and track (via AFRISS) productive media contacts with major network affiliates, major independents, and cable outlets based on minimum requirements. The group marketing SNCO, squadron training/marketing team and flight chiefs should periodically accompany recruiters on media visits to ensure productive results and foster relations. See 9.40 for more information about media relations and Public Affairs.

9.12.2. **Minimum Requirements.** All Enlisted Accession recruiters must visit all radio stations in their zones annually. Line Officers and Health Profession recruiters will visit radio stations at the discretion of the flight chief. All other media outlet visits will be at the discretion of the flight chief. Productive media visits may include the following activities:

9.12.2.1. Introducing a new recruiter or other unit personnel.

9.12.2.2. Offering specific promotional activity support.

9.12.2.3. Requesting specific promotional activity support.

9.12.2.4. Coordinating or conducting a COI.

9.12.2.5. Soliciting specific PSA support.

9.12.2.6. Delivering or confirming receipt of a PSA or news release.

9.12.2.7. Soliciting or conducting an interview.

9.12.2.8. Presenting an award, usually in connection with a COI.

9.12.3. **Public Service Announcements (PSA):** Paid radio or TV requests will be referred to HQ AFRS/RSMA Broadcasting.

9.12.3.1. Types of PSAs. The following two types of PSAs will be used:

9.12.3.2. **Custom Radio PSA (Spots):**

9.12.3.2.1. HQ AFRS/RSMA Broadcasting will produce custom radio PSAs and distribute them directly to requesting recruiters. Before ordering PSAs, recruiters will ensure radio stations give a verbal agreement to air the PSAs. Do not order "generic" spots; this is a personalized spot service.

9.12.3.2.2. HQ AFRS/RSMA Broadcasting will send the recruiter one CD-ROM or via email, the recorded spots for each station.

9.12.3.3. **Custom Television PSAs.** HQ AFRS/RSMA Broadcasting will produce and mail custom television PSAs by regular mail directly to requesting recruiters. PSAs will be completed within 3 calendar weeks and sent by regular mail. Before ordering PSAs, recruiters or squadron marketing personnel will ensure stations verbally agree to air the PSAs.

9.12.4. **Ordering Spot Announcements.** There are two ways to request a spot announcement: by (1) faxing the request to commercial (210) 565-0707 or DSN 665-0707, or (2) sending an e-mail message to **AFRS.Boadcasting@randolph.af.mil** E-mail is the preferred method. Use AFRS Form 72, Localized Spot Request, to request these announcements. When ordering spots, provide the following information:

9.12.4.1. Squadron.

9.12.4.2. Grade (SSgt, TSgt, etc.).

9.12.4.3. First and last name. Use the names as you want them on the spot. If calling in the request, be sure to clearly spell the name and explain how to pronounce a difficult name (for example, Czynicki, Villareal, Mostriani).

9.12.4.4. Mailing address, including street address, suite number, city, state, and ZIP code.

9.12.4.5. Complete commercial telephone number, including area code. Advise whether to use the area code in the script and if "call collect" should be mentioned.

9.12.4.6. Subject of spot. See the current PSA listing located in the PSA on the Xtranet

9.12.4.7. Length of spot (normally 30 or 60 seconds).

9.12.4.8. Radio station format. This is the style of music or programs aired by the radio station. Typical formats include rock, adult contemporary, hip-hop, news or talk, and contemporary hit radio (Top 40).

9.12.4.9. Television format. Requests can support formats Beta SP, HDV or DVD.

9.12.4.10. Call letters. For radio and TV, this means the four letters assigned to the station (WXYZ, KABC, etc). If the PSA is for a TV or cable station, furnish the name (WWWW TV channel 2, Paragon Cable, etc.).

9.12.4.11. Slogan (how the station identifies itself). Common slogans include "KY-93," "Radio 1210," "Power Hits 101-Today's Best Music," or "TV-4 Eyewitness News Channel."

9.12.4.12. Pronunciation tips. Provide guidance for pronouncing difficult recruiter names, street and city names, etc. For example, "My name is Lydel pronounced LIE-dell." Or, "I work in Tittabawassee, Michigan. That's Tit-ah-bah-wah-see." Try to get as close as possible to avoid mistakes.

9.13. Element 5—Community Relations.

9.13.1. **Overview.** Community relations programs are a functional responsibility of HQ AFRS/RSM and HQ AFRS/PA (AFI 35-105). Community relations activities increase Air Force awareness at little or no expense and are limited only by the imagination of the recruiter. These activities include using specialized marketing equipment during community events such as sporting events, parades and festivals. Unit marketing personnel will help determine the suitability of events.

9.13.2. **Minijet and Trailer.** Only AFRS personnel will tow marketing trailers. Before doing so, they must be trained according to the HQ AFRS/RSM AF IMT 623A overlay, Short-Term Marketing Training Trailer Towing.

9.13.2.1. Logistics will coordinate all necessary maintenance for specialized marketing equipment and vehicles, using guidance provided by HQ AFRS/RSM in coordination with HQ AFRS/RSX.

9.13.2.2. Squadron marketing personnel will schedule equipment and make the schedule available to everyone in the squadron.

9.13.2.3. Maintenance of Assets.

9.13.2.3.1. Annual safety inspections will be completed and documented on all assets. Proper maintenance is required to ensure safety of all AFRS personnel.

9.13.3. **Civilian Events:**

9.13.3.1. Air Force participation in civilian events builds positive Air Force awareness and supports recruiters in their communities. Recruiters should establish relations with local organizations such as tourism groups and chambers of commerce to seek out opportunities to showcase the Air Force within their zones. Unit marketing will review support requests from recruiters to ensure appropriateness of the event and will coordinate the logistics, support and funding required. Unit marketing will notify AFRS Public Affairs when the event includes high-level influencers such as mayors, elected officials, Chamber of Commerce members, etc.

9.13.3.2. Groups, squadrons, flights, recruiters and specialty teams will maintain a list of civilian community events in their areas, indicating the events they participate in annually. Unit marketing, flight chiefs and recruiters will use the list to schedule marketing support for their respective units. Civilian events lists will contain the following information: the name and date of the event, name of the recruiter, POC name and telephone number, marketing support provided the previous year and remarks column.

9.13.3.3. Review and update the list before the beginning of each FY. Recruiters will not commit Air Force resources until confirmed by the Air Force unit providing the support. AFI 35-101 contains additional information. The squadron marketing personnel will maintain a list of only those events the squadron will directly support. They will provide new recruiters with information on their zone (such as that published by the state tourism bureau).

9.13.3.4. **Air Force Resources.** Resources for community events include bands, jump teams, aerial demonstration teams, color guards, drill teams, static display aircraft, flyovers and military working dog demonstration teams. Some units need a 9-12 month notice for scheduling purposes. AFI 35-110 governs the band program and AFI 35-105 governs aerial demonstration teams. AFI 35-105, Section B outlines approval levels for different events. See Table 9.3. of this instruction for a quick reference to community events support.

Table 9.1. Community Support Events.

ITEM	A **Resource (note)**	B **Specific Requirements**	C **When Appropriate**	D **How To Request**	E **Suspense**
1	Thunderbirds (COIs, etc.)	See paragraph 9.13.3.6.1	Use at COIs, DEP ceremonies, schools, hospitals, and media	Send DD Form 2535 to SAF/PA	15 August for following calendar year
2	Air Force band	Platform or stage with electricity	High school or college markets	Send DD Form 2536 to Air Force Band (paragraph 2.1.3)	3 to 9 months before event
3	USAFA band	None	Special events	Send request directly to band	None
4	Field band	Check with the band	(See AFI 35-101)		Check with the band
5	Air Force honor guard, color guard, and drill team	None	Regional or national programs and ceremonies	Send DD Form 2536 to USAF Honor Guard, 50 Duncan Ave, Ste 1, Bolling AFB DC 80332-6458, or call DSN 297-9253 or commercial (202) 767-9253	As soon as possible 2 weeks cannot confirm event please plan at least 3 + months
6	Field honor guard, color guard, and drill team	None	Local ceremonies	Contact local public affairs office; send info copy to HQ AFRS/PA	None

7	Orientation flights	Depends on MAJCOM and aircraft requirements	To allow influential civilian and media representative to publicize the Air Force mission		At least 45 days before the flight
8	Flyovers and static displays	None	Airshow and local events, NASCAR, and national level sporting events	Send DD Form 2535 to SAF/PAN (depending on type of request, aircraft, etc.)	
9	Military working dog demonstration	None	Local events	Contact local public affairs or security forces office	
NOTE: For current schedules, also refer to http://www.AIRFORCE.com under the USAF Special Events button.					

9.13.3.5. Pre- and After-Action Reporting. Squadron marketing flights will provide pre- and after-action feedback to HQ AFRS/RSM, via **http://events.airforce.com**, for each event that uses national assets (for example, Thunderbirds, demonstration teams, jump teams, national advertising events, added values, NASCAR, convention support, etc.).

9.13.3.5.1. For the pre-show feedback, include the squadron and flight responsible, event name, location, dates, POC information, and other pertinent information (projected attendance, activities the local recruiters will be involved with, etc.) as early as possible. Provide all updates or changes as they occur.

9.13.3.5.2. Submit the after-action report, including any problems encountered and recommended improvements for future activities within one week of completion of the event. Unit marketing personnel should ensure the unit commander is aware of best practices and weaknesses.

9.13.3.6. **Air Force Aerial Demonstration Team (ACC Demo, Thunderbirds):**

9.13.3.6.1. Air Force Aerial Demonstration and Thunderbirds objectives are to support Air Force recruiting and retention programs, reinforce public confidence in the Air Force, demonstrate the professional competence of Air Force personnel to the public, strengthen morale and esprit de corps among Air Force personnel, and support Air Force community relations programs. Submit requests for the Thunderbirds via DD Form 2535, Request for Military Aerial Support. (DD Form 2535 is prescribed in DoDD 5410.18, Public Affairs Community Relations Policy, 30 May 2007. Refer to that publication for guidance on filling out the form via **http://www.airshows.pa.hq.af.mil**.)

9.13.3.6.2. HQ AFRS/RSM is the OPR for all recruiting activities involving the Thunderbirds. Refer to AFI 35-105, Community Relations, for detailed instructions.

9.13.3.6.3. Unit marketing personnel will attend all air show committee meetings in their AOR that will have Air Force involvement. If distance prevents attendance at these meetings, they will delegate this responsibility to the flight chief nearest the meeting site. Active participation at these meetings should ensure recruiting activities

are given maximum consideration in developing the local plan. This is a high interest item.

9.13.3.6.4. MAJCOM Aerial Demonstration Teams. These teams comprise a variety of aircraft, including the A-10, F-22, F-15, and F-16. Military and civilian airshow sponsors will request the teams on DD Form 2535, submitted to OASD/PA. ACC and AETC send a monthly schedule of upcoming airshows to HQ AFRS/RSM, who, in turn, posts them on the USAF Special Events section of **http://www.AIRFORCE.com** and on AFRS events management website.

9.13.3.7. **Participation at Open Houses and Air Shows on Air Force Bases:**

9.13.3.7.1. As a minimum, squadron training/marketing team personnel will provide a quality exhibit or information booth at all open houses and air shows on Air Force bases. The host squadron at the geographic area of these events will plan for and participate in these events. AFRS presence at planning meeting is mandated.

9.13.3.7.2. Civilian sponsors seeking Air Force participation often contact local recruiters or the squadron. Additional guidance for obtaining support is in AFI 35-105. Also refer to DD Form 2535.

9.13.3.8. **Convention Support:**

9.13.3.8.1. AFRS will participate in selected national level conventions to create awareness of Air Force opportunities, establish liaisons, and achieve rapport among professional, educator, and youth organizations. Lead generation is a secondary purpose.

9.13.3.8.2. HQ AFRS/RSM will fund booth space for selected national conventions and provide groups and squadrons copies of the booth purchase convention instruction record. When exhibit space is ordered, AFRS/RSM will send a support memorandum 6 to 8 weeks before the convention.

9.13.3.8.3. HQ AFRS/RSM will schedule special support (displays, award presentations, etc.) as coordinated with convention officials and provide displays, promotional items, and literature to event show site.

9.13.3.8.4. **Public Speeches.** AFRS members are encouraged to look for speaking opportunities. They should speak to influential civilian groups at every opportunity to introduce and maintain Air Force awareness. For large events where a senior officer (O-6) or chief master sergeant would be appropriate, contact the host base public affairs office for assistance or guidance on obtaining a speaker. If a general officer speaker is being hosted, notify HQ AFRS/PA who, in turn, will notify the AFRS commander.

9.13.3.9. **Invitations to Distinguished Visitors:**

9.13.3.9.1. Coordinate requests for distinguished visitors for AFRS group commanders and above through the unit marketing personnel and commander. Prepare letters to members of Congress according to AFI 90-401, Air Force Relations with Congress, 1 Jul 1998, and AETCI 90-402, AETC Relations with Congress, 17 Nov 2006.

9.13.3.9.2. Keep the AFRS commander aware of field activities, particularly those involving distinguished visitors. Inform HQ AFRS/PA when inviting or learning of the possibility of a visit by a general officer or SES-1 and above. By the most expedient means available, provide the full name and duty title of the visitor, his or her estimated arrival and departure dates, and the purpose of the visit.

9.13.3.10. **AFRS-Sponsored Tours:**

9.13.3.10.1. The AFRS commander will annually determine scope of the national tour program. Distinguished educator tours and Health Professions tours are normally conducted at military installations in and around the San Antonio, Texas area. The scope and type of tours change frequently depending upon recruiting priorities at the time. HQ AFRS/PA will announce annually to all squadrons the scope of the tour program.

9.13.3.10.2. The group commander will appoint a lead squadron to coordinate with HQ AFRS/PA and provide the escort officer during the tour.

9.13.3.10.3. Recruiters will nominate educators through their unit marketing section. Squadrons will select attendees from these nominations and forward the names to HQ AFRS/PA, who will select primary attendees from the nominations. HQ AFRS/PA will distribute nomination instructions for each unit.

9.13.3.10.4. Tour procedures are outlined in the Distinguished Educator Tour Guide published by HQ AFRS/PA. Following the tours, unit commanders will contact participants to invite them to participate in a COI event. This should take place within 30 days after the educators return to their respective schools. The purpose of this COI is to allow the educator an opportunity to share with his or her peers the knowledge gained from tour participation.

9.13.3.10.5. Tours of local area Air Force bases or medical facilities afford potential applicants an opportunity to see the Air Force in action. Recruiters will coordinate local tours with unit marketing and host base public affairs office.

Section 9D—Civilian Awards and Certificates

9.14. Overview:

9.14.1. The purpose of the civilian awards program is to recognize people for their contributions to the recruiting mission. These awards are presented to the local community and approved and awarded by the appropriate level, based on the amount of support given to recruiting. The program is based on support gained through personal contact between a recruiter and the community.

9.14.2. HQ AFRS/PA will provide oversight for recruiters and recruiters will take the lead on establishing and maintaining productive community contacts. Recruiters spend valuable time working with and cultivating relations cooperative members of the community, from media outlets to school officials. HQ AFRS/PA maintains and updates awards. The awards and certificates outlined in paragraphs 9.15. Through 9.25 recognize those individuals and organizations for assistance in the recruiting effort:

9.15. American Spirit Award:

9.15.1. This award is the highest form of recognition for contributions to the recruiting mission. It is presented to a civilian or civilian organization for consistent national support and exhibition of patriotism and service to country. HQ AFRS/PA will send out nomination instructions in in the Fall of each year.. Nominations will be submitted on an AF IMT 1206, Nomination for Award, using a single-page narrative. The American Spirit Award is awarded once a year.

9.15.2. Group commanders will solicit nominations from each squadron and HP flight. They will select one nomination each and forward to HQ AFRS/PA. An AFRS selection board will make a recommendation to the AFRS/CC who will select one recipient. When possible, the AFRS/CC will present the American Spirit Award. When he or she cannot present the award, a designated AFRS representative will be appointed.

9.16. Air Force Recruiting Service Commander's Award:

9.16.1. This award is presented annually to a civilian or civilian organization that provides local or regional support of recruiting efforts and patriotism has been of major importance over an extended period of time. The award is also presented to deserving members of national youth organizations who have demonstrated outstanding support of the American way of life.

9.16.2. Squadrons and HP flights will submit nominations to their group commander. Each group commander is the final approval authority for this award, and they establish all suspense dates and format. HQ AFRS/PA orders the commander's plaques for the groups yearly. Group marketing representatives are responsible for administering the Commander's Award program for their respective groups.

9.17. Air Force Public Service Award:

9.17.1. This award (an F-22 or other currently available model airplane) is presented to a civilian or civilian organization (normally a member of the media), who has provided important support to the AFRS mission. Recipients must have previously been awarded an Air Force Recruiting Salutes Award (**paragraph 9.18**). The award should be presented to a civilian or civilian organization with a long-term, sustained record of public service support to the Air Force.

9.17.2. Nominations will originate at the recruiter level or higher and be forwarded to HQ AFRS/PA by unit marketing for approval. Include dates of all previous awards presented and a brief justification in bullet format NLT 45 days before the desired presentation date.

9.18. Air Force Recruiting Salutes Award. This award is a plaque presented to a civilian or civilian organization that has provided important support to the AFRS mission. The award may also be used to present to an outstanding student. Recipients should have previously been awarded a Certificate of Appreciation or an Honorary Recruiter Certificate. The approving authority may consider exceptions on a case-by-case basis. Nominations will originate at the recruiter level or higher. The unit commander or a designated representative will approve these nominations. HQ AFRS/PA is responsible for ordering the plaques and will send out instructions annually to recruiters.

9.19. AFRS IMT 1334, *Recruiting Service Honorary Recruiter Award.* This prestigious award is for individuals (including DoD civilian and military personnel and organizations) who

have contributed significantly to the accomplishment of the AFRS mission. Nominations will originate at the recruiter level or higher, with the next level as the approval authority. For example, if the nomination is submitted by a recruiter, the flight chief will approve and present the award. If the nomination is submitted at squadron level, the commander will approve and present the award. The approving authority will sign the AFRS Form 1334. (The form will be ordered through online publishing channels by authorized squadron Personnel).

9.20. AFRS IMT 1333, *Air Force Recruiting Service Certificate of Appreciation.* This award is presented to an individual or organization (including DoD civilian and military personnel and organizations) that has assisted and supported the recruiting mission. Nominations will originate and be approved at the nomination level. For example, whoever originates the award (such as a recruiter) may approve, sign, and present the award. (The form will be ordered through online publishing channels by authorized squadron personnel).

9.21. AFRS IMT 1703, *Recruiting Service Mathematics and Science Award.* This award is used to recognize significant achievements by high school students. The high school staff should determine the categories and recipients of the award. The recruiter is the approving authority and will sign and present the award. (The form will be ordered through online publishing channels by authorized squadron personnel).

9.22. AFRS IMT 1354, *Air Force Recruiting Certificate of Recognition.* This certificate is used to recognize significant achievements by high school students in categories other than math and science. The high school staff should determine the categories and recipients of the award. The recruiter is approving authority and will sign and present the award. (The form will be ordered through online publishing channels by authorized squadron personnel).

9.23. AFRS IMT 1350, *Community College of the Air Force Certificate of Acceptance.* This certificate is used to recognize individuals who have fulfilled the requirements for enlistment into the US Air Force and entered the Delayed Entry Program (DEP). The certificate indicates acceptance into the Community College of the Air Force to pursue an Associate in Applied Science degree. (The form will be ordered through online publishing channels by authorized squadron personnel).

9.24. Administrative Requirements for Plaques and Certificates:

9.24.1. In June each year groups and squadrons will submit requests for their annual allocation of Air Force Recruiting Salutes, Health Professions Salutes and Commander's Award plaques to HQ AFRS/PA. Based on the requested allocation, HQ AFRS/PA will order plaques from the contract vendor.

9.24.2. Air Force Recruiting Salutes Award plaques are available in two styles: a generic salute plaque suitable for presentation to any individual, organization or outstanding student, and a health professions salute. Plaques are shipped directly from the vendor to groups and squadrons to arrive before the start of the following FY. On receipt of the plaques, squadron marketing will examine the shipments for damage, etc., and immediately notify HQ AFRS/PA of delivery.

9.24.3. Older versions of some certificates and plaques may still exist in some offices and may be used. In cases where previous editions of the honorary recruiter, certificate of appreciation, and math and science certificate call for the AFRS commander's signature, forward these certificates through the unit marketing section for the commander's signature.

9.24.4. The nominator is responsible for ensuring nominees have not received another AFRS award within the last six months. He or she must also ensure the information for the award nomination is not collected directly from prospective recipients unless a Privacy Act statement is provided. Information from newspapers and other public sources may be used without Privacy Act statement. An appropriate presentation ceremony should be conducted for all awards presented. Group or squadron marketing personnel will arrange and coordinate with HQ AFRS/PA for a presentation ceremony and publicity for the Recruiting Service Commander's Award and the American Spirit Award. Group or squadron marketing personnel may also make arrangements for all other awards, as appropriate.

9.24.5. Group and squadron marketing personnel and production recruiters will maintain a log of all civilian awards presented. Award logs should contain name, organization, position, type of award and date presented. This log will be used to validate that at least six months have passed since any previous AFRS awards.

Section 9E—Direct Mail Program

9.25. National Direct Mail. Direct mail will provide the recruiter with leads using products with mail-back mechanisms distributed through the US Postal Service. HQ AFRS/RSM will produce direct mail materials and conduct the national direct mail campaigns when funds are available and production needs require it.

9.26. Mailing Lists. Recruiters will obtain mailing lists for sending out RGM.

9.27. Lead Management. Leads generated by direct mail campaigns are considered Priority 1 leads.

Section 9F—Collateral Materials Program

9.28. Types of Materials. Collateral materials include brochures, fact folders, direct mail products, posters and sales promotion items. As a rule, collateral materials have a five-year shelf life. Squadrons will ensure the products in their possession are current. Minor pen-and-ink changes are acceptable and may be used as effective sales tools to show an improvement in a feature or benefit (for example, to correct Montgomery GI Bill values to post-9/11 GI Bill, etc.).

9.29. Requisition and Distribution:

9.29.1. **Recruiter Account Numbers (RAN).** Most collateral materials are distributed through the Air Force Publication Distribution Center (AFPDC). RAN accounts will be established with AFPDC to provide shipping addresses and contact information for distribution locations. These accounts have been established for all units. Requests for new accounts or changes to existing ones will be coordinated through HQ AFRS/RSMSP.

9.29.2. **Literature inventory.** HQ AFRS/RSMSP will publish an inventory log monthly and post on the AFRS XTRANET with available for distribution from AFPDC. Units will submit requests via e-mail to HQ AFRS/RSMSP who will then place orders with AFPDC.

9.29.3. **Shipments and Order Tracking.** AFPDC delivers products via contract carrier. The receiving unit is notified of incoming shipments and tracking information and is responsible for unloading trucks when necessary. Units will report all shipment discrepancies to HQ AFRS/RSMSP.

9.29.4. **Literature Library.** HQ AFRS/RSMP will post examples of all current and projected projects on the AFRS XTRANET. Camera-ready versions of some products will be posted for local printing in the event national inventories are depleted.

9.30. Sales Promotional Items (SPI):

9.30.1. HQ AFRS/RSM will distribute each group's allocation of SPIs via the National Industries for the Blind (NIB) database. The group Marketing NCO will distribute each squadron's and HP flight's allocation of SPIs via the NIB database as available. HQ AFRS/RSM will distribute additional SPIs in support of specific special events in the appropriate quantity and type. In accordance with the annual funds policy and guidance letter, units may use portions of their local advertising budgets to purchase locally produced SPIs. Unit commanders are the approval authority for these SPIs. Any modifications to the Air Force symbol must have the approval of AFRS/RSM.

9.30.1.1. Sales Promotional Items are used to support the Air Force recruiting mission. Personnel handing out SPIs should ensure they exercise good supply discipline, just as they would with any other Air Force property.

9.30.1.2. SPIs may be used to enhance recruiter efforts, to obtain referrals, promote prospecting by DEP members; support contacts with influencers (i.e. Counselors, family members, and Community mentors), news media; and promote awareness of Air Force opportunities.

9.30.1.3. When considering who should receive an SPI, always consider the recruiting return on investment and public perception—never use SPIs in a way that would bring discredit to the Air Force or have the appearance of fraud, waste or abuse.

9.31. Evaluating Advertising Materials. Field feedback regarding the quality and content of any product produced by AFRS/RSM, the advertising agency, or the NIB is encouraged and may be accomplished in one of two ways:

9.31.1. Recruiters should use AFRS IMT 1381, Evaluation of Recruiting Advertising Materials to determine the effectiveness and quality of new advertising materials (literature, posters, SPIs, etc.). These forms provide important feedback to HQ AFRS/RSMA on field reaction to or effectiveness of literature or SPIs.

9.31.2. Positive and negative feedback may also be channeled to HQ AFRS/RSM through members of the National Advertising Council.

Section 9G—Public Affairs Programs and Procedures

9.32. Unit commanders will: Appoint in writing a primary and alternate Unit Public Affairs Representative (UPAR). The marketing NCO is usually the UPAR. Appointment letter, including rank, name, phone and e-mail contact information will be forwarded to HQ AFRS/PA. The UPAR is responsible for ensuring unit members garner recognition for their achievements, and to share information about outstanding recruiting ideas and events through media relations, writing news stories and taking photos. The UPAR is also responsible for administering the Hometown News Program in their unit as well as answering media queries.

9.33. Behind the Badge and Recruiter Online. HQ AFRS/PA publishes Behind the Badge, a newsletter which highlights accomplishments of AFRS personnel and their families; and informs

and educates recruiters about current news and information. AFRS/PA maintains the AFRS public website **http://www.rs.af.mil**/. The website contains news and information about AFRS, including biographies of senior AFRS leadership and AFRS fact sheets. UPARs should submit articles and photographs of newsworthy unit events. HQ AFRS/PA will publish and send out editorial deadlines to group and squadron UPARS annually. UPARS are also responsible for maintaining their unit fact sheet. All changes should be submitted to HQ AFRS/PA as changes occur. HQ AFRS/PA will update the website. UPARs must ensure the squadron commander has approved all news releases before sending them to HQ AFRS/PA.

9.34. Hometown News Release Program:

9.34.1. UPARS will provide AFRS personnel the opportunity to complete an electronic DD Form 2266, Joint Hometown New Release Information for individual newsworthy accomplishments.

9.34.2. UPARs will send DD Form 2266 **https://hnforms.dma.mil/.presentation/lfserver/AFRSHQ** RANDOLOPH to AFRS personnel for completion. Follow steps 1-5, then click on go to submit form to AFRS/PA. AFRS/PA will approve and forward to Home Town News9.34.3. Recruiters should offer each person entering DEP the opportunity to have a news release accomplished via DD Form 2266. **https://hnforms.dma.mil/presentation/lfserver/AFRSDEP**. When the person actually enters AD, another news release will be encouraged.

9.35. Biographies. AFRS groups and squadrons will prepare biographies on commanders, superintendents, production superintendents and first sergeants. They will submit the biographies to HQ AFRS/PA within 30 days of a new commander's assumption of command or the arrival of a new superintendent, production superintendent or first sergeant. A revised biography will be submitted when significant changes occur (promotion, decorations, etc.). See **www.rs.af.mil** for biography template.

9.36. Authority to Release Information. AFRS commanders are responsible for releasing information within their purview. For routine matters, he or she may delegate this authority to the UPAR. All other unit personnel will obtain guidance and clearance from the UPAR before releasing information to the public. News releases intended for local release do not require HQ AFRS/PA coordination unless they are also being submitted to the Defense Media Activity for possible publication on AF.mil. However, AFRS/PA is available to assist with the coordination of unit-level news releases.

9.37. Freedom of Information Requests. Federal statute, DoD and Air Force policy requires prompt and accurate disclosure of information to the public. Immediately forward public requests for information under the Freedom of Information Act through channels to the information management section, HQ AFRS/RSI. The director and the deputy, Communications and Information (HQ AETC/SC), are the designated denial authorities (DoD 5400.7-R/AF Sup, DoD Freedom of Information Act Program).

9.38. Answering News Queries:

9.38.1. Timely and accurate release of information to the news media is a responsibility usually delegated to the Unit Public Affairs Representatives (UPARs). Unit commanders must be completely aware of any news release prior to the actual release to any media. Unit news releases intended for local release do not require HQ AFRS/PA coordination unless

they are also being submitted to DMA for possible publication at the national level. However, AFRS/PA is available to assist with the coordination of unit-level news releases.

9.38.2. AFI 35-104 Media Operations. Provides detailed guidance on responding to queries. If the news media query is of regional or national concern (that is, beyond the local area) or is from a member of the national media, contact HQ AFRS/PA for guidance.

9.38.3. All queries from news media representatives concerning Air Force recruiting will be coordinated with HQ AFRS/PA. The only exception to this policy is when news media want an "on-the-spot" interview and the questions are about the following topics: How recruiting is going their zone, what type of events the squadron is participating in, what benefits the Air Force has to offer, state of recruiting in their local area, recruiting standards, or the overall/local recruiting goal. Using media memo format, report all media queries and interviews to HQ AFRS/PA in a daily summary. Media memo format includes the name of the media outlet, name of the reporter, interview or query subject, interview date, brief one or two-line synopsis, projected publication or air date, and whether coverage is expected to be positive, balanced, or negative. Media memos will be forwarded to HQ AFRS/PA within 24 hours of interview.

9.39. Publicity on visits by the AFRS commander, vice commander, other senior officers, and HQ AFRS/CCC. When the AFRS leadership is scheduled to visit a local unit, plan media activities to enhance recruiting activities with the prior coordination of HQ AFRS/PA. Also coordinate with HQ AFRS/PA to determine appropriate media activity for other senior officer visitors. Forward all press, Internet, and video clippings to HQ AFRS/PA in a daily summary using the media memo format.

Section 9H—We Are All Recruiters (WEAR) Program:

9.40. Overview. HQ AFRS/PA oversees the WEAR program. "We Are All Recruiters" program grants active-duty Airmen permissive TDY status if they are participating in an event that helps recruiting efforts. A WEAR event is a large event where the interaction of Air Force personnel could potentially provide leads for recruiters. Common WEAR events include keynote speeches at school assemblies or civic events, and direct participation in community events. WEAR requests are submitted to HQ AFRS/PA who recommends to the AFRS/CC approval or disapproval of events.

9.41. General Officer Visits in Support of Recruiting:

9.41.1. Senior officers are often afforded access to schools and colleges where recruiters are unwelcome. The purpose of general officer visits is to leverage recruiter access to schools and speak with school and community leaders, students, JROTC and ROTC detachments, Civil Air Patrol members, youth organizations, community groups, and the media. General officers may also perform swear-ins for DEP members and participate in sporting events and other high impact awareness activities.

9.41.2. When contacted by a general officer's staff, squadron commanders will appoint a local recruiter POC to suggest speaking venues and arrange visit details. Squadron commanders may also request general officer participation at school and awareness events in their zones. Recruiters should accompany general officers during visits and provide them

with such information as location, audience size, assessment of local attitudes and recruiting environment, and school-access challenges.

9.41.3. Provide itineraries in advance to HQ AFRS/PA. Within two duty days following a visit, forward an after-action report to HQ AFRS/PA to highlight visit activities, results, and lessons learned. Squadron commanders will coordinate on this report.

9.42. Visits by the AETC commander or vice commander will be worked by the local AFRS squadron commander and recruiter with a member of the HQ AFRS Commander's Action Group or HQ AFRS/PA.

9.43. Retirees. Air Force retirees are often civic leaders in their own right and will often volunteer to assist recruiters by speaking to influencers in the community.

Section 9I—Social Media

9.44. Social Media Defined: Social media includes, but is not limited to, weblogs, message boards, video sharing and other media sharing websites such as Facebook, Twitter, etc. The AFRS social media strategy is founded on providing timely responses to recruiting related questions, reinforcing that image that the Air Force is a high-tech service, building a strong loyal fan base and allowing applicants to connect with and learn from active duty members. AFRS personnel are authorized a corporate Facebook Page, and are encouraged to use this tool and other official social networking sites for the purpose of conducting the recruiting mission. For information on program use and individual responsibilities, see the AFRS Social Media Handbook **http://www.af.mil/socialmedia.asp**.

KIMBERLY K. TONEY, Colonel, USAF
Vice Commander

Attachment 1

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Abbreviations and Acronyms

A1C—Airman first class

AA—aptitude area, academic aptitude

AB—Airman basic

ABM—air battle manager

ACC—Air Combat Command

ACOD—adjournment in contemplation of dismissal

ACT—American College Test

AD—active duty

ADN—accession designation number

ADSC—active duty service commitment

AFIT—Air Force Institute of Technology

AFJROTC—Air Force Junior Reserve Officer Training Corps

AFNEWS—Air Force News Service

AFOC—Air Force Opportunity Center

AFOQT—Air Force Officer Qualification Test

AFPC—Air Force Personnel Center

AFPT—Air Force Personnel Test

AFQT—Armed Forces Qualification Test

AFRC—Air Force Reserve Command

AFRISS—Air Force Recruiting Information Support System

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFRT—Armed Forces Radio and Television

AFSC—Air Force specialty code

AI—aptitude index

ALCPT—American Language Course Placement Test

ALO—academy liaison officer

AMPAR—advertising material project availability report

ANG—Air National Guard

ARC—air reserve component

ARNGUS—Army National Guard of the United States

ARPC—Air Reserve Personnel Center

ASVAB—Armed Services Vocational Aptitude Battery

AWOL—absent without leave

BAH—basic allowance for housing

BAS—basic allowance for subsistence

BFM—body fat measurement

BMI—body mass index

BMT—basic military training

BOT—basic officer training

BSC—Biomedical Sciences Corps (Allied Health)

CAFSC—control Air Force specialty code

CAP—Civil Air Patrol

CAST—Computer Adaptive Screening Test

CCT—combat controller

CEU—continuing education unit

CHAPA—Congressman Hebert Advanced Placement Award

CHSPE—California High School Proficiency Examination

COI—center of influence

CONUS—continental United States

COT—commissioned officer training

CSEP—College Senior Engineering Program

CSP—college scholarship program

DAT—drug and alcohol test

DC—Dental Corps

DDA—direct duty assignment

DDALVP—direct duty assignment leave program

DDM—doctor of dental medicine

DDS—doctor of dental surgery

DED—dependency eligibility determination

DEERS—Defense Enrollment Eligibility Reporting System

DEP—Delayed Entry Program

DINFOS—Defense Information School

DITY—do-it-yourself (move)

DLAB—Defense Language Aptitude Battery

DLIELC—Defense Language Institute English Language Center

DMDC—Defense Manpower Data Center

DOE—date of enlistment

DOR—date of rank

DOS—date of separation

DRED—drug-related eligibility determination

DSN—Defense Switched Network

EA—enlisted accession

EAD—extended active duty

ECFMG—Educational Council for Foreign Medical Graduates

ECG—electrocardiogram

ECLT—English Comprehension Language Test

ED—eligibility determination

EDPT—Electronic Data Processing Test

EED—enlistment eligibility determination

EPR—enlisted performance report

EPSQ—electronic personnel security questionnaire

EPTS—existed prior to service

EST—Enlistment Screening Test

ETP—exception to policy

FAP—Financial Assistance Program

FED—financial eligibility determination

FMB—financial management board

FOUO—for official use only

FSMB—Federations of State Medical Board

FY—fiscal year

GED—general education development

GPC—government purchase card

GPO—Government Printing Office

GRE—Graduate Record Examination

GTEP—Guaranteed Training Enlistment Program

HOR—home of record

HP—health professions

HPSP—Health Professional Scholarship Program

HSG—high school graduate

IG—Inspector General

ILD—incremental lifting device

INS—Immigration and Naturalization Service

IRC—Interservice Recruitment Committee

IRE—interservice reenlistment eligibility

IRR—inactive ready reserve

ISC—interservice separation code

LNCO—liaison noncommissioned officer

LSD—lysergic acid diethylamide

MAW—maximum allowable weight

MC—Medical Corps (physicians)

MCAT—Medical College Admissions Test

MD—doctor of medicine

MED—moral eligibility determination

MEPS—military entrance processing station

MFR—memorandum for record

MilPDS—Military Personnel Data System (formerly PROMIS)

MIRC—mid-level interservice recruitment committee

MLS—MEPS liaison supervisor

MOS—military occupational specialty

MPF—military personnel flight

MS—master of science

MSC—Medical Services Corps (hospital administration)

MSO—military service obligation

NACLAC—national agency check or local agency check (Replaces NAC and ENTNAC)

NATB—not across the board (on net reservation goal)

NC—Nurse Corps

NCES—National Center for Education Statistics

NCO—noncommissioned officer

NCS—National Call to Service (program)

NDT—NPS direct technical training

NES—nonnative English speaking

NET—no earlier than

NGB—National Guard Bureau

NLT—no later than

NPRC—National Personnel Records Center

NPS—nonprior service

NVRA—National Voter Registration Act

OA—officer accession

OCS—officer candidate school

OI—operating instruction

OPR—office of primary responsibility

OTPEC—Officer Training Program Examining Center

OTS—officer training school

O&M—operations and maintenance

PAFSC—primary Air Force specialty code

PAS—personnel accounting symbol

PAST—Physical Ability and Stamina Test

PCP—phencyclidine (“angel dust”)

PCS—permanent change of station

PE—production evaluation

PG—postgraduate

PGM—procedural guidance message

PIF—personal information file

PIR—personal interview record

PJ—pararescue

PNP—pediatric nurse practitioner

POC—point of contact

PPL—private pilot’s license

PRG—personnel records group

PS—prior service

PSA—public service announcement

PSRSL—prior service required skills list

PSSSE—prior-service sister-service enlistee

QC—quality control

RAL—recruiter avoidable loss

RAN—recruiter account number

RAP—Recruiter Assistance Program

RAT—reading aloud test

RDA—regional director of admissions

RE—reenlistment eligibility

RegAF—Regular Air Force

Res Res—reserve reservation

RGM—recruiter-generated mail

RIC—recruiter identification code

ROI—report of investigation

RZM—recruiter zone map

S—psychiatric

SAAM—special assignment airlift mission

SAT—Scholastic Aptitude Test

SG—surgeon general

SJC—sensitive job code

SPD—separation program designator

SPI—sales promotional item

SRB—selective reenlistment bonus

SSB—special separations benefit

SSN—Social Security number

SUNT—specialized undergraduate navigator training

SUPT—specialized undergraduate pilot training

SURF—single unit retrieval format

TAFMS—total active federal military service

TCO—test control officer

TDQ—temporarily disqualified

TFCS—total federal commissioned service

TFCSD—total federal commissioned service date

TIG—time in grade

TMO—traffic management office

TOE—term of enlistment

TR—transportation request

TTMS-JM—Technical Training Management System – Job Match

UCMJ—Uniform Code of Military Justice

URT—undergraduate rated training

US—United States

USAFA—United States Air Force Academy

USAR—US Army Reserve

U.S.C.—United States Code

USMC—United States Marine Corps

USMEPCOM—United States Military Entry Processing Command

USPHS—United States Public Health Service

VSI—voluntary separation incentive

WEAR—We Are All Recruiters (program)

WHCP—women's health care practitioner

Terms

Active duty (AD)—Full-time duty in the active military service of the United States, performed while assigned to a regular component or full-time duty with the ANG. This term should not be confused with extended active duty (EAD).

Active duty for training (ADT)—A tour of AD under orders that provide for automatic return to ANG AFRC unit on completion. It includes annual training, school, or special tours. Unit training assemblies (drill) are not ADT. May also be referred to as initial AD for training (IADT).

Administrative contractual errors—Any enlistment contract that must be reaccomplished or corrected due to erroneous preparation (missing or incorrect signatures, incorrect or missing job titles or areas, incorrect names, etc.) on the following forms: (***Note:*** When appropriate, AF Forms 3005, 3006, 3007, and 3008, may be also be referred to as "AF Form 300X-series." in this instruction.)

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

AF Form 3005, Guaranteed Aptitude Area Enlistment Agreement—*Non-Prior Service—United States Air Force.*

AF Form 3006, Enlistment Agreement—*Prior Service/Active AFRES/ANG—United States Air Force.*

AF Form 3007, Guaranteed Training Enlistment Agreement—*Non-Prior Service—United States Air Force.*

AF Form 3008, Supplement to Enlistment Agreement—*United States Air Force.*

Air Force health care practitioners or providers—As defined in this instruction and DoD directives, including, but not limited to, the following persons: physicians (all specialties), dentists (all specialties), podiatrists, nurse anesthetists, nurse midwives, nurse practitioners (PNP and OB/GYN), physician assistants, optometrists, clinical psychologists, clinical social workers, clinical dietitians, clinical pharmacists, physical therapists, occupational therapists, audiologists, and speech pathologists.

Air Force Institute of Technology (AFIT)—The institution responsible for Air Force graduate degree and conversion programs.

Air Force Officer Qualifying Test (AFOQT)—A written test administered to applicants who are applying for OTS or AFROTC. Test results are used for qualification and classification. The test consists of five parts: pilot, navigator, academic aptitude, verbal, and quantitative.

Air Force Reserve Command (AFRC)—A component of the ARC under federal control.

Air Force Reserve Officer Training Corps (AFROTC)—A program by which fully qualified and selected 4-year college students can earn a commission in the United States Air Force Reserve while completing undergraduate studies.

Air National Guard (ANG)—A component of the ARC under state control and subject to federal mobilization.

Air reserve component (ARC)—All units, organizations, and members of the ANG of the United States and the AFRC.

Alternate—An applicant who, after meeting a selection board, is selected as a possible substitute for a primary AD position if one becomes available. (In BSC programs, alternate status is for 12 calendar months.)

American medical graduate (AMG)—A graduate of an American medical school (allopathic or osteopathic).

Applicant—A person who applies for an enlistment, appointment, or commissioning program. Also, a person who has been enlisted in the DEP or commissioned in any ARC remain in an applicant status until he or she enters AD or EAD. Applicants for the enlisted or OTS programs who have been selected, but not enlisted in DEP, remain in an applicant status until they enter AD. Applicant status terminates upon withdrawal of selection, disqualification, or applicant-initiated termination of processing.

Aptitude area (AA) enlistment option—Enlistment in either the mechanical, administrative, general, or electronics AA. (Also, aptitude index [AI]).

Armed Services Vocational Aptitude Battery (ASVAB)—A series of 12 tests (battery) administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB is graded in five areas: mechanical (M), administrative (A), general (G), electronic (E), and Armed Forces qualification test (AFQT).

Basic Officer Training (BOT)—See officer training school (OTS).

Board certification—Recognition by a board of peers, certifying that an individual's professional skills meet the standards set by that particular American specialty board.

Chargeable application errors—Other discrepancies on enlistment documents that should have been identified and corrected by the Air Force LNCO prior to EAD. This includes incorrect PS enlistment orders with minor administrative errors.

Clerkship—A rotation in a specialty area served by a third- or fourth-year medical student under a preceptor for which the student receives credit toward degree completion.

Commission—When a selectee has been administered the oath of office.

Commitment—For Air Force accession purposes, the act of taking an oath of office or enlistment for the inactive reserves or RegAF. For DEP-ineligible applicants, commitment is a signature on the enlistment agreement.

Conditional release—An approval from a reserve component of the Armed Forces or USPHS releasing the individual from that particular branch of service for the purpose of enlisting or accepting a commission in another branch. (DD Form 368 is only valid for enlisted members.)

Conscientious objector—An individual who has a firm, fixed, and sincere objection to participation in war in any form or to the performance of military service because of religious training or belief.

Curriculum vitae—A professional resume.

Declination—An applicant who, after being selected, turns down the AD position he or she has been offered.

Defense Manpower Data Center (DMDC)—A DoD agency that collects and reports separation and discharge information to authorized requesters. The agency also interfaces with other data centers such as HQ USMEPCOM.

Delayed Entry Program (DEP)—The period of time (not to exceed 365 consecutive days per U.S.C. Title 10, Chapter 31, paragraph 513) an applicant spends in an inactive reserve status that immediately precedes entry on AD. HQ AF/A1P may authorize an extension to the DEP of up to 365 days. DEP time is not creditable for longevity pay increases, but it does count against an 8-year MSO. The DEP is only open to selected OTS and enlisted applicants, and they must be administered an enlistment oath to enter the DEP.

Direct duty assignment (DDA)—Assignment to an initial duty station in a previously awarded AFSC without attending technical training school.

Enlistment—Voluntary enlisted status entry into military service from civilian or reserve military status.

Enlistment programs—See nonprior Service (NPS), previous service, reserve reservation (Res Res), NPS direct technical training (NDT), and prior service (PS).

Enlistment screening test (EST)—A test given to enlisted program applicants to determine their probability of success on the ASVAB. The EST is neither a qualification nor classification test. It is administered by the recruiter, normally in the recruiting office.

Erroneous enlistments—Any enlistment that is a result of either a training deficiency <u>or</u> an unintentional violation of AFRS directives and could result in an individual electing a discharge option or requiring an ETP to allow him or her to remain in the Air Force. In addition, individuals who are not qualified for enlistment because of basic criteria (age, moral, physical, dependency, ASVAB, etc.) or would have required a waiver or an ETP prior to enlistment for enlistment grade or specific GTEP option.

Extended active duty (EAD)—AD (normally more than 90 days) performed by a reservist for whom strength accountability changes from the reserve to the regular military component.

Externship—Same as clerkship, except no credit is received toward degree completion.

Fellowship—Post residency subspecialty training.

Fifth Pathway Program—An academic year of supervised clinical training in an approved undergraduate program in medical education before entrance into the first year of approved graduate medical education. This program is available to graduates of foreign medical schools listed in the *World Directory of Medical Schools* and may substitute for ECFMG certification. This year is not creditable to grade determination or specialty pay credit.

Final transcript—An official transcript that indicates the type of degree, date awarded, major, and school seal imprint.

Flight surgeon—An aerospace medicine physician (AFSC 48G4).

Grade point average (GPA)—The actual average of all academics recorded on official college transcripts from all schools attended.

Guaranteed Training Enlistment Program (GTEP)—The preenlistment selection of a specific AFSC in which applicants will receive technical training (in residence) with follow-on assignment in that specialty.

Health Professions (HP)—The professional disciplines of the health science careers (versus the technical disciplines). Examples include registered nurses, physicians, dentists, physical and occupational therapists, and dietitians. Examples of disciplines that would *not* be classified as HPs are licensed practical or vocational nurses, emergency medical technicians, nurses' aides, orderlies, and x-ray technicians.

Health Professions Scholarship Program (HPSP)—A program of medical school scholarships.

High school testing program—Also referred to as the student testing program, this program allows students the opportunity to take the ASVAB. This student version of the ASVAB is administered on campus and is normally given to high school students, although it may be given at other schools. The high school testing program comes under the operational control of HQ USMEPCOM and is supported by the recruiting command as well as the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Home of record (HOR)—The place recorded as the home of the individual when commissioned, reinstated, reappointed, enlisted, inducted, or ordered into the relevant tour of AD. Travel and transportation allowances are based on the officially recorded HOR. A member's HOR cannot be changed except under very limited circumstances, such as when there has been a bonafide error or a definite break in service greater than 1 day.

Institutional testing program—See high school testing program.

Internship—The first year of post medical school training; the first year of any postgraduate (PG) professional training.

Interservice reenlistment eligibility (IRE) and interservice separation code (ISC)—Codes provided to the DMDC in Monterey CA by all branches of the Armed Forces for use by recruiters to determine enlistment eligibility of PS applicants.

Interservice transfer—The movement of an officer from AD in one branch of the Armed Forces to AD in another branch of the Armed Forces. (For the Air Force, this refers to HP only.)

Junior Reserve Officer Training Corps (JROTC)—A volunteer program offered in high schools where students can participate in military preparatory studies. Completion of this program incurs no commitment, but does offer incentives for enlistment in the RegAF.

Licensure—Professional authorization or certification to practice a particular health care specialty.

Medical College Admission Test (MCAT)—Required to enter most medical or osteopathic schools.

National agency check/local agency check (NACLAC)—A manual process that verifies information about a person's criminal history. NACs are processed through the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI), and they require fingerprints. A LAC is a police record check submitted to all of the applicant's previous and current addresses.

Nonprior Service (NPS)—A person who has never served a day of AD in the Armed Forces.

Nonselect—An applicant who, after meeting a selection board, is not selected for an AD position.

Notary Public Service— Recruiting personnel (all grades) who are notary publics will not use their status as notaries to administer oaths or authenticate copies of substantiating documents for any Armed Forces enlistment, commissioning, or appointment applicant. Additionally, AFRS personnel will not use other Armed Forces personnel who are also notaries to authenticate copies of documents used for Air Force accession. AFRS personnel who are commissioned officers are authorized by Title 10, U.S.C. 936, to take and administer oaths. Air Force commissioned officers may also authenticate copies of substantiating documents by administering a sworn statement to the applicant. (Typing "True Copy" on a document with the officer's signature is not permitted.) The applicant swears under oath, administered by the officer, to the authenticity of the copied document. The certificate is at Attachment 12 and will be used to certify document copies. It may cover more than one document but, in all cases, the copies must be attached to the certificate. The officer does not have to see the original. The applicant is liable for making a false sworn statement if the copies prove to be falsified.

NPS Direct Technical Training (NDT)—A program that allows former members of the Armed Forces who have successfully completed BMT, have less than 24 months of active service, and have been separated for less than 4 years to be assigned to a technical training school based on AFSC qualifications and requirements.

Nurse—Fully qualified registered nurse (RN).

Nurse anesthetist—A nurse specializing in anesthesia. (Also, a certified registered nurse anesthelist.)

Officer training program examining centers (OTPEC)—These are facilities, other than MEPS, where qualifying examinations are processed and interviews and drug abuse briefings are administered to applicants for training leading to a commission in the Air Force.

Officer Training School (OTS)—Approximately 13 1/2 weeks in length for board-selected college graduates. Successful completion leads to a commission as a second lieutenant in the Air Force.

Osteopath (DO)—A graduate of an accredited school of osteopathic medicine.

Physician—Fully qualified physician.

Personal Interview Record (PIR)— Tentatively qualified applicant

Practitioner or provider—Professional personnel, including military and civilians, who independently provide direct healthcare services to patients.

Previous service—A person who has served less than 24 months as a member of a regular component of the Armed Forces. The following is also considered as previous service: (1) an

applicant who separated as a service academy cadet, but did not complete the obligation; (2) an applicant who served with a college ROTC unit (any branch) under a scholarship with no AD time and has a signed DD Form 785 (release from obligation); and (3) an applicant serving in a reserve guard component who did not complete any AD service (no BMT or technical training), but was paid for drill.

Prior service (PS)—Persons who have served at least 24 months of AD service without regard to regular component or continuous service in the Armed Forces.

Processing—Actions taken by recruiters to effect the enlistment, commissioning, appointment, or selection of an Air Force applicant. Such actions include, but are not limited to, production testing (other than the student testing program and EST) and completion of applications or application documents. ***Note:*** Completion of AF IMT 883, AF IMT 2030, and DD Form 2807-2 are considered qualifying procedures, not processing procedures.

Production testing—ASVAB and AFOQT tests are scheduled for individual applicants by recruiters. The production ASVAB test is administered in authorized locations only, such as mobile examining team (MET) sites, MEPS, or other locations approved by the USMEPCOM sector commander. The AFOQT is normally administered at the MEPS or at an MPF.

Rated applicant—This is an applicant for UFT, either SUPT or SUNT.

Recall—The voluntary or involuntary entry on EAD of ARF officers who have previously served on AD as commissioned officers. May also include enlisted members.

Reserve reservation (Res Res)—A special enlistment program for applicants who are active participating members or in an inactive status (no pay, no drill) of the ANG or AFRC. Applicants in this status do not have prior RegAF active service (other than for ARC training purposes) and must be otherwise qualified for the NPS program.

Residency—Postmedical specialty training that does not include the internship year.

Satisfactory service—Includes both the service performed as a member of a regular component and as a member of an ARC unit. (***Note:*** Fifty (50) or more points per year are required for a satisfactory year.) Regular component service is the active service recorded on DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 by his or her service in the regular component. Satisfactory reserve service accrues in 1-year increments only.

Select—An applicant who, after meeting a selection board, is offered a primary AD position.

Six—year enlistment—A 6-year TOE that offers accelerated promotion to the pay grade E-3 on successful completion of BMT in selected GTEP AFSCs.

Specialized undergraduate navigator training (SUNT)—Follows graduation and commissioning from one of the three commissioning sources; USAFA, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of navigator.

Specialized undergraduate pilot training (SUPT)—Follows graduation and commissioning from one of three commissioning sources; USAFA, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of pilot.

Special tests—Given to applicants who are applying for specialized skill training. There are many varieties, and they are administered at the MEPS.

Sponsored resident—A recruited physician who is completing residency training in an AD status at a civilian training location.

Student testing program—See high school testing program.

Team Goaling— Any goaling strategy that removes individual ownership of or responsibility for goal accomplishment from the recruiter level either by policy or through execution.

Technical Degree Sponsorship Program (TDSP)—Places junior and senior college students on AD prior to college-degree completion. Once accepted into the program, the TDSP select will enlist into the RegAF AD as an E-3, be issued an ID card, and be entitled to full benefits (to include dependents) except tuition assistance in accordance with existing laws. Following graduation, TDSP trainees will attend OTS, and those who complete OTS will be commissioned as Air Force second lieutenants.

Total federal commissioned service date (TFCSD)—Used to compute retirement eligibility. This date is computed by backdating the date of an officer's acceptance by the amount of time credited as prior commissioned service.

Undergraduate flying training (UFT)—Includes SUPT and SUNT.

Uniformed Services—Includes the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, Public Health Service, and Merchant Marines.

United States Military Entrance Processing Command (USMEPCOM)—A DoD support agency that provides Armed Forces recruiting commands and uniformed services with testing, medical examination, and administrative actions through its MEPS located throughout the US and at some oversea locations.

US Nationals—The following persons are considered US nationals, but not US citizens at birth: (***Note:*** US Nationals are not required to hold lawful permanent residence status and do not possess an alien registration.)

Persons born in an outlying US possession on or after the date of formal acquisition of such possession. This includes persons born in American Soma and Swains Islands.
Persons born outside the US (and its outlying possessions) of parents who are both US nationals, but not US citizens, and have had residence in the US or one of its outlying possessions before the birth of such persons.
Persons of unknown parentage found in outlying US possessions while under the age of 5 years until shown, before attaining the age of 21 years, not to have been born in such outlying possessions.

Withdrawal—A pre-board loss initiated by AFRS or the applicant.

Attachment 2

AGE, DATE OF SEPARATION (DOS), GRADE, DATE OF RANK (DOR), AND PAY DATE COMPUTATIONS FOR PS AND BOT

A2.1. Age Computation for PS:

A2.1.1. When subtracted from the applicant's present age, his or her AD time in a regular component must be less than 42 and the total satisfactory years of service in ARC must reduce the present age to less than 28. This is a two-step computation, and both criteria must be met.

A2.1.2. The applicant's personal copy of AF Form 526 or official MilPDS record is used to determine satisfactory years of service. (NGB Form 22 or DD Form 214 will not be used in this computation.) The bottom entry on AF Form 526 will show the total service (active and reserve). Satisfactory service only accrues in 1-year increments; months and days do not count for satisfactory service. ***Note:*** Satisfactory reserve service is determined by reducing the total satisfactory service on an individual's most recent AF Form 526 by his or her service in the regular component.

A2.1.3. Compute age for PS eligibility as follows: Subtract TAFMS and total satisfactory reserve service from current age (at time of enlistment). (See paragraph A2.1.4.) Only ARC service may be used with TAFMS when computing total satisfactory service. (***Note:*** Service in other reserve components is unacceptable for adjusted age computation.) For example:

	Eligible	Ineligible	Ineligible
Current age (year, month, day)	37 00 20	37 00 20	37 00 20
Minus TAFMS (year, month, day)	-11 00 00	-04 00 00	-02 00 00
Subtotal	26 00 20	33 00 20	35 00 20
Minus total satisfactory AFRC/ANG service (from AF Form 526 only)	- 2 00 00	- 2 00 00	None
Adjusted Age	= 24 00 20	31 00 20	35 00 20

A2.1.4. To perform subtractions, it may be necessary to convert 1 year to 12 months and 1 month to 30 days; for example, 3 years, 2 months, and 4 days converts to 2 years, 13 months, and 34 days. For example:

Current date	2003 04 03 (YYYY MM DD)
Converted date	2003 03 33 (Months are in 30-day increments)
Minus date of birth	- 1966 03 13
Equals current age	37 00 20

A2.2. DOS Adjustment for Active ARC Service (PS). The following is an example of how to compute an adjusted DOS for persons with active ARC service. NGB Form 22 will not be used in this computation. (***Note:*** This formula is used to determine the applicant's eligibility for enlistment purposes.) For example:

DOS from the regular component taken from the DD Form 214 or 215	1997 01 31
Plus years of satisfactory ARC service (from the AF Form 526 only)	+ 03 00 00
Equals adjusted DOS. **Note:** Enter this date on AETC Form 1326 when a PS active ARC service.	= 2000 01 31

A2.3. Recomputing Age and DOS (PS). Both age and DOS dates must be recomputed, as required, to ensure the applicant is eligible on the date of entry in RegAF AD. ***Note:*** Although an applicant may be tentatively qualified when the application is initiated, the Air Force has no obligation to enlist the applicant if his or her eligibility status changes because of time factors.

A2.4. Total Satisfactory Reserve Service. Do not round off years of reserve service; count only full years. For example, an applicant with 11 months and 29 days of reserve service gets no years of credit. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 or MilPDS report by his or her service in the regular component.

A2.5. Grade and DOR (PS or BOT):

A2.5.1. **Enlistment Grade Determination.** Use Table A2.1 to determine the enlistment grade for PS enlisted programs and PS BOT applicants.

Table A2.1. Enlistment Grade Determination for PS Enlistees.

LINE	A If applicant	B then the grade will be	C Notes
1	is not qualified for a higher enlistment grade	AB.	1, 2, 3, 4
2	was credited with over 90 days AD service and last separated in pay grade E-2 or higher	Airman.	1, 2, 3, 4
3	is a former service academy cadet with over 90 days as a cadet corps member	Airman.	1, 2, 3, 5
4	was credited with more than 12 months of AD service and last separated in pay grade E-3 or higher	A1C.	1, 3, 4
5	is an ARC member who qualifies and enlists for 6 years	A1C.	1
6	Last separated from the RegAF, the grade will be the grade in which the applicant last separated from RegAF or in which currently serving in the ARC (maximum MSgt)	NA.	6, 7, 8, 9

7	Last separated from a sister service regular component, the grade will be grade in which the applicant last separated from that component as long as the members meets the TAFMS requirements to keep that grade. Or or in which he or she is currently serving in the ARC provided he/she meets the TAFMS requirements to keep this grade. (maximum TSgt; minimum SSgt—provided SSgt was held at time of separation from a regular component or in the ARC and the applicant meets current TAFMS requirements to keep the grade of SSgt)	NA.	6, 7, 8, 9, 10

NOTES:

1. Includes grade criteria from Table 2.1. PS members who meet the qualification for higher grade based on Table 2.1 are entitled to that grade. For example, if a member does not meet the requirement of 12 months of active duty to qualify for E3 on table A2.1, but he/she has completed 3 years of JROTC, then the member meets the criteria to enlist as an E3 based on Table 2.1 Rule 9. (Documents presented after enlistment may not be used as a basis for changing the authorized enlistment grade except through application to AFPC Enlisted Accessions through the members servicing MPS. 2. PS Applicants electing 6-year enlistment options will enlist in the grade of A1C, with a DOR of the new EAD (unless authorized a higher grade) Prior service members have already completed basic military training and the promotion rules applicable to NPS applicants regarding 6 year enlistments are not applicable to PS members.

3. TAFMS of over 90 days or 12 months must be verified. Use DD Form 214 or 215; AF IMT 1613, *Statement of Service* (or other sister service equivalents); NGB Form 22; or AF Form 526. Pay grade will be validated by HQ AFRS/RSOPB prior to reservation. (AF IMT 1613 is prescribed in AFI 36-2604, Service Dates and Dates of Rank, 31 Dec 2009. Refer to that publication for guidance on filling out this IMT.)

4. If the grade of Airman or higher is not indicated on the DD Form 214, the pay grade will be determined by HQ AFRS/RSOP prior to reservation, using a valid source document.

5. To verify service, obtain DD Form 785 from the appropriate service academy. (See Attachment 6.)

6. Adjust the date of separation (DOS) in accordance with paragraph A2.2 for satisfactory years of ARC service (full years of satisfactory service) since separation from the regular component. Use the adjusted DOS to determine anniversaries. See Attachment 1 for the definition of satisfactory service. If the applicant's adjusted DOS is over 6 years, the applicant is ineligible for enlistment.

7. The date of rank (DOR) adjustment is computed according to paragraph A2.5.2.

8. If enlisting in the pay grade of E-4, the applicant will enlist in the grade of Senior Airman (SrA).

9. Minimum TAFMS requirements must be met for any/each of the following:

a. Enlisting in a pay grade higher than last held in the Regular Air Force (only applies if promoted in a reserve or sister-service component to a higher grade than last held in the RegAF)

b. Retaining a pay grade earned in a regular component of a sister service

c. Retaining a pay grade last held as a member of a reserve

9.1. Two years for SrA (E-4).

9.2. Five years and 6 months for staff sergeant (E-5).

9.3. Ten years for technical sergeant (E-6).

9.4. Fifteen years for master sergeant (E-7).

10. Applicants who were former warrant officers with less than 5 years and 6 months of TAFMS will be reduced to E-4 if they are eliminated from BOT, request and receive approval to remain on AD in enlisted status.

A2.5.2. **DOR Computation.** After authorized enlistment grade is determined in accordance with **Table A2.1**, compute the adjusted DOR. (Refer to AFI 36-2604, Service Dates and Dates of Rank, 31 Dec 2009.) HQ AFRS/RSOPB will determine DOR as follows:

A2.5.2.1. PS enlistees in the following categories will receive a DOR equal to the date of enlistment in the RegAF:

A2.5.2.1.1. NPS enlistees (members who have served less than 24 months TAFMS).

A2.5.2.1.2. Former members of a regular component enlisting on or after the sixth anniversary of their DOS.

A2.5.2.1.3. Reservists who enlisted in a pay grade higher than their last grade held in a regular component.

A2.5.2.1.4. Reservists who never served in a regular component. A2.5.2.2. For PS RegAF members enlisting in the same grade and in an AFSC at the 3 skill-level or higher for a DDA or retraining into a designated AFSC, compute the DOR in accordance with Figure A2.1 and as follows:

A2.5.2.2.1. Adjust the DOR by the number of days break in AD if break is less than 4 years. These PS members receive credit for all time in grade (TIG) accrued prior to separation from regular component.

A2.5.2.2.2. Take one-half of the member's previous TIG when the enlistment date is on or after the fourth anniversary and before the sixth anniversary of the DOS. These PS members receives half TIG credit accrued prior to separation from regular component.

A2.5.2.2.3. The DOR equals the date of enlistment when the adjusted DOS is on or after the sixth anniversary of the DOS. These PS members do not receive any TIG credit.

A2.5.2.3. If the member was serving in a regular component other than RegAF and enlists in a lower grade due to TAFMSD, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS. For example, a PS Marine Corps E-5 must enlist as an E-4 due to not holding 5 years 6 months of TAFMS. He or she is authorized TIG credit as of the date he or she was promoted to E-4 in the Marine Corps based on a promotion order or official personnel document and as indicated above based on the amount of time separated from a regular component. Refer to Figure A2.1 for an example of a DOR computation.

A2.5.2.4. If the member received a promotion in a reserve component and enlists in lower grade due to TAFMS and the enlistment grade was previously held in a regular component, the DOR will be computed from the original DOR for the enlistment grade and years separated from the DOS. For example, a PS Army member separated as an E-5 and is now an E-6 in the Army reserves. The member meets TAFMS requirements to enlist as an E-5 (previously held in a regular component) and will retain TIG as an E-5, based on amount of time separated from the regular component. If the enlistment grade was not held in a regular component, the DOR will be equal to the DOE. Refer to **Figure A2.1** for an example of a DOR computation.

Figure A2.1. Example of DOR Computation.

Date RegAF enlistment		2003-03-20
Minus DOS + 1 (Block 12b on DD Form 214)	-	1998-01-12
Equals break in service between regular components	=	05-02-08
DOS + 1 (Block 12b on DD Form 214)		95-01-12
Converted for subtraction purposes		94-12-42
Minus DOR (Block 12h on DD Form 214)	-	93-09-19
TIG at time of discharge from regular component	=	1-03-23
TIG credit as indicated above. Multiply by .5 for half credit (between 4 and 6 years from DOS) and "1" for full credit		1-03-23
	x	.5
Computed TIG for new DOR		0-07-27
NOTE: Months are computed as 30 days. Fractions in day column are rounded up to next whole number.		

A2.5.2.5. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF will adjust the DOR as above and credit time served on the current EAD if they meet the TAFMS criteria for the grade in which they are serving. Refer to Figure A2.1 for an example of a DOR computation.

A2.5.2.6. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., 8258, will receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer if they reenlist within 6 months after release from commissioned officer status.

A2.5.2.7. Applicants who are entitled to enlist in a pay grade higher than the grade they last held in the RegAF due to ARC service are not authorized to retain TIG accrued in the higher grade.

A2.5.2.8. The effective date of pay grade on the DD Form 214 will be used to determine the TIG possessed at the time of separation. Or, in cases where a sister service member lost a grade due to not meeting the TAFMS requirements, he or she must present their promotion order for the grade they held in the regular component matching their AF determined enlisted grade to receive TIG credit from promotion to that grade until the date of their DOS on the DD Form 214 (see example in **paragraph A2.5.2.4**).

A2.6. Pay Date (PS/BOT):

A2.6.1. For entry in Block 18b of the DD Form 1966, Copy 1 (applicants with previous AD service including ADT with a reserve unit), obtain years, months, and days from the DD Form 214, NGB Form 22, or reserve discharge orders and compute as follows: date of current enlistment minus total active service equals AD service date.

A2.6.2. To determine the pay entry date for entry in block 18c of DD Form 1966, Copy 1, enter the EAD for applicants with no previous active military service. For other applicants, enter the DOE shown on the DD Form 214, NGB Form 22, DD Form 368, statement of service, MilPDS report, or reserve discharge orders (when applicant was transferred to the

reserves for completion of his or her military service obligation [MSO]), if the termination date on the DD Form 214 or NGB Form 22 has not expired before the scheduled AD enlistment (no break in service). Enter the DOE minus the MSO if the applicant originally enlisted before 1 January 1985. Compute the DOE by subtracting the MSO date from the original date of entry on AD. For applicants who enlisted in the DEP on or after 1 January 1985, compute the DOE by subtracting the MSO date from the original date of entry on AD but do not include DEP time for computing pay date.

Attachment 3

ACCESSION HEIGHT AND WEIGHT STANDARDS & BODY FAT MEASUREMENT (BFM) STANDARDS

A3.1. Accession Height and Weight Standards. Table A3.1 contains the current accession height and weight standards.

Table A3.1. Height and Weight Standards.

Height (Inches)	Pounds	
	Minimum (BMI = 19 kg/m)	Maximum (BMI = 27.5 kg/m)
58	91	131
59	94	135
60	97	141
61	100	145
62	104	150
63	107	155
64	110	160
65	114	165
66	117	170
67	121	175
68	125	180
69	128	186
70	132	191
71	136	197
72	140	202
73	144	208
74	148	214
75	152	220
76	156	225
77	160	231
78	164	237
79	168	244
80	173	250

A3.2. BFM Standards. Table A3.2 lists BFM standards above or below maximum allowable weight (MAW) in the Air Force. (The notes in the table contain information from HQ USAF/DP-directed policy for Air Force accessions.)

Table A3.2. Applicant BFM Standards.

RULE	A If applicant's age is	B and sex is	C and current weight is	D with BFM of	E then applicant	F Notes
1	29 or less	male	at or below MAW	(not required)	passes.	1
2			above MAW	20 or less		2, 3
3				21 or above	fails.	4
4		female	at or below MAW	(not required)	passes.	1
5			above MAW	28 or less		2, 3
6				29 or above	fails.	4
7	30 or above	male	at or below MAW	(not required)	passes.	1
8			above MAW	24 or less		2, 3
9				25 or above	fails.	4
10		female	at or below MAW	(not required)	passes.	1
11			above MAW	32 or less		2, 3
12				33 or above	fails.	4

NOTES:

1. If an applicant is at or below MAW, a BFM is not required and processing may continue.
2. If an applicant is above their maximum MAW, a BFM is required and may only be administered by approved medical personnel.
3. If the applicant passes the BFM, processing may continue and if, during subsequent processing, his or her weight is found to be at or below MAW, no further BFM is required.
4. If applicant fails the initial BFM, he or she will be temporarily disqualified for period of time determined by the MEPS CMO and until such time as the MAW or the BFM standard is met.

Attachment 4

OBTAINING DD FORM 785, RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING

A4.1. Applicants applying for the NPS or PS program (except those released from Air Force OTS or BOT within the last 2 years) will request DD Form 785 from the applicable address listed in **Table A4.1**.

Table A4.1. Addresses for Requesting DD Form 785.

RULE	A If an individual has been disenrolled or eliminated from	B and	C then send request to	D Notes
1	AFROTC	has been disenrolled for 3 years or less	AFROTC/RRF Maxwell AFB AL 36112-3336.	1, 2, 3
2		has been disenrolled for over 3 years	AFPC/DPFFCMP 550 C.St. West, Ste 19 Randolph AFB, TX 78150	
3	Air Force OTS or the academic portion of the Airman Education and Commissioning Program	is on AD with the Air Force	the member's servicing MPF.	1, 2, 3, 4
4		is not on AD with the Air Force and has no military status or obligation	(See note 5 for an explanation.)	1, 2, 3, 5
5		is in the reserves	ARPC/DPRP 6760 E. Irvington Place Suite 1000 Denver CO 80280-5000.	
6		is in the ANG and is not on EAD	The adjutant general of the appropriate state, District of Columbia, or Commonwealth of Puerto Rico.	
7	USAFA		Superintendent, USAFA Cadet Registrar Air Force Academy CO 80840-5000.	
8	US Military Academy		Personnel Office US Corps of Cadets USMA, West Point NY 10997-1692.	
9	US Army Officer Candidate School (OCS)		Commandant of OCS attended.	1, 2, 3, 6

RULE	A If an individual has been disenrolled or eliminated from	B and	C then send request to	D Notes
10	US Army ROTC	has been disenrolled for 5 years or less	Pipeline Management System of the school individual last attended when disenrolled.	1, 2, 3
11		has been disenrolled for over 5 years	NPRC/MPR 9700 Page Blvd St Louis MO 63132-5200.	7
12	US Naval Academy		Superintendent, USNA Cadet Registrar 121 Blake Road USNA, Annapolis MD 21402-5000.	
13	Navy ROTC		Chief, Naval Education & Training (Code N-5312) Naval Air Station Pensacola FL 32508-5202.	
14	Naval OCS		Navy Recruiting Command (Code N-3112) 4015 Wilson Blvd Arlington VA 22303-5000.	
15	Naval Aviation Reserve Officer Course (AVROC)		Officer in Charge, Personnel Support Action Detachment.	
16	Aviation Officer Candidate Course		Student Office Control 421 Saufley St, Suite B Naval Air Station Pensacola Fl 32508-5202.	
17	Naval Flight Officer Candidate Course			
18	Aviation Maintenance Duty Officer Course			
19	Naval Officer Candidate (Aviation Intel Course)			
20	US Coast Guard Academy		Superintendent US Coast Guard Academy 15 Mohegan Ave New London CT 06320-4195.	
21	US Coast Guard OCS		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000.	
22	US Merchant Marine Academy		Registrar US Merchant Marine Academy	

RULE	A If an individual has been disenrolled or eliminated from	B and	C then send request to	D Notes
			Steamboat Road Kings Point NY 11024-1699.	
23	Any US Marine Corps officer candidate-type training program		Commanding General Marine Corps Recruiting Command (MRO) Headquarters, USMC Washington DC 20380-1775. Headquarters, USMC Washington DC 20380-1775.	

NOTES:

1. Refer to paragraph 2.46.
2. Include the applicant's date of birth, SSN, and date of discontinuance or disenrollment from previous program in the request.
3. If the agency is unable to provide a DD Form 785, a letter is acceptable if it contains all information normally provided on the DD Form 785 and states that the DD Form 785 is unavailable.
4. For applicants whose status does not fit under other rules, use the agency in Rule 4.
5. If the individual was disenrolled or eliminated prior to 1994, send the request to Air Force NPRC Liaison, 1222 Spruce St, Room 10.314, St Louis, MO 63103-2813. If the individual was disenrolled or eliminated after 1994, send the request to HQ AFPC/DPSIR, Randolph AFB TX, via fax (210) 565-4021/DSN 665-4021.
6. If the individual has been eliminated from OTS or BOT for less than 2 years, submit the request to HQ AFRS/RSOC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.
7. If the individual has been eliminated from OCS for more than 5 years, submit the request to NPRC/Army Section, 9700 Page Blvd, St Louis MO 63132.

Attachment 5

APPLICANT STATEMENT OF UNDERSTANDING

MANDATORY STATEMENT FOR APPLICANTS APPLYING CONCURRENTLY FOR A COMMISSIONING PROGRAM AND AN ACTIVE DUTY ENLISTMENT

INSTRUCTIONS FOR THE RECRUITER: Have the applicant read and sign this statement. After completion, file the original statement in the applicant's PIR and include one in his or her application for the MEPS.

I am interested in enlistment opportunities in the United States Air Force in addition to being selected for one of the following commissioning programs: AFROTC College Scholarship Program, the Air Force Academy, Basic Officer Training, Heath Profession Scholarship Program, Financial Assistance Program, Medical Corps, Biomedical Science Corps, Medical Service Corps, or Joint Service Graduate Medical Education.

Furthermore, I fully understand that:

- I am an applicant for a program that leads to a commission as an officer in the United States Air Force. If I am not selected for the commissioning program to which I have applied (including the US Air Force Academy [USAFA] and AFROTC), I agree to enter the Air Force as an enlisted member under the terms of my enlistment contract.
- My interest concerning enlistment opportunities is voluntary and enlistment is not required for submitting a commissioning program application. Entering the delayed entry program (DEP) will not increase my odds of being selected for a commissioning program.
- The commissioning program and the Nonprior Service (NPS) DEP are separate programs that have no relationship to each other. Officer program applicants are under no obligation to enlist in the DEP.
- To enlist into the DEP, I am required to take the Armed Services Vocational Aptitude Battery (ASVAB) test and complete a physical at the Military Entrance Processing Station (MEPS). However, I understand that these are only NPS enlistment requirements and do not apply to a commissioning program application.
- If I am selected for a commissioning program, I will be released from my DEP commitment if I choose to accept the scholarship, appointment, or selection being offered.
- If I enter enlisted active duty (EAD) before my commissioning program application has met selection board, I will <u>not</u> be released from my active duty commitment and my select status will be withdrawn. It is recommended I accept an enlistment AD date <u>after</u> my applicable selection board has met and results released.

APPLICANT'S VERIFICATION: I have read the above information prior to entering the DEP and understand how it applies to me. Any questions I have raised have been answered to my full satisfaction.

Applicant's Signature:_____ Date: _____

RECRUITER'S VERIFICATION: I verify the above information has been explained to the applicant and he or she acknowledged understanding of this statement.

Recruiter's Signature: _____ Date: _____

Attachment 6

VOICE AUDITION FOR DINFOS

A6.1. DINFOS Broadcast Audition Script. The following scripts will be used for the DINFOS voice audition:

A6.1.1. **Introduction Script.** "GOOD EVENING. FROM THE WIRES OF THE ASSOCIATED PRESS AND THE W-D-I-S NEWSROOM, HERE IS FIVE MINUTES OF THE LATEST NEWS, (*Applicant's Grade and Name*) REPORTING."

A6.1.2. **News Script:**

"A GROUP OF MERCHANTS AT A SHOPPING MALL IN ORLANDO, FLORIDA, PUT ON A DRIVE TO GET PENNIES FROM PENNY PINCHERS. THE MERCHANTS OFFERED A DOLLAR-25 FOR EVERY 100 PENNIES TURNED IN. PENNIES WERE HAULED TO THE MALL IN WHEELBARROWS, GROCERY CARTS, CIGAR BOXES, JARS, LITTLE RED WAGONS, PAPERBAGS, AND BABY CARRIAGES. WHEN THE PENNY EXCHANGE CLOSED FOR THE WEEKEND, TWO AND A HALF MILLION PENNIES HAD BEEN COLLECTED, COUNTED, AND SACKED BY AUTOMATIC MACHINES. AN ARMORED TRUCK CARRIED AWAY 25-THOUSAND DOLLARS IN PENNIES. MORE NEWS IN JUST A MINUTE, BUT FIRST THIS WORD FROM SPECIAL SERVICES . . . ."

A6.1.3. **Spot Script:** "HOW WOULD YOU LIKE TO SPEND THIS WEEKEND FISHING? SPECIAL SERVICES CAN PROVIDE YOU WITH ALL THE EQUIPMENT FOR AN EXCITING WEEKEND OF FISHING—EVERYTHING FROM LURES AND BAIT, TO POLES AND REELS. ALONG WITH THIS, A FEW TIPS ON WHERE TO CATCH THE BIG ONES. YOU DON'T HAVE TO BE A PROFESSIONAL TO ENJOY FISHING. CONTACT YOUR NEAREST SPECIAL SERVICES CENTER AND MAKE THE ARRANGEMENTS."

A6.1.4. **Five-Sentence Read:** 1. "BOTH MOTHER AND DAUGHTER DRESSED UP IN A BROWN JACKET AND SHOES FOR THE BIRTHDAY PARTY."

2. "TAKE THE BRIDGE ACROSS THE RIVER TO THE BIG OLD HOUSE WITH SEVERAL THICK TREES."

3. "WHEN MEN GO SINGING IN THE RAIN, THEY OFTEN END UP COUGHING AND SNEEZING ALL NIGHT."

4. "DO YOU LIKE CHOCOLATE SAUCE POURED OVER MANY SCOOPS OF ICE CREAM SUCH AS VANILLA?"

5. "THE DIRECTOR SAID, 'EVERY ACTOR ALWAYS ASKS IF THEY CAN AUDITION FOR TELEVISION AGAIN.'"

A6.2. Request for Evaluation of a Voice Audition Tape. See Figure A6.1 for a sample memorandum to request an evaluation of a voice audition tape.

Figure A6.1. Sample Request for Evaluation of a Voice Audition Tape.

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR COMMANDANT, DEFENSE INFORMATION SCHOOL
ATTN: Voice Audition/BWAS

FROM: (*Recruiter Name, Squadron, Flight)*
(Recruiter's mailing address, including ZIP code)

SUBJECT: Voice Audition Submissions

1. The enclosed tape(s) is/are forwarded for evaluation to qualify the following individual(s) for admission into the Basic Broadcaster Course:

(*Name[s] of Applicants.)* ***Note:*** *If more than one voice is recorded on the cassette, list the applicants in the order the voices are recorded.*

2. The POC for this action is *(recruiter's name, phone number, fax number[s], and e-mail address).*

3. Special comments: *(if applicable)*

(Recruiter's Signature)
(Typed Grade, Name, and Title)

Attachment 7

SAMPLE REQUEST FOR DEP DISCHARGE ORDERS

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR 346 RCS/RSRI

FROM: 346 RCS/RSO

SUBJECT: Discharge From the Air Force Reserve Delayed Entry Program (AB Ira M. Smith)

1. Request discharge orders be issued for the following individual:

Grade	Full Name	SSN	DEP Category	DOE	Effective Date
AB	IRA M. SMITH	123-45-6789	NPS	1 Jan 12	1 Jan 12

2. Airman Smith was found disqualified for enlistment in the Regular Air Force in accordance with AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, 20 Sep 2011. Specific reasons for disqualification are as follows:

Did not show on shipping day (ZBE). *(Be specific--don't give general reasons.)*

JOHN J. JONES, SMSgt, USAF
Operations Supervisor

5 Attachments:
1. DD Form 4
2. DD Form 1966
3. SF 88
4. SF 93
5. AB Smith's Statement

Attachment 8

INSTRUCTIONS FOR OBTAINING PS RECORDS AND MEDICAL RECORDS ON APPLICANTS WHO HAVE BEEN DISCHARGED

A8.1. Obtaining PS Records by Mail:

A8.1.1. For applicants who have received a final discharge from all service obligation, mail a properly completed SF 180 to Air Force NPRC Liaison, 1 Archives Dr. Ste. 134 St Louis, MO 63138 Attn. Air Force Recruiting Liaison. You may e-mail the SF180 to **345RCS.SQ.NPRC@us.af.mil.**

A8.1.1.1. **Air Force (All Components):** Separated after 30 Sep 2004, Mail/fax a signed written request with member's name, SSAN, Contact information, and specific record(s) requested to: AFPC/DPFFCMP, 550 C. St. West, Suite 19, Randolph AFB, TX 78150 Fax: 210-565-4021, DSN 665-4021 Contact the AFPC service center for assistance at 800-525-0102 (Source: **www.afpc.randolph.af.mil**).

A8.1.1.2. **Army (All Components):** Separated after 30 Sep 2002, Contact Human Resource Contact Center, 1-888-ARMYHRC (1-888-276-9472) or veterans can visit **www.hrc.army.mil** and log in to access their personnel records.

A8.1.1.3. **Navy (All Components):** Separated after 31 Dec 1994, Call (901) 874-3351 for assistance or visit **http://www.npc.navy.mil/CareerInfo/RecordsManagement** for instructions and request form.

A8.1.1.4. **USMC (All Components):** Separated after 31 Dec 1998, Call 800-268-3710, email **smb.manpower.mmsb@usmc.mil**, or mail request to HQ USMC, Personnel Mgt. Support Branch (MMSB-10) 2008 Elliot Road, STE 201, Quantico, VA 22134-5030. All requests must include member's name, SSAN, date of birth, contact information, and specific record(s) requested (Source: **www.marines.mil**).

A8.1.1.5. **All others service records**. Coast Guard, or other service veteran records for dates of separation prior to the dates listed above for each service, veterans should visit the National Personnel Records Center (St. Louis) website at **www.archives.gov/veterans** and complete an eVetRecs request or obtain an SF-180 Military Records Request and mailing instructions. NPRC contact information (314) 801-0800.

A8.1.1.6. This service is designed specifically to expedite processing requests for information on Air Force AD and reserve applicants. Do not release the above address to anyone other than Air Force AD and reserve recruiters or request records on anyone other than bonafide applicants. Other veterans may obtain PS records by mailing a completed SF 180 to the National Personnel Records Center (NPRC) address indicated on the back of the SF 180.

A8.2. Obtaining Records by Telephone. Do not attempt to obtain PS information or documents by telephone. The liaison does not have direct access to NPRC files and must have a completed and signed SF 180 to obtain a record. A completed SF 180 may be faxed to (314) 538-2351 or DSN 892-2351. Do not call the 345 RCS operations to request records or inquire about delays.

A8.3. Instructions for Completing SF 180:

A8.3.1. **1.** List all names used while serving in the military.

A8.3.2. **5.** If the applicant had service prior to 1971, he or she may have had a service number. If so, include it.

A8.3.3. **1. (Other)** Type the following statement in this block: "Review of records to include the making of photocopies of extracted information." Also list specific documents required, such as DD Form 214 and performance reports.

A8.3.4. **2.** Type the specific reason for the request.

A8.3.5. **1.** Place an "X" in the block labeled "Other." The block must contain the typed name, grade, and signature of the requesting recruiter.

A8.3.6. **2.** Enter the complete address and telephone number of the requesting recruiter.

A8.3.7. **3.** Ensure the applicant signs the request.

A8.3.8. **All Other Items.** Self-explanatory.

Attachment 9

INFORMATION REGARDING NONNATIVE ENGLISH SPEAKING (NES) APPLICANTS

A9.1. Sample NES Identification Statement. See a sample at **Figure A9.1**.

Figure A9.1. Sample NES Identification Statement.

1. This applicant *(is/is not)* an NES. During the course of my interview with *(applicant's name),* I have determined this applicant *(does/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.
(***Note:*** *Complete paragraph 2 only if paragraph 1 indicates "is" and "does not."*)
2. I have advised *(him/her)* of this determination and that if *(he/she)* is selected for the Air Force Basic Officer Training (BOT) (OTS), *(he/she)* must first achieve a score of 90 or above on the English Comprehension Language Test (ECLT) and then achieve a score of 2 (± 2) on a Defense Language Institute English Language Center (DLIELC) interview. I have also advised the applicant that failure to achieve these qualifications within 90 days of the selection notification will result in the selection being withdrawn.

_____	_____
(Signature)	*(Signature)*
(Typed name and grade of reviewing officer)	*(Typed name of applicant)*

A9.2. NES Evaluation and Processing Actions. See **Table A9.1**.

Table A9.1. NES Evaluation and Processing Actions.

ITEM	A Actions	B Responsible Unit or Person
1	During the application interview, complete the NES statement on AF Form 56, Section III. If the applicant is determined to be NES with an English speaking and/or comprehension difficulty, he or she will be briefed according to paragraph 1.4.2.	The applicant's unit commander, recruiting officer, or interviewer.
2	Immediately notify the applicant of his or her tentative selection. For an Air Force applicant, arrange with the TCO at the nearest military site that offers the ECL test to administer, score, and send the answer sheet to DLIELC for filing. For a civilian applicant, 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 note).	The appropriate selection notification agency.
3	Contact DLIELC/LEAX (Operations Branch) to schedule an oral telephonic proficiency interview. Call DSN 473-3342 or	

ITEM	A Actions	B Responsible Unit or Person
	COM (210) 671-3342, extension 212 or 209, for scheduling.	
4	Advise the selection notification agency of the results.	DLIELC.
5	Withdraw tentative selection for those with a DLIELC score of less than 2 (±2) or waive the minimum score. Confirm final selections.	The appropriate selection notification agency.
NOTE: Within 90 days of being notified of tentative selection, the selection agency will withdraw the selection of applicants who fail to qualify on both the ECL and the DLIELC oral proficiency interview.		

Attachment 10

SAMPLE ORDERS FOR REGULAR AIR FORCE ENLISTMENT—NPS ASSIGNED TO BMT

A10.1. Instructions. Complete enlistment orders according to applicable AFIs. Use **Figure A10.1** as the basic guide. The Air Force representative is responsible for reviewing and ensuring the accuracy of enlistment orders.

A10.1.1. NPS enlistment travel orders issued by MEPS may be corrected for the following reasons: Errors in enlistment date, DEP discharge date, or SSN. Return a copy of the orders to the enlisting MEPS and request an amendment to the orders to correct the error.

A10.1.2. Other errors such as a misspelled name, missing middle initials, incorrect ZIP codes, etc., may be corrected by striking the erroneous data and entering the correct data. Annotate the order as corrected and have the member initial the correction. Ensure the member receives a copy of the corrected order. Further, ensure all copies in member's PRG are corrected.

Figure A10.1. Sample Order for Enlistment in RegAF—NPS Assigned to BMT.

DEPARTMENT OF THE AIR FORCE
MILITARY ENTRANCE PROCESSING STATION
AJAX FEDERAL BUILDING, SAN ANTONIO, TX

SPECIAL ORDER: _____ *(Date)*

1. Having enlisted this date in the Air Force under the authority of AFI 36-2002 and AFRSI 36-2002, you are hereby assigned to Active Duty. Comply with the instructions in paragraph 3 of this special order and, if applicable, other supplemental instructions attached to these orders.

2. Government transportation is authorized in connection with these orders and is chargeable to PCS TDN 57_ 3500 32_5841.0M 503725 ***(see note 1)***. Travel of dependents, transportation of a mobile home, or shipment of household goods is not authorized. Travel by government transportation request (TR) with 1-day travel time is permitted ***(see note 2)***.

3. You are transferred from this activity effective this date and are directed to proceed and report to the 737th Training Wing, Lackland AFB TX, NLT *(date)*.

(Name/Social Security Number) *(Remarks/Special Instructions)*

NOTES:
1. Insert the appropriate number for the FY. For example, the proper fund citation for FY 12 is 573 3500 3235841.0M 503725.
2. For overseas MPF: DoD FMR, Volume 2A, Ch 2&3, *MILPERS & O&P Budget Exhibit Guidance*. Transportation in kind and meal tickets will be furnished. If available transportation or meal tickets are not used, reimbursement is not authorized. If transportation or meal tickets are not available, enlistee will be furnished a statement of explanation.

Attachment 11

SAMPLE MEMORANDUM—REQUEST FOR COMPLETION OR REACCOMPLISHMENT OF ENLISTMENT AGREEMENT

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR *(Recruiter's Office Symbol)*
ATTN: (*Recruiter's Grade and Name)*

FROM: *(MEPS office symbol)*

SUBJECT: Request for Completion or Reaccomplishment of AF Form 1034, 3005, 3006, 3007, or 3008 *(as appropriate)* for *(applicant's name and SSN)*

1. According to AFRSI 36-2001, the applicant's enlistment agreements must be completed or reaccomplished for the following reasons:

a. _____ Change of job or initial job reservation.
b. _____ Change in grade.
c. _____ Change in TOE.
d. _____ Other: _____
(Specify)

2. Complete the attached enlistment agreements according to the instructions on the back of the applicable form. **Note:** Ensure the remarks section is completed with applicable information.

3. Request you comply with the above and return the form to this office within 30 days from the date of this memorandum.
FOR THE COMMANDER

(Signature)
(MLS Signature Block)

2 Attachments:
1. Enlistment Agreements
2. Job Description
CC: Flight Chief

Attachment 12

CERTIFICATE OF AUTHENTICITY *(FORMAT—DO NOT REPRODUCE)*

I, _____, do hereby certify and swear, to the best of my knowledge and belief, that the document appended to this certificate (Attachment 1) is a true, correct, and complete copy of the original _____ .

_____
(Applicant's Signature)

Subscribed and sworn to before me by the above named person, whose identity has been personally verified by me, this _____ day of _____, 20____, at _____ in the performance of my duties.

_____
(Recruiting Officer's Signature)
Title 10, U.S.C., Section 936

Attachment 13

REQUEST FOR A CONDITIONAL TENDER OF RESIGNATION OR RELEASE

A13.1. Conditional Tender of Resignation. Figure A13.1 contains a sample memorandum for requesting a conditional tender of resignation.

Figure A13.1. Sample Request for a Conditional Tender of Resignation.

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR *(Appropriate Chain of Command)*

FROM: *(Applicant's Name, Grade, and SSAN)*

SUBJECT: Conditional Tender of Resignation

1. I (*Applicant Name, Grade, Corps, SSN XXX-XX-XXXX*), hereby submit a conditional tender of resignation as a Reserve officer of the *(Army, USAR)*, under the provisions of Section II, paragraph 6-4, AR 135-175.

2. I am submitting this conditional tender of resignation for the purpose of applying to the US Air Force for Active Duty as a *(AFSC, Title, and Corps).*

3. My reason(s) for applying for appointment in another service *(is/are)* _____ _____.

4. I am presently assigned to_____ *(add the following, if applicable)* and attached to _____.

5. I understand that my conditional tender of resignation will not be effective until I have been appointed in the gaining service and executed an oath of office for such appointment.

(Signature)
(Applicant's Signature Block)

A13.2. Sample Request for a Conditional Release. **Figure A13.2** and **Figure A13.3** contain sample memorandums for requesting a conditional release.

Figure A13.2. Sample Request for a Conditional Release—Army National Guard.

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR *(Appropriate Chain of Command [note])*

FROM: *(Applicant's Name, Grade, and SSN)*

SUBJECT: Request for Conditional Release

1. I (*Applicant Name, Grade, Corps, SSN XXX-XX-XXXX)*, hereby submit a request for conditional release as a Reserve officer of the *(Army, USAR, [State] National Guard).*

2. I am submitting this request for the purpose of applying to the US Air Force for Active Duty as a *(AFSC. Title, and Corps).*

3. My reason(s) for applying for appointment in another service *(is/are)* _____ _____.

4. I am presently assigned to_____ *(add the following, if applicable)* and attached to _____.

5. I understand my conditional release request will not be effective until such time as I have been appointed in the gaining service and executed an oath of office for such appointment.

(Signature)
(Applicant's Signature Block)

(**Note:** *The state adjutant general is the approval authority*.)

Figure A13.3. Sample Request for a Conditional Release—US Marine Corps Reserve and US Public Health Service.

DEPARTMENT OF THE AIR FORCE

AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR *(Appropriate Chain of Command)*

FROM: *(Applicant's Name, Grade, and SSN)*

SUBJECT: Request for Conditional Release

1. I (*Applicant Name, Grade, Corps, SSN XXX-XX-XXXX)*, hereby submit a request for conditional release as a Reserve officer of the *(component).*

2. I am submitting this request for the purpose of applying to the US Air Force for Active Duty as a *(AFSC, Title, and Corps).*

3. My reason(s) for applying for appointment in another service *(is/are)* _____ _____.

4. I am presently assigned to_____ *(add the following, if applicable)* and attached to _____.

5. I understand my conditional release request will not be effective until I have been appointed in the gaining service and executed an oath of office for such appointment.

(Signature)
(Applicant's Signature Block)

Attachment 14

FORMAT FOR A COI AFTERACTION REPORT

COI AFTERACTION REPORT

Date of Event: _____

Event Number: _____

Actual number of prospective applicants: _____

Actual number of educators or influencers: _____

All leads loaded in AFRISS? Yes _____ No _____

Positive: *(What occurred during your presentation? Give details.)*

_____

_____

_____

Negative: *(What would you do differently? Give details.)*

_____

_____

_____

Military members present for the event: *(Grade, Name, and Duty Title)*

_____

_____

Actual cost per person: *(Amount spent divided by actual number of attendees)*

_____

Validation by the flight chief that no unauthorized items were purchased *(initials):* _____

Typed Name and Signature of Recruiter:	Typed Name and Signature of Flight Chief:	Typed Name and Signature of Squadron RSM:
_____	_____	_____

– – –

Attachment 15

AIR FORCE PRESENTATION SURVEY

Thank you for attending today's presentation. The Air Force is committed to providing accurate, up-to-date information about its recruiting programs. Please take a moment to provide feedback on today's presentation.

Name_____ Email _____ Age Phone
_ __ _____

Address_____ City and State Zip Code
_ _____ _____

Name of School_____ Current Grade and Year _____

What did you enjoy most about my presentation?
_____
_____
_____
_____

Are there things in my presentation I should change?
_____
_____
_____
_____
_____
_____

Do you know anyone who has served in the Air Force? _____

Have you ever heard of the Air Force's Delayed Entry Program? _____

Have you ever visited an Air Force installation? _____ Would you like to? _____

If you were going to consider joining the Air Force, what factors would have the biggest influence on your decision?

___ Financial ___ Advancement ___ Job Training ___ Recreation ___ Medical benefits
____ Travel opportunities ____ Leadership development ____ Educational opportunities

____ Self-confidence ____ Working on a high-tech team ____ Humanitarian relief efforts

I'm interested in finding out more. Please call on the following date and time: _____

Have you taken an Armed Service Vocational Battery Test (ASVAB), is so, what did you score? _____

I'm not interested at this time. Maybe later *(initial here)* _____

Attachment 16

USMEPCOM - SERVICE LIAISON ACCESSION VERIFICATION PACKET BREAKDOWN CHECKLIST US AIR FORCE

A16.1. USMEPCOM - Service Liaison Accession Package Breakdown Checklist US Air Force. See Table A16.1.

Table A16.1. USMEPCOM- Service Liaison Accession Package Breakdown Checklist US Air Force.

LIAISON	MEPS	USMEPCOM - SERVICE LIAISON ACCESSION VERIFICATION PACKET BREAKDOWN CHECKLIST (Pg 1/3) US AIR FORCE	APPROVED by HQ USMEPCOM effective 3 Jan 2012 SUB-PACKET NUMBER			
		SHIPPER'S LAST NAME:	**1**	**2**	**3**	**4**
		1. SF 1199A (Direct Deposit Program Form) * ***See NOTE 1***	NA	cy	cy	cy
		2. USMEPCOM PCN 680-3ADP (Processee/Enlistee Record)	NA	O	cy	NA
		3. This Checklist	NA	O	cy	NA
MEDICAL DOCUMENTS						
		4. DD Form 2808 (Report of Medical Examination) with waiver documents, if applicable, and all medical supporting documents, etc.	cy	O	cy	NA
		5. Copy of Air Force Surgeon General stamp (as needed) which will be on a copy of DD Form 2807-1 (Report of Medical History)	NA	O	cy	NA
		6. DD Form 2807-1 (Report of Medical History)	cy	O	cy	NA
		7. USMEPCOM Form 40-1-15-1-E (Medical History Provider Interview)	cy	O	cy	NA
		8. Audiogram	NA	O	cy	NA
		9. USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)**	NA	O/cy	cy	NA
		10. DD Form 2807-2 (Medical Prescreen of Medical History)	NA	O	cy	NA
		11. USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgement)	NA	O/cy	cy	NA
		12. USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgement)	NA	O	NA	NA
		13. DD Form 2005 (Privacy Act Statement-Health Care Records)	NA	O/cy	cy	NA
		14. AF Form 4428, Tattoo Screening/Verification	cy	O	cy	NA
		15. Miscellaneous Medical Forms such as consults, any CMO reviewed medical documentation, weight reference sheet, etc.	NA	O	cy	NA
ENLISTMENT DOCUMENTS						
		16. Orders & any amendments, Enlisted	cy	4cy	cy	cy
		17. Orders & any amendments, OTS candidates	cy	3cy	cy	cy

		18. DD Form 1966-Series (Record of Military Processing)	O	cy	cy	cy
		19. DD Form 4-Series (Enlistment/Reenlistment Document)	O	cy	cy	cy
		20. OPM Receipt*	NA	O	cy	NA
		21. SF 86 (Questionnaire for National Security Positions) or EPSQ Printout, and SF 86A (Continuation Sheet for Questionnaires SF 86, SF 85P and SF 85) **	cy	O	cy	NA
		22. AF Forms 3005 / 3006 / 3007 / 3008 / 3009 and/or AF Form 1034 and/or DD Form 2863 (Service Enlistment Agreements)** *(Circle all that are included)**	O	cy	cy	cy
		23. AF Form 2030 (Drug Abuse Certificate)*	NA	O	cy	NA
		24. AF Form 3010 (Dependent Certification), certified marriage certificate, certified children's birth certificates, Spouse Photo ID** *(Circle all that are included**	NA	O	cy	NA
		25. AFRS Form 1408 (Job Screening Worksheet)*	NA	O	cy	NA
		26. AFRS Form 1415 (Waiver Request/Authorization)*	cy	cy	cy	NA
		27. OTS Assignment Letter **	cy	O	cy	cy
		28. DD Form 93 (Record of Emergency Data)	NA	O/2cy	cy	NA
		29. DD Form 2760 (Qualifications to Possess Firearms or Ammunition) *	NA	O	cy	NA
LIAISON	**MEPS**	**USMEPCOM - SERVICE LIAISON ACCESSION VERIFICATION PACKET BREAKDOWN CHECKLIST (Pg 2/3)** **US AIR FORCE**	**APPROVED by HQ USMEPCOM effective 3 Jan 2012** SUB-PACKET NUMBER			
		SHIPPER'S LAST NAME:	**1**	**2**	**3**	**4**
		MISCELLANEOUS FORMS				
		30. Birth Certificates, Transcripts, Credential Evaluation Letter, Master Promissory Note, SSN Card, INS Documents (Alien Card/Naturalization Certificate), Driver's License. *(Circle all that are included)** ***See NOTE 1***	NA	cy	cy	NA
		31. Married Shippers: Marriage Certificate, copy of Spouse's ID, copy of Spouse's SSN Card, copy of Children's Birth Certificates, copy of Children's SSN Cards. *(Circle all that are included)** ***See NOTE 1***	NA	cy	cy	NA
		32. Shippers w/children from previous relationships: copy of Court Order or Divorce Decrees stating medical coverage responsibility. *(Circle all that are included)** ***See NOTE 1***	NA	cy	cy	NA
		33. JROTC, Eagle Scout, Girl Scout Gold Award, Billy Mitchell, Amelia Earhart Award or Carl Spaatz Award, and Civil Air Patrol Certificates. *(Circle all that are included)* * ***See NOTE 1***	NA	cy	cy	NA
		34. USMEPCOM Form 601-23-5-R-E (Introductory Pre-Accession Interview (PAI)) *(Not required for Reserves)*	NA	O	cy	NA
		35. AF Form 485 (Band Selection Letter)*	cy	cy	cy	NA

		36. Broadcasting Voice Audition Letter *	cy	cy	cy	NA
		37. Current EOD Fact Sheet*	cy	O	cy	NA
		38. Physical Abilities and Stamina Test (PAST) Letter*	cy	O	cy	NA
		39. DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215, (Correction to DD Form 214), DD Form 220 (Active Duty Report), NGB Form 22 (Report of Separation), or similar document ** *(Circle all that are included)*	NA	O	cy	cy
		40. DD Form 368 (Request for Conditional Release) **	NA	cy	cy	cy
		41. Lackland AFB Visitor Access Request Letter (all shippers) ** ***See NOTE 1***	cy	cy	cy	O
		42. Technical School Statement of Understanding **	cy	cy	cy	O
		INSTRUCTIONS				

(USMEPCOM Regulation 601-23, Chapter 8 contains additional guidance.)

1. Place ☑ in the respective left column for a document that is Included.
2. Enter '**NA**' for a document that is Not Applicable/Not Required.
3. Enter '**NP**' for a document that is required when it is Not Provided/Not Available.*
4. Use DA Form 200 (Transmittal Record) to forward document(s) as they are provided or become available.
5. DO NOT send blank forms unless specified.
6. Assemble documents loosely in required sequence - DO NOT staple, paperclip, clamshell, tape or otherwise fasten documents to each other within the sub-packets. Adhesive tape MUST be used over the outer-envelope seal to prevent sub-packets from opening while being hand-carried or during mail-handling. Tape may be used to repair torn documents but MUST NOT be used to attach documents to each other.
7. Print this checklist on white paper or on blue-colored paper (optional). This checklist is located on the MEPNET, under the J3/Current Operations Division Homepage.

The Inclusion/Sequence of Documents Verified By

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USMEPCOM Representative Signature or Stamp Service Representative Signature or Stamp

USMEPCOM - SERVICE LIAISON ACCESSION VERIFICATION PACKET BREAKDOWN CHECKLIST - US AIR FORCE (Pg 3/3)	**APPROVED by HQ USMEPCOM effective 3 Jan 2012**

LEGEND

* = DO NOT delay shipping the Enlistee due to non-receipt of these service unique forms/documents.
****** = Document will be provided and distributed "if applicable".
O = Original **O/cy** = Original or copy **cy2** = Copy #2
cy = copy **4cy** = 4 copies **NA** = Distribution is Not Applicable/Not Required

SUB-PACKET DISTRIBUTION

1 For Non-Prior Service enlistees mail to:
HQ AFPC/DPSR12
550 C ST WEST SUITE 21
RANDOLPH AFB TX 78150-4723

1 For Prior Service enlistees mail to:
HQ AFPC/DPPAOR
550 C ST WEST SUITE 10
RANDOLPH AFB TX 78150-4712

2 Applicant/Enlistee will hand-carry and deliver the sealed Sub-Packet 2 to:
737TH TRSS; *See NOTE 1 & NOTE 2*
1550 WURTSMITH DRIVE
BUILDING 5725 SUITE 1
LACKLAND AFB TX 78236-5255

2 Officer Training School (OTS) personnel will hand-carry and deliver the sealed Sub-Packet 2 to:
24TH TRS/CCA; *See NOTE 1*
501 LEMAY PLAZA NORTH
MAXWELL AFB AL 36112-6417

2 **SERVICING MILITARY PERSONNEL FLIGHT (MPF)**
ATTN DPMPS (Records), Location of Assignment; ***See NOTE 1 & NOTE 3***

3 **USAF RECRUITING SQUADRON** (Service Liaison)
Provide any remaining or extra copies of forms/documents (i.e., USMEPCOM Form 680-3A-E, USMEPCOM Form 601-23-E, if applicable) to the Service Representative for the Recruiting Residual Files or for other disposition.

4 **APPLICANT/ENLISTEE; *See NOTE 1***
Redact (blacken out) 3rd-party Personal Identifying Information (PII) from all documents contained in this sub-packet, i.e., recruiter/witness/classifier SSNs from DD Form 1966 (Item 18k and 31d), from USMEPCOM PCN 680-3ADP (Item 17 and 18), etc. The Service Representative may provide the applicant/enlistee a copy of documentation upon DEP enlistment and updated documentation prior to departing MEPS.

FOOTNOTES

NOTE 1: Shipper must hand-carry Original Items 1, 29 and 34 on their person; i.e., separate from Sub-Packet 2 and Sub-Packet 4.
NOTE 2: Training Squadron Reception Center Contact Information:
(210) 671-2593 from 0700–1600; After 1600 call (210) 216-4233.

NOTE 3: Service Representative will provide a pre-addressed envelope to mail Sub-Packet 2 to the applicable Duty Station/gaining command, if the Airman has enlisted for assignment to other than Basic Military Training (BMT).