

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
36-2001**



7 MAY 2020

Personnel

**RESERVE AIRMAN COMMISSIONING
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*. These procedures are to be used when filling valid officer vacancy positions through the Airman Commissioning Program in the 439th Airlift Wing (439 AW) to ensure a consistent, fair and objective process is used to select the best qualified candidate. It applies to all commanders assigned or attached to Westover Air Reserve Base. 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). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 FSS/FSMPD, 100 Starlifter Avenue, Box 42, Westover ARB MA 01022.

SUMMARY OF CHANGES

This revision clarifies the type of commission ([paragraph 1.1](#)), added the requirement for a memorandum when considering overage officers ([paragraph 2.1](#)), replaced Personnel Employment Office with Force Management Office ([paragraph 1.4](#)), replaced DPMSA with FSMPM ([paragraph 1.4](#)), replaced Career Enhancement with Career Development ([paragraph 2.4.2](#)), replaced Wing Commander-gram with Wing SharePoint ([paragraph 2.5](#)).

1. Overview.

1.1. The Non-EAD Airman Commissioning Program is designed to select highly qualified enlisted members for leadership roles as line (non-rated) officers.

1.2. Vacant positions in the grades of Second Lieutenant through Major may be filled by commissioning eligible enlisted members, who demonstrate outstanding leadership abilities. Selection is an honor reserved for the most qualified, motivated, and deserving individuals.

1.3. Requests for eligibility waivers should only be made in rare and unusual circumstances and must be fully justified. Commanders selecting a member who requires a waiver must articulate why the member requiring the waiver is being selected above other equally, and fully qualified candidates.

1.4. Prior to opening a position through the Non-EAD Airman Commissioning Program the unit commander is required to contact the Military Personnel Flight (MPF) Force Management officer (FSMPM) to review and consider eligible commissioned officers from within the wing that are currently assigned as overages.

1.5. This instruction provides a method whereby well-qualified and motivated individuals are afforded an opportunity to seek commissioning.

2. Process.

2.1. Identify the vacancy as soon as possible. Notify FSMPM in the MPF to review the current list of commissioned officers assigned as overages. If it is not feasible, or in the unit's best interest to select a commissioned officer then block the vacancy for airman commissioning and complete a memorandum to that effect. It is critical to have three months' notice to allow the necessary time to "advertise" the position, allow potential candidates time to prepare their submission packages, and to conduct a proper evaluation and selection process.

2.2. Review the qualifications and training required in filling the vacancy. Verify the basic Air Force Specialty Code requirements and the specific training requirements with FSMPM. Confirm with the MPF which specific Air Force Instruction applies to the qualification process.

2.3. A position can be filled one of two ways. Base wide which usually takes the least amount of time to fill and yields the best results for overall base morale, since there is equal opportunity given to all. The second method is an external fill. This opens the vacant position to any Air Force member outside of Westover or any other branch of service and may yield a larger pool of candidates. If considering the external method of filling a vacancy, you also need to advertise the position base wide.

2.4. Once the selection strategy is determined, establish a cutoff date for applications and choose board members.

2.4.1. Allow two months for candidates to prepare the required application package. **Note:** Commanders should encourage all enlisted personnel interested in a commission to take the Air Force Officer Qualification Test (AFOQT) as soon as possible; awaiting AFOQT results may prevent an individual from being considered.

2.4.2. Determine composition of the interview selection board consisting of a minimum of three field grade officers and a board president (when there is more than one candidate) and one representative from Career Development (FSMPD) (non-voting) to

act as the board recorder. Each board member should have pre-defined written question to ask and an objective method of scoring the results. Sample questions may be provided by FSMPD.

2.5. Announce the vacancy, including cutoff date, qualifications, selection criteria, and detailed application instructions; provide base wide dissemination of this information; advertise by means of The Patriot, The Daily Bulletin, and Westover SharePoint.

2.5.1. If training is required, describe the training requirements. Mandatory training requirements to become fully qualified in the Air Force specialty at the applicable level are often a key determinant in whether applicants will apply or not.

2.5.2. If a resume is required, allow sufficient time of at least one Unit Training Assembly (UTA) for the individuals to prepare and submit them.

2.5.3. If additional or unique skills/knowledge is needed or desired, describe those as "required or desired qualifications."

2.6. Establish a tentative time to convene the board. Ensure board members will be available. Be sure to allow sufficient time in the process to accomplish the following:

2.6.1. Gather and review the application packages. Have FSMPD review the packages on all applicants to ensure that they meet the minimum qualifications for the position prior to scheduling and convening the board.

2.6.2. Develop a schedule to conduct the interviews or selection board. If feasible, allow all qualified candidates to meet the board to ensure fair and equal consideration. If there are simply too many applicants to interview, establish objective criteria to screen and reduce the list. The screening criteria must be logical, defensible, and easily explained. Allow sufficient time to evaluate each candidate to ensure fairness. Schedule candidates at 30-minute intervals.

2.6.2.1. Notify all applicants as soon as possible who do not qualify or have been screened out that they will not be interviewed; provide the reasons why they are unqualified or not being considered. This must be done in writing.

2.6.2.2. Notify all applicants to be interviewed of their scheduled time and the uniform requirements for meeting the board as soon as possible. **Note:** If a qualified applicant will not be available at the scheduled date/time, you should delay the final decision until they can be interviewed. Telephone interviews may be acceptable to avoid waiting until the next UTA.

2.7. Convene the selection board.

2.7.1. Provide board members a copy of each application package prior to the board to allow them time to become familiar with the contents. Awards, decorations, and enlisted performance reports may be included in the packages for consideration.

2.7.2. The board must be consistent in evaluating all candidates. The same questions must be asked of each candidate and each interview must be conducted in the same manner.

2.7.3. The board must quantify the results in order to objectively compare the applicants. A scoring method should be developed and explained to each board member prior to

convening the board. FSMPD can provide sample scoring methods. Score the written package and interview independently on either a 6-10 or 1-10 scale.

2.7.3.1. Each board member should score each applicant independently. Rate the response to each question, total the results, then divide by the number of questions to obtain an overall average. Combine the scores from each board member for each individual. Rank order the applicants based upon the total score.

2.7.4. Each applicant's responses should be scored immediately after they leave the room from the interview while their answers are still remembered. It may be helpful for the board members to discuss the applicant's response to each question prior to scoring it, yet they should keep the scores private until the end of all interviews.

2.8. Make recommendations to the selection authority.

2.8.1. If the selection authority did not sit on the board as a board member he or she may choose to personally interview the recommended candidate.

2.9. The selection authority should announce the selection as soon as possible. He or she should contact each applicant interviewed personally, and tell them who was selected; this may be done in writing. Also offer them an opportunity to obtain feedback on how they could improve their scores.

2.10. Inform the candidate selected to contact FSMPD for further guidance on completing his/her commissioning package.

CRAIG C. PETERS, COLONEL, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Policy Directive (AFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*

AFMAN 33-363, *Management of Records*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

AFOQT—Air Force Officer Qualification Test

AW—Airlift Wing

MPF—Military Personnel Flight

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule