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MEMORANDUM FOR DISTRIBUTION C
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FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum Reimplementing Warrant Officers

By Order of the Secretary of the Air Force (SecAF), this Air Force Guidance Memorandum (AFGM) implements Department of the Air Force Policy Directive (DAFPD) 36-20, *Recruiting Programs and Accession of Military Personnel*; DAFPD 36-21, *Utilization and Classification of Military Personnel*; DAFPD 36-24, *Military Evaluations*; DAFPD 36-25, *Military Promotions and Demotions*; DAFPD 36-26, *Total Force Development and Management*; DAFPD 36-29, *Military Standards*; DAFPD 36-30, *Military Entitlements*; and DAFPD 36-32, *Military Retirements and Separations*. It immediately establishes warrant officers in the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force (AF) and/or Department of the Air Force (DAF) publications, the information herein prevails, in accordance with Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. In the absence of specific policy guidance, AF personnel shall adhere to and comply with applicable federal law or other relevant legal authority.

This guidance is applicable to all AF and DAF policies, instructions, manuals and associated forms. Ensure all records created as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. There are no releasability restrictions for this publication. The authorities to waive wing/unit-level requirements in this AFGM are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See DAFMAN 90-161 for a description of the authorities associated with the tier designators. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the AFGM OPR for non-tiered compliance items, as applicable.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change or rewrite of any affected publication permanently establishing this guidance, whichever is earlier.

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Principal Deputy Assistant Secretary of the
Air Force for Manpower and Reserve Affairs

Attachments:

1. Guidance for Warrant Officers
2. Glossary of References and Supporting Information

Attachment 1

GUIDANCE FOR WARRANT OFFICERS (WO)

The return of the Warrant Officer Corps marks a significant shift in the Air Force's approach to talent management and technical readiness. By reinstating warrant officers, the Air Force recognizes the importance of specialized technical skills in modern warfare, particularly in areas such as communications, information technology, and cyberspace operations where there is a growing demand for expertise. Warrant officers will apply this expertise as they interface with external and internal stakeholders, empowering their teams to achieve mission execution. Warrant officers will not only undertake their own professional development, but they will also leverage their technical mastery as mentors and advisors to inspire the next generation of Airmen and ensure the United States retains the world's preeminent Air Force.

Chapter 1: Applicability.

This guidance memorandum promulgates personnel policy, assigns responsibilities, and prescribes procedures for managing warrant officers throughout the entire personnel life cycle. Questions regarding policies herein may be addressed to the OPR, Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), Chief of Air Force Reserve (AF/RE), or Director of the Air National Guard (NGB/CF).

Chapter 2: Affected Functional Communities.

The initial cadre of warrant officers will serve in the Warfighter Communications & Information Technology Systems Operations (17W) and Cyber Effects & Warfare Operations (17Y) career fields to maintain technical leadership in these specialties with highly perishable skills.

Chapter 3: WO Grade Structure.

3.1. Pay Grade and Rank Abbreviations:

- 3.1.1. W-1/WO1: Warrant Officer 1
- 3.1.2. W-2/CW2: Chief Warrant Officer 2
- 3.1.3. W-3/CW3: Chief Warrant Officer 3
- 3.1.4. W-4/CW4: Chief Warrant Officer 4
- 3.1.5. W-5/CW5: Chief Warrant Officer 5

3.2. Appointments in the grade of warrant officer 1, W-1, shall be made by warrant.

Appointments in chief warrant officer grades (W-2 through W-5) shall be made by commission. Appointments (whether by warrant or commission) shall be made by the President who further delegated authority to the Secretary of War.

Chapter 4: Accessions.

4.1. Total Force AF WO Eligibility Requirements:

- 4.1.1. Citizenship. Must be a United States citizen.
- 4.1.2. Conscientious Objector. Must not be a conscientious objector under 50 USC § 3806(j), *Deferments and exemptions from training and service*, and Department of Defense Instruction (DoDI) 1300.06, *Conscientious Objectors*.

4.1.3. Religious Accommodation. In accordance with, DAFI 52-201, *Religious Freedom in the Department of the Air Force*, the AF will approve pre-accession requests for accommodation of religious practices unless accommodation adversely affects military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons. All denials of requests for religious accommodation must be consistent with DAFI 52-201, Chapter 4.

4.1.4. Moral Conduct. Must be of sound moral character referenced in DAFMAN 36-2032, *Military Recruiting and Accessions*.

4.1.5. Age. To be eligible for an original appointment, the applicant must be at least 18 years of age. **(T-1)** Applicants who cannot qualify for retirement in accordance with DAFI 36-3203, *Service Retirements*, before or on removal from an active status, must acknowledge in writing that retention for the purpose of retirement is not possible and request a waiver. **(T-1)** Route the acknowledgement and request through command channels. **Note:** The Air Force Recruiting Service, Recruiting Operations Director; the 367th Recruiting Group, Recruiting Operations Director; and NGB/CF may further restrict the maximum age based on needs of the component.

4.1.6. Physical Condition. WO applicants must be medically qualified or have an approved medical waiver in accordance with DAFMAN 48-123, *Medical Examination and Standards*. Members must obtain an AF Form 422, *Notification of Air Force Member's Qualification Status*, from their primary care manager. For a Warrant Officer Training School (WOTS) application, an AF Form 422 expires 12 months after the issue date.

4.1.6.1. All applicants must meet the fitness requirements of DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, to include height and weight standards as prescribed in DoDI 1308.03, *DoD Physical Fitness/Body Composition Program*. **(T-0)**

4.1.6.2. Applicants must meet all dress and appearance standards in accordance with DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*.

4.1.7. Pregnancy. Members are permitted to apply for WOTS while pregnant but are not permitted to complete training while pregnant or for 6 months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more, i.e., delivery, miscarriage, etc. Members wishing to participate in training within 6 months following completion of a pregnancy lasting 20 weeks or more must receive written approval to participate in all physical requirements, to include the physical fitness assessment, from the applicant's attending physician with concurrence from AETC Office of the Command Surgeon General (AETC/SG). Members wishing to participate in training prior to 6 months postpartum must sign the appropriate contractual statement in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*, and must receive written approval to participate in all physical requirements, to include fitness assessment, from the applicant's attending physician with concurrence from the waiver authority. Waivers will be sent to Accession Medical Waiver Division (AFRS/RSG) in accordance with DAFMAN 48-123, A2.2 and A2.3. Applicants who are pregnant at time of application must complete and provide signed Attachment 9, *Pregnancy Memorandum for Record* in source documents packet, insert before AF Form 422. Applicants who become pregnant after application submission will provide a completed and signed Attachment 9 to AFRS.LO.Accessions@us.af.mil or afrc.17d@us.af.mil for AFR members.

4.1.8. Education and Aptitude Requirements: An applicant must be a high school graduate, covered graduate (non-traditional high school graduate), or alternate credential holder, to include holder of General Education Development or completion of a minimum college credit of 12 semester hours or 22.5 quarter hours.

4.1.9. Dependent Status. All single, divorced or separated applicants with dependents, or those married to a military spouse or common-law spouse, require a commander-approved DAF Form 357, *Family Care Certification*, to be completed in accordance with DoDI 1342.19_DAFI 36-2908, *Family Care Plans*, prior to being approved for accession. **(T-3)**

4.1.10. Drugs. Air Force policy to prevent illegal drug use and eliminate alcohol abuse. The illegal or improper use of drugs and alcohol is not condoned and, in most cases, renders an applicant ineligible for accession. Applicants with a current or history of alcohol use disorder or substance use disorder may be medically disqualified in accordance with DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*. All applicants for accession will complete an AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, with the exception of those currently holding status in an air component. **(T-1)**

4.1.11. Prior Service. WO selection boards are open to RegAF, AFR, and ANG members within their respective components. Each DAF component will select and appoint WOs from applicants within their component based on the respective component's guidelines and instructions. For AFR WO applicants, selection boards will be conducted by AFRC/A6. Additionally, AFR applicants must have a completed AF IMT 1288, *Application for Ready Reserve Assignment*, endorsed by their current unit commander.

4.1.12. Non-Prior Service. WO selection boards are open to applicants without prior service.

4.1.13. Personnel Security Investigation. Applicants with a Secret security clearance may apply; however, they will need to initiate procedures to obtain a Top Secret clearance with special compartmentalized information access, IAW DODM 5200.02_DAFMAN 16-1405, *Department of the Air Force Personnel Security Program*. Additionally, certain specialties within the field may require favorable adjudication of a counter-intelligence polygraph. Factors reviewed for qualification include, but are not limited to citizenship, foreign activities, medical record, police record, use of alcohol, unauthorized use of illegal drugs and drug activity (controlled substance included in Schedule I or II, as defined by Section 802(6) of E.O. 12564), financial records, investigation record, and association record, including associations on Facebook, LinkedIn, or any other social media network.

4.1.14. Inter-Service Transfer (IST). WOs in another uniformed service may be given the opportunity to apply for an inter-service transfer to the AF without interruption in their service IAW DoDI 1300.04, *Inter-Service and Inter-Component Transfers of Service Members*. WOs selected for inter-service transfers are separated from their losing service and originally appointed in the AF without interrupting total service. **(T-0)**

4.1.14.1. Release of a WO for transfer in accordance with this section will not constitute a release from the fulfillment of an Active Duty Service Commitment (ADSC) or any other obligation, agreement, contract, or policy of the losing service.

4.1.14.2. A WO who has incurred a financial obligation or received an incentive payment for the current term of appointment must honor the conditions of the incentive or financial obligation pursuant to DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 7A, Chapter 2, located at <https://comptroller.defense.gov/fmr.aspx>.

4.1.14.3. If a WO who transfers is on a promotion list to the next higher grade, the WO will be integrated into the AF promotion list based on the WO's date of rank in his or her current grade in the losing service. No officer will be transferred between the Active Duty List and the Reserve Active Status List with a precedence or relative rank higher than held on the day before such transfer occurs.

4.1.14.4. Interested IST or inter-component applicants to the AFR will follow the same process and work through their local or in-service recruiter.

4.1.14.5. For AFR WOs, conditional release authority is Deputy Commander, Air Force Reserve Command (AFRC/CD).

Chapter 5: Assignments.

5.1. Execution procedures for the assignment and reassignment of WOs will be handled in the same manner as DAF officer assignments and the vulnerable mover list cycle process.

5.2. The assignment OPR, career field managers, and unit commanders are responsible for ensuring WO utilization complies with the following mandatory requirements.

5.2.1. WOs will be assigned to fill WO authorizations.

5.2.2. Except as otherwise authorized, WOs will be assigned to unit manpower document (UMD) positions in the WO's grade or one grade lower or higher, and classified with the officer's primary Air Force specialty code (AFSC). There are no WO billets on the Joint Duty Assignment Listing.

5.2.3. Exception to policy (ETP) requests for WO assignments outside of their mandatory utilization specialty must be submitted in advance of the requested assignment from the unit commander through the servicing Military Personnel Flight to Military Assignments Programs Branch, (AFPC/DPPAM) for AFPC/CC approval/disapproval.

5.3. WO Continental United States (CONUS) to CONUS permanent change of station (PCS) time on station (TOS) will be in accordance with current assignment policy, DAFI 36-2110, *Total Force Assignments*.

5.3.1. WO outside the CONUS PCS TOS will be in accordance with current assignment policy, DAFI 36-2110.

5.3.1.1. Accompanied tour, 36 months.

5.3.1.2. Unaccompanied tour, 24 months.

5.3.1.3. WO key billet tour, 24 months.

Chapter 6: Promotions.

6.1. Promotion Requirements. WOs shall be promoted with the following considerations.

6.1.1. WO1 shall be promoted to the grade of CW2 in accordance with regulations prescribed by the SecAF. WO1s must have served at least 24 months (including any constructive service credit awarded in accordance with 10 USC § 572, *Warrant officers: original appointment; service credit*) on active duty in the grade of WO1, or, for the Air Reserve Component (ARC), 24 months in the Selected Reserve (SelRes) in the grade of WO1 before being eligible to promote to CW2 (including any constructive service credit awarded in accordance with 10 USC § 572). Apply the same responsibilities and provisions outlined in DAFI 36-2501, Officer Promotions and Selective Continuation, paragraph 1.7.1, for first lieutenant promotions to this process for RegAF; and AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in The Reserve of the Air Force*, paragraph 2.4.2, for first lieutenant promotions in the ARC.

6.1.2. Promotion for CW3 through CW5 will be based on a best and fully qualified promotion process. SecAF will direct the convening of a Central Selection Board under the provisions of 10 USC § 573; 10 USC § 12242, and DoDI 1320.14, DoD Commissioned Officer Promotion Program Procedures. For the ARC, promotion for CW3 through CW5 must have at least 24 months in the SelRes at the grade before being eligible to meet a promotion board. For ANG

WOs, refer to Air National Guard Instruction (ANGI) 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*.

6.1.3. CW5 promotions may not exceed 5% of WOs in each component.

Chapter 7: Training and Developmental Education.

7.1. Each WO Air Force specialty shall receive functionally developed technical training and education across the Continuum of Learning to support their specified duties and responsibilities at the tactical, operational, and strategic levels.

7.1.1. WO developmental education has three levels that provide WOs with performance-based certification and qualification training. The three levels of WO developmental education are:

7.1.1.1. Warrant Officer Training School. All WO candidates are required to attend resident WOTS.

7.1.1.2. Warrant Officer Advanced Course. WOs must be a CW3 or CW3 (S).

7.1.1.3. Warrant Officer Senior Course. WOs must be a CW4 or CW4 (S).

7.1.2. Military Tuition Assistance will be available to commissioned WOs on active duty only if the officer agrees to remain on active duty for a period of at least two years after the completion of the education or training for which Military Tuition Assistance was paid pursuant to 10 USC § 2007, *Payment of tuition for off-duty training or education*.

7.1.3. Reserve Tuition Assistance will be available to commissioned WOs in the selective reserve only if the officer agrees to remain a member of the ready reserve for a period of at least four years after the completion of the education or training for which Reserve Tuition Assistance was paid pursuant to 10 USC § 2007, note, Pub. L. 104-61, title VIII, § 8019, 1 December 1995, 109 Stat. 655.

Chapter 8: Service Commitments.

8.1. RegAF WOs will incur a 5-year active-duty service commitment (ADSC) from their WOTS graduation date. AFR and ANG WOs will incur a 5-year reserve service commitment (RSC) from their WOTS graduation date. For AFR, selectees will incur an initial 5-year SelRes obligation from the date of appointment. Prior service applicants who have not completed their initial ADSC will serve their remaining ADSC concurrent with the 5-year obligation. Refer to Chapter 8 of this guidance memorandum for the ADSC or RSC requirement for Military Tuition Assistance.

Chapter 9: Separations.

9.1. Unless specifically cited for WOs only, references to officers in DAFI 36-3211, *Military Separations*, include both commissioned and WOs. Execution procedures for voluntary and involuntary separations, to include those with mandatory separation dates (MSD), will be handled in the same manner as the applicable DAF officer separation process.

9.1.1. Non-prior service WOs incur an 8-year ADSC pursuant to 10 USC § 651. Prior service WOs who have not completed their initial ADSC will maintain that initial obligation.

9.1.2. WOs with more than 3 years of service since original appointment in their present component are considered non-probationary officers.

9.1.3. WOs who are within 3 years of the date when the officer accepted his/her original permanent appointment as a WO in that component are considered probationary officers.

9.1.4. WOs who have 20 years total active federal military service, or 20 years of satisfactory service for Reserve retirement, do not have to serve at least 10 years of active commissioned service to qualify for retirement as a WO.

Chapter 10: Service Retirements.

10.1. Unless noted below, references to officers in DAFI 36-3203, include both commissioned and WOs. Execution procedures for the length of service and mandatory retirements for WOs will be handled in the same manner as the DAF officer retirement process except as indicated.

10.1.1. WOs are not required by law to complete a specific number of years of active service as a WO prior to retiring; however, they must complete all service commitments and meet other eligibility factors as outlined in DAFI 36-3203, tables 3.1 and 3.2.

10.1.2. If eligible, WOs who wish to voluntarily retire on a date earlier than the MSD, or the first day of the month following the MSD, must submit a request for retirement. WOs will apply for retirement using the online retirement application process in myFSS, or when authorized by AFPC, using the DAF Form 1160, *Military Retirement Actions*. ARC WOs will apply for retirement using the online retirement application process in myFSS, or when authorized by the Air Reserve Personnel Center, using the DAF Form 1160.

10.1.3. Unless entitled to a higher retired grade under some other provision of law, a WO retires, as determined by the Secretary concerned, in the permanent regular or reserve WO grade, if any, the member held on the day before the date of retirement, or in any higher WO grade in which the member served satisfactorily, as determined by the Secretary. Commanders must determine if an officer grade determination is required for retiring WOs using the same parameters outlined in DAFI 36-3203, paragraph 8.6, for commissioned officers.

10.1.4. WOs who held a higher commissioned grade will have a satisfactory service determination completed at the time of retirement to determine if advancement on the retired list is warranted as outlined in DAFI 36-3203, paragraph 8.5.

10.1.5. WOs may be retained up to four months beyond their MSD for medical evaluation under the Disability Evaluation System, hospitalization or medical observation, in accordance with 10 USC §§ 580, 1164, 1263 and 1305. Regular chief warrant officers who have twice failed selection for promotion may also be retained beyond their MSD for the purpose of court-martial.

10.1.6. When promoted to the grade of CW3 through CW5, WOs in the RegAF incur a two-year ADSC that must be completed prior to retirement unless waived by the SecAF or designee. When promoted to the grade of CW3 through CW5, ARC WOs incur a two-year RSC that must be completed before becoming eligible to separate, transfer, or retire from SelRes. The SelRes includes drilling unit members (drill status guard or reserve/traditional guard or reserve), including military technicians (Title 32 or Title 5); those on Active Guard Reserve (AGR) duty (Title 10 or Title 32); individual mobilization augmentees (IMAs); and those in a training pipeline. All RSCs must be served in the SelRes unless waived. **(T-2)**

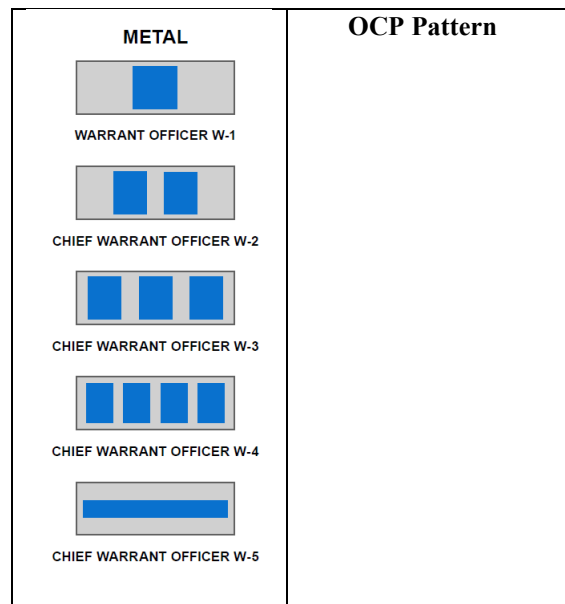
Chapter 11: Miscellaneous Information.

11.1. Adverse Information: The adverse information program for WOs will mirror the adverse requirements for commissioned officers as outlined in DAFI 36-2907, *Adverse Administrative Actions*.

11.2. WOs will follow the same dress and appearance guidance identified for officers. For the purpose of application of policy within DAFI 36-2903, the term “officer” refers to commissioned or warrant officers.

11.2.1. WO rank insignia will be worn on the uniforms in the same manner as lieutenant bars or insignia is worn.

Figure 11.1. Metal and Operational Camouflage Pattern Rank Insignia.



11.3. WOTS Graduation Leave. WOTS graduates are authorized up to 30 days ordinary leave, if no excess leave is involved, before reporting to their first permanent duty station. Members may request advance leave when they do not have enough accrued leave to use. All leave requests must be in accordance with DAFI 36-3003. LeaveWeb should be accessible to WOs at the time of graduation; leave may also be documented on the DAF Form 988, *Leave Request/Authorization*.

11.4. WO regular military compensation is regulated by OSD. The pay table can be accessed at: [Defense Finance and Accounting Service > MilitaryMembers > payentitlements > Pay Tables > Basic Pay > WO \(dfas.mil\)](#); the Reserve Component Drill Pay is located at: [Defense Finance and Accounting Service > MilitaryMembers > payentitlements > Pay Tables \(dfas.mil\)](#).

11.4.1. The BAH rates are found at: [Basic Housing Allowance | BAH Rate Lookup | Defense Travel Management Office \(dod.mil\)](#).

11.4.2. Prior enlisted WO trainees may be eligible for an initial special clothing allowance. If approved, the rates will be found at: [Defense Finance and Accounting Service > MilitaryMembers > payentitlements > Pay Tables > CMA5 \(dfas.mil\)](#).

11.4.3. An enlisted member who accepts an appointment as a warrant officer is entitled to saved pay in accordance with DoD FMR 7000.14-R, Volume 7A, Chapter 1, section 3.3.

Note: Special duty assignment pay (SDAP) and Foreign Language Proficiency Bonus (FLPB) pay are not eligible for saved pay unless the WO is assigned to a position, program, or AFSC that is eligible for SDAP or FLPB pursuant to their new assignment as a WO. DAFI 36-3012, *Military Entitlements*, Table 3.1, provides guidance on when to stop an Airman’s SDAP.

11.4.4. Service members currently receiving a selective retention bonus who are selected for the WO program are granted an exception, and no recoupment of any unearned bonus will occur. These service members will forfeit any remaining or future payments effective one day prior to departure for WOTS.

Attachment 2

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- 10 USC § 572, *Warrant officers: original appointment; service credit*
- 10 USC § 573, *Convening of selection boards*
- 10 USC § 580, *Regular warrant officers twice failing of selection for promotion: involuntary retirement or selection*
- 10 USC § 651, *Members: required service*
- 10 USC § 716, *Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*
- 10 USC § 1164, *Warrant officers: separation for age*
- 10 USC § 1165, *Regular warrant officers: separation during three-year probationary period*
- 10 USC § 1263, *Age 62: warrant officers*
- 10 USC § 1305, *Thirty years or more: regular warrant officers*
- 10 USC § 2007, *Payment of tuition for off-duty training or education*
- 10 USC § 9160, *Warrant officers: original appointment; qualifications*
- 10 USC § 12241, *Warrant officers: grades; appointment, how made; term*
- 10 USC § 12242, *Warrant officers: promotion*
- 50 USC § 3806, *Deferments and exemptions from training and service*
- DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, 13 September 2012
- DoDI 1145.01, *Qualitative Distribution of Military Manpower*, 12 December 2013
- DoDI 1300.04, *Inter-Service and Inter-Component Transfers of Service Members*, 25 July 2017
- DoDI 1300.06, *Conscientious Objectors*, 12 July 2017
- DoDI 1308.03, *DoD Physical Fitness/Body Composition Program*, 10 March 2022
- DoDI 1315.18, *Procedures for Military Personnel Assignments*, 28 October 2015
- DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active Status List*, 7 July 2017
- DoDI 1320.14, *DoD Commissioned Officer Promotion Program Procedures*, 16 December 2020
- DAFPD 36-20, *Recruiting Programs and Accession of Military Personnel*, 11 March 2024
- DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023
- DAFPD 36-24, *Military Evaluations*, 7 October 2022
- DAFPD 36-25, *Military Promotions and Demotions*, 15 December 2022
- DAFPD 36-26, *Total Force Development and Management*, 18 January 2024
- DAFPD 36-29, *Military Standards*, 24 January 2023
- DAFPD 36-30, *Military Entitlements*, 26 April 2023
- DAFPD 36-32, *Military Retirements and Separations*, 5 June 2024
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 36-2406, *Officer and Enlisted Evaluations Systems*, 22 August 2025
- AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, 4 August 2023
- DAFI 36-2110, *Total Force Assignments*, 9 August 2024

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024
DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022
DAFI 36-3003, *Military Leave Program*, 7 August 2024
DAFI 36-3012, *Military Entitlements*, 6 April 2023
DAFI 36-3203, *Service Retirements*, 8 July 2025
DAFI 36-3211, *Military Separations*, 24 June 2022
DAFMAN 48-123, *Medical Examination and Standards*, 8 December 2020
DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
DoDI 1342.19_AFI 36-2908, *Family Care Plans*, 10 March 2023
DoDM 5200.02_DAFMAN 16-1405, *Department of the Air Force Personnel Security Program*, 1 August 2018

Prescribed Forms

N/A

Adopted Forms

AF Form 422, *Notification of Air Force Member's Qualification Status*
AF Form 715, *Officer Performance Brief (O-1 thru O-6)*
AF Form 724, *Airman Comprehensive Assessment (ACA) Worksheet*
AF Form 724-A, *Airman Comprehensive Addendum*
AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*
AF IMT 1288, *Application for Ready Reserve Assignment*
DAF Form 357, *Family Care Certification*
DAF Form 847, *Recommendation for Change of Product*
DAF Form 988, *Leave Request/Authorization*
DAF Form 1160, *Military Retirement Actions*

Abbreviations and Acronyms

ADSC—active duty service commitment
AFGM—Air Force Guidance Memorandum
AFPC—Air Force Personnel Center
AFQT—Armed Forces Qualification Test
AFRC/CD—Deputy Commander, Air Force Reserve Command
AFSC—Air Force specialty code
AFR—Air Force Reserve
AFRS—Air Force Recruiting Service
AGR—Active Guard Reserve
ANG—Air National Guard
ARC—Air Reserve Component
CONUS—continental United States
CW2—Chief Warrant Officer 2
CW3—Chief Warrant Officer 3
CW4—Chief Warrant Officer 4
CW5—Chief Warrant Officer 5

DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DoDI—Department of Defense Instruction
DODM—Department of Defense Manual
DoW—Department of War
ETP—exception to policy
FLPB—Foreign Language Proficiency Bonus
HLR—higher level reviewer
IMA—individual mobilization augmentee
IST—inter-service transfer
MSD—mandatory separation date
OPR—office of primary responsibility
PCS—permanent change of station
RegAF—Regular Air Force
RSC—reserve service commitment
SCOD—static closeout date
SDAP—Special duty assignment pay
SeIRes—Selected Reserve
TOS—time on station
TR—training report
UMD—unit manpower document
WO—warrant officer
WOTS—Warrant Officer Training School

Office Symbols

AETC/SG—AETC Office of the Command Surgeon General
AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1PP—Military Force Policy Division
AF/RE—Chief of Air Force Reserve
AFPC/DPPAM—Military Assignments Programs Branch
AFPC/DPPSP—Promotions, Evaluations, and Recognition Branch
AFRS/RSG—Accession Medical Waiver Division
NGB/CF—Director of the Air National Guard

Glossary

Chief warrant officer—W-2 through W-5, in any of the Military Services in the DoD who holds a grade as a warrant officer by commission, and who is appointed as a Regular or Reserve warrant officer.

Warrant officer—W-1 through W-5, in any of the Military Services in the DoD who holds a grade as a warrant officer by warrant or commission, and who is appointed as a Regular or Reserve warrant officer.

Warrant Officer Training School—a 40-day in-residence training program located at Maxwell Air Force Base in Montgomery, Alabama. It is designed to develop professional warrant officers who can advise and integrate at varying organizational levels.

Warrant Officer Advanced Course—non-resident and resident education that focuses on advanced technical training and common leader development subjects designed to prepare warrant officers for assignment in CW3-level positions.

Warrant Officer Senior Course—provides CW4s with the senior-level education, knowledge, and influential leadership skills necessary to apply their technical expertise in support of leaders in strategic-level joint, interagency, intergovernmental, and multinational organizations.

WO key billet tour— an overseas military assignment or position where it is determined the continued presence of the member is absolutely essential to the mission of the unit or to the U.S. presence in that area. Designation as a key billet requires the member to serve a 24-month tour whether serving accompanied or unaccompanied.