

Air Force Recruiting Service
Active Duty Space Force
Officer Training School
Program Announcement



UNITED STATES
SPACE FORCE

Effective 28 November 2023



**DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)**

28 November 2023

MEMORANDUM FOR ACTIVE USAF OR USSF OTS APPLICANTS

FROM: AFRS/RSOS

550 D Street West, Bldg 491, Rm 119
JBSA-Randolph TX 78150

**SUBJECT: Active Duty Space Force Officer Training School (OTS) Program Announcement
(AD SF OTS PA)**

1. This AD SF OTS PA has been produced to assist efforts of active duty Air and Space Force members applying for a USSF commission and to facilitate a quality, effective, and efficient process. This AD OTS PA provides supplemental information for the OTS application and the accession process.
2. This is strictly a guide and provides information necessary for AD OTS applications, processing, and accessing current members to OTS. This PA is to be used in conjunction with but not limited to the following DAFMAN 36-2032, DAFMAN 36-2664, Air Force Officer Classification Directory and the AFRS SOPG. Please ensure to read/review this entire guide as significant changes have been made.
3. Refer any questions to HQ AFRS/RSOS at DSN 665-0530, commercial (210) 565-0530 or email: AFRS.RSOS.AFRSSpaceForceRec@us.af.mil This document supersedes all previous correspondence of the same subject.

//SIGNED//

MARCUS STEVENSON, Lt Col, USSF
Chief, Space Force Recruiting

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Attachment 2 – AFCEP Batch Upload Template

Attachment 3 – Eligibility Determination Worksheet

Attachment 4 – SF LO Application

Attachment 5 – SF LO Application Example

Attachment 6 – Graduation Verification Memo

Attachment 7 – AF Form 4428 Tattoo Verification

Attachment 8 – AF Form 56

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Chapter 1. Overview

- 1.1 **Overview.** This document provides information necessary for active duty Air Force and Space Force enlisted members to determine their eligibility for a commission through OTS (See Attachment 1). Current or prior commissioned officers of any branch/component are ineligible to apply to this program. This PA details the application process and how to apply to meet an OTS selection board. Please use this PA in conjunction with DAFMAN 36-2032 and any other related manuals and instructions. The applicant is ultimately responsible for meeting eligibility requirements, and for the completion and accuracy of their application.
- 1.2 **Board Information.** The board schedule has been established to maintain a mix of civilian and AD applicants. The intent of the board process is to select the most qualified individuals to serve as officers based on aptitude, leadership, and potential.
- 1.3 **Board Schedule.** Board schedules have been established with firm application cut-off dates to ensure the most timely and efficient processing. The board schedule may be found on our website at <https://www.recruiting.af.mil/About-Us/Line-Officer-Candidate-Information-and-Resources/>. All applications must be complete and submitted to AFRS/RSOS no later than (NLT) midnight central time of the cut-off date.
- 1.4 **Board Selection Process.** The OTS selection board is comprised of three (3) Senior USSF Officers serving as Colonels, Colonel selects, or Lt Colonels (at least one Colonel). Each board member reviews and scores each record on a scale of 6 to 10. The board selection process is very competitive; therefore, it is important to pay close attention to detail in all areas of the application. The board considers applicants using a whole-person concept, and considers the following categories of aptitude, leadership, and potential.
 - 1.4.1 **Aptitude.** Board members review the applicant's academic discipline, GPA, any academic awards/recognition, and AFOQT scores (specifically, verbal, and quantitative).
 - 1.4.2 **Leadership.** Board members review the applicant's employment history, community leadership, military experience and job performance, commanders' interview, and the letter of recommendation (LOR).
 - 1.4.3 **Potential.** Board members review and evaluate the applicant's written communication skills in the application and AF Form 56 written statement, as well as the overall evaluation from the interviewing officer, and the LOR.
- 1.5 **Officer Inter-service Transfers.** Commissioned officers currently or previously assigned to a sister service, the Reserves, and/or the National Guard who are interested in the USSF as a Space Force line officer should visit the Air Force Contact Center Website for the latest on

inter-service transfer information <https://www.spaceforce.mil/Transfer-programs/>. Applicants may also contact the Recall/Inter-service Transfer Office by email at AF.USSF-Interservice.Transfers@us.af.mil.

- 1.6 **Other Component Enlisted Members.** Sister Services, Reserves, and/or National Guard enlisted component members interested in applying for OTS must apply through an AFRS Officer Accessions Recruiter. Visit <https://www.spaceforce.com/find-local-recruiter> to locate the closest Officer Accessions Recruiter.
- 1.7 **Notification of Board Results.** HQ AFRS/RSOS will announce the selects through the official Personnel Services Delivery Memorandum (PSDM) process. The selected member's commander will have five (5) duty days from the date of PSDM notification to notify members of their selection before public release at <https://mypers.af.mil>. Commanders can contact their MPF to ensure access to the secure PSDM site. Applicants can locate the PSDM on the public release date by visiting <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI14CAG>. A general overview of the board (including average scores, GPAs, number of selects, etc.) will be released concurrently via Officer Accessions website at: <https://www.recruiting.af.mil/About-Us/Line-Officer-Candidate-Information-and-Resources/>. Additional board information and individual feedback for non-selects will not be provided.
 - 1.7.1 **Reapplication.** Applicants can reapply after **180** days of board release results of non-selection or based on withdrawal. This applies to United States Space Force boards. (e.g., The applicant applies to a Space Force board and is non-selected/withdraws they may apply to an Air Force board within 180 days but not a Space Force board DAFMAN 36-2032). Applicants may only apply to a Critical Accessions Degree (CAD) board once per fiscal year.

Chapter 2. Eligibility

- 2.1 **Eligibility.** Minimum eligibility requirements are outlined in this chapter. Meeting minimum requirements does not guarantee selection. Refer to DAFMAN 36-2032, related recruiting manuals, instructions, guidance, and Attachment 1 of this PA to determine and confirm eligibility status.
- 2.1.1 **Citizenship.** Must be a United States citizen. (DAFMAN 36-2032)
- 2.1.2 **Conscientious Objector.** Conscientious objectors are restricted from service under 50 USC § 3806(j), and DoDI 1300.06.
- 2.1.3 **Moral Conduct.** All applicants must be of sound moral character.
- 2.1.4 **Age.** Prior service applicants 40 years of age or older no longer require an Age Exception to Policy (ETP) if a Prior Service applicant's age, minus prior service time, will allow for the accrual of 20 years of satisfactory service. Ten years of which must be commissioned service prior to the applicant's mandatory retirement date. Military service time will be subtracted from the applicant's age for Line Officer applicants only.
- 2.1.5 **Physical.** All applicants must be medically qualified or medically acceptable with a waiver in accordance with DAFMAN 48-123. Members must obtain an AF Form 422 (refer to Chapter 6) from their PCM.
- 2.1.5.1 **Pregnancy** Officer candidates are permitted to apply for OTS while pregnant but are not permitted to attend or complete training while pregnant or for 6 months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more (delivery, miscarriage, etc.) in accordance with DoDI 6130, Vol 1, Medical Standards for Military Service: Appointment, Enlistment, or Induction. Members wishing to participate in training prior to 6 months postpartum, must sign the appropriate contractual statement DAFGM 36-2032 Attachment 1 and 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 the waiver authority.
- 2.1.5.1.1 **Contractual Statement for Pregnant OTS Candidates** Members who are currently pregnant or become pregnant during the board process will complete Attachment 10 - Contractual Statement for

Pregnant Officer Training School Candidates. The member will sign the MFR, have their commander sign the MFR, and forward it to the AFRS/RSOS office with their waiver package.

2.1.5.2 *Physical Fitness and any Medical Assignment Limitation Code (ALC).*

Applicants who have waivers for any part of the AF PT test ineligible to apply and attend OTS. Assignment Limitation Code (ALC) C-1, C-2 and C-3 codes are disqualifying. Send waiver requests to: AFPC.DPMNR.MedRetStandards@us.af.mil. All other ALC Codes do NOT need a waiver. If waiver is approved by DPMNR via a form FL4, add this document after your 422 in source document package.

2.1.6 **Education and Aptitude.** Must possess a baccalaureate degree or higher from an education institution listed in the current Accredited Institutions of Post-Secondary Education for all appointments. (DAFMAN 36-2032, paragraph 5.4.9.1) Note: Applicants may be within 365 days of earning a baccalaureate degree of the board convene date to apply. Refer to paragraph 3.1.4 for more details.

2.1.6.1 *Grade Point Average (GPA) Requirement.* Must have a minimum GPA of 2.5 on applicant's qualifying baccalaureate degree for all programs except technical degrees. The following majors are considered technical degrees: all Engineering degrees, Meteorology, Atmospheric Science, Math, Physics, Chemistry, Architecture, and Biochemistry. This is only applicable when applying for a technical position/CAD Board. For GPA waiver consideration, applicants must have a 58 or higher in the AFOQT Academic Adaptability (AA) sub-score section or have a conferred master's degree with a 2.5 GPA or higher.

2.1.6.2 *Air Force Officer Qualification Test (AFOQT).* Applicants must meet minimum AFOQT commissioning standards. (DAFMAN 36-2032, Table 5.1)

Table 2.1 AFOQT Minimum Standards

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	CSO	ABM
Commissioning	15	10	No Minimum		

2.1.6.3 *AFOQT Administration.* Applicants are authorized to take the AFOQT three (3) times. However, before the third test administration can be authorized, the examinee must provide substantive proof of having completed (since the previous AFOQT administration) at least one (1) college course in a subject relevant to the AFOQT, or improved other skills and abilities measured by the AFOQT. At least five (5) months must pass from the date the AFOQT was previously administered. Visit: <https://afmilpers.us.af.mil/afqtsnet40/DODBanner.aspx> to obtain scores.

ABM and CSO scores are now part of the AFOQT score sheet and will be included when you obtain AFOQT scores from the link but are not considered while reviewing USSF OTS applicants.

2.1.6.3.1 **AFOQT Super Score Policy.** A Super Score may be applied to meet minimum commissioning standards. The Super Score is now automatically calculated by the website used to obtain your AFOQT score and will appear as a T 5 or T 6 version of the test.

Table 2.2 AFOQT Super Score Example

AFOQT Super Score Example		
	Verbal	Quantitative
Test 1	10	20
Test 2	14	10
Test 3	15	8
Scores Used	15	20

- 2.1.7 **Commander's Recommendation.** Applicants must have their current commander's recommendation for a commission. (DAFMAN 36-2032, Table 10.6, Rule 13). If the applicant's commander relinquishes command prior to the projected board release date, then a concurrence memorandum is required from the new commander reflecting their approval of the OTS application. If the change of command occurs after the application cut-off date, please send the letter of concurrence to AFRS.RSOS.AFRSSpaceForceRec@us.af.mil.
- 2.1.8 **Retainability.** All members must have at least two (2) months retainability from the projected board release date. Applicants must reenlist IAW AFI 36-2606. If applicants are not able to reenlist before the board convening date, then provide a letter of intent endorsed by the member's commander informing AFRS/RSOS of intent to reenlist or extend. Refer to DAFMAN 36-2032, Table 10.6, Rule 17 for SRB information. SRB waivers are not required.
- 2.1.9 **Eligibility Determination (Attachment 3).** This is mandatory for all applicants. The questionnaire will assist in determining eligibility to apply for a commission. Any required waivers will automatically populate in the right-hand column. Ultimately, it is the applicant's responsibility to validate their eligibility to apply with all governing manuals, instructions, and guidance. If applicants have any ineligible factors after completing the questionnaire, applicants will require a waiver. If any waivers are required, please include the commander's signature to confirm commander's support of the application with the waiver(s). Deployment commanders cannot recommend in lieu of Home Station Commander. Only one statement will be initialed at the bottom of the page. This questionnaire must be signed by applicant and applicant's commander and be included in source documents packet. If waivers are required, this questionnaire must also be included in the waiver packet. Refer to Chapter 5 if a waiver is required. Save it as "Last name, First name Eligibility Determination" (Ex: Doe, Jane Eligibility Determination).

2.2 Space Force Specialty Code Eligibility. Based on requirements, applicants can determine if eligible for Space Force specialties. Applicants will review their age, AFOQT scores, GPA, physical qualification, and qualifying degree information against sub-program eligibility criteria (i.e., Air Force Officer Classification Directory, Appendix A) to make this determination. The AFOCD can be acquired from <https://mypers.af.mil>. Once the applicant has determined what specialties they are applying for, the applicant will need to collect and complete the following items in Table 2.4 to finalize eligibility. Documentation must be organized IAW the instructions in Chapter 3.

2.3 Entry Level Line Officer Specialties.

2.3.1 Line Officer SFSCs. Applicants can be considered for up to eight (8) Line Officer Space Force Specialties, based on desires and eligibility.

2.3.1.1 SFSC Education Requirements. Line Officer SFSC educational degree discipline requirements are listed in the AFOCD, Appendix A. Applicants primary/qualifying degree must meet the requirements of the SFCS they are applying for.

Table 2.4 Line Officer SFSC Requirements

Line Officer SFSC	Additional Medical Requirements	Security Clearance Required
13S1 - Space Operations	AF Form 422 - CCT	T5 (TS/SSBI)
14N1 - Intelligence		T5 (TS/SSBI)
17D1 - Cyberspace Operations		T5 (TS/SSBI)
17S1 – Cyber Warfare Operations		T5 (TS/SSBI)
62E1A - Aeronautical Engineer		T5 (TS/SSBI)
62E1B - Astronautical Engineer		T5 (TS/SSBI)
62E1C - Computer Engineer		T5 (TS/SSBI)
62E1E - Electrical Engineer		T5 (TS/SSBI)
62E1G - Project Engineer		T5 (TS/SSBI)
62E1H - Mechanical Engineer		T5 (TS/SSBI)
63A1 - Acquisition Manager		T5 (TS/SSBI)

2.4 Eligibility Status. If eligible after reviewing aforementioned items and confirming with all governing manuals, instructions, and guidance, proceed with an application and any applicable waivers. If applicants have questions after validating status, please contact AFRS/RSOS at AFRS.RSOS.AFRSSpaceForceRec@us.af.mil.

Table 2.5 Required Items Expiration

Item	Required Items	Expiration
1	Eligibility Determination (Attachment 3)	Expires after each board
2	SF LO Application (Attachment 4)	
3	AF Form 56 (Attachment 8)	
4	LOR (para. 3.1.10)	
6	AFCEP Memo From Squadron/Unit Commander (Attachment 1)	
7	vMPF Record Review Update (RRU) (Must be dated within 30 days the application cut-off date)	
8	vMPF Career Data Brief (CDB) (Must be dated within 30 days the application cut-off date)	Expires six (6) months from issue date.
9	Transcript(s) (No expiration date if transcripts are conferred or transferred credits para. 6.3.1.3)	
10	If applicable, Memo from registrar's Office for Verification of Scheduled Graduation (Attachment 6)	
11	Commander's Master PIF and PIF review memorandum with AFPC/DPIORMaster PIF response Memorandum	Expires twelve (12) months from issue date.
12	AF Form 422, Notification of Air Force Member's Qualification Status (Form must reflect most current medical status)	
13	If applicable, Waiver/Exception-to Policy (ETP) documents	
17	AFOQT Score Printout: https://afmilpers.us.af.mil/afqtsnet40/DODBanner.aspx	Print out must be dated within 90 days of application submission.
20	If applicable, Prior Service Records	Indefinite
21	AF Form 4428 Tattoo/Brand/Body Marking Screening/Verification (Attachment 7)(Only required for applicants who do not meet current tattoo policy standards DAFI 36-2903)	

Chapter 3. Application Forms

3.1 **Application.** This chapter provides instructions on how to complete the required forms.

3.1.1 **Eligibility Determination (Attachment 3).** Complete the personal contact information at the top of the form (all self-explanatory). Answer all questions 1-38 by checking the appropriate blocks for each question. The questionnaire will automatically populate any required waivers in the right-hand column. If applicable, questions 16-38 require the applicant to complete more information in those blocks.

3.1.1.1 *Statement of Understanding.* Applicants must initial only one of the applicable statements (wet or typed initials). The applicant must date and sign the form (wet or digital signature).

3.1.1.2 *Unit Commander or Equivalent Endorsement.* The applicant must have their home station commander review this form, date, and sign (using wet or digital signature). Applicant must type the commander's signature block under the signature location.

3.1.2 **SF LO Application (Attachment 4).** Do NOT change the font or alignment on this form. Refer to Attachment 5 as an example of how to complete this form.

3.1.2.1 *Header.* Place the title of the board above the 'SF LO Application' line. (Ex: 23USSF01)

3.1.2.2 *Contact Information.* Below the 'SF LO Application' line, place the contact information as seen below.

- a) Rank and Name (Ex: TSgt Jane Doe)
- b) Address Line 1 (Ex: 123 Main St.)
- c) Address Line 2 (Ex: San Antonio, TX 78123)
- d) Contact Number (Ex: (210) 123-4567)
- e) Personal E-Mail Address (Ex: j.doe@nongov-email.com)

This block should resemble this:

TSgt Jane Doe
123 Main St.
San Antonio, TX 78123
(210) 123-4567
j.doe@nongov-email.com

- 3.1.2.3 *Question 1 and 2.* Answer these questions using the member's best judgment. The answer must fit within the block provided. Do NOT change the font or alignment. Members are provided a max of 19 lines to answer these questions. These answers must be in a paragraph/narrative format, not simply a list. The AF Form 56 will also ask question 1. This question will need to be accomplished as well.
 - 3.1.2.4 *Work Experience.* Have the applicant list up to their last four (4) jobs/assignments (all boxes are self-explanatory). Duties/Responsibilities block must have up to four (4) single line bullets. Do not change the font or alignment.
 - 3.1.2.5 *Education (Qualifying Degree Only).* List the applicant's qualifying baccalaureate degree only. Applicants must possess a qualifying degree or be within 365 days of the board convene date to apply.
 - 3.1.2.6 *Additional Education.* To list additional degrees on the SF LO Application, applicants must have completed at least one (1) semester and have a GPA listed on official transcripts. CCAF degrees are mandatory to list, if earned. Refer to paragraph 6.3.1 for transcript requirements.
 - 3.1.2.7 *Certifications/Licenses.* If applicable, have the applicant list any certifications and/or licenses earned that the applicant would like the board to review. Any certification or license listed must have a copy of the certification/license attached with the source documents. This section is limited to six (6) entries. Do not change the font or alignment.
 - 3.1.2.8 *Significant Professional/Personal/Academic Achievements.* Have the applicant list any significant professional/personal/academic achievements they have earned. Achievements may be, but are not limited to, the following: employer recognition, Dean's List, Summa or Magna cum Laude, etc. Do not list hobbies. This section is limited to ten (10) entries. Do not change the font or alignment.
 - 3.1.2.9 *If you have ever applied to a program that leads to a commission.* If applicable complete this section. All boxes are self-explanatory. Do not change the font or alignment.
 - 3.1.2.10 *Explanation (Only if applicable).* A prior OTS non-selection does not need to be explained.
- 3.1.3 *AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force (Attachment 8).* Type all entries except where otherwise indicated. Wet and/or digital signatures are authorized. Typed initials are allowed but do not use typed signatures. The AF

Form 56 must have initials next to applicable statements. If required, ensure remarks are placed on the Continuation Sheet.

- 3.1.3.1 *Blocks 1-9.* Ensure blocks 1-7 are complete and correct. List MPF name (Ex: 81 FSS) and address. BESO information is not required. Mark OTS in block 7A. Leave block 7B blank. Line Officer applicants complete block 7C using SFSC codes, not field titles. List all SFSCs in order of preference on page 7. Block 7D is not utilized for SFSCs. Leave block 8 blank. Table 2.4 within this PA list all the entry level officer SFSCs available through OTS. Only list SFSCs specified in this PA. Ensure SFSC choices on the AF Form 56 match the same choices listed on the SF LO Application (Attachment 4). Leave the AFOQT Scores section blank.
- 3.1.3.2 *Block 11-12.* For block 11, a waiver is required if a member has ever previously been dis-enrolled from a commissioning program. See Chapter 5 for additional requirements for commission dis-enrollment waivers. List any previous applications for commissioning programs, even if not selected. For block 12, answer the question and list any eliminations from military flying school, if applicable.
- 3.1.3.3 *Block 13-14.* For block 13, answer the question and list all A/SFSCs earned. For block 14, answer the question and provide a dated and initialed explanation on page 7 if the answer is yes.
- 3.1.3.4 *Block 15-17.* List any/all law violations, including all pre-service law violations in block 15. Ensure this is clear and concise. List offenses including any Article 15 actions received. Receipt of an Article 15 requires a waiver. Additionally, a moral waiver may be required, depending on the reason for the Article 15. For Disposition of Charge, be specific (Ex: Paid \$115 fine vs Paid fine). Refer to DAFMAN 36-2032, Attachment 2 to determine moral waiver requirements. In the court column, type 'traffic court' for traffic ticket offenses, even if payment was made by mail. Minor traffic, category 5, violations do not need to be explained. Blocks 16-17 require answers.
- 3.1.3.5 *Block 18.* If the answer is yes, ensure that a Financial Eligibility Determination (FED) bullet is included in the interview. Note: Answering 'No' to this question does not preclude the necessity for an FED (see Chapter 5 of this PA).

- 3.1.3.6 *Blocks 19-23*. Ensure blocks 19-23 are completed. For block 19, work experience should cover the last seven (7) years or until your 16th birthday, whichever is soonest. Air Force employment must be listed as one entry with current salary information. In block 20, enter degree information. For block 21, every field requires initials or N/A, including block 21E. Leave blocks 22A and 22B blank. Sign and date block 23.
- 3.1.3.7 *Block 24*. Only list the names of schools from which you have been awarded a degree or are projected to complete a degree. List the name of the educational institution and type of program in the same block. (Ex: University of Maryland, B.S.) This list must match the degrees listed on the LO AD Application. Leave blocks 24(b) and 24 (c) blank. Your cumulative GPA will be calculated by AFRS/RSOS after application submission.
- 3.1.3.8 *Block 25*. The applicant's supervisor, first sergeant, or commander must validate and sign that all information is accurate in Sections I & II. Wet and/or digital signatures are authorized. Do not use typed signatures.
- 3.1.3.9 *Block 26, Non-English Speaking (NES) Identification Statement*. The interviewer will determine if a member is an NES applicant. An NES applicant is anyone whose primary language spoken at home as a child was not English. Refer to DAFMAN 36-2032, paragraph 7.3.2 for NES processing procedures.
- 3.1.3.10 *Block 27, Dependent Care Responsibility Statement*. Active duty applicants who are married to a military spouse or are a single parent must have their commander initial the 'Cmdr. Initials' block, indicating a review and affirmation that the Dependent Care Plan is valid and effective.
- 3.1.3.11 *Block 28A-B, Interview*. Ensure all required waivers are listed in block 28A. Ensure all assignment limitations are listed in block 28B.
- 3.1.3.12 *Block 28C, Interview*. (1) Squadron Commander's initials, (2) Answer dependent upon Master PIF and Local PIF Commander's review results, (3) Squadron Commander's initials.
- 3.1.3.13 *Block 28, Evaluation Factors*. The interviewer will rate based on the interview conducted and the review of the entire application to include any applicable waivers.
- 3.1.3.14 *Block 28K, Comments and Recommendations*. Bullet format is mandatory. A total of four (4) bullets are required. Each category will have one (1)

single bullet. Each bullet is limited to one (1) single line. Additional bullets will not be accepted and may result in application rejection. If the bullets do not take up more than one (1) single line, the writing style is up to the member. Commanders do not have to use Action; Impact- - Result format. There will be unused space here and that is to be expected. The Unit Commander/Directorate Commander in MAJCOM or Joint Command Agencies who are Squadron Commander Equivalent (interviewer) will provide comments and recommendations in this section by covering the items below.

- 3.1.3.14.1 **Aptitude**. Review the applicant's academic discipline, GPA, academic awards, and recognitions, and AFOQT scores.
- 3.1.3.14.2 **Leadership**. Review AD LO Application and EPRs. Provide a description of leadership capabilities, including the style and scope of experience/responsibility.
- 3.1.3.14.3 **Potential**. Review the applicant's application which includes information on experience, previous boards met, prior service information, any/all law violations, and waivers. Comment on communication skills in the applicant's written statement. Look for the applicant's potential to be an officer and consider the likelihood of the applicant adapting well if elevated from the enlisted to the officer ranks.
- 3.1.3.14.4 **SQ/CC or Equivalent Push Line Bullet**. Summarize results of the interview to include any critical information. (Ex: Low GPA, poor EPR ratings, low AFOQT scores, etc.) Stratification is optional but preferred. (Ex: Best I've seen, Top 5% of applicants interviewed, etc.) See paragraph 5.3.3 if an FED is required.
- 3.1.3.15 **Block 29**. Only use this section when the interview is conducted by an AF officer in the rank of Captain (O-3) or below. Endorsement must be within the member's chain-of-command.
- 3.1.3.16 **Block 30, Continuation Sheet**. Use if applicable, date and initial all entries. Wet and/or typed initials are authorized.
- 3.1.3.17 **Letter of Recommendation (LOR)**. The LOR must be signed by the first O-6 in the applicant's chain of command (group commander or equivalent) and requires an endorsement from the senior rater. Only one (1) LOR is allowed. The LOR adds emphasis to the 'whole-person' concept by

characterizing an applicant's career. The LOR should convey what attributes the applicant has and how those attributes will apply to the officer corps. This will allow board members to learn about the applicant's character and potential to fulfill leadership positions. Address the LOR to 'Officer Selection Board XXUSSFXX' for the specific board to which the applicant is applying (Ex: Officer Selection Board 23USSF01). An LOR is acceptable for only one (1) board. Wet and/or digital signatures are authorized. Refer to Attachment 11 for routing guidance.

Figure 3.1 LOR Example (Using AFH 33-337, Tongue and Quill)

(Use appropriate letterhead)	
	Date
<p>MEMORANDUM FOR OFFICER SELECTION BOARD XXOTXX</p> <p>FROM: (Applicant's Grp/CC or equivalent)</p> <p>SUBJECT: Letter of Recommendation for (Rank and Full Name)</p> <p>1. I'm the XXXXXXXX at Randolph AFB, and I've known Jane Doe for two years...She has worked directly for me as a Supervisor...etc.</p> <p>2. LOR should have specific examples of member's abilities, character, leadership potential, personal traits, commitment, etc. The LOR must be no more than two (2) pages and does not have to match the format of this example. The writer should also be privy to any negative issues (Article 15, moral waivers, etc.) and should address them in the LOR. Do not use bullet format. Examples are:</p> <p style="padding-left: 40px;">SSgt Jane Doe supervised ## workers and was responsible for...</p> <p style="padding-left: 40px;">She showed great leadership ability when she...</p> <p style="padding-left: 40px;">I highly recommend Jane Doe for an Air Force commission because...</p> <p>3. You may contact me at DSN: xxx-xxxx, or e-mail: xxxxx.xxx@xxxxxxx.af.mil if you have any questions.</p> <p style="text-align: right; padding-right: 100px;">Signature Block of Group Commander</p> <p>1st Ind. Appropriate Commander (Organization and Office Symbol)</p> <p>I concur. SSgt Jane Doe is my #1 of XX applicants for the 2XOTXX Board. If you have questions, please contact me at (xxx) xxx-xxxx</p> <p style="text-align: right; padding-right: 50px;">Applicant's Senior Rater Signature Block</p>	

- 3.1.4 **Proof of Estimated Graduation Memo (Attachment 6).** This form is only required for applicants who have not yet graduated with their qualifying degree but are within one (1) year of graduation at the estimated board release date and/or for those who will not be available to attend OTS until completing academic coursework for a higher level degree. Type or write in data. Wet and/or digital signatures are authorized. Do not use typed signatures.
- 3.1.5 **AF Form 4428 (Attachment 7).** This form is required for all applicants who have tattoos and/or piercings. The form must be current, and it must reflect all tattoos and piercings. Type or write in data. Wet and/or digital signatures are authorized. Do not use typed signature

Chapter 4. Application Submission

4.1 **Application Submission.** Applications are to be electronically submitted to AFRS via the Air Force Commissioning and Enlistment Portal (AFCEP). This will be a multi-step process. First, the applicant will submit The Commander's AFCEP Request Memo (attachment 1) with necessary information signed by sq/unit Commander along with a filled out AFCEP Batch Upload Template (Attachment 2) via the Org Box email AFRS.RSOS.AFRSSpaceForceRec@us.af.mil (Space Force Boards only; Air Force Board will utilize the Air Force Org Box). Subject line of email should read: board name (from Board Schedule ex. 24USSF01, 24USSF02, 24USSFCAD), AFCEP Access (E.g. YYUSSFXX, AFCEP Access). Automatic replies are sent to confirm receipt. Please do not send multiple emails for the AFCEP request. This will be due by the last day of the AFCEP Request Window (refer to current AD USSF OTS Board Schedule). This will allow for upload into the board system. This places applicant's information in the queue for processing and will allow upload into the board system. This process is manual, and as such, our office will process them in a timely manner. Once the AFCEP account is created an email will be sent to the provided civilian email for access to AFCEP to start the application upload process. For step-by-step instructions for using AFCEP refer to attachment 12. AFCEP and application must be completed and forwarded to AFRS NLT the application cutoff date on the AD AF Board Schedule.

4.2 **Board Application Package.** A complete application package will have a minimum of four (4) separate designated electronic packets:

- 1) SF LO Application packet
- 2) Source Documents packet
- 3) AF Form 56 packet (all pages)
- 4) EPR packet (front side only)
- 5) If applicable, Waiver Document(s) packet
- 6) If applicable, Prior Service Documents packet

Each electronic packet will have a designated sequence of documents as listed below. Applications that are not submitted in the correct format or missing documents will be rejected. Please use the 'Microsoft Print to PDF' feature to ensure clean copies are arranged for all files. **Do not save as a PDF portfolio.** The work around is to print the digitally signed document to the Adobe printer, save it, then insert it or combine it into the main packet or to print all documents and scan. If packets are more than 5MB, reduce in Adobe by clicking 'Save the Other,' then 'Reduce Size PDF' and/or break up into multiple packets and title packets as follows:

Doe, Jane AD LO App.pdf...Doe, Jane Srce Docs 1.pdf...Doe, Jane AF Form 56.pdf
Doe, Jane EPR 1.pdf...Doe, Jane Waiver.pdf...Doe, Jane Prior Svc Docs.pdf

- 4.2.1 **SF LO Application Packet.** (Doe, Jane AD LO App.pdf) must include the following documents in the order below as one PDF packet, scanned top to bottom.
- A) SF LO Application (Attachment 4). Cannot exceed 5 pages. Use the PDF in Attachment 4. Do not alter the form other than to input member's information.
 - B) AFOQT Score printout must be T Version. Other versions are not acceptable.
 - C) EPRs, back side ONLY of last four (4) EPRs (most current on top). EPRs must be official, closed out, and signed. No draft copies are accepted. If there are no EPRs written due to TIS/TIG requirements, an LOE is required (refer to paragraph 4.2.4).
 - D) AF Form 56, pages 2, 6, and 7 (if applicable)
 - E) Letter of Recommendation (LOR). Only one is authorized. The LOR must be completed by the group commander or equivalent and endorsed by the wing commander or equivalent (refer to attachment 9).
- 4.2.2 **Source Documents Packet.** (Doe, Jane Srce 1.pdf) must include the following documents in the order below in one PDF packet, top to bottom. If the Srce 1 document exceeds 5MB, split it into as many sections as needed and apply the same naming convention (e.g., Srce 2, Srce 3, etc.).
- A) Eligibility Determination (Attachment 3), signed by member and commander
 - B) Conferred Transcripts, or if not graduated, transcripts with a memo on official letter from school registrar's office. (Attachment 6)
 - C) Professional Certificates (Sec+, Network cert, etc.)
 - D) vMPF Career Data Verification Brief print out
 - E) vMPF Record Review Update full print out
 - F) Commander's Master PIF/Local PIF Quality Force Review letter
 - G) AFPC/DP1OR response (Do not send the CC request letter sent to AFPC)
 - H) If applicable, AF Form 4428
 - I) AF Form 422
 - J) Other Misc. items as identified (e.g., AFROTC non-contractual memo, Reenlistment letter of intent, etc.)
- 4.2.3 **AF Form 56.** (Doe, Jane AF Form 56.pdf) must include all pages. Refer to paragraph 3.1.3 on how to complete.
- 4.2.4 **EPR Packet.** (Doe, Jane EPR 1.pdf) must include the four (4) most recent EPRs (official, closed out, and signed – no draft copies) in chronological order with the most current on top. Include front pages only. If EPR 1 exceeds 5MB, split into as many sections as needed and apply the same naming convention (e.g., EPR 2,

EPR 3, etc.). If an EPR is not available due to TIS/TIG requirements, then an AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

- 4.2.5 **Waiver Packet (if applicable)** Include waiver type in name of saved file (E.g. Doe, Jane TOS/785/Morals/Art 15 Waiver.pdf). Must include the following documents in the order below in one PDF packet, scanned top to bottom.
- A) Eligibility Determination (Attachment 3) signed by member and commander
 - B) Request memorandum as required by eligibility determination worksheet. Review figure 5.1 for Waiver Memorandum Example.
 - C) Supporting documentation (i.e., court documents, DD Form 785, Article 15 documents, etc.). Note: Waiver requests are submitted with the application.
- 4.2.6 **Prior Service Document Packet (if applicable).** (Doe, Jane Prior Svc Docs.pdf) must include the following documents in the order below in one PDF packet, scanned top to bottom. Only submit if member had a break in service (e.g., ADAF to Reserve, Army to AF, AF to SF, etc.).
- A) DD Form 4(s)
 - B) DD Form 214

Chapter 5. Waivers

5.1 **Overview.** The ineligibility factors covered in this chapter are not all inclusive but contain those that generate the most confusion. All waiver requests are reviewed using the ‘whole-person’ concept. Eligibility Determination (Attachment 3) does not identify all waiver-able ineligibility factors, so it is very important to become familiar with the AF instructions that govern this process. AFRS is the approval authority for most waivers except for a financial eligibility determination (FED) that requires the applicant’s commander approval. All waiver requests are submitted with the application except for ETPs that require approval prior to submission from approving agencies. Exception-to-Policy (ETP) requests are accomplished prior to application submission with the approving authority. Member must include all ETP approval documents in the source documents packet.

5.1.1 **Waiver Processing.** Any waiver granting authority in the processing chain may disapprove a waiver request. AFRS/RSOS will notify applicants of disapproval of waivers. Applicants whose waivers are disapproved cannot reapply for six (6) months from waiver disapproval date. Any disqualifying factor occurring or discovered after application submission that requires a waiver must be brought to the attention of AFRS/RSOS immediately. Anyone selected who at any time becomes disqualified may have their select status withdrawn. Refer to Figure 5.1 for template when the Eligibility Determination (Attachment 3) states a waiver is required.

5.2 **Morals, Drugs, Dependency, and RE Code.** Use DAFMAN 36-2032. If a waiver is required, refer to figure 5.1 for template to draft the waiver request. HQ AFRS/RSOS is the approval authority for moral and/or drug eligibility determinations for AD applicants. AFRS/RSO is the approval authority for drug waivers.

5.3 **Financial Eligibility Determination (FED) for AD Applicants.** Instructions for the Commander. REGAF applicants require an FED when applicants/members have financial instability, such as bankruptcy, collections history after age 18, non-voluntary repossession within five (5) years or intentionally written bad checks (AFI 36-2906).

5.3.1 **FED Unit Commander Review.** The Unit Commander needs to review the circumstances surrounding the cause for an FED and the member’s current financial position for indications that the member is financially sound. The commander should speak with the unit First Sergeant, conduct the applicant interview, and request a review of any bankruptcy disposition letters, credit history documentation, etc. needed to decide. If a member refuses to supply all the requested information, the commander will terminate FED processing because a determination cannot be made without all necessary facts. Applicants who require an FED will not be eligible to apply without approval.

- 5.3.2 **FED Unit Commander Requirements.** After conducting the review of the member's circumstances and current financial status, the commander's final objective is to determine if members currently meet AF financial responsibility requirements (IAW AFPD 36-29, Military Standards) and that members do not have any disqualifying circumstances, referenced in AFI 36- 2906, Personal Financial Responsibility.
- 5.3.3 **FED Unit Commander Approval.** If the FED is approved, then the following statement needs to be placed in the AF Form 56, Section III, Block 28K below the commander's push line bullet: "I have reviewed the financial status of (applicant's rank/name), and the financial eligibility determination is approved."
- 5.3.4 **FED Unit Commander Additional Actions.** If applicable, use the last page of the AF Form 56 to explain the circumstances of a bankruptcy. The key is to answer any potential questions regarding the bankruptcy.
- 5.4 **Assignment and/or Retraining.** For waiver consideration, the member's assignment and/or retraining report date must extend three (3) months past the selection board estimated release date. Contact the member's enlisted assignment POC to get the RNLTD changed IAW AFI 36-2110 so the member may apply with an assignment/retraining waiver. The waiver request will be signed by the member and member's commander, then submitted with the application. AFRS will route the waiver to AFPC/DP3AM (the waiver authority) only if selected for OTS. The member should not enter any training school for retraining until it is determined if selected for OTS. The only exception to the above criteria is if the member is on a 12- or 18-month short tour (DAFMAN 36-2032, Table 10.6, Rule 1 and 2).
- 5.5 **Time-on-Station (TOS) Ineligibility Waiver.** TOS ineligibility waiver only waives the ineligibility criteria to allow a member to meet the Board. It does not waive the requirement to complete the TOS requirement. The waiver request will be signed by the member and member's commander, then submitted with the application. AFRS will route the waiver to AFPC/DP3AM only if selected for OTS. Individuals who are on a short tour do not have a TOS requirement; however, if selected, may have to extend OS assignment prior to reporting to OTS (DAFMAN 36-2032, Table 10.6, Rule 4). **Selects are not allowed to PCS after selection.**
- 5.6 **Overseas Curtailment.** Refer to DAFMAN 36-2032, paragraphs 7.3.1 and AFI 36-2110. Applicants must serve more than half of the overseas long tour for an OS curtailment.
- 5.6.1 **Overseas Extension Request.** Applicants serving at overseas long tour locations must submit applications before the 25th day of the 8th month before the date eligible for return from overseas. Applicants may voluntarily request an

extension of their overseas tour to become eligible for consideration. AFPC/DP3AM considers an overseas tour extension request separate from the commissioning program application.

- 5.7 **Dis-enrollment Waiver.** Waiver must provide valid reasoning for dis-enrollment as well as include the member's statement, Unit Commander's endorsement, copy of DD Form 785, Record of Dis-enrollment From Officer Candidate-Type Training, or equivalent sister service documentation, DD Form 214, and any additional documents. If the DD Form 785 is no longer available, an official Memorandum from the commissioning source stating the reason for dis-enrollment, when members/applicants participated in the program, and a recommendation statement for future commissioning will suffice.

Note: If AFROTC detachment cannot locate records, contact HQ AFROTC, Dis-enrollment Section at (334) 953-6463 (or 0263, 7781) for assistance. DSN prefix is 493. Allow at least 60 days to process the request. If a member was enrolled in AFROTC, but not on contract, request a Verification Memorandum in the Source Document packet. Ensure to include an explanation of why member chose not to continue in the commissioning program (be specific) on AF Form 56, page 7, Continuation Sheet.

Note: If member is serving on an involuntary call to extended active duty (EAD) because of being dis-enrolled from the US Air Force Academy or AFROTC program, and the member has not yet enlisted in the Reg AF, the member is ineligible. At the six (6) month point prior to separation date, AFPC will send the member a notification of option to enlist in the Reg AF, Reserves, Guard, or to separate. Dis-enrolled applicants who are in recall status must have an approved AF/A1 enlistment ETP on file with AFPC and member's date of separation cannot be within 90 days of the Board estimated release date. Dis-enrolled members/applicants in recall status must enlist into the Reg AF prior to reporting to OTS. Waiver packet must include a memo from AFPC/DP2LT verifying eligibility to enlist in the Reg AF.

- 5.8 **Reapplication Waiver.** If the member was disapproved for a waiver, declined a previous selection, or withdrew a selection, the waiver consideration will only occur after six (6) months have transpired since the final disposition date.
- 5.9 **GPA Waiver.** For GPA waiver consideration, applicants/members must have at least a 58 or higher score on the AFOQT AA sub-score or a conferred master's degree with a 2.5 GPA or higher.
- 5.10 **Excessive Tattoos/Brands/Body Markings Waiver.** If applicants do not meet current SF tattoo policy, applicants need to provide a copy of an approved AF Form 4428, filed in their Master Personnel File. Commanders will need to request a copy of the AF Form 4428 from the Master PIF when requesting a Master PIF review and place the AF Form 4429 in Source Documents Packet with AFPC/DP1OR response letter. Refer to DAFI 36-2903 on how to process AF Form 4428.

- 5.11 **Line Officer Age ETP to Commission Past Age 42.** An ETP is only required if applicant does not meet parameters stated in DAFMAN 36-2032, paragraph 5.4.6.1.3.2. AFPC recommends applicants 35 or older review AFI 36-3203, Service Requirements, Table 4.1 mandatory retirement for all regular officers. This ETP is only for applicants that will exceed age 42 after subtracting their years of time in service from current age. AFPC/DP2LT is the approval authority for commission age ETPs. To receive a response in time to place it in application package by the deadline, draft a memorandum with the commander's endorsement to AFPC/DP2LT at least 60-90 days prior to the application submission cut-off date. The memo needs to contain the applicant's rank, full name, SSAN, age, qualifying degree major, graduation date, contact information, board number, and application cut-off date. The Age ETP, if approved, will be for the specific board to which the member has applied and will be valid until the member enters OTS (unless otherwise disqualified). Email requests to AFPC/DP2LT workflow at afpc.dp2lt.workflow@us.af.mil.
- 5.12 **ALC C Codes.** Waivers are now authorized for ALC C-1, C-2, or C-3 Codes.
- 5.13 **Initial Enlistment Bonus and Selective Retention Bonus (SRB) Waiver/ETP.** IEB and SRB waivers for commissioning programs are no longer required. Please refer to AFI 36-2606, paragraph 4.4 for more information regarding how selection for OTS may impact the member's bonus.

Figure 5.1 Waiver/ETP Memorandum Example

(Use appropriate letterhead)		Date
<p>MEMORANDUM FOR HQ AFRS/RSOCL</p> <p>FROM: Applicant's Rank, First Name, Middle Initial, and Last Name Applicant's Unit of Assignment Unit Address, Base and Zip Code</p> <p>SUBJECT: Waiver for Officer Training School (OTS) Board 2XOTXX</p> <p>1. I request a waiver/ETP of the (list type of waiver/ETP - i.e. - age, TOS, Assignment, etc.) criteria listed in AFMAN XX-XXX, Table X.X., Rule XX (if applicable).</p> <p>2. My identifying data are:</p> <p>Rank and Name: Last four SSAN: CAFSC: Age as of the board release date:</p> <p>3. The circumstances of the disqualifying factor and the specific justification for the waiver are as follows:</p> <p>4. If you have any further questions, my duty phone number is DSN: XXX-XXXX, Comm: (XXX) XXX-XXXX, or e-mail address is XXXXX.XXXX@XXXX.af.mil.</p> <p style="text-align: right; margin-right: 100px;">Applicant's Signature Block</p> <p>1st Ind, Appropriate Commander (Organization and Office Symbol)</p> <p>MEMORANDUM FOR (Applicant's Rank and Last Name)</p> <p>Recommend Approval/Disapproval</p> <p style="text-align: right; margin-right: 100px;">Commander's Signature Block</p>		

Chapter 6. Source Documents

6.1 **Overview.** This chapter assists with identifying source documentation requirements.

6.1.1 AF Form 422 Notification of Air Force Member's Qualification

Status. All applicants applying for OTS must have a valid AF Form 422 with the following applicable mandatory comments. The AF Form 422 is valid for 12 months from the issue date.

6.1.1.1 *Line Officer Applicants.* The remarks section of the qualifying AF Form 422 must read:

Based on full record review, the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty and does not have an ALC or is in the process of a medical evaluation board (MEB). Also, member does not have an AF Form 469, Duty Limiting Condition Report, describing duty limitations or exemption from any component for Fitness Testing. Member has/has not had PRK or Lasik surgery. Surgery date was:____.

Figure 6.1 OTS Applicant AF Form 422 Request Memo Example

(Use appropriate letterhead)	
	Date
<p>MEMORANDUM FOR (MEDICAL ORGANIZATION)</p> <p>FROM: (Applicant's Unit Commander)</p> <p>SUBJECT: Request for AF Form 422 for Officer Training School (OTS) Application</p> <p>(PRIVACY ACT of 1974 Applies. AUTHORITY: 1. U.S.C 8013, Secretary of the Air Force 5 U.S.C 552a, The Privacy Act of 1974; and Air Force Instruction 33-332, Air Force Privacy Act)</p> <p>1. I am requesting you schedule (Rank Name and Last four of SSAN) for a medical evaluation for commissioning. Member is applying for a commission through OTS and is required to submit an AF Form 422 stating the following mandatory comment: <u>(place the mandatory comment here for the programs member/applicants are applying to. Non-Rated para. 6.1.2.1, Rated para. 6.1.2.2, Special Warfare para 6.1.2.3)</u></p> <p>2. Please provide copy of the complete AF Form 422 for the member to include in their OTS application.</p> <p>3. Thank you for your assistance. If you have any questions, or need additional information, please contact member at DSN: xxx-xxx, or e-mail: xxxxx.xxx@xxxxxxx.af.mil.</p> <p style="text-align: right; margin-top: 20px;">Commander Signature Block</p>	

6.2 Commander's Master Personnel Information File (Master PIF) and Local Personnel Information File (LPIF) Reviews. Applicant's/Member's commander must request a review of member's Master PIF located at AFPC. Commanders are required to review Master PIF for derogatory information, and if applicable, review the AF Form 4428, Tattoo/Brand/Body Marking Screening/Verification, and photos to determine eligibility for OTS. Refer to Figure 6.2 and Figure 6.3 for memorandum templates. Once the memorandum is completed, have commander sign and email to AFPC/DP1OR Military Records on the global address list: AFPC/DP1OR Military Records Incoming at afpc.dpsor.milrecordsincoming@us.af.mil.

6.2.1 Unit Commander Master PIF Review Ensure to provide applicant's SSAN, the purpose for the request, and a return email address. The member's commander will receive a response from AFPC/DP1OR. Refer to Figure 6.3 for submitting to

AFRS/RSOS. Absence of the commander's memorandum and/or the AFPC response will result in rejection of the application.

Figure 6.2 Unit Commander's Master PIF Review Request Memo Example

(Use appropriate letterhead)	
	Date
MEMORANDUM FOR AFPC/DP1OR	
FROM: (Applicant's Unit Commander)	
SUBJECT: Quality Force Review Request for the Purpose of an OTS Application	
(PRIVACY ACT of 1974 Applies. AUTHORITY: 1. U.S.C 8013, Secretary of the Air Force 5 U.S.C 552a, The Privacy Act of 1974; and Air Force Instruction 33-332, Air Force Privacy Act)	
1. I am requesting the review of (Rank and Full name of applicant/SSAN) Master Personnel Information file for derogatory information and filing of AF Form 4428, Tattoo/Brand/Body Marking Screen/Verification, for the purpose of applying to Officer Training School. Please provide a copy of the AF Form 4428 and photos, if applicable, with derogatory information review response.	
2. Please forward results of review to (Applicant's Unit Commander)	
Commander's Signature Block	

Figure 6.3 Unit Commander's Master PIF and LPIF QFR Memo Example

(Use appropriate letterhead)	
	Date
<p>MEMORANDUM FOR LINE OFFICER ACCESSIONS BOARD</p> <p>FROM: (Applicant's Unit Commander)</p> <p>SUBJECT: Commander's Master PIF and LPIF Quality Force Review Letter</p> <p>(PRIVACY ACT of 1974 Applies. AUTHORITY: 1. U.S.C 8013, Secretary of the Air Force 5 U.S.C 552a, The Privacy Act of 1974; and Air Force Instruction 33-332, Air Force Privacy Act)</p> <ol style="list-style-type: none"> 1. After review of (Rank and Full name of applicant/SSAN) local personnel information file and master personnel information file located at AFPC/DP1OR for derogatory information, and record of AF Form 4428, I have confirmed (Rank and Last name) does/does not have previous, judicial, administrative, or disciplinary actions that would preclude selection as a commissioned officer. The response from AFPC/DP1OR is attached. Additionally, appropriate waiver(s) have been requested and are included in the application as required. 2. Furthermore, (Rank and Last name) does not have any judicial, administrative, or disciplinary actions pending, or currently in force that would preclude selection as a commissioned officer. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>Attachment: AFPC/DP1OR Response</p> </div> <div style="width: 35%; text-align: right;"> <p>Commander's Signature Block</p> </div> </div>	

6.3 Transcripts and Certifications.

- 6.3.1 **Transcripts.** All degrees (conferred and/or projected/currently enrolled - refer to paragraph 6.3.1.2 for currently enrolled students) and certifications (refer to paragraph 6.3.1.4) listed on the SF LO Application must have official transcripts and a copy of the certification included with the source documents packet. Official, electronic transcripts are acceptable. The cover page of the E- transcript must be included, as well as any key/legend used by the university to interpret the transcript.
- 6.3.1.1 **Qualified Degree Applicants.** Applicants with a conferred degree must submit an official, conferred copy of their qualifying degree transcript. Ensure all transcripts are requested by the member's commander, supervisor, or First Sergeant and are sent to the squadron's address. Transcripts marked 'Issued to Student' or list the applicant's name in the Intended Recipient field will result in application rejection. The Requestor filed may list the applicant's name. Note: A second unopened official conferred transcript must be taken to OTS, if selected.

6.3.1.2 *Currently Enrolled Qualifying Degree Applicants.* Applicants must provide official transcripts and Graduation Verification Memo (attachment 6) for any incomplete qualifying degree listed on the SF LO Application.

6.3.1.3 *Transferred Credit.* Only provide official transcripts from schools in which coursework was transferred to a conferred degree if course titles from transferred courses are not listed on conferred degree transcripts (e.g., community college courses that were accepted by the college/university the member received a degree from). Do not list schools on SF LO Application that fall in this category. Transferred credit transcripts do not expire.

6.3.1.4 *Certifications.* Applicants must provide copies of all official certifications listed on the SF LO Application.

6.3.2 *Graduation Verification Memo (Attachment 6).* This memo is required to be accomplished and included in the source documents packet if an applicant does not have a conferred degree but is within 365 days of the board convening date from completing a qualifying degree. The applicant's university registrar must provide requested information. The registrar is required to have a signature block for contact purposes and signs digitally or in ink.

6.4 *Assignment Availability Code 05 (AAC 05).* Applicants no longer need to request an AAC 05. AFRS/RSOS will provide a list of active duty applicants that are Board Ready to AFPC for the AAC 05, Applied for Commission Thru a Service Academy/OTS/AECP, to be updated in MilPDS for the board processing duration. If selected, AFRS/RSOS will request updates to the selects MilPDS AAC 05 to be extended beyond estimated class attendance. It is the applicant's responsibility to notify AFRS/RSOS if an enlisted assignment is received after application is submitted by sending an assignment waiver request to AFRS.RSOS.AFRSSpaceForceRec@us.af.mil.

6.5 *Virtual MPF Record Review Update (RRU) and Career Data Brief (CDB).* No sooner than one (1) month prior to application submission, retrieve a vMPF Record Review Update print out and a Career Data Brief from vMPF. It is the member's/applicant's responsibility to ensure all information on the generated reports is accurate. If the report is inaccurate, the member will need to correct it by going to the Career Enhancement Office to get the information updated.

6.6 *Prior Service Applicants.* Applicants who previously served as an enlisted USSF or USAF member and had a break in service or an applicant who served in any other branch and/or component (enlisted only) and is now serving as an active duty USSF or USAF

enlisted member must provide the following documents. Members who had an inter-service transfer from any branch (including USAF) to USSF must include these documents. Current or prior commissioned officers of any branch/component are ineligible to apply to this program.

- A) Mandatory, All Performance Reports EPRs/LOEs (front and back)
- B) If applicable, all DD Form 4s
- C) If applicable, all DD Form 214s/215s/NGB 22
- D) If applicable, all discharge orders
- E) If applicable, all derogatory information with waiver documents (Article 15 actions, etc.)

Request records by utilizing an SF 180 Request Pertaining to Military Records, or by visiting: <https://www.archives.gov/st-louis>

Chapter 7. Post-Board Actions

- 7.1 **Selection.** The Active Duty Post-Selection Instructions are located on the Line Officer Accessions website at <https://www.recruiting.af.mil/About-Us/Line-Officer-Candidate-Information-and-Resources/>. The instructions will update members on what comes next after selection and what to expect moving forward. If selected, complete the Active Duty Post-Selection Form, and send it to AFRS.RSOS.AFRSSpaceForceRec@us.af.mil.
- 7.2 **Awaiting Training.** It is very important to submit documentation as soon as possible. Members will not be scheduled for OTS until all post-selection documents have been received and processed by AFRS/RSOS. Do not contact AFRS/RSOS to schedule an OTS class date. Members will be contacted when it is appropriate for their OTS class to be scheduled.
- 7.3 **Reclassification and Selection Status Withdraw.** If member becomes disqualified for selected SFSC, reclassification to another SFSC is not guaranteed and AFRS may withdraw selection status. All reclassifications will be based on the needs and best interest of the Air Force. Whenever possible, AFRS/RSOS will consider SFSC preferences. Selected members must attend OTS within 450 days of the selection date or selection status may be revoked.

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