

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



EFFECTIVE 6 December 2024



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

6 December 2024

MEMORANDUM FOR OFFICER ACCESSIONS

RECRUITERS FROM: AFRS/A3OC
550 D Street West, Bldg 491, Rm 117
JBSA-Randolph, TX 78150

SUBJECT: Active Duty Officer Training School Program Announcement (AD OTS PA)

1. This AD OTS PA was produced to assist active duty Air Force members applying for a commission, and to facilitate quality, effective, and efficient processes. 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 Air Force active duty enlisted members to OTS. This PA is to be used in conjunction with, but not limited to, the following: DAFMAN 36-2032, DAFI 36-2105, DAFMAN 36-2664, your base education office, 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/A3OCL at DSN 665-0340, commercial (210) 565-0340 or email: AFRS.LO.Accessions@us.af.mil. This document supersedes all previous correspondence of the same subject.

//signed//
CHRISTOPHER J. DYKES, Lt Col, USAF,
Chief, AFRS Officer Accessions

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Attachments:

Attachment 1 – Commanders AFCEP Request Memo

Attachment 2 – AFCEP Batch Upload Template

Attachment 3 – Eligibility Determination Worksheet

Attachment 4 – AF LO Application

Attachment 5 – AF LO Application Example

Attachment 6 – Graduation Verification Memo

Attachment 7 – AF Form 4428 Tattoo Verification

Attachment 8 – STO/CRO/TACP OTS Application Checklist

Attachment 9 – AFOSI Officer Guidance

Attachment 10 – AF Form 56

Attachment 11 – LOR Routing Guidance

Attachment 12 – Acronyms

Attachment 13 – Civil Path to Wings (CPW) Overview

Attachment 14 – CPW Application

Attachment 15 – CPW Fact Sheet

Attachment 16 – AFCEP Instructions

Attachment 17 – AD Pregnancy MFR

Attachment 18 – CC Interview/SIP

Chapter 1. Overview

- 1.1 **Overview.** Ensure you download this document from the browser to your desktop to view the attachments. This document provides information necessary for active-duty (AD) Air Force enlisted members to determine their eligibility for a commission through OTS (See Attachment 3). The applicant is ultimately responsible for determining eligibility. This Program Announcement (PA) details the application process and how to apply to meet an OTS selection board. You will use this PA in conjunction with DAFMAN 36-2032 and any other related manuals and instructions, as they are the official guidance. The applicant is ultimately responsible 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.** The board schedule has been established with firm application cut-off dates and AFCEP request windows. 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 via AFCEP no later than (NLT) 2330 central time of the cut-off date.
- 1.4 **Board Selection Process.** The OTS selection board is comprised of three (3) Colonels or Colonel selects. 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 the whole-person concept considering the following categories of aptitude, leadership, and potential.
 - 1.4.1 **Aptitude.** Board members review the applicant's academic discipline, cumulative GPA, any academic awards/recognition, and applicable test scores.
 - 1.4.2 **Leadership.** Board members review the applicant's employment history, military experience and job performance, commander's Structured Interview Process (SIP), and the letters of recommendation (LOR).
 - 1.4.3 **Potential.** Board members review and evaluate the applicant's potential using the LO application, SIP interview, and the LORs.
- 1.5 **Other Component Enlisted/Commissioned Members.** Sister Service, Reserve, and/or Guard enlisted/officer component members interested in applying for OTS must apply

through an AFRS Officer Accessions Recruiter. Visit www.AirForce.com to locate the closest Officer Accessions Recruiter.

1.6 **Notification of Board Results.** AFPC 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 on myFSS. Commanders can contact their MPF to ensure access to the secure PSDM site. Applicants can locate the PSDM on the public release date in myFSS by searching PSDM. Individual feedback for non-selects will not be provided.

1.6.1 **Reapplication.** Applicants cannot reapply within 180 days from the date of non-selection or withdrawal. This does not apply to CAD, USSF, or USAF LO boards in a new Fiscal Year (FY) (DAFMAN 36-2032, para. 7.4.2.1.3.). 180 Day ETPs should only be requested in rare circumstances when a commander can document substantial improvement from a previous application that will result in increased board competitiveness (i.e., significant increase on AFOQT/PCSM scores, flying hours, GPA, and/or higher degree obtained). Applicants may NOT apply to USAF and USSF boards concurrently. They must wait for a boards final disposition prior to applying to a subsequent board.

Chapter 2. Eligibility

2.1 **Eligibility.** Minimum eligibility requirements are outlined in this chapter, DAFMAN 36-2032, and Attachment 3.

2.1.1 **Citizenship.** Must be a United States citizen. (DAFMAN 36-2032, paragraph 5.4.2.1)

2.1.2 **Conscientious Objector.** An individual must not be a conscientious objector under 50 USC § 3806(j), and DoDI 1300.06. (DAFMAN 36-2032, paragraph 5.4.3)

2.1.3 **Moral Conduct.** All applicants must be of sound moral character. (DAFMAN 36-2032, paragraph 5.4.5, and Attachment 3)

2.1.4 **Age.** Applicants cannot be over the age of 42 (age limit 40 for RPA) by the date of commissioning. Prior service applicants, 42 (40 for RPA) years of age or older, do not 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. This requirement is outlined in DAFMAN 36-2032 paragraph 5.4.8. Military service time will be subtracted from the applicant's age for Non-rated and RPA applicants only, this does not apply to other rated AFSCs (Pilot, ABM, CSO, and HTN).

2.1.4.1 *Age for Pilot, Helicopter Pilot (HTN), Air Battle Manager (ABM), and Combat System Officer (CSO) Applicants.* Must not be beyond their 33rd birthday as of the projected board release date to apply. AFMAN 36-2100 paragraph 3.3.1.1.

2.1.4.2 *Age for Remotely Piloted Aircraft (RPA) Applicants.* RPA applicants, if selected, must graduate OTS prior to their 40th birthday unless they are qualified after prior service age calculation.

2.1.5 **Physical.** All applicants must be medically qualified or medically acceptable with a waiver in accordance with AFI 48-123. Members must obtain an AF Form 422 (refer to Chapter 6) from their PCM. For an OTS application, an AF Form 422 expires 12 months after the issue date. Notify AFRS immediately if you become disqualified after selection.

2.1.5.1 *Pregnancy.* Officer candidates are permitted to apply for OTS while pregnant but are not permitted to attend training while pregnant. Selects can attend OTS no sooner than 6 months and no later than 14.5 months upon post-pregnancy completion in accordance with DoDI 6130, Vol 1 and Medical Standards in DAFMAN 48-123, A2.2 and A2.3. Applicants who are pregnant at time of application must complete and provide signed attachment 17 (MFR Pregnant OTS Candidates) in source documents packet (insert before 422). Applicants who become pregnant after application submission will provide completed and signed attachment 17 to AFRS.LO.Accessions@us.af.mil.

2.1.5.2 *Rated Initial Flying Class (IFC) Physicals.* Rated applicants will submit their application with the AF Form 422 that includes the mandatory rated statement (refer to Chapter 6). If selected, applicants will be required to complete and qualify for an IFC physical. The applicant may submit a completed IFC physical if it has already been completed, but it is not a requirement to meet the board.

2.1.5.3 *Physical Fitness.* Applicants who have waivers for any part of the AF PT test are ineligible to apply and attend OTS (DAFMAN 36-2032 Para. 7.5.3.2).

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. (See DAFMAN 36-2032 section 7.4.1.5 for additional information) Note: Applicants may be within 365 days of earning a baccalaureate degree of the board convene date to apply. Refer to paragraph 3.1.5 for more details.

2.1.6.1 *Grade Point Average (GPA) Requirement.* Must have a minimum cumulative GPA of 2.5 on applicant's qualifying baccalaureate or Master's degree. This does not apply for technical positions/CADs. The following majors are considered technical: all Engineering degrees, Meteorology, Atmospheric Science, Math, Physics, Chemistry, Architecture, and Biochemistry. Do not round up GPAs. GPA ETPs must be submitted prior to close of AFCEP Request Window.

2.1.6.2 *Air Force Officer Qualification Test (AFOQT).* Applicants must meet minimum AFOQT commissioning standards. (DAFMAN 36-2032, Table 5.1). AFOQT ETPs must be submitted prior to close of AFCEP Request Window.

Table 2.1 AFOQT Minimum Standards

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	CSO	ABM
Commissioning	15	10	no min		
Pilot, Helo (HTN), and RPA Pilot			25	no min	no min
CSO			no min	25	no min
ABM			no min	no min	25

2.1.6.3 *AFOQT Administration*. Retesting is authorized after at least 90 days have passed from the date the AFOQT was previously administered. Three test administrations are permitted, but the third requires a waiver from an applicant's Wing/CC or equivalent. Detailed information on the AFOQT is in DAFMAN 36-2664 (A2.6). Visit: <https://afmilpers.us.af.mil/AFOQTSNet40/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.

2.1.6.3.1 *Pilot Candidate Selection Method (PCSM)*. Pilot, HTN, and RPA applicants MUST take the Test of Basic Aviation Skills (TBAS) to receive a PCSM score. A minimum PCSM score of ten (10) or higher is required to list Pilot, HTN, and/or RPA. To schedule the TBAS and then retrieve the PCSM score, visit: <https://access.afpc.af.mil/pcsmdmz/index.html>.

2.1.6.3.2 *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	Pilot	CSO	ABM
Test 1	10	20	26	80	13
Test 2	14	10	25	75	20
Test 3	15	8	24	79	25
Scores Used	15	20	26	80	25

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 applicant PCAs or PCSs (short tour), between application submission and board release date, send a concurrence memorandum to our email: AFRS.LO.Accessions@us.af.mil. No concurrence memorandum is needed for Change of Commands and no PCSs are authorized other than to a short tour.

2.1.8 **Retainability.** All members must have at least three (3) months retainability from the projected board release date. Applicants must reenlist IAW AFI 36-2606. Refer to DAFMAN 36-2032, Table 10.6, Rule 17 for SRB information. SRB waivers are not required.

2.1.9 Time On Station (TOS/DEROS)

2.1.9.1 **CONUS TOS.** Applicants may apply to an OTS board prior to the one (1)-year mandatory TOS date; however, they must not depart for any commissioning program until the one (1)-year timeframe has been met (DAFMAN 36-2032, Table 10.6, Rule 4, Note 10). For example: Applicant arrives on station February 15th, 2023 and applies to an April board, they may not attend an OTS class any earlier than February 16th, 2024. Do NOT PCS during the application process.

2.1.9.2 **OCONUS DEROS.** Applicants who are more than 9 months from their OCONUS halfway point as of the board convening date are ineligible to apply. No waiver is available at this time as applicants must be able to attend OTS within the estimated class dates (reference current board schedule). Additionally, applicants who PCS during the application/selection process risk losing OTS selection status. Those PCSing to a short tour are exempt from this rule. Lastly, if currently serving on a short tour, applicant may need an assignment extension prior to reporting to OTS (DAFMAN 36-2032, Table 10.6).

2.1.10 **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 ineligibility 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 **Specific Rated and Non-Rated Eligibility**. Applicants must determine if eligible for rated and/or non-rated specialties. Applicants will review their age, AFOQT scores, PCSM score (if applicable), GPA, physical qualifications, and qualifying degree information against sub-program eligibility criteria (i.e., Air Force Officer Classification Directory, Appendix A) to make this determination. If selected, the applicant will need to collect and complete the items in Table 2.3 and/or 2.4 to finalize eligibility. Documentation must be organized IAW the instructions in Chapter 3.

2.2.1 **Special Tactics Officer (STO), Combat Rescue Officer (CRO), and Tactical Air Control Party Officer (TACP)**. For information on STO and CRO, visit: www.airforcespecialtactics.af.mil/Join/ or email: CRO.Selection@us.af.mil or STO.Recruiter@us.af.mil. Refer to the STO/CRO/TACP OTS Application Checklist (Attachment 8) if selected to attend CRO/STO Phase II or Tactical Officer Assessment and Selection course.

2.2.2 **The AF Office of Special Investigation Officer (OSI)**. For information on becoming an OSI officer, refer to the AF OSI Attachment 9.

2.2.3 **Cyber Officers (17X)**. All applicants seeking 17X positions should apply to a non-rated OTS board. If selected for 17X, you will be considered for constructive service credit (CSC) based on your records at time of board. If given any CSC you will be a direct commission (commission prior to OTS) and will work with Ms. Rebecca Fobbs at AFPC/DPML on that process.

2.3 Entry Level Line Officer Specialties.

2.3.1 **Rated.** Applicants may be considered for up to five (5) rated Air Force Specialties, based on desires and eligibility.

2.3.1.1 **Rated Education Requirements.** Rated trainee AFSCs do not have specific education degree major requirements.

2.3.2 **Non-Rated.** Applicants can be considered for up to eight (8) non-rated Air Force Specialties, based on desires and eligibility.

2.3.2.1 **Non-Rated Education Requirements.** Non-rated AFSC educational degree discipline requirements are listed in the Air Force Officer Classification Directory (AFOCD), Appendix A. The most current AFOCD can be found in myFSS. Use the search bar and type “Air Force Officer Classification Directory”.

Table 2.3 Rated AFSC Requirements

Rated AFSCs	Medical Requirements	Security Clearance Required
11H1 – Helo (HTN) Pilot	Flying Class 1	T5 (TS/SSBI)
92T0 - Pilot	Flying Class 1	T5 (TS/SSBI)
92T1 - CSO	Flying Class 1A	T5 (TS/SSBI)
92T2 - ABM	Flying Class III	T5 (TS/SSBI)
92T3 - RPA	Ground Base Operator (GBO)	T5 (TS/SSBI)

Table 2.4 Non-Rated AFSC Requirements

Non- Rated AFSC	Additional Medical, PRP, and GPA Requirements	Security Clearance Required
13H1 – Aerospace Physiology	Flying Class III and GPA 3.0 or higher	T3 (Secret)
13M1 - Airfield Operations	ATC physical	NAC
13N1 - Nuclear and Missile Operations	GBC MOD and PRP - PrescreenPacket (Post-Selection)	T5 (TS/SSBI)
13S1 - Space Operations (USSF Only)	AF Form 422 - CCT	T5 (TS/SSBI)
14F1 - Information Operations		T5 (TS/SSBI)
14N1 - Intelligence		T3 (Secret)
15A1 – Operations Research Analysis		T3 (Secret)
15W1 - Weather		T5 (TS/SSBI)

17D1/17S(17X) - Cyberspace Operations		T5 (TS/SSBI)
19Z1A - Special Tactics Officer	Special Tactics SWA	T5 (TS/SSBI)
19Z1B - Tactical Air Control Party	Special Tactics SWA	T5 (TS/SSBI)
19Z1C - Combat Rescue Officer	CRO SWA	T5 (TS/SSBI)
21A1 - Aircraft Maintenance		T3 (Secret)
21M1 - Munitions/Missile Maintenance	PRP-Prescreen Packet (Post-Selection)	T5 (TS/SSBI)
21R1 - Logistics Readiness		T3 (Secret)
31P1 - Security Forces		T3 (Secret)
32E1A - Architectural Engineer		T3 (Secret)
32E1C - Civil Engineer		T3 (Secret)
32E1E - Electrical Engineer		T3 (Secret)
32E1F - Mechanical Engineer		T3 (Secret)
32E1G - General Engineer		T3 (Secret)
32E1J - Environmental Engineer		T3 (Secret)
35P1 - Public Affairs		T3 (Secret)
38F1 - Force Support		T3 (Secret)
61C1 - Chemist / Biologist		T3 (Secret)
61D1 - Physicist / Nuclear Engineer		T3 (Secret)
62E1A - Aeronautical Engineer		T3 (Secret)
62E1B - Astronautical Engineer		T3 (Secret)
62E1C - Computer Engineer		T3 (Secret)
62E1E - Electrical Engineer		T3 (Secret)
62E1G - Project Engineer		T3 (Secret)
62E1H - Mechanical Engineer		T3 (Secret)
62E1I - Human Factors Engineering		T3 (Secret)
63A1 - Acquisition Manager		T3 (Secret)
64P1 - Contracting		T3 (Secret)
65F1 - Financial Management		T3 (Secret)
71S1 - Special Investigations		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 and/or coordinating with your leadership team, please contact AFRS/A3OCL at AFRS.LO.Accessions@us.af.mil.

Table 2.5 Required Items Expiration

Item	Required Items	Expiration
1	Eligibility Determination (Attachment 3)	After each board
2	AF LO Application (Attachment 4)	
3	AF Form 56 (Attachment 10)	
4	LORs (para. 3.1.4)	
5	AFCEP Memo From Squadron/Unit Commander (Attachment 1)	
6	vMPF Record Review Update (RRU) (Must be dated within 30 days the application cut-off date)	
7	vMPF Career Data Brief (CDB) (Must be dated within 30 days the application cut-off date)	
9	Transcript(s) (No expiration date if transcripts are conferred or transferred credits para. 6.3.1.3)	Six (6) months from issue date.
10	If applicable, Memo from registrar's Office for Verification of Scheduled Graduation (Attachment 6)	
11	AF Form 422, Notification of Air Force Member's Qualification Status (Form must reflect most current medical status)	Twelve (12) months from issue date
	Commander's Master PIF and PIF review memorandum with AFPC/DP1OR Master PIF response Memorandum	
12	If applicable, Waiver/Exception-to Policy (ETP) documents (except Rated Age ETPs, which are only good for one board)	
13	CC Interview/SIP (Attachment 18) can be used reused for up to 12 months	
	If applicable, Private/Commercial pilot license	As Listed on License
	If applicable, Prior Service Records	Indefinite
18	If applicable, PCSM score print out: http://access.afpc.af.mil/pcsmcmdmz/index.html	
	AFOQT Score Printout: https://afmilpers.us.af.mil/AFOQTSNet40/DODBanner.aspx	
	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 and 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 *AF 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 'AF LO Application' line. (Ex: 23OTS01)

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

- a) Rank and Name (Ex: SSgt 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:

SSgt 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 but it is not necessary to fill in the entire space. Do NOT change the font or alignment. This answer must be in a paragraph/narrative format, not simply a list.

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 lines (narrative or bullet). Do not change the font or alignment.

- 3.1.2.5 *Education (Qualifying Degree Only)*. List the applicant's qualifying baccalaureate or Master's degree only. Applicants must possess a qualifying degree or be within 365 days of degree completion as of the board convene date to apply. Classification of the Instructional Program (CIP) should be provided by the registrar or use the following website to verify: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
- 3.1.2.6 *Additional Education*. To list additional degrees on the AF LO Application, applicants must have completed at least one (1) semester and have a GPA listed on official transcripts. 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.
- 3.1.2.11 *Sections 8-12*. Self-explanatory and/or see attachment 5 for example.
- 3.1.3 *AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force (Attachment 10)*. 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. List all rated choices in block 7B. In block 7B, Pilot covers Pilot and RPA choices. Only non-rated applicants complete block 7C using AFSC codes, not field titles. List all AFSCs in order of preference on page 7. All applicants must complete block 7D. All rated applicants and non-rated applicants applying for AFSCs 13M1 require a Yes. Leave block 8 blank. Table 2.3 and Table 2.4 list all the entry level officer AFSCs available through OTS. Only list AFSCs specified in this PA. Ensure AFSC choices on the AF Form 56 match the same choices listed on the AF LO Application (Attachment 4). Leave the AFOQT Scores section blank.
- 3.1.3.2 *Block 10*. All applicants must include a copy of all pilot licenses in the source documents packet if block 10 on the AF Form 56 is checked yes.
- 3.1.3.3 *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.
- 3.1.3.4 *Block 13-14*. For block 13, answer the question and list all AFSCs earned. For block 14, answer the question and provide a dated and initialed explanation on page 7 if the answer is yes.
- 3.1.3.5 *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.
- 3.1.3.6 *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).

- 3.1.3.7 *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. Initial 21D, cross out 21D (1), (2), and (3). Leave blocks 22, 22A and 22B blank. Sign and date block 23.
- 3.1.3.8 *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 Application. Leave blocks 24 (b) and 24 (c) blank.
- 3.1.3.9 *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.
- 3.1.3.10 *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 and Table 7.1 Rule 1 for NES processing procedures.
- 3.1.3.11 *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.
- 3.1.3.12 *Block 28A-B*. Ensure all required waivers are listed in block 28A. Ensure all assignment limitations are listed in block 28B.
- 3.1.3.13 *Block 28C*. (1) Squadron Commander's initials, (2) Answer dependent upon Master PIF and Local PIF Commander's review results, (3) Squadron Commander's initials.
- 3.1.3.14 *Block 28, Evaluation Factors*. Leave blank.
- 3.1.3.15 *Block 28K, Comments and Recommendations*. Ensure this statement is in block 28K: "Refer to the Structured Interview Process (SIP) for comments". Commander will sign as the interviewing official to document official recommendation for Commissioning.

3.1.3.16 *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.

3.1.3.17 *Block 30. Continuation Sheet*. Use if applicable, date and initial all entries. Wet and/or typed initials are authorized.

3.1.4 **Letters of Recommendation (LOR)**. Two (2) specific (Personal Character and endorsement) LORs are required to be attached to the application for the board to review. LORs must meet the following criteria:
Must be signed by the writer (digital/electronic or wet signature authorized).
Must contain the writer's contact information (phone number and/or email address).
Must be dated within 12 months of the board convene date. Must address the LOR to "Officer Selection Board XXOTSXX" for the specific board to which the applicant is applying (Ex. Officer Selection Board 24OTS02).

3.1.4.1 **Personal Character LOR**. All applicants must have a Personal Character LOR attached to the application for the board to review. A Personal Character LOR must be written by someone who personally knows the applicant and can attest to their personal character but NOT be an immediate family member. The Personal Character LOR must meet the criteria in paragraph 3.1.4 and must contain the following: This LOR should explain who the writer is and their relation to the applicant. It must also reflect the writer's opinions of the applicant's personal character, talents/potential, and why they would be an asset as an officer. Personal Character LOR must not exceed one (1) page.

3.1.4.2 **Endorsement LOR**. For guidance, use AFH 33-337, Tongue and Quill. The LOR must be signed by the group commander (or equivalent) and requires an endorsement from the senior rater. 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. The LOR is only valid for one (1) board. Wet and/or digital signatures are authorized. Refer to Attachment 11 for routing guidance. Endorsement LOR must not exceed two (2) pages in length, to include endorsements.

3.1.5 **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 convening 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.

- 3.1.6 **AF Form 4428 (Attachment 7).** This form is required for all applicants who have tattoos and/or piercings that exceed AF standards per DAFI 36-2903. 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.
- 3.1.7 **STO CRO TACP Application Checklist (Attachment 8).** This checklist is only required for STO/CRO/TACP applicants who are selected from the Special Warfare program.
- 3.1.8 **AFOSI Officer MFR (Attachment 9).** This MFR is only applicable for 71S applicants applying to become an AFOSI officer. Applicants applying for 71S must follow the instructions in the MFR, to include listing 71S as their first AFSC choice.

Chapter 4. Application Submission

- 4.1 **Application Submission.** Applications are to be electronically submitted to AFRS via Air Force Commissioning and Enlistment Portal (AFCEP). This will be a multi-step process. First, the applicant will complete The Commander's AFCEP Request Memo (Attachment 1) signed by sq/unit Commander. Then, the applicant will follow the appropriate Aim High link (listed on the Active Duty Website - <https://www.recruiting.af.mil/About-Us/Line-Officer-Candidate-Information-and-Resources/>) for the board which they are applying. Here, they will input their personal data and upload their CC memo (CAC required for Aim High). When AFCEP account is created (soon after AFCEP window closes) 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 16. Do NOT use AFCEP attachment from system generated email, use instructions in Attachment 16. Completed application must be submitted via AFCEP NLT the application cutoff date on the AD AF Board Schedule in order to meet the board. NOTE: You will not be able to view your documents in AFCEP after they are uploaded.
- 4.2 **Board Application Package.** A complete application package will have a minimum of four (4) separate designated electronic packets:

- 1) AF LO Application packet
- 2) Source Documents packet
- 3) AF Form 56 packet (all pages)
- 4) EPR/EPB packet (both sides)
- 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. **Do not use portfolio format.** Use the 'Microsoft Print to PDF' feature to ensure clean copies are arranged for all files. 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. Another option is to print all documents and scan. If packets are more than 5MB, reduce in Adobe by clicking 'Save as 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 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 **Board 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) AF 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 and include all AFOQT scores (Pilot, CSO, ABM, Academic Aptitude, Verbal and Quantitative). Older versions will not be accepted.
- C) If applicable, PCSM Score printout (required for Pilot, HELO and RPA)
- D) Personal Character LOR.
- E) Endorsement LOR. The LOR must be completed by the group commander or equivalent and endorsed by the wing commander or equivalent (refer to Attachment 11).
- F) Sq CC Interview SIP (Attachment 18). CC will ask applicant the questions and make their own remarks in the notes section, then provide a score (6-10) for each question and sign at the bottom.

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) If applicable, Private/Commercial Pilot License

- C) Conferred Transcripts, or if not graduated, transcripts with a memo on official letter from school registrar's office.
- 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) If applicable, Pregnancy MFR (attachment 18)
- J) AF Form 422
- K) If applicable, form FL4 ALC Approved Waiver
- L) 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/EPB 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 both front and back pages. If EPR one (1) exceeds 5MB, split into as many sections as needed and apply the same naming convention (e.g., EPR 2, EPR 3, etc.). If at least one (1) EPR is not available due to TIS/TIG requirements, then one (1) AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.
- 4.2.5 **Waiver/ETP Packet (if applicable).** Include waiver type in name of saved file (E.g., Doe, Jane TOS/785/Morals/Art 15 Waiver.pdf). Ensure you leave a signature block for the approving authority (eg. AFRS/A3OC). 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 waiver worksheet.
 - C) Supporting documentation (i.e., court documents, DD Form 785, Article 15 documents, etc.). Note: All Waiver (785, Morals, etc...) requests are submitted with the application. AFOQT and GPA ETPs, must be submitted to our Org box: AFRS.LO.Accessions@us.af.mil NLT than AFCEP request window close date. Subject line must read "XXOTSXX board ETP Request".
- 4.2.6 **Prior Service Document Packet (if applicable).** (Doe, Jane Prior Svc Docs.pdf) must include the following documents (when applicable) 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, etc.).

- A) All Performance Reports EPRs/EPBs/LOEs (front and back)
- B) DD Form 4(s)
- C) DD Form 214s/215s/NGB 22
- D) All discharge orders
- E) All derogatory information with waiver documents (Art. 15 actions, etc..)
- F) DD Form 368

Chapter 5. Waivers and ETPs

5.1 **Overview.** The ineligibility factors covered in this chapter are not all inclusive but contain those that generate the most confusion. For more detail, refer to applicable manuals, AFIs, etc. 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/A3OCL 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/A3OCL 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/A3OC 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 (DAFI 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 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 RNLTED 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. (DAFMAN 36-2032)
- 5.5 **Time-on-Station (TOS) Ineligibility Waiver.** **Applicants cannot PCS during the application/selection process, or they may lose OTS selection status.** The only exception to this rule is if the member is going to a 12 or 18 month short tour (DAFMAN 36-2032, Table 10.6, Rule 1 and 2). Individuals who are on a short tour do not have a TOS requirement. However, if selected, member may need to extend OCONUS short tour assignment prior to reporting to OTS (DAFMAN 36-2032, Table 10.6, Rule 4). Reference DAFMAN 36-2032, Table 10.6 for CONUS and section 7.3.1 for waiver eligibility and authority concerning TOS.

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, 3286, 7781) for assistance. DSN prefix is 493. Allow at least 60 days to process the request. If a member were 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 **AFOQT Retest Waiver.** Retesting is authorized after at least five months has passed from the date the AFOQT was previously administered. Three test administrations are permitted,

but the third requires a waiver from AFRS/RSO. Detailed information on the AFOQT is in DAFMAN 36-2664.

- 5.10 **Excessive Tattoos/Brands/Body Markings Waiver.** If applicants do not meet current AF 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 4428 in Source Documents Packet with AFPC/DP1OR response letter. Refer to AFI 36-2903 on how to process AF Form 4428.
- 5.11 **AFOQT/GPA ETP.** For GPA or AFOQT ETP consideration, ETP must be submitted to our Org box: AFRS.LO.Accessions@us.af.mil NLT than AFCEP request window close date. Subject line must read “XXOTSXX board ETP Request” and include transcripts, PCSM (rated only), and AFOQT scores. No AFOQT waiver will be considered until after all three attempts are made.
- 5.12 **Rated Age Exception-to-Policy (ETP) Request.** If the member is beyond their 33rd birthday on the projected board release date, the member will need to request, and be granted, an approved rated age ETP to be considered for Pilot, HTN, CSO, and/or ABM. If the member will be 40 or older by their commissioning date, after subtracting their active-duty service time, the member will need to request, and be granted, an approved rated age ETP to be considered for RPA. These ETPs needs to be processed IAW AFMAN 36-2100 Table 3.1 and Paragraph 3.5.3.2, Applying for Flying Training, Air Battle Manager, and Astronaut Programs, through the member’s chain-of-command prior to submitting application package. The request needs to be at AF/A1P level at least 60-90 days prior to the application cut-off date to receive a response in time to place a Rated Age application. The routing for Reg AF AD enlisted applicants is through their MAJCOM/A1 to AF/A1P. Do not send to AFPC/DP2O as that is only for current officers going for rated officer spots. Approved Rated age ETPs are only valid for the first available board after the month/year the ETP is approved.
- 5.13 **Non-Rated 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.dpmlt.workflow@us.af.mil.

- 5.14 **Assignment Limitation Code (ALC).** 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.
- 5.15 **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
MEMORANDUM FOR HQ AFRS/RSOCL	
FROM: Applicant's Rank, First Name, Middle Initial, and Last Name Applicant's Unit of Assignment Unit Address, Base and Zip Code	
SUBJECT: Waiver for Officer Training School (OTS) Board 2XOTXX	
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).	
2. My identifying data are:	
Rank and Name:	
Last four SSAN:	
CAFSC:	
Age as of the board release date:	
3. The circumstances of the disqualifying factor and the specific justification for the waiver are as follows:	
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.	
Applicant's Signature Block	
1st Ind, Appropriate Commander (Organization and Office Symbol)	
MEMORANDUM FOR (Applicant's Rank and Last Name)	
Recommend Approval/Disapproval	
Commander's Signature Block	

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. EXCEPTION 1: Pregnant applicants will provide the pregnancy MFR along with their disqualifying 422 stating "No other disqualifying conditions other than Code 81". EXCEPTION 2: Those with an approved ALC waiver will have their ALC stated on the 422.

6.1.1.1 *Non-Rated 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 a AF Form 469 with 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: ____.

6.1.1.2 *Rated Applicants (Pilots/HTN/ABM/CSO/RPA) and I3N1 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 a AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member passed color vision using the Cone Contrast Test. Member has/has not had PRK or Lasik surgery. Surgery date was: ____.

6.1.1.3 *Special Tactics Officer (STO), Combat Rescue Officer (CRO), and Tactical Air Control Party Officer (TACP) Applicants*. These applicants require Ground Base Air Control (GBC) commissioning physical certified by AFRS/RSG. If the initial GBC physical on file is less than two (2) years old, then only an AF Form 422 is required. See Attachment 8 for more information. 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 for the ALO, CRO, or STO specialty 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 with 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	
MEMORANDUM FOR (MEDICAL ORGANIZATION)	
FROM: (Applicant's Unit Commander)	
SUBJECT: Request for AF Form 422 for Officer Training School (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)	
<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>	
Commander Signature Block	

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/DPSOR (ignore DP1OR in the example as the org changed to DPSOR) Military Records on the global address list: AFPC/DPSOR 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/DPSOR. Refer to Figure 6.3 for submitting to

AFRS/A3OCL. 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
MEMORANDUM FOR LINE OFFICER ACCESSIONS BOARD	
FROM: (Applicant's Unit Commander)	
SUBJECT: Commander's Master PIF and LPIF Quality Force Review Letter	
(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>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.</p> <p>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.</p>	
<div>Attachment: AFPC/DP1OR Response</div> <div>Commander's Signature Block</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 AF LO Application must have official transcripts and a copy of the certification included with the source documents packet. Official, electronic transcripts are acceptable. Provide the cover page of the E-transcript if included, as well as any key/legend used by the university to interpret the transcript. CCAF transcripts are NOT required if CDB reflects CCAF degree but are acceptable if submitted.

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 requester's address/email. Transcripts marked 'Issued to Student' or list the applicant's name in the Intended Recipient field will result in application rejection. 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 AF 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 AF 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 AF 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/A3OCL 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/A3OCL 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/A3OCL if an enlisted assignment is received after application is submitted by sending an assignment waiver request to

AFRS.LO.Accessions@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 or commissioned AF member and had a break in service or an applicant who served in any other branch and/or component and is now serving as an active-duty USAF enlisted member must provide the following documents.

- A) Mandatory, All Performance Reports EPRs/EPBs/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 upload it along with any other required documentation via AFCEP.

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/A3OCL. Do not contact AFRS/RSOCL 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 AFSC, selection will likely need to be removed. Reclassification to another AFSC is not possible in most cases. Any reclassification will be based on the needs and best interest of the Air Force. Note: All selected members must attend OTS within 450 days of the selection date or selection status may be revoked.

Chapter 8. Civil Pathway to Wings

8.1 **Civil Pathway to Wings (CPW).** This program is a collaborative effort led by 19 AF to widen the candidate pool of potential pilot training applicants that have previous civil training or other training to bypass most of the USAF pipeline programs. The intent of the program is to provide Federal Aviation Administration (FAA) qualified pilots an opportunity to be considered for potential selection to an accelerated Air Force pilot training course. In

addition to the necessary FAA qualification requirements, candidates must volunteer to pursue a Mobility, Special Operations (fixed wing) or Reconnaissance pilot position.

Candidates selected from a rated selection board attend a competency validation, which includes a written and oral examination to include a simulator evaluation. Once screened, candidates receive training appropriate to their skill level in an Air Force approved course.

CPW is not ran by AFRS but rather facilitated by AFRS. This means we do not determine selects or program requirements. Please see Attachments 13-15 for the CPW application and related instructions.

Common Application Errors and Questions

- Applicants will **NOT** round GPA and will use the cumulative GPA on transcripts.
- **Double** check any form that requires a signature to ensure that it did not fall off before submitting the application.
- Applications will include exactly **two** LORS, no more, no less.
- When requesting AFCEP access, use your personal email address, not your .mil.
- Make sure both the Master PIF and AFPC letter are included in your Source Docs. You will **NOT** be able to submit your application if only one of these two are uploaded. There are also **NO** substitutions or exceptions for these forms.
- Make sure that your endorser is your **WING** Commander or equivalent. Double check with you MPF if you are unsure who this is.
- Supplemental boards are “bonus” boards and as such, do not require 180 Day waivers.

Take care of yourself by ensuring you double check everything before you submit the application. Applications that are submitted with errors that are clearly described in this guidance will result in the immediate refusal will not be submitted to the board. Those applicants will need to apply to the next board which they qualify.