

# **Active Duty Post-Selection Instructions**

## **1. Congratulations on your selection!**

- 1.1. The Officer Training program at OTS is the gateway to the Air Force officer corps. OTS helps prepare you for the leadership challenges you'll face as an officer in the Air Force. As an Officer Trainee, you're tested and trained for 8 weeks in an academically and physically challenging program. You'll find earning your officer's commission to be as rewarding as earning your degree. But even more rewarding will be your career as an Air Force Officer!
- 1.2. To better help with your transition from the enlisted corps to the officer corps, it is important for you to review and comply with the following information, as well as the information listed on the Officer Training School website:  
**<https://www.airuniversity.af.edu/Holm-Center/OTS/>**  
You will find information on the Officer Training School Page and a link to the Welcome Guide. Once assigned to a class you will receive an e-mail from WINGS/OKTA at your non-military email provided with directions on how to login and complete the prerequisite course prior to reporting to class. For any issues regarding Wings, email their org box: [holmcenter.wings.support@us.af.mil](mailto:holmcenter.wings.support@us.af.mil)
- 1.3. If you have Air Force questions, you may email **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**. Only reach out after you have read the entire AD program announcement and given your leadership a chance to provide guidance. Please understand we have limited staff but will do our best to reply within 3-5 business days. Do not send duplicate emails. All emails are answered in the order received.
- 1.4. Applicants will not receive a class assignment until all post-selection requirements have been satisfied. These instructions address items that apply to all OTS selects and some that are specific to AFSC. Locate your Air Force Specialty Code (AFSC), refer to the table of AFSC requirements below, and review the associated notes that follow. Selects will have their AFCEP account reset, typically around 2 weeks after public release, so monitor your email for a new link. Once you have completed and uploaded all the identified requirements via AFCEP, you will be processed for a class assignment. DO NOT submit your documents in AFCEP until ALL are complete as this will lock you out from making additional updates/adds. No need to re-accomplish previously submitted data or forms. We only need the post selection requirements submitted to AFCEP. If time permits, you may receive a courtesy reminder from **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)** listing your missing requirements. However, please do not rely on reminders as it is your responsibility to ensure you satisfy all post-selection requirements.
- 1.5. You will receive your official class notification via WINGS email to provided non-military email. Any issues with your WINGS account needs to be directed to the WINGS Helpdesk. The helpdesk cannot help with class assignments. You may contact the WINGS helpdesk by emailing: **[OTS.Registrar.Workflow@us.af.mil](mailto:OTS.Registrar.Workflow@us.af.mil)**

## **2. Class Assignments**

- 2.1. All selects must fill out the Active-Duty Post-Selection Form (attached) and upload to your file via AFCEP with all other documents. Additionally, email

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this form to **AFRS.LO.Accessions@us.af.mil** directly if you are stationed overseas. Keep in mind, OTS is a TDY enroute to a PCS. You will out process your current base and cannot in process your PCS location until you are commissioned/completed OTS. If you have completed NCOA, you have the option to start OTS one week later than the rest of your class. If you choose this option, your PT test must be valid through graduation of OTS class so plan/test accordingly once you have been assigned an OTS class.

- 2.2.** Air Force needs will dictate which AFSCs are assigned to a class first.
- 2.3.** Please limit inquiries on attaining class assignment dates. However, if you feel you have a special circumstance that requires our attention, please send one detailed email to: **AFRS.LO.Accessions@us.af.mil**
- 2.4.** If you are currently deployed or in the process of entering a deployment, be sure to adjust your "Date of Availability" accordingly on the Active-Duty Post-Selection Form. Deployments take precedence over OTS. Only your commander can request modification to your deployment length or cancellation if it is deemed possible or necessary. Please note that cancellation of a deployment will not necessarily advance your class assignment. Your commander may email **AFRS.LO.Accessions@us.af.mil** if they have questions.
- 2.5.** Once all requirements are met, AFRS/RSOCL will forward your record to AFPC/DP1TSA to process your follow-on assignment through your Military Personnel Flight (MPF) Relocation Office. You will receive your AFPC notifications in MyPers/MyFSS and via CMS case email notification. Once you receive your assignment notification from AFPC, contact your FSS Relocations office to set-up an initial assignment appointment to initiate manual order generation. (Note: Due to CMS having a standard format message, it will state that there is a problem, however, there is not a problem on the initial notifications).

### **3. Fitness Program IAW AFI 36-2905**

It is your responsibility and your commander's responsibility to ensure that you meet the standards Department of the Air Force Manual (DAFMAN) 36-2905, Air Force Physical Fitness Program, Chapter Six. Failure to meet this standard upon arrival to OTS will result in your elimination from OTS. (Note: You will be administered the fitness test within the first week of OTS.)

### **4. Assignment Availability Code 5**

We will be requesting your AAC 05 to be extended out 1 year from your selection date to prevent you from getting an enlisted assignment. Contact us immediately if you have or receive an enlisted assignment that has not been cancelled.

### **5. Retainability - DO NOT SEPARATE!**

Those currently assigned to a CONUS location are required to attain a minimum of 6 months retainability from their estimated OTS graduation date. Those who are currently overseas will need to have 12 months retainability beyond their OTS class report date before HQ AFRS/RSOCL may submit their DEROS curtailment request. (Note: This is required to prevent the personnel system from automatically changing a member's DEROS to their Date of Separation. This can happen once the member is within 12 months of their separation date).

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### **6. Overseas Select**

You are required to complete half of your overseas tour prior to going to OTS. Your class assignment will be established as close to your DEROS as possible. We will make every attempt to minimize the necessity for an overseas extension, however, you may be required to extend after you receive your class and follow-on assignment. If a DEROS curtailment is required, HQ AFRS/RSOCL will initiate the request to AFPC/DPAA5 60-90 days prior to your OTS class report date.

### **7. Volunteer DEROS Extension Memo**

**7.1** If you are within 90 days of your DEROS and you haven't received your CMS case, please email: **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**.

**7.2** Prior to HQ AFRS/RSOCL requesting a DEROS extension, you need to have 12 months retainability beyond your OTS class report date. If an extension is required once you receive your CMS email, complete the volunteer DEROS Extension Memo (attached). Send memo with an updated CDB showing your Date of Separation is 12 months beyond your OTS class report date to **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**.

### **8. Clarification on items needed upon arrival to OTS.**

**8.1 Government Travel Card (GTC).** You are required to contact your GTC Coordinator to place your GTC in Mission Critical Status as a part of your out-processing for your TDY in-route PCS assignment.

**8.2 Conferred Degree/Transcript.** Individuals who did not provide conferred transcripts with application are required to upload official, conferred transcripts (not issued to student) in PDF format via AFCEP (do not submit AFCEP forms until ALL are uploaded). Do **NOT** have transcripts mailed to this office's address.

**8.3** An official, sealed, conferred, hard copy transcripts for a qualifying degree must be hand-carried to OTS when reporting or mailed to: Officer Training School; cadet name, class number; 22 TRSS/MSPC, 501 Lemay Plaza North; Maxwell AFB, AL 36112-6417. The official transcript must reflect degree, major, day, month, and year awarded. (Note: Your transcript CANNOT have "Issued to Student" stamped on it. To avoid this from occurring, you may send your official transcript to your supervisor at your duty address.)

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### 9. AFSC Specific Requirements:

AFSC	Program Job Title (Refer to the AFOCD for Job Description)	Security Clearance Type:	Physical and Medical:	Base Choices:	Personnel Reliability Program:
13H1	Aerospace Physiologist	T3	FCIII	Y	N
13M1	Airfield Operations	T3	ATC	Y	N
13N1	ICBM Missile	T5	GBC MOD	N	Y
13S1	Space (USSF Only)	T5	422 - CCT	Y	N
14F1	Operation Analysis/Math Scientist	T5	-	Y	N
14N1	Intelligence	T5	-	N	N
15A1	Operations Research Analyst	T3	-	Y	N
15W1	Weather	T5	-	Y	N
17X1(D/S)	Cyberspace Operations	T5	-	N	N
19Z1A/B/C	Special Warfare (CRO,TACP,STO)	T5	GBO SW	Y	N
21A1	Aircraft Maintenance	T3	-	Y	N
21M1	Munitions & Missile Maintenance	T5	-	Y	Y
21R1	Logistics Readiness	T3	-	Y	N
31P1	Security Forces	T3	-	Y	N
32EX	Architect/Architectural Engineering	T3	-	Y	N
32E1C	Civil Engineer	T3	-	Y	N
32E1E	Electrical Engineer	T3	-	Y	N
32E1F	Mechanical Engineer	T3	-	Y	N
32E1	General Engineer	T3	-	Y	N
32E1J	Environmental Engineer	T3	-	Y	N
35B1	Band	T3	-	Y	N
35P1	Public Affairs	T3	-	Y	N
38F1	Force Support	T3	-	Y	N
61C1	Chemist/Biologist	T5	-	Y	N
61D1	Scientist, Physicist/Nuclear	T5	-	Y	N
62E1A	Developmental Engineer, Aeronautical Engineer	T3	-	Y	N
62E1B	Developmental Engineer, Astronautical Engineer	T3	-	Y	N
62E1C	Developmental Engineer, Computer Systems	T3	-	Y	N
62E1E	Developmental Engineer, Electrical/Electronic	T3	-	Y	N
62E1G	Developmental Engineer, Project Engineer	T3	-	Y	N
62E1H	Developmental Engineer, Mechanical Engineer	T3	-	Y	N
63A1	Acquisition Manager	T3	-	Y	N
64P1	Contracting	T3	-	Y	N
65F1	Financial Management	T3	-	Y	N
71S1	Special Investigations	T5	-	Y	N
	<b>Rated AFSCs</b>				
11H1	Helicopter Pilot Trainee	T5	FC1/FC1A/FCIII/GBO	N	N
92T0	Pilot Trainee	T5	FC1/FC1A/FCIII/GBO	N	N
92T1	Combat Systems Officer	T5	FC1A/FCIII/GBO	N	N
92T2	Air Battle Management (ABM), AWACs	T5	FCIII/GBO	N	N
92T3	Remotely Piloted Aircraft	T5	GBO	Y	N

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## **10. AFSC Specific Notes**

### **10.1. Physical**

**10.1.1.** Selection is tentative pending a final review of medical qualifications. Please read this section thoroughly to ensure you meet all post-selection medical requirements for your AFSC. The AF Form 422 is **NOT** sufficient medical qualification for 92T0, 92T1, 92T2, 92T3, 13D1, 13H1, 13M1, 13N1 or 13S1. Your Military Treatment Facility (MTF) will document and forward your physical to the AFRS/RSG electronically. You will need to periodically check with your MTF on the status of your physical. Once your physical has been certified by the AFRS/RSG and you have a copy, upload your DD FM 2808, page 1 only, with the AFRS/RSG certification stamp to AFCEP with your other post selection documents.

**10.1.2.** Individuals who are already physically qualified in an equivalent enlisted special flying duty 13XX, AFS MTF should refer to AFI 48-123 to determine if a new physical is required. If a new physical is not required, then acquire a new AF FM 422 with the mandatory statement that includes the AFSC selected:

**"Based on full record review member is medically qualified for continued enlistment, commissioning and cleared for worldwide duty for AFSC XXXX, type of physical on file (FCIII/ARSMOD/ARATC) 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 on (date). Member meets AF normal color vision standards per administration of the Cone contrast test, if applicable."**

**10.1.3.** The following is a list of the types of physicals needed for each Air Force Specialty that requires more than the basic AF FM 422 that you submitted with your application. Ensure that your MTF reviews for all listed AFSC and not only for the AFSC selected. This will allow AFRS/RSG to easily inform us of other jobs you are qualified for in the event you are medically disqualified from your selected AFSC. This will prevent you from having to resubmit for other jobs:

**11H1 (Helicopter Pilot):** FC1/FC1A/FCIII/GBO

**13H1 (Aerospace Physiologist):** FCIII

**92T0 (Pilot):** FC1/FC1A/FCIII/GBO

**92T1 (CSO):** FC1A/FCIII/GBO

**92T2 (ABM):** FCIII/GBO

**92T3 (RPA):** GBO (Cert pg from AFRS/RSG will still have the statement that must pass MFS)

**13C1 (STO):** SWA

**13D1 (CRO):** SWA

**13L1 (TACP):** SWA

**13M1 (ATC):** ATC

**13N1 (Missile):** GBC MOD

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**13S1 (Space):** AF FM 422 (with mandatory statement and contrast cone test sentence, as seen above in paragraph 10.1.2.)

- 10.1.4.** All Active-Duty enlisted members selected for 92T0, 92T3 or 11H1 will report to Medical Flight Screening at Wright-Patterson upon completion of their FC1/IIU physical and OTS class assignment. Members will receive a TDY RIP through the normal TDY channels. Follow the instructions on the RIP. Pilot and RPA selects need to remove their contact lens 30 days (soft) or 90 days (hard) prior to attending medical Flight screening at Wright-Patterson AFB.

### **10.2. Security Clearance**

- 10.2.1.** All security clearances must be current or initiated prior to reporting to OTS. Top Secret (T5) clearances are valid for 6 years and Secret (T3) clearances are valid for 10 years. Review your security clearance type and investigation close date to determine any required action.
- 10.2.2.** It is a requirement to initiate or update a Single Scope Background Investigation (SSBI) Top Secret (T5) for selects classified into an AFSC listed on the Mandatory SSBI Requirement List for Officer AFSCs in the Air Force Officer Classification Directory. (See the table above for entry level AFSC that require a T5).
- 10.2.3.** All other AFSC must initiate or update a National Agency Check, Local Checks and Credit Check (NACLC) Secret (T3) prior to reporting to OTS, as needed.
- 10.2.4.** If you have the required type of security clearance but it has or will become due within 60 days of your OTS class start date, then you need to do your periodic update. If you need to initiate or update your clearance, your point of contact is your Unit Security Manager. You will need to provide a copy of the selection message, AFSC job description with clearance requirement from AF Officer Classification Directory (AFOCD), and this document for their records. Email **[AFRS/LO.Accessions@us.af.mil](mailto:AFRS/LO.Accessions@us.af.mil)** if your security manager needs any additional information. (The AFOCD is located in MyPers/MyFSS. Locate it by clicking on officers and then search for AFOCD.)
- 10.2.5.** If you need to initiate a security clearance, you must provide HQ AFRS/RSOCL with verification of your security clearance initiation via AFCEP. Provide either a memorandum from your security manager, a *finalized* AF FM 2583, or an updated Record Review Update (RRU) from the Military Personnel Data System (MilPDS) reflecting the required security clearance action has been initiated or completed. A security clearance suspense will not be placed on your record if no action is required and the RRU in your application is current and meets your Officer AFSC security clearance requirements.

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### **10.3. Base Choices List**

Refer to the "AFSC Bases" attachment (located in the attachments – under the paper-clip icon to the left in this document). For the AFSCs that require the 'Base Choices List,' please enter up to 8 base choices in order of preference on the Active-Duty Post-Selection Form prior to submitting all post selection documents via AFCEP.

### **10.4. Personal Reliability Program (PRP)**

The complete PRP packet is in the Active-Duty Post-Selection PRP Instructions (refer to Attachments). You will submit the PRP packet by uploading to AFCEP along with all your other post selection documents.

**\*\* Do NOT submit AFCEP documents until ALL have been completed and uploaded. Once submitted, you will be locked out of your AFCEP account\*\***