# Congratulations on your selection!

* 1. The Warrant Officer Training School (WOTS) is an 8 week in-residence training and accessions program located at Maxwell Air Force Base in Montogomery, Alabama. WOTS prepares technical experts to serve as trusted advisors to leadership. Through a rigorous mix of classroom and hand-on training, candidates develop key skills in communication, leadership, and fellowship in a dynamic learning environment.
	2. To better help with your transition from the enlisted corps to the Warrant Officer corps, it is important for you to review and comply with the following information, as well as the information listed on the Warrant Officer Training School website: [Warrant Officer Program](https://www.afaccessionscenter.af.mil/Holm-Center/Warrant-Officer-Program/)
	3. If you have Air Force questions, you may email **AFRS.A3OCL.WOAccessions@us.af.mil** Only reach out after you have read the entire WO PSDM 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.
	4. Applicants will not receive a class assignment until all post- selection requirements have been satisfied. These instructions address items that apply to all WOTS selects. 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.A3OCL.WOAccessions@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.
	5. Selects will receive class info and reporting instructions and following instructions concerning WOTS.

# Class Assignments

* 1. All selects must fill out the Warrant Officer Post-Selection Form located on the [Warrant Officer Program](https://www.afaccessionscenter.af.mil/Holm-Center/Warrant-Officer-Program/) page and upload to your file via AFCEP with all other documents. Additionally, email

the form to **AFRS.A3OCL.WOAccessions@us.af.mil** directly if you are stationed overseas. Keep in mind, WOTS 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 WOTS.

* 1. Air Force needs will dictate which AFSCs are assigned to a class first.
	2. 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.A3OCL.WOAccessions@us.af.mil**
	3. 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 WOTS. 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.A3OCL.WOAccessions@us.af.mil** if they have questions.
	4. 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).

# 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 WOTS will result in your elimination from WOTS. (Note: You will be administered the fitness test within the first week of WOTS.)

# 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.

# Retainability - DO NOT SEPARATE!

Those currently assigned to a CONUS location are required to attain a minimum of 6 months retainability from their estimated WOTS graduation date. Those who are currently overseas will need to have 12 months retainability beyond their WOTS 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).

# Overseas Select

You are required to complete half of your overseas tour prior to going to WOTS. 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.

# Volunteer DEROS Extension Memo

* 1. If you are within 90 days of your DEROS and you haven’t received your CMS case, please email:**AFRS.A3OCL.WOAccessions@us.af.mil**
	2. Prior to HQ AFRS/RSOCL requesting a DEROS extension, you need to have 12 months retainability beyond your WOTS 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.A3OCL.WOAccessions@us.af.mil**

# Clarification on items needed upon arrival to OTS.

* 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.
1. **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:** |
| 17YXA | CYBER WARFARE ANALYST | T5 | - | N | N |
| 17YXC | CYBER CAPABILITY DEVELOPER | T5 | - | N | N |
| 17YXD | CYBER THREAT DEFENSE ANALYST | T5 | - | N | N |
| 17YXI | CYBER THREAT DEFERNSE INTEGRATOR | T5 | - | N | N |
| 17YXO | CYBER ATTACK OPERATOR  | T5 | - | N | N |
| 17WXD | DATA OPERATIONS SPECIALIST | T5 | - | N | N |
| 17WXI | INFORAMTION TECHNOLOGY SPECIALIST | T5 | - | N | N |
| 17WXR | RADIO FREQUENCY & ELECTROMEGNECTIC  | T5 | - | N | N |

1. **AFSC Specific Notes**
	1. **Physical**
		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.
		2. All selects 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 selects will provide 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.
		3. 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\_\_\_\_\_\_\_.

# Security Clearance

* + 1. All security clearances must be current or initiated prior to reporting to WOTS. 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.
		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 Warrant Officer AFSCs in the Air Force Officer Classification Directory. (See the table above for entry level AFSC that require a T5).
		3. If you have the required type of security clearance but it has or will become due within 60 days of your WOTS 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.A3OCL.WOAccessions@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.)
		4. 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.

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