

# 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 under the Line Officer Training link. You should receive an e-mail from WINGS with directions on how to login and complete the prerequisite course within 45 days to reporting to class.
- 1.3. If you have questions, you may email **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)** after you have read all program guidance and information. Please understand we have a limited staff and it may take several days to get a response. 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. Once you have completed all of the identified requirements, you will be processed for a class assignment. 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. 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' and send it to **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**
- 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 a detailed email to: **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**

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- 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](mailto:AFRS.LO.Accessions@us.af.mil) if they have any 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, 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 IAW AFI 36-2905, Fitness Program, Chapter seven. 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 or longer from your selection date to prevent you from getting an enlisted assignment. Contact us immediately if you have 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.)

### **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

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will initiate the request to AFPC/DPAA5 between 90-60 days prior to your OTS class report date.

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

Prior to HQ AFRS/RSOCL requesting a DEROS extension or curtailment, you need to have 12 months retainability beyond your OTS class report date. Once you receive your CMS email with OTS class information, complete either the volunteer DEROS Extension Memo or the DEROS Curtailment Memo. Send applicable memo with an updated CDB showing your Date of Separation is 12 months beyond your OTS class report date, **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**. If your DEROS is within 60 days and you haven't received your CMS case, please email: **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**

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

**8.1.** You will also receive login information for WINGS from OTS, which will have additional reporting information.

**8.2. 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.

**8.3. Conferred Degree/Transcript.** An official, sealed, conferred, transcript 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.) You are also required to send an official, conferred transcript in PDF format to **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)** showing proof of graduation for the qualifying degree. Do **NOT** send e-transcripts to this org box that require download from your university's website. All such emails will be deleted.

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### 9. AFSC Specific Requirements:

| AFSC  | Program Job Title<br>(Refer to the AFOSD for Job Description) | Security Clearance Type: | Physical and Medical: | Base Choices: | Personnel Reliability Program: |
|-------|---|--------------------------|-----------------------|---------------|--------------------------------|
| 13C1  | Special Tactics   | T5                       | SWA                   | Y             | N                              |
| 13D1  | Combat Rescue   | T5                       | SWA                   | Y             | N                              |
| 13L1  | TACP  | T5                       | SWA                   | Y             | N                              |
| 13M1  | Airfield Operations   | T3                       | ATC                   | Y             | N                              |
| 13N1  | ICBM Missile  | T5                       | GBC MOD               | N             | Y                              |
| 13S1  | Space   | T5                       | 422 - CCT             | Y             | N                              |
| 14N1  | Intelligence  | T5                       | -                     | N             | N                              |
| 14F1  | Operation Analysis/Math Scientist (Previously 61A1)           | T5                       | -                     | Y             | N                              |
| 15W1  | Weather   | T5                       | -                     | Y             | N                              |
| 17D1  | Cyberspace Operations   | T5                       | -                     | N             | 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                              |
| 62E1  | Developmental Engineer, Project Engineer                      | T3                       | -                     | Y             | N                              |
| 62E1  | 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                              |
| 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, 13L1, 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, email your DD FM 2808, page 1 only, with the AFRS/RSG certification stamp to AFRS/RSOCL to: **AFRS.LO.Accessions@us.af.mil**

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 that you are medically disqualified from your selected AFSC. This will prevent you from having to resubmit for other jobs:

**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 or 92T3 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 (NACLCC) 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. Locate it by clicking on officers and then search for AFOCD.)

10.2.5. If you have to initiate your security clearance, you must provide HQ AFRS/RSOCL with verification of your security clearance initiation. 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 'Base Choices List' attachment (located in the attachments – under the paper-clip icon to the left in this document). For the AFSC choices that require the 'Base Choices List,' please enter up to 8 base choices in order of preference on the 'Active Duty Post-Selection Form.' Be sure to email the form to **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**

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

The complete PRP packet is in the 'Active Duty Post-Selection PRP Instructions'. Please send us an email if you require the PRP packet and we will send it to you. You will submit the PRP packet by emailing it to **[AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)**