

# AIR FORCE RECRUITING SERVICE

## ACTIVE DUTY OFFICER TRAINING SCHOOL PROGRAM ANNOUNCEMENT



EFFECTIVE 5 JUNE 2020



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

5 June 2020

MEMORANDUM FOR RECORD

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

SUBJECT: FY20 Officer Training School (OTS) Active Duty Program Announcement (PA)

1. In order to assist active duty Air Force members applying for a commission and to facilitate a quality, effective, and efficient process this AD OTS PA has been produced to assist in those efforts. This AD OTS PA provides supplemental information for the OTS application and 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: AFMAN 36-2032, AFI 36-2105, AFMAN 36-2664 and the AFRS SOPG. Please ensure you read/review this entire guide as significant changes have been made.
3. Refer any questions to: HQ AFRS/RSOCL at DSN 665-0340, commercial (210) 565-0340 or email: [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil). This document supersedes all previous correspondence on the same subject matter.

//signed//

MATTHEW W. OSTLER, Lt Col, USAF, BSC  
Chief, AFRS Officer Accessions Branch

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## Chapter 1.

### OVERVIEW

**1.1 Overview.** In accordance with AFMAN 36-2032 this document provides information necessary for active duty Air Force enlisted members to determine their eligibility for a commission through OTS. This PA also details the application process and how to submit an application to meet and OTS selection board. Ensure you use this PA in conjunction with AFMAN 36-2032 and any other prescribed manuals, instructions, and guidance as they are the official guidance. The applicant is ultimately responsible for the completion and accuracy of their application.

**1.2. Board Information.** To maintain a 70/30 mix of civilian and AD applicants, the current board schedule has been established (Attachment 1). The intent of the board process is to select the most qualified individual to serve as an officer based on aptitude, leadership, and potential.

**1.3. Board Schedule.** The board schedule (Attachment 1) has been established with firm application cut-off dates. All applications must be complete and forwarded to AFRS/RSOCL via SharePoint no later than (NLT) midnight central time of the cut-off date. Refer to paragraph 4.1 for submission instructions.

**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 details 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, GPA, any academic awards/recognition, and AFOQT (verbal and quantitative).

**1.4.2. Leadership.** Board members review the applicant's employment history, military experience and job performance, commander interview, and the letter of recommendation (LOR).

**1.4.3. Potential.** Board members review and evaluate the applicant's written communication skills in the application and AF Form 56 written statement, overall evaluation from interviewing officer, and the LOR.

**1.5. Officer Interservice Transfers.** Commissioned officers currently assigned to a Sister Service, the Reserves, and/or Guard who are interested in Active Duty as an Air Force Line Officer should visit the Air Force Contact Center Website for the latest on interservice transfer information. They may also contact the Recall/Interservice Transfers/AFPC/DP3DA at DSN 665-2515, commercial (210) 565-2515 or email at [afpc.recall.ops@randolph.af.mil](mailto:afpc.recall.ops@randolph.af.mil).

**1.6. Other Component Enlisted Members.** Sister Service, Reserve, and/or Guard enlisted component members interested in applying for OTS must apply through an AFRS Line Officer recruiter. Visit [www.airforce.com](http://www.airforce.com) to locate the closest Line Officer recruiter.

**1.7. Notification of Board Results.** HQ AFRS/RSOC will announce the selects through the official Personnel Services Delivery Memorandum (PSDM) process. The member's commander will have no more than five (5) duty days from date of PSDM notification to notify members of their selection before public release on myPers.af.mil. Commanders can contact their MPF to ensure they have access to the secure PSDM site. Applicants can locate the PSDM on the public release date by visiting myPers.af.mil and clicking on Resources for FSS in top right corner, then on Active Duty MPS. Under heading "I Would Like to..." click on view PSDM Listing for current Year PSDMs. **Individual feedback for non-selects cannot be provided.** However, a general overview (average scores, GPA, number of selects, etc.) of the board will be released with the board results.

**1.7.1. Reapplication.** **Note: Effective 1 Oct 20, AFRS will follow AFMAN 36-2032, paragraph. 7.4.2.1.3 (pg 173).** Applicants can reapply after 180 days from the date of non-selection or withdrawal. This applies to specific rated/non-rated boards. (i.e.: You apply to a rated board and if you are a non-select, you may apply to the next non-rated board at any time however, you must wait at least 180 days to apply to another rated board.) Note: Applications that meet a board after 1 Oct 20 will be considered a first-time application.

## Chapter 2.

### ELIGIBILITY

**2.1. Eligibility.** Minimum eligibility requirements are outlined in this chapter. Selection is not assured merely by meeting the established minimum requirements. Refer to AFMAN 36-2032, prescribed manuals, instructions, guidance and Attachment 2 of this PA to determine and confirm eligibility status.

**2.1.1. Citizenship.** Must be a United States citizen. (AFMAN 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. (AFMAN 36-2032, paragraph 5.4.3)

**2.1.3. Moral Conduct.** All applicants must be of sound moral character. (AFMAN 36-2032, paragraph 5.4.5 and attachment 2)

**2.1.4. Age.** Must be at least 18 years of age and have not reached 40 years of age. (AFMAN 36-2032 paragraph 5.4.6.1.). If you are 40 years of age or older, an age exception to policy (ETP) is no longer required if a Prior Service applicant's age will allow for the accrual of 20 years of satisfactory service, (10 years of which must be commissioned service, prior to the applicants mandatory retirement date). This requirement is outlined in AFMAN 36-2032 paragraph 5.4.8.

**2.1.4.1 Age for Pilot, Air Battle Manager (ABM), and Combat System Officer (CSO) Applicants.** Must not be beyond their 33rd birthday as of the projected board release date (Table 1) to apply. (AFI 36-2105 paragraph 3.1) (See Attachment 12 for HQ USAF/A1P memo and exception to policy (ETP) guidance)



**2.1.4.1.1. Age for Remotely Piloted Aircraft (RPA) Applicants.** Applicants applying for RPA must be able to commission prior to age 40, IAW AFI 36-2105. RPA applicants are considered age critical if 39 or older on the projected board release date.

**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 paragraph 6.1.2.) from their PCM. For the purpose of an OTS application an AF Form 422 expires 12 months after issue date. This requirement is outlined in AFMAN 36-2032 paragraph 5.4.7.1.

**2.1.5.1. Rated Initial Flying Class (IFC) Physicals.** A completed IFC is no longer required for rated applicants to meet a board. If selected, applicants will be required to complete and qualify for an IFC physical.

**2.1.5.2. Physical Fitness and Assignment Limitation Code (ALC).** Applicants who have waivers for any part of the AF PT test are ineligible to apply and attend OTS (AFI 36-2905 paragraph 7.1) Applicants who have an ALC found in AFI 41-210, paragraph 10.8, are ineligible to apply for a commission without a waiver from AETC/SG. Medical waiver must be processed prior to OTS application submission contact your PCM to determine your status.

**2.1.6. Education and Aptitude.** Must possess a baccalaureate degree from an education institution listed in the current Accredited Institutions of Post-Secondary Education for all appointments. (AFMAN 36-2032, paragraph 5.4.9.1) Note: Applicants may be within 365 days of earning a baccalaureate degree of the board convene date to apply. Refer to paragraphs 2.3.1.1. and 2.3.2.1 for more details.

**2.1.6.1. Grade Point Average (GPA) Requirement.** Must have a minimum GPA of 2.5 for your conferred qualifying baccalaureate degree for all programs except technical degrees. The following majors are considered technical degrees: All Engineering (except technology engineers unless listed below), Meteorology, Atmospheric Science, Math, Physics, Chemistry, Architecture, Biochemistry, Computer Engineering Technology, Electrical Engineering Technology, Electronic Engineering Technology. For GPA waiver consideration, applicants must have a 58 or higher in the AFOQT Academic Adaptability (AA) sub-score section or have a conferred Master's degree with a 2.5 GPA or higher.

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

**Table 2.1 AFOQT Minimum Standards**

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	CSO	ABM
Commissioning	15	10			
Pilot 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.** Three test administrations are authorized. However, before the third test administration can be authorized the examinee must provide substantive proof of having completed (since the previous AFOQT administration) at least one college course in a subject relevant to the AFOQT, gained significant flying experience, or improved other skills and abilities measured by the AFOQT. At least five months has to pass from the date the AFOQT was previously administered. Visit: <https://w45.afpc.randolph.af.mil/afqtsnet40/DODBanner.aspx> to obtain scores. Visit <https://access.afpc.af.mil/pcsmdmz/index.html> to obtain ABM/CSO scores, if applicable.

**2.1.6.3.1. Pilot Candidate Selection Method (PCSM):** Pilot and RPA applicants **MUST** take the Test of Basic Aviation Skills (TBAS) in order to receive a PCSM score. A PCSM score is mandatory for ALL Pilot and RPA applicants only. **A minimum PCSM score of 10 or higher is required.** Applicants with less than a 10 PCSM score cannot list Pilot or RPA as a choice. The AFOQT and TBAS must be taken in order to receive a PCSM score. 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 (Verbal and Quantitative scores only) by using qualifying V and Q scores from two or three AFOQT results to meet minimum commissioning standards. However, if the candidate does not meet the qualifying scores after three attempts of the AFOQT, to include the "Super Score" opportunity, then the candidate is deemed to have failed to achieve the minimum commissioning standard. **Note:** “Super Score” only applies to the V and Q sections of the AFOQT by using qualifying V and Q scores from two or three AFOQT results. Applicants cannot “Super Score” any other portion of the AFOQT. The most recent scores for the Rated sections (Pilot, CSO, and/or ABM) will be used to determine if minimum rated qualifications are met.

**Table 2.2 “Super Score” Example**

AFOQT “Super Score”					
	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	24	79	25

**2.1.7. Commander’s Recommendation.** Applicants must have their current commander’s recommendation for a commission. (AFMAN 36-2032, Table 10.6, rule 13). If the applicant’s commander relinquishes command prior to the board convene date a concurrence memorandum is required from the new commander reflecting their approval of the OTS application.

**2.1.8. Retainability.** All members must have at least 2 months retainability from the projected board release date. Applicants must extend or reenlist IAW AFI 36-2606. If applicants are not able to extend or reenlist before the board convening date, provide a letter of intent endorsed by your commander informing AFRS/RSOCL of your intent to reenlist or extend. Refer to AFMAN 36-2032 Table 10.6, rule 17 for SRB information.

**2.1.9. Questionnaire 1, Eligibility Determination Worksheet (Attachment 2).** This is mandatory for all applicants. This questionnaire will assist in determining eligibility to apply for a commission. Ultimately it is the applicant’s responsibility to validate their eligibility to apply with all governing manuals, instructions, and guidance. If you have any ineligible factors after completing the questionnaire, you require a waiver, if applicable. If you need any waivers, confirm with your commander they support the application with the waiver(s). **Deployment commanders cannot recommend you in lieu of your permanent assignment unit commander.** This questionnaire must be signed by you, the applicant, your commander and be included in your source documents packet. If you do require waivers, this questionnaire must also be included in your waiver packet, refer to chapter 5 if you require a waiver. Save as save it as "Last name, First name Q1 (Doe, Jane Q1)".

**2.2. Specific Rated and Non-Rated Eligibility.** Applicants must determine if they are eligible for Rated and/or Non-Rated programs/specialties. Applicants will review their age, AFOQT scores, PCSM score (if applicable), GPA, physical qualification, and qualifying degree information against subprogram eligibility criteria (i.e.; AFOCD requirements) to make this determination. Once a member has determined what subprogram (Rated or Non-Rated) they are applying to (Table 2.3 and 2.4), they will need to collect and complete the following items to finalize eligibility and organize IAW 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: <https://www.24sow.af.mil/Join/> or email: [CRO.Selection@us.af.mil](mailto:CRO.Selection@us.af.mil) or [STO.Recruiter@us.af.mil](mailto:STO.Recruiter@us.af.mil). Refer to the STO/CRO/TACP OTS Application Checklist (Attachment 9) if you are selected to attend CRO/STO phase II or Tactical Officer Assessment and Selection course (TOPT) course.

**2.2.2. The AF Office of Special Investigation Officer (OSI).** For information on becoming an OSI officer refer to The AF Office of Special Investigations Officer (OSI) Attachment 10.

**2.3. Entry Level Line Officer Specialties.**

**2.3.1. Rated.** Applicants may be considered for up to four (4) 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 five (5) 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 AFOCD, Appendix A. Refer to Attachment 12 of this PA.

**Table 2.3. Rated AFSC Requirements**

Rated AFSCs	Medical Requirements	Security Clearance Required
92T0 - Pilot	Flying Class 1	SSBI
92T1 - CSO	Flying Class 1A	SSBI
92T2 - ABM	Flying Class III	SSBI
92T3 - RPA	Ground Base Operator (GBO)	SSBI

**Table 2.4 Non-Rated AFSC Requirements**

Non- Rated AFSC	Medical and PRP Requirements	Security Clearance Required
19Z1A - Special Tactics Officer	Special Tactics SWA	TS/SSBI
19Z1C - Combat Rescue Officer	CRO SWA	TS/SSBI
13L1 - Tactical Air Control Party	Special Tactics SWA	TS/SSBI
13M1 - Airfield Operations	ATC physical	NAC
13N1 - Nuclear and Missile Operations	GBC MOD and PRP - Prescreen Packet Post Board selection	T5 (TS/SSBI)
13M1 - Airfield Operation	ATC physical	T3 (Secret)
13S1 - Space Operations	AF Form 422 - CCT	T5 (TS/SSBI)
14F1 - Information Operations		T5 (TS/SSBI)

Non- Rated AFSC	Medical and PRP Requirements	Security Clearance Required
14N1 - Intelligence		T3 (Secret)
15W1 - Weather		T5 (TS/SSBI)
17D1 - Cyberspace Operations		T5 (TS/SSBI)
21A1 - Aircraft Maintenance		T3 (Secret)
21M1 - Munitions/Missile Maintenance	PRP-Prescreen Packet Post Board 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)
61A1 - Operations Research Analyst		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)
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 you are eligible after reviewing the aforementioned items and confirming with all governing manuals, instructions, and guidance proceed with an application and any applicable waivers. If you have questions after validating your status, please contact AFRS/RSOCL at [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil).

**Table 2.5 Required Items Expiration**

Item	List of required items	Expiration
1	Questionnaire 1, Eligibility Determination Worksheet (Attachment 2)	Expires after each board
2	AD LO Application (Attachment 3)	
3	AF Form 56 (Attachment 4)	
4	LOR (para. 3.1.10)	
5	AD LO Source Documents Cover Sheet (Attachment 14)	
6	If applicable, Verification email you have no access to SharePoint and Attachment 13	
7	vMPF Record Review Update (RRU) (Must be dated within 30 days the application cut-off date)	
8	vMPF Career Data Brief (CDB) (Must be dated within 30 days the application cut-off date)	Expires six (6) months from issue date.
9	Transcript(s) (No expiration date if transcripts are conferred or transferred credits para. 6.3.1.3)	
10	If applicable, AF Form 1413 Verification of Scheduled Graduation (Attachment 5)	
11	Commander's MasterPIF and PIF review memorandum with AFPC/DP1OR MasterPIF response Memorandum	Expires twelve (12) months from issue date.
12	AF Form 422, Notification of Air Force Member's Qualification Status (Form must reflect most current medical status)	
13	If applicable, Waiver/Exception-to Policy (ETP) documents	
14	AF Form 2870 Authorization for Disclosure of Medical or Dental Information (Attach 6) (Block 9 enter application cut-off date/Block 10 is one year from block 9)	Expires twelve (12) months from issue date.
15	ADAPT Form (Attach 8) (Expiration block is dated one year from date signed)	
16	If applicable, Private/Commercial pilot license	
17	AFOQT Score Printout <a href="https://w45.afpc.randolph.af.mil/afqtsnet40/DODBanner.aspx">https://w45.afpc.randolph.af.mil/afqtsnet40/DODBanner.aspx</a>	Indefinite (Use most recent score sheet -OR- all score sheets if using a "Super Score" refer to paragraph 2.1.6.2.3 if applicable)
18	If applicable, Rated AFOQT scores (ABM print out) <a href="https://access.afpc.af.mil/pcsm dmz/ABM scores.asp">https://access.afpc.af.mil/pcsm dmz/ABM scores.asp</a>	
19	If applicable, PCSM score print out <a href="http://access.afpc.af.mil/pcsm dmz/index.html">http://access.afpc.af.mil/pcsm dmz/index.html</a>	
20	If applicable, Prior Service Records	Indefinite
21	AF Form 4428 Tattoo/Brand/Body Marking Screening/Verification (Attachment 7) (Form must reflect most current tattoo/brand/body marking status)	

## Chapter 3.

### APPLICATION FORMS

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

**3.1.1. Questionnaire 1, Eligibility Determination Worksheet (Attachment 2) (mandatory).** 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. If a waiver is required applicants must also check the “waiver required” block for each question a waiver is required for. If applicable, questions 16 and 38 require the applicant to complete more information in those blocks.

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

**3.1.1.3. Unit Commander or Equivalent Indorsement.** The applicant must have their permanent assignment commander review this form, date and sign (wet or digital signature). Applicant must type the commander’s signature block under the signature location.

**3.1.2. AD LO Application (Attachment 3) (mandatory).** **This form can NOT exceed three (3) pages and do NOT change the font or alignment on this form.** Refer to Attachment 14 as an example on how to complete this form.

**3.1.2.1. Header (mandatory).** (Above the “AD LO Application: line) place the title of the board and the type of board here in this format “2XOTXX/Board Type”. (i.e.: 20OT01/Rated or 20OT03 Non-Rated)

**3.1.2.2. Contact Information (mandatory).** (Below the “AD LO Application” line) place your contact information here in this format, do NOT add titles such as “Rank and Name:” just add your contact information in this format.

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

This block should resemble this:

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

**3.1.2.3. Question 1 (mandatory).** Answer this question to the best of your ability. The answer must fit within the block provided. Do NOT change the font or alignment. This answer must be in a paragraph/narrative format, not simply a list.

**3.1.2.4. Education (Qualifying Degree Only (mandatory)).** This is for your qualifying baccalaureate degree. (Applicants must possess a qualifying degree or be within 365 days of the board convene date to apply). All blocks are self-explanatory.

**3.1.2.5. Additional Education.** In order to list additional degrees, baccalaureate or a master's degree on the AD LO Application, applicants must have completed at least one (1) semester and have a GPA listed on official transcripts. CCAF degrees are mandatory to list, if earned. Refer to paragraph 6.3.1.2.1 for transcript requirements.

**3.1.2.6. Certifications and Date.** List any and/or all certifications earned you would like the board to review. Place in this format "Certification/Exp Date" (i.e.: "C++/10/20). **This section is limited to six (6) entries.**

**3.1.2.7. Work Experience (mandatory).** The first entry will be the applicant's current AD duty position. List the last four jobs you've had. Blocks are self-explanatory.

**3.1.2.7.1. Duties/Accomplishments.** List duties/accomplishments. Four (4) 'bullets' are required. Applicants do not have to use Action; Impact--Result format. Do not list part-time employment while serving on AD and do not list BMT or technical training. Applicants that have less than four (4) AD duty positions must list pre-service employment, if applicable. (i.e.: A1C who has served two (2) years on AD and worked prior to joining the AF).

**3.1.2.8. Professional Military Education (mandatory).** List all levels of PME completed. For the purposes of the AD LO Application, PME is considered ALS, NCOA, SNCOA, etc. not Technical Training. All blocks are self-explanatory

**3.1.2.9. Applied to a commissioning program (mandatory if applicable).** Complete this section if you ever applied to a program that leads to a commission in any component of the US Armed Forces. All blocks are self-explanatory.

**3.1.2.9.1. Explanation (mandatory if applicable).** Self-explanatory. An OTS non-select does not need to be explained.

**3.1.2.10. Significant Professional/Personal/Academic Achievements.** List "significant" achievements (i.e.: Annual Sq level or higher awards, Dean's List, Summa/Magna Cumme Laude, etc.). **This section is limited to ten (10) entries.**



**3.1.3. AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force (mandatory).** Type all entries, except where otherwise indicated (wet and/or digital signatures authorized).

**3.1.3.1 AF Form 56, section I, page 1:** Ensure items 1–7 are complete and correct make sure to list your MPF name i.e. 81 FSS with address (NOTE: BESO information not required). Mark "OTS" in 7A. Leave item 8 blank. Non-Rated applicants complete block 7C. All applicants must mark item 7D, Volunteer for Flying Duty (all Rated must mark Yes, and Non-Rated AFSCs 13S1/13M1 require a Yes as well). List the AFSC codes you're applying for (Table 2.3 and Table 2.4). The list in this PA lists all the entry level officer AFSCs available through OTS. Ensure your AFSC choices on the AF Form 56 match the same choices listed on the AD LO Source Documents Cover Sheet (Attachment 14). **Do not list other AFSCs not listed in this PA.**

**3.1.3.2. Item 9.** Leave AFOQT section blank on page 1.

**3.1.4. AF Form 56, section I, page 2:** Review items 10–18. If required, ensure remarks are placed on Continuation Sheet.

**3.1.4.1. Private/Commercial Pilot License (PPL/CPL).** All applicants must include a copy of all pilot licenses in the source documents packet if question 10 on the AF Form 56 is checked "yes".

**3.1.4.2. Item 11.** A waiver is required if you have previously been disenrolled from a commissioning program. See Chapter 5, additional waiver requirements for commission disenrollment waivers. List any previous applications for commissioning programs even if not selected.

**3.1.4.3. Item 13 (mandatory).** List all AFSCs earned.

**3.1.4.4. Item 15.** List all law violations since the applicant's extended active duty (EAD) date; pre-service law violations are not required. Ensure this is clear and concise. List offenses including any Article 15 actions received (receipt of an Article 15 requires a waiver). Additionally, a morals or other waiver may be required, depending on the reason for the Article 15. Under "Disposition of Charge," be specific ("Paid \$115 fine" vs. Paid fine). Use the Continuation Sheet if more space is needed. Refer to AFMAN 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.

**3.1.4.5. Item 18.** If the answer is "Yes," ensure Financial Eligibility Determination (FED) 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 for explanation).

**3.1.5. AF Form 56, section I, pages 3 and 4.** When applicable, ensure items 19-23 are completed (leave items 22A and 22B blank). Final AF Form 56 must have initials next to applicable statements. Item 21D (3), ABM ADSC is now six (6) years upon receipt of aeronautical rating. ABM applicants must cross through the 3 in Item 21D(3) and pen in a 6 and initial. Enter N/A next to non-applicable statements. **Please ensure all blocks are initialed, to include 21E.** Missing initials is a common problem. Under item 19; work experience should cover the last seven years or until 16th birthday, whichever is soonest. Air Force employment must be listed as one entry with current salary information.

**3.1.5.1. Item 22.** This question is mandatory. Leave 22a and 22b blank.

**3.1.6. AF Form section II, page 5, question 24(a).** List the names of the educational institutions you have been awarded a degree from or are projected to complete; to include A.A., B.S., B.A., M.S., M.B.A., and PhD. List the name of the educational institution and type of program in same block (i.e. CCAF, A.A.S or U of Maryland, B.S.). This list must match your degrees listed on the LO AD Application. All other blocks 24(b) and 24(c) remain blank.

**3.1.6.1. Section 25.** The applicant's Supervisor, First Sergeant, or Commander validates and signs that all information is accurate in sections I & II. (wet or digital signatures authorized).

**3.1.7. AF Form 56, section III, page 5 Commander's Interview/Evaluation.**

**3.1.7.1. Item 26. Non-English Speaking (NES) Identification Statement.** Your interviewer will determine if you are an NES applicant. An NES applicant is anyone whose primary language spoken at home as a child was not English. Refer to AFMAN 36-2032, paragraph 7.3.2 for NES processing procedures.

**3.1.7.2. Item 27. Dependent Care Responsibility Statement.** AD applicants who are married to a military spouse or are a single parent must have their commander initial the "Cmdr Inittails" block, indicating a review and affirmation the Dependent Care Plan is valid and effective.

**3.1.7.3. Item 28A.** Ensure all waivers are checked.

**3.1.7.3.1. Item 28B.** Self-explanatory.

**3.1.7.4. Item 28C.** (1) Self-explanatory, (2) answer dependent upon MasterPIF and LocalPIF Commander's review results, (3) self-explanatory.

**3.1.7.5. Item 28A-J.** Interviewer rates accordingly based on the interview conducted and the review of the entire application to include applicable waivers.

**3.1.7.6. Item 28K Comments and Recommendations (mandatory).** Bullet format is mandatory. Unit Commander/Directorate Commander in MAJCOM or Joint Command Agencies who are Squadron Commander equivalent (interviewer) provides comments and recommendations in this section by covering the items below, one (1) bullet for each category are mandatory:

**a) Aptitude.** Review the applicant's academic discipline, GPA, academic awards and recognition, if any and AFOQT scores.

**b) Leadership.** Review AD LO Application, EPRs, provide a description of leadership capabilities, style and scope of experience/responsibility.

**c) Potential.** Review the applicant's application which includes information on experience, previous boards met, prior service information, any law violations and waivers. Comment on communication skills in the applicant's written statement looking for the applicant's potential to be an officer and likelihood the applicant will be able to adapt well in transitioning from the enlisted to the officer ranks

**d) Sq CC or equivalent Push Line Bullet.** Summarize results of interview to include any critical information (i.e. low GPA, poor EPR ratings, low AFOQT scores etc.); stratify if possible (i.e. "Best I've seen", "Top 5% of applicants interviewed", etc.). (See paragraph 5.3.3. if an FED is required)

**3.1.8. AF Form 56, section IV, page 6. Endorsing Official.** Only use this section when interview is conducted by an AF officer in the rank of Captain (O-3) or below. Endorsement must be within your chain-of-command.

**3.1.9. AF Form 56, section V, page 7. Continuation Sheet.** Use if applicable, date and initial entries, wet and/or digital initials authorized.

**3.1.10. Letter of Recommendation (LOR).** The LOR must be signed by the group commander (or equivalent) and requires an endorsement from the senior rater. Only one LOR is allowed. The LOR adds emphasis to the "whole person" concept by characterizing an applicant's career. The LOR should convey what attributes the applicant has and how those attributes will apply to the officer corps, this will allow board members to learn about the applicant's character and potential to fulfill leadership positions. Address the LOR to "Officer Selection Board 2XOTXX" for the specific board to which the applicant is applying (i.e.: Officer Selection Board 20OT01). An LOR is acceptable for only one board and must be re-accomplished if an applicant wishes to reapply. Wet and/or digital signatures authorized. Refer to Attachment 16 for routing guidance.

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

(Use appropriate letterhead)

Date

MEMORANDUM FOR OFFICER SELECTION BOARD 2XOTXX

FROM: **(Applicant’s Grp/CC or equivalent)**

SUBJECT: Letter of Recommendation for **(Rank and Full Name)**

1. I’m the XXXXXXXX at Randolph AFB, and I’ve known Jane Doe for two years...She has worked directly for me as a Supervisor...etc.

2. LOR should have specific examples of member’s abilities, character, leadership potential, personal traits, commitment, etc. The LOR must be no more than two (2) pages and does not have to match the format of this example. The writer should also be privy to any negative issues (Article 15, moral waivers, etc.) and should address them in the LOR. Do not use bullet format. Examples are:

SSgt Jane Doe supervised ## workers and was responsible for...  
She showed great leadership ability when she...  
I highly recommend Jane Doe for an Air Force commission because...

3. You may contact me at **DSN: xxx-xxxx, or e-mail: xxxxx.xxx@xxxxxxx.af.mil** if you have any questions.

Signature Block of Group Commander

1st Ind, Appropriate Commander **(Organization and Office Symbol)**

I concur. SSgt Jane Doe is my #1 of XX applicants for the 2XOTXX Board. If you have questions, please contact me at (xxx) xxx-xxxx

Applicant’s Senior Rater Signature Block

**3.1.11. AD LO Source Documents Cover Sheet.** Mandatory for all applicants. This must be placed in the source documents packet. Refer to paragraph 4.2.2. All blocks are self-explanatory. Wet and/or digital initials/signatures authorized.

## Chapter 4.

### APPLICATION SUBMISSION

**4.1. Application Submission.** Applications are to be electronically submitted on the AFRS Active Duty SharePoint Link. Refer to paragraph 4.1.1 for manual submission instructions. An application submission link will be activated 30 days before the application cut-off date. Refer to the AFRS AF Portal page under “Apply for a Commission via OTS (Active Duty Enlisted Airman)” for link activation. Save the link to your SharePoint application and refer to it for application status. Ensure you use this PA to quality control your application, once an application has been downloaded by AFRS/RSOCL from SharePoint updates will not be accepted unless applicants are contacted by AFRS/RSOCL.

**4.1.1. Manual Application Submission Instructions.** Applicants who email their application must provide a copy of email correspondence from their system administrator confirming they do not have AF SharePoint access at their assigned location. The Manual Submission Batch Upload Form, Attachment 13 must be completed and emailed with the application packets. Applicants who email applications are responsible for ensuring receipt of application, it is highly recommended they add a delivery and read receipt if they must email an application. If applicants do not receive an email from AFRS/RSOCL acknowledging receipt of their application within five (5) duty days they need to contact AFRS/RSOCL at email: [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil). Paper applications will not be accepted. Email submission size per email is limited to 5MB per email. Use the following subject line for manual application submissions “20OTXX Board Application, Last Name, X of X emails”.

**4.2. Board Application Package.** A complete application package will have a minimum of four (4), but no more than six (6), separate designated electronic packets:

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

Each electronic packet will have a designated sequence of documents as listed below. Applications that are not submitted in the correct format or missing documents will be rejected. Please use the ‘Microsoft Print to PDF’ feature to ensure clean copies are arranged in order 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 or 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 following:

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

**4.2.1. Board Application Packet (mandatory).** (Doe, Jane AD LO App.pdf) Must include the following documents in the order below as one PDF packet, scan top to bottom.

- a) AD LO Application, Attachment 4. Cannot exceed 3 pages. Use the PDF in Attachment 4, do NOT alter the form other than to input your information
- b) AFOQT Score printout, must be T Version, other versions are not acceptable
- c) If applicable, Rated Score printout (required for Rated applicants)
- d) If applicable, PCSM Score printout (required for Pilot and RPA)
- e) EPRs, back side ONLY of last four (4) EPRs (most current on top EPRs must be official, closed out and signed/no “draft” copies), if there are no EPRs written due to TIS/TIG requirements, an LOE is required (refer to para. 4.2.4)
- f) AF Form 56, pages 2, 4 and 6 only
- g) Letter of Recommendation (LOR), only one is authorized. The LOR must be completed by the group commander or equivalent and endorsed by the wing commander or equivalent. (refer to para. 3.1.10)

**4.2.2. Source Documents Packet (mandatory).** (Doe, Jane Srce 1.pdf) Must include the following documents in the order below in one PDF packet, top to bottom. (If Srce 1 exceeds 5MB, split into as many sections as needed and apply the same naming convention; e.g. Srce 2, Srce 3, etc.)

- a) AD LO Source Doc Cover Sheet, Attachment 14
- b) Questionnaire 1, Attachment 2 signed by member and commander
- c) If applicable, Private/Commercial Pilot License
- d) Conferred Transcripts or, if not graduated, transcripts with AFRS Form 1413
- e) vMPF Career Data Verification Brief print out
- f) vMPF Record Review Update full print out
- g) Commander’s MasterPIF/LocalPIF Quality Force Review letter
- h) AFPC/DP1OR response (Do not send the CC request letter sent to AFPC)
- i) AF Form 4428, if applicable
- j) AF Form 422
- k) AETC/SG ALC C1/2/3 waiver approval memo
- l) SRB ETP request and AFPC/DP3ST response email, if applicable
- m) Other Misc. items as identified; e.g. AFROTC non-contractual memo, Reenlistment letter of intent, etc.
- n) ADAPT Release Information
- o) AF Form 2870

**4.2.3. AF Form 56 (mandatory).** (Doe, Jane, AF Form 56.pdf) Must include all pages. Refer to paragraph 3.1.3 on how to complete.

**4.2.4. EPRs Packet (mandatory).** (Doe, Jane EPR 1.pdf) Include the four (4) most recent EPRs (official, closed out and signed/no “draft” copies) in chronological order with most current on top, front pages only. (If EPR 1 exceeds 5MB, split into as many sections as needed and apply the same naming convention; e.g. EPR 2, EPR 3, etc. If an EPR is not available due to TIS/TIG requirements then an AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

**4.2.5. Waiver Packet (as required).** (Doe, Jane Waiver.pdf) Must include the following documents in the order below in one PDF packet, scanned top to bottom.

- a) Questionnaire 1, signed by member and commander, Attachment 2
- b) Request memorandum, as required by waiver worksheet
- c) Supporting documentation (i.e.: court documents, DD Form 785, Article 15 documents, etc. (Note: waivers are submitted with the application to AFRS).

**4.2.6. Prior Service Document Packet (as required).** (Doe, Jane Prior svc.pdf) Must include the following documents in the order below in one PDF packet, scanned top to bottom. Only submit if you had a break in service; e.g. ADAF to Reserve, Army to AF, etc.:

- a) DD Form 4(s)
- b) DD Form 214
- c) DD Form 368, if applicable

## **Chapter 5.**

### **WAIVERS**

**5.1. Overview.** The ineligibility factors covered in this chapter are not all inclusive, but contain those that generate the most confusion. For more detail, refer to applicable manuals, AFIs, etc. All waiver requests are reviewed using the “whole person” concept. Questionnaire 1, Attachment 2 does not identify all waivable 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 with the exception of 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. You must include all ETP approval documents in the source documents packet.

**5.1.1.** Any waiver granting authority in the processing chain may disapprove a waiver request. AFRS/RSOCL 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/RSOCL immediately. Anyone selected who at any time becomes disqualified may have their select status withdrawn. Refer to Figure 5.1 for template when Questionnaire 1 (Attachment 2) states a waiver is required.

**5.2. Morals, Drugs, Dependency, and RE Code.** Use AFMAN 36-2032. If a waiver is required, refer to Figure 5.1 for template to draft the waiver request. HQ AFRS/RSOC 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. ADAF applicants require an FED when they have financial instability, such as bankruptcy, collections history after age 18, non-voluntary repossession within 5 years, or intentionally written bad checks. (AFI 36-2906).

**5.3.1.** The Unit Commander needs to review the circumstances surrounding your cause for an FED and your current financial position for indications that you are financially sound. The commander should speak with your unit First Sergeant, conduct the applicant interview, and request a review of any final bankruptcy disposition letters, credit history documentation, etc. needed to make a determination. If you refuse to supply all of 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.** After conducting the review of your circumstances and current financial status, the commander's final objective is to determine if you currently meet AF financial responsibility requirements (IAW AFPD 36-29, Military Standards, paragraph 4) and that you do not have any disqualifying circumstances, referenced in AFI 36-2906, Personal Financial Responsibility.

**5.3.3.** If the FED is approved then the following statement needs to be placed in the AF Form 56, section III, item 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.** If applicable, use the last page of the AF Form 56 to explain the circumstances of your bankruptcy. The key is to answer any potential questions regarding the bankruptcy.

**5.4. Assignment and/or Retraining.** For waiver consideration (Waiver authority is AFPC/DP2LWA), your assignment and/or retraining report date must extend 3 months past the selection board estimated release date. You can contact your enlisted assignment POC to see if you can get your RNLTD changed IAW AFI 36-2110 so that you can submit an application with an assignment/retraining waiver. The only exception to the above criteria is if it is a 12 or 18 month short tour. (AFMAN 36-2032, Table 10.6, Rule 1 and 2)

**5.5. Time-on-Station Ineligibility Waiver (TOS).** TOS ineligibility waiver only waives the ineligibility criteria to allow you to meet the Board. **It does not waive the requirement to complete the TOS requirement.** Individuals who are on a short tour do not have a TOS requirement, however if selected, may have to extend OS prior to reporting to OTS if selected. (Ref: AFMAN 36-2032, Table 10.6, Rule 4.).



**5.6. Overseas Curtailment.** Refer to AFMAN 36-2032, paragraphs 7.3.1 and AFI 36-2110. **Applicants must serve more than half of the overseas tour in order for an OS curtailment.**

**5.6.1. OS Long Tour.** 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. (AFMAN 36-2032, paragraph 7.3.1.2.).

**5.6.1.1.** Applicants may voluntarily request an extension of their overseas tour to become eligible for consideration. AFPC/DP2LWA considers an overseas tour extension request separate from the commissioning program application.

**5.7. Disenrollment Waiver.** Waiver must provide valid reasoning for disenrollment as well as include your statement, Unit Commander's indorsement, copy of DD Form 785, Record of Disenrollment 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 disenrollment, when you participated in the program, and a recommendation statement for future commissioning will suffice.

Note: If AFROTC detachment cannot locate records, contact HQ AFROTC, Disenrollment 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 you were enrolled in AFROTC, but not on contract, request a Verification Memorandum from your ROTC detachment or HQ AFROTC and place a copy of the Memorandum in the Source Document packet. Ensure to include an explanation as to why you chose not to continue in the commissioning program (be specific) on AF Form 56, page 7, Continuation Sheet.

Note: If you are serving on an involuntary call to extended active Duty (EAD) as a result of being disenrolled from the US Air Force Academy or AFROTC program, and you have not yet enlisted in the RegAF, you are ineligible. At the 6 month point prior to your separation date, AFPC will send you a notification of your options to enlist in the RegAF, Reserves, Guard, or to separate. Disenrolled applicants who are in recall status must have an approved AF/A1 enlistment ETP on file with AFPC and their date of separation cannot be within 90 days of the Board estimated release date. Disenrolled applicants in recall status must enlist into the RegAF prior to reporting to OTS. Waiver packet must include a Memo from AFPC/DP2LT verifying your eligibility to enlist in the RegAF.

**5.8. Reapplication Waiver.** If you were disapproved for a waiver, declined a previous selection, or withdrew a selection, the waiver consideration will only occur after six (6) months have transpired since the final disposition date.

**5.9. GPA Waiver.** For GPA waiver consideration you must have at least a 58 or higher score on the AFOQT AA sub-score or a conferred Master's degree with a 2.5 GPA or higher.

**5.10. Rated AFOQT/PCSM Minimum Score Waiver.** There are no waivers for failing to meet the minimum rated AFOQT sub score sections or PCSM requirement.

**5.11. Excessive Tattoos/Brands/Body Markings Waiver.** If you do not meet current AF tattoo policy applicants need to provide copy of an approved AF Form 4428, filed in their Master Personnel File. Commander's will need to request a copy of the AF Form 4428 from the MasterPIF when requesting a MasterPIF 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.

**5.12. Rated Age Exception-to-Policy (ETP) Request.** If you're beyond your 33rd birthday on the projected board release date you will need to request and be granted an approved rated age ETP to be considered for Pilot, CSO, and/or ABM. The ETP needs to be processed IAW AFI 36-2105, Applying for Flying Training, Air Battle Manager, and Astronaut Programs, Chapter 5, and Attachment 11 of this AD OTS PA through your chain-of-command prior to submitting your application package. The request needs to be at AF/A1P level at least 60-90 days prior to the application cut-off date (Attachment 1) in order to receive a response in time to place in your application. The routing for RegAF AD enlisted applicants is through their MAJCOM/A1 to AF/A1P. Do not send to AFPC/DP2O. Refer AFI 36-2105, paragraph 5.3.2 documentation requirements. Approved Rated age ETPs are only valid for the first available board after the month/year the ETP is approved.

**5.13. Non-Rated/RPA Age ETP to Commission Past Age 40.** An ETP is only required if applicant does not meet parameters stated in AFMAN 36-2032, paragraph 5.4.6.1.3.2. AFPC recommends applicants 35 or older review AFI 36-3203, Service Retirements, Table 4.1 mandatory retirement for all regular officers. This ETP is only for applicants that will exceed age 40 after subtracting their years of time in service time from current age. AFPC/DP2LT is the approval authority for commission age ETPs. In order to receive a response in time to place it in your application package by the deadline, draft a memorandum with the commander's endorsement to AFPC/DP2LT at least 60 to 90 days prior to the application submission cut-off date. The memo needs to contain 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 you have applied and will be valid until you enter OTS (unless you are otherwise disqualified). Email requests to AFPC/DP2LT workflow at: [afpc.dp2lt.workflow@us.af.mil](mailto:afpc.dp2lt.workflow@us.af.mil)

**5.14. ALC C-X Code Medical Waiver Request Process.** If an applicant is rendered not qualified on their AF Form 422 for AF commissioning, applicants can submit a letter requesting an ALC C-1, C-2, or C-3 waiver review by AETC/SGPS. Refer to paragraph 2.1.5 for medical requirements. The letter must include full name, last four of SSAN, justification for waiver consideration and be endorsed by at least the Sq/CC. Applicants will forward the letter to org box [aetc.sgps.inbox@us.af.mil](mailto:aetc.sgps.inbox@us.af.mil) AETC/SG will respond back to the member with a letter indicating their disposition of the waiver. If waiver is approved applicant will take letter to the MTF to have an AF Form 422 amended indicating final AETC/SG disposition. Applicant will then include copy of AF Form 422 with approved waiver in source documents packet to be submitted with application.

**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 your 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, TIS, 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.

**6.1.2. 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 twelve (12) months from the issue date.

**6.1.2.1. 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 in the process of a medical evaluation board (MEB). Also member does not have an AF Form 469, Duty Limiting Condition Report, describing duty limitations or exemption from any component for Fitness Testing. Member has/has not had PRK or Lasik surgery. Surgery date was: \_\_\_\_\_ )”

**6.1.2.2. Rated Applicants (Pilots/ABM/CSO/RPA).** The flying class physical does NOT need to be accomplished prior to selection. **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 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 passed color vision using the Cone Contrast Test. Member has/has not had PRK or Lasik surgery. Surgery date was: \_\_\_\_\_ )”

**6.1.2.3. Special Tactics Officer (STO), Combat Rescue Officer (CRO), and Tactical Air Control Party Officer (TACP) Applicants.** These applicants require a Ground Base Air Control (GBC) commissioning physical certified by AETC/SG. If the initial GBC physical on file is less than two years old, then only an AF Form 422 is required, see Attachment 9 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 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 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)

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: **(place the mandatory comment here for the programs you're apply to. Non-Rated para. 6.1.2.1, Rated para. 6.1.2.2, Special Warfare para 6.1.2.3)**

2. Please provide copy of the complete AF Form 422 for the member to include in their OTS application.

3. Thank you for your assistance. If you have any questions, or need additional information, please contact member at **DSN: xxx-xxxx, or e-mail: xxxxx.xxx@xxxxxxx.af.mil.**

**Commander Signature Block**

**6.2. Commander's Master Personnel Information File (MasterPIF) and Local Personnel Information File (LPIF) Reviews.** Your commander must request a review of your MasterPIF located at AFPC. Commanders are required to review your MasterPIF 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 your commander sign and email to AFPC/DP1OR Military Records on the global address list: "AFPC/DP1OR Military Records Incoming" at: [dpsomp.incoming@us.af.mil](mailto:dpsomp.incoming@us.af.mil)

**6.2.1.** Ensure to provide applicant's SSAN, the purpose for the request, and a return email address. Your commander will receive a response from AFPC/DP1OR. Refer to Figure 6.3 for submitting to AFRS/RSOCL. Absence of the commander's memorandum and/or the AFPC response will result in rejection of the application.

**Figure 6.2. Unit Commander’s MasterPIF 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 MasterPIF and LPIF QFR Memo Example**

(Use appropriate letterhead)

Date

MEMORANDUM FOR LINE OFFICER ACCESSIONS BOARD

**FROM: (Applicant’s Unit Commander)**

**SUBJECT: Commander’s MasterPIF 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)

1. After review of **(Rank and Full name of applicant/SSAN)** local personnel information file and master personnel information file located at AFPC/DP1OR for derogatory information, and record of AF Form 4428, I have confirmed **(Rank and Last name)** does/does not have previous, judicial, administrative, or disciplinary actions that would preclude selection as a commissioned officer. The response from AFPC/DP1OR is attached. Additionally, appropriate waiver(s) have been requested and are included in the application as required.
2. Furthermore, **(Rank and Last name)** does not have any judicial, administrative, or disciplinary actions pending, or currently in force that would preclude selection as a commissioned officer.

**Commander’s Signature Block**

Attachment: AFPC/DP1OR Response

### **6.3. Transcripts and Certifications.**

**6.3.1. Transcripts.** All degrees (conferred and/or projected/currently enrolled, refer to paragraph 6.3.1.2 and 6.3.1.2.1 for currently enrolled students) and certifications (refer to paragraph 6.3.1.4) listed on the AD LO Application must have official transcripts and a copy of the certification included with the source documents packet. Official, electronic transcripts are acceptable. The cover page of the E-transcript must be included, as well as any key/legend used by the university to interpret the transcript.

**6.3.1.1.** Applicants with a conferred degree must submit an official, conferred copy of their qualifying degree transcript. Ensure the transcripts are requested by your commander, supervisor, or First Sergeant and are sent to your squadron's address. **Transcripts that state, "Issued to Student" will not be accepted.** **Note:** A second official unopened transcript must be taken to OTS, if selected.

**6.3.1.2. Currently Enrolled Qualifying Degree Applicants.** Applicants must provide an official transcript and an AF Form 1413 Verification of Scheduled Graduation (refer to paragraph 6.3.4 and Attachment 5) for any incomplete qualifying degree listed on the AD LO Application.

**6.3.1.2.1. Currently Enrolled Additional Degree.** Transcripts reflecting at least one (1) semester with a GPA must be included in the source documents packet. AF Form 1413 is not required for any additional degree program(s).

**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 you received your degree from. Do not list schools on AD 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 AD LO Application.

### **6.3.2. AFRS Form 1413, Verification of Scheduled Graduation (Attachment 5)**

**6.3.2.1.** The AFRS Form 1413 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 from the board convening date of completing a qualifying degree. The applicant's university registrar must complete items 10 through 16. If a class standing is not available place "N/A" in block 14. All other items are required. Ensure the registrar signs and places the registrar's seal or stamp in block 16 to certify the form.

**6.4. Assignment Availability Code 05 (AAC 05).** Applicants no longer need to request an AAC05. AFRS/RSOCL will provide a list of active duty applicants that are board ready to AFPC for the AAC05, APPLIED FOR COMMISSION THRU A SERVICE ACADEMY/OTS/AECP, to be updated in MilPDS for the board processing duration. If selected AFRS/RSOCL will request updates to the selects MilPDS AAC05 to be extended beyond estimated class attendance. It is the applicant's responsibility to notify AFRS/RSOCL if an enlisted assignment is received after application is submitted by sending an assignment waiver request to: [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil)

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

**6.6. Prior Service Applicants.** Applicants who previously served as an enlisted AF member and had a break in service or an applicant who served in any other branch and/or component (enlisted only) and is now serving as an ADAF enlisted member must provide the following documents. (Current or prior commissioned officers any branch/component are ineligible to apply.)

- a) Mandatory, All Performance Reports EPRs/LOEs (front and back)
- b) If applicable, all DD Form 4s
- c) If applicable, all DD Form 214s/215s/NGB 22
- d) If applicable, all discharge orders
- e) If applicable, all derogatory information with waiver documents (Article 15 actions, etc.)

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

## Chapter 7.

### POST BOARD ACTIONS

**7.1. Selection.** Active duty selectee instructions are located on the AFRS AF Portal page under, “Selected for a commission...” All active duty selects must complete the post selection SharePoint form and submit their post board documents to SharePoint. Those who do not have access to SharePoint need to email their documents to [AFRS.LO.Accessions@us.af.mil](mailto:AFRS.LO.Accessions@us.af.mil). Use subject line: “2XOTXX Post Board Documents, Last Name, First Name X of X emails”. (e.g.: 20OT01 Doe, Jane 1 of 2 emails).

**7.2. Awaiting Training.** Applicants must enter OTS within 450 days of their selection date. If applicants do not enter OTS within 450 days of their selection date, AFRS/RSOCL may revoke their selection.



**7.3. Reclassifications.** Reclassifications are not guaranteed. All reclassifications will be based on the needs and best interest of the Air Force; where possible AFRS/RSOCL will consider the applicant's AFSC preferences.