UNITED STATES AIR FORCE RECRUITING SERVICE

Line Officer Accessions
Total Force Officer Training (TFOT)
Program Guide
(Active Duty)

AFRS/RSOCL

AFRS AF Portal TFOT program Link

AFRS Active Duty Sharepoint Link

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Chapter 1, Overview

1.**1. INTRODUCTION**
In accordance with AFI 36-2013, paragraph 1.1.15.2 this document provides information necessary for an active duty Air Force member to determine if they are eligible for a commission through Total Force Officer Training (TFOT) at Officer Training School (OTS); and details the application process to submit an application for accession into the Regular AF. Use this guidance in conjunction with AFRSI 36-2001, AFI 36-2013, AFI 36-2002, and AFRS Procedural Guidance Messages (PGMs). This guide includes key terms and acronyms, guidance for preparing the TFOT application, TFOT checklists, waiver requests, selection board information, answers to frequently asked questions, and other related policies and procedures. This guide does not explain the use of every form in the application; it is designed to facilitate preparation of quality applications. The applicant is ultimately responsible for the completeness and accuracy of their application. Updates will not be accepted after an application has been submitted.

1.**2. OFFICER INTERSERVICE TRANSFERS**
Commissioned officers currently assigned to a Sister Service, the Reserves, 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 in inter-service transfer information. They may also contact Recall/Inter-service Transfers: AFPC/DP3DA (210) 565-2515 or DSN 665-2515 or email afpc.recall.ops@randolph.af.mil .

1.**3. OTHER COMPONENT ENLISTED MEMBERS**
Sister Service, Reserve, and Guard enlisted component members interested in applying for TFOT must apply through an Air Force Line Officer recruiter regardless of their current enlisted active duty status. Sister Service, Reserve, and Guard members can go to AirForce.com to locate the closest Line Officer recruiter.

1.**4. BOARD SCHEDULE INFORMATION –** The Board schedule is located on AFRS AF Portal page under "Apply for a Commission via TFIT/TFOT (Active Duty Enlisted Airman)" link. The Board schedule has firm application cut-off dates. All applications must be complete and in place with AFRS/RSOCL no later than (NLT) 1600 hour Central Standard Time (CST). An application submission link will be activated two weeks before the application cut-off date. Refer to the Board schedule for cut-off dates. The first 125 applications will be processed to meet the Board. The link will be deactivated once 125 records are received. Those submitted pass the 125 max will be pushed to the next available same type Board.

1.**5. ELECTRONIC APPLICATION SUBMISSION – All applications are to be electronically submitted via** AFRS Active Duty Sharepoint Link**.** Or by emailing AFRS.RSOCL.afrsadmanapp@us.af.mil. Members without Sharepoint access must provide copy of correspondence from administrator confirming you do not have AF Sharepoint access at your assigned location as part of your application. **Paper copies will not be accepted.**

1.**6. BOARD SELECTION PROCESS** - The TFOT selection Board is comprised of Air Force Colonels or Colonel (selects). There are 3 Colonels assigned per Board/subprogram. Each Board member will review and score each record on a scale of 1 to 10. The Board selection process is very competitive; therefore, it is important to pay close attention to details in all areas of the app-profile.

1.**7. POST BOARD PROCESS**

1.**7.1. Notification of Board Results:** HQ AFRS/RSOC will announce the selects by message through the Official Personnel Services Delivery Memorandum (PDSM) process. Member's Commander will have 3 - 5 duty days from date of PSDM notification to notify members of their selection before it becomes public on myPers.af.mil. Commanders can contact their Military Personnel Flight to ensure they are have access to the secure PSDM site. Enter myPers.af.mil. Click 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.

1.**7.2. Post Selection.** Active Duty Selectee Instructions are located at AFRS Active Duty Sharepoint Link. All active duty selects need to complete post selection Sharepoint form and submit their post board documents on Sharepoint. Those who do not have access to Sharepoint need to email their documents to AFRS.RSOCL.afrsadselect@us.af.mil.

1.**7.3. Reapplication** – Applicants can only have one active application with AFRS at any given time. Each applicant can apply for up to three Boards, if eligible. If non-selected after the third Board, the applicant can reapply again after 12 months has transpired from the release date of the last Board.

Table 1.8. Email Addresses. Please use the following email addresses depending on status:

Target Group/Email type	GAL NAME	EMAIL ADDRESS
Base Education Counselors	AFRS BESO Inquiries	AFRS.RSOCL.afrsbeso@us.af.mil
Manual App Submission (no Sharepoint access)	AD AF Enlisted Manual Application	AFRS.RSOCL.afrsadmanapp@us.af.mil
Email with Application Suspense Items	Active Duty AF Enlisted App Workflow	AFRS.RSOCL.afrsadappworkflow@us.af.mil
Active Duty AF Enlisted Selects to send suspense items	Activity Duty AF Enlisted Selects	AFRS.RSOCL.afrsadselect@us.af.mil

Chapter 2, Am I eligible? (Click here to go to AFI 36-2013.)

2.1. This section is designed to assist you to determine whether you are eligible to apply for a commission through Officer Training School (OTS). Prior to beginning this step, we recommend you print out a copy of your Virtual MPF (vMPF) Record Review Update (RRU) and your Career Data Brief (CDB) located in vMPF home page, bottom left corner under "Most Popular applications".

2.2. Before you begin, you need to meet the following criteria:

- Be between 18 and 34 years of age (AFI 36-2013, paragraph 1.3.1.2.)

- Be a U.S. citizen (AFI 36-2013, paragraph 1.2.1.1.)

- Have at least a bachelors' degree (AFI 36-2013, paragraph 3.2)

- Have your permanent assignment unit commander's approval/recommendation (Ref: AFI 36 - 2013, paragraph 1.10.1.6.)

- Meet 2.5 minimum GPA for all programs except for technical degrees. For GPA waiver consideration applicant must have a 58 or higher in the AFOQT Academic Adaptability (AA) sub-score. Or have an awarded Master's degree with a 2.50 or higher GPA. The following 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.

- Must have at least 12 months retainability from the Board convening date. Applicants will need to extend or reenlist IAW AFI 36-2606 guidelines. Contact your Military Personnel Flight to discuss your options. If you have or will incur a Selective Reenlistment Bonus (SRB), refer to Chapter 6, paragraph 6.8 on how to proceed.

2.3. If you meet the criteria above, follow these steps.

Step 1, Complete Questionnaire 1, Eligibility. Questionnaire 1 identifies any disqualifiers that are not waiverable. If you have any ineligible answers after completing Questionnaire 1 you are not eligible for an Air Force commission. If you **do not** have any ineligible answers, create a folder for yourself to collect and store the various documents you will use in your Application. Then sign Questionnaire 1 and save it as "Last name, First name Q1 (Smith, Jon Q1)". Proceed to Step 2.

Step 2, Complete Questionnaire 2, Waiver Identification Worksheet.
Questionnaire 2 identifies disqualifying factors that may be waiverable. Complete Questionnaire 2 to identify any waiver requirements. If you need any waivers, confirm with your permanent assignment Commander that she/he still supports your Application with the waivers, by having them sign the bottom of Questionnaire 2. Questionnaire 2 needs to be accomplished whether you need a waiver or not and signed by both you and your Commander. Provide waiver Memorandum(s) when required. **NOTE:** Deployment Commanders cannot recommend you in lieu of your permanent assignment unit Commander. Obtain signatures for Questionnaire 2 and save it as "Last name, First name Q2 (Smith, Jon Q2)". Proceed to Step 3. refer to *Chapter 4, Waiver Processing* for additional information

Step 3, Finish Determining Eligibility:

1) Take the Air Force Officer Qualifying Test (AFOQT). *Refer to Chapter 5, AFOQT and PCSM Information.* After taking the AFOQT you must meet the AFOQT mandatory sub-score minimums of 10 or higher for the Quantitative (Q) score and 15 or higher on the Verbal (V) score. Rated applicants must also meet the minimum Q and V sub-score minimums as well as a minimum of 25 or higher in the respective AFOQT sub-scores for the following Air Force Rated Specialties (AFS): Pilot (P) (applies to pilot and Remotely Piloted Aircraft (RPA) AFS), Combat Systems Officer (CSO), and Air Battle Manager (ABM). (Note: CSO may be referred to as Navigator on some forms.)

2) **Rated applicants only**. *Refer to Chapter 5, AFOQT and PCSM Information.* Take the Test of Basic Aviation Skills (TBAS) test to get a Pilot Candidate Select Method (PCSM) score. All rated applicants are required to take the TBAS and provide a PCSM printout in their application. To apply for Pilot or RPA 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 test must be taken in order to receive a PCSM score. To schedule the TBAS and then retrieve the PCSM score, go to http://access.afpc.af.mil/pcsmdmz/faq.html .

Refer to *Chapter 6, Source Documents* and do the following.

3) Get AF FM 422, *Notification of Air Force Member's Qualification Status*.

4) Air Force Personnel Center (AFPC) Master Personnel Information File (MasterPIF) and local Personnel Information File (LPIF) Review by your Commander.

5) Degree/Transcripts - Attain official copies of bachelor transcripts from a regionally or nationally accredited institution and any other transcripts as source documents for all degrees and certifications that you list on your profile (resume).

6) Assignment Availability Code 05 (AAC 05) – this is mandatory to be listed on your vMPF RRU or CDB. Applicants who have an assignment in Military Personnel Data System (MILPDS) cannot place this code on their records. Therefore, applicants must have either an AAC 05 or an assignment waiver in their application. This cannot be done until you are within 30 days of the application cut-off date.

Step 4, Rated or Non-Rated?

During this step, you will determine if you are eligible for Rated and/or Non-Rated and which officer AF specialties you are eligible for and interested in. You will review your age, AFOQT scores, PCSM score, GPA, physical qualification, and qualifying degree information against subprogram eligibility criteria (i.e; AFOCD requirements) to make this determination. *Refer to Chapter 7, Rated and Non-rated Sub-program Eligibility Criteria.*

Once you have determined what subprogram (Rated or Non-Rated) you are applying to, you will need to collect and complete the following items to finalize eligibility and organize in accordance with *Chapter 3, Application Package- putting it together!*

Table 2.1. – List of Items to Collect

	Create Application Profile
	AFOQT score printout (AFOQT Official Website) https://w45.afpc.randolph.af.mil/Afoqtsnet40/DODBanner.aspx
	ABM score print out (AF PCSM Official Website) http://access.afpc.af.mil/pcsmdmz/faq.html
	PCSM score print out, if applicable (AF PCSM Official Website) http://access.afpc.af.mil/pcsmdmz/faq.html
	Private Pilot/Commercial Pilot license, if applicable
	AF FM 56, *Application & Evaluation for Training Leading to a Commission into the Air Force*
	One Letter of Recommendation
	All EPRs
	Questionnaires 1 and 2 Completed and Signed
	Transcript(s) as required
	AF FM 1413, *Verification of Graduation* as needed
	vMPF Record Review Update (RRU)
	vMPF Career Data Brief (CDB)
	Assignment Availability Code AAC05 loaded into MILPDS record
	Current/Prior Service Records
	AF FM 422, *Notification of Air Force Member's Qualification Status*
	Commander's MasterPIF and PIF review memorandum with AFPC/DP2SSM MasterPIF response Memorandum
	Verification email that you do not have access to Sharepoint at your location, if applicable
	AF FM 4428, *Tattoo/Brand/Body Marking Identification*, if applicable
	Rated-Age Critical – DD FM 2808, page 1 of Flying Class (FC) physical or MTF Memo for applicants age 28 by Board convening date
	Waiver/Exception-to Policy (ETP) documents, if applicable
	SRB ETP Request and AFPC/DP3ST response, if applicable

If you have questions after completing Steps 1- 4, contact your servicing Education Office to ask any questions. Your education counselor can email AFRS.RSOCL.afrsbeso@us.af.mil any questions they cannot answer for you. Do not email us directly without going to the education counselor first as questions sent directly from applicants will not be answered.

Step 5, Application Submission Instructions:

1. Fill out the Manual Build Form to collect all the information you will need to fill out form in Sharepoint. Sharepoint will timeout if you take too long; if this happens, you will have to start over.

2. Go to the Sharepoint main page and click on link established for the Board you are submitting your application to. Open the form and do the mandatory items first and Save. **Do not** Check box, for submission. Once you check the box you cannot access it for updates.

3. Go back in record by clicking your highlighted Last name to open record, then click edit on top right corner. Fill in remaining fields, SAVE.

4. Once you have all of your packets, go back in and click your highlighted Last name to open the record, then upload packets one at a time to prevent the page from timing out and locking up. If it times out, the packet is too big.

Options are to reduce size in Adobe by clicking "Save as other", then "Reduce Size PDF." If it is still too big, split packet in multiple packets no larger than 5MB as instructed in Chapter 3.

5. Once all is complete ensure to check mark box when all is ready for submission and click the submitt button. Once you check the box you cannot access it for updates, but you will be able to view status.

6. If you are unable to access the Sharepoint site, then email packets with the Manual Submission Form to AFRS.RSOCL.afrsadmanapp@us.af.mil with a copy of email traffic from your system administrator stating you do not have access to Sharepoint.

Chapter 3, Application Package – Putting it together!

3. Electronic TFOT Application Contents and Organization:

3.1.   All applications are to be electronically submitted via Sharepoint. Each Board will have its designated link located on the AFRS Line Officer Accession site. Board links will be activated 15 days prior to the application cut-off date. If you do not have access to Sharepoint, email your application to

AFRS.RSOCL.afrsadmanapp@us.af.mil after you have confirmed AFNET Sharepoint access is unavailable at your location. Contact your system administrator to assist in troubleshooting inaccessibility. Fill out Manual TFOT Application Submission Form and submit by email with your Application Package. **Include email correspondence from Sharepoint POC that verifies inaccessibility with your Manual form, separate from the other packets. Several emails may need to be sent to send all packets. Use the following subject line when emailing application.** FOUO: Board XXXXXX, Last Name, first Name, X of X emails. Paper copies will not be accepted.

3.2. Board Application Package - A complete Application Package will have a minimum of four, but no more than seven, separate designated electronic packets: Board Application Packet, Enlisted Performance Report (EPR) Packet, Waiver document Packet, Source Document Packet, AF FM 56 (pages 1-7) Packet, Award Source Documents Packet, Prior Service Document Packet and Manual Submission Form Packet. **DO NOT use the portfolio feature in Adobe.** This is offered when you have digitally signed documents. 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. If packets are more than 5 MB, try to reduce in Adobe by clicking "Save as other," then "Reduce Size PDF" and/or break up into multiple packets and title packets as following:

Rogers, John App.pdf	Rogers, John Srce 1.pdf	Rogers, John EPR 1.pdf
Rogers, John AF FM 56.pdf	Rogers, John Srce 2.pdf	Rogers, John EPR 2.pdf
Rogers, John Waiver.pdf	Rogers, John Prior svc.pdf	Rogers, John Award.pdf
Rogers, John ManBld.pdf		

3.2.1. Each electronic packet will have a designated sequence of documents as listed below. Make sure you keep electronic copies of your application files. **Applications that are not submitted in the correct format will be rejected.**

3.2.1.1. Board Application Package (mandatory) (Rogers, John App.pdf) – includes the following documents in the order below in one PDF packet, scan top to bottom:

- Applicant Profile, see Diagram 3.1 for Profile notes for creation of Applicant Profile. Cannot exceed 5 pages. Use separate word profile template to create profile located in Chapter 9.
- AFOQT/ABM/ printout, must be T Version, other version not acceptable
- PCSM printout (required) and Private Pilot license PPL/CPL copy (when you have it) (if applying to rated board).
- Page 6 and 7 of AF Form 56, no older than 12 months, must be completed by permanent assignment Commander
- Letter of Recommendation, only one is authorized (within chain-of-command, no higher than wing commander or equivalent) no older than 12 months

Diagram 3.1, Profile Notes   **APPLICANT PROFILE**

Use Word version of profile to create

*****Scroll to the right of the page for instructions/comments for each part of the profile.*****

Do Not Exceed 5 pages (Font no smaller than 11)

Last Name, First and Middle Initial

Work #/Cell or Home #

Email address:

Unit of assignment Name and phone #

Rated or Nonrated Board # XXOTXX/XXOTXX/XXOTXX

(DELETE ALL AREAS THAT DO NOT APPLY TO YOU, TO INCLUDE THIS STATEMENT)

ACADEMIC EDUCATION

Institution	*Degree*	*Year Graduated or Projected. Grad. year*	*GPA*
XYZ University	B.A., Academic Major	2005	3.11

PROFESSIONAL MILITARY EDUCATION (Enlisted, Prior Service Only)

School	*Year Graduated*	*Awards*
Basic Military Training	2003	Distinguished Graduate
NCO Academy		
AFROTC AS100/AS200	2001	

CAREER ACHIEVEMENTS

List Private Pilot License here, if applicable

List military awards here (X Award, 2002)

List similar awards with multiply Qtrs. or Years (1st, 3rd Qtrs. 2013, 1st Qtrs. 2014)

List Dean's List, National Honor Society, etc. here

PERSONAL ACHIEVEMENTS

List community awards here

List significant volunteer experience here (Such-and-such, 2000)

E.g. Team captain, School X Sport, Year

PROFESSIONAL AFFILIATIONS

List associations here

Civil Air Patrol

Phi Beta Kappa Honor Society

National Association of (Profession)

PERSONAL/OUTSIDE INTERESTS

Teach church youth group

Camping, hiking, rock climbing

WORK EXPERIENCE (chronological, most current first)

- BASE X	City, State	Year-Year
Job Title		
- List accomplishments, job duties - Etc. - Etc.		
Job Title		
- List accomplishments, job duties - Etc. - Etc.		

- BASE X	City, State	Year-Year
Job Title		
- List accomplishments, job duties - Etc. - Etc.		
Job Title		
- List accomplishments, job duties - Etc. - Etc.		

PREVIOUS APPLICATIONS MADE TO A PROGRAM LEADING TO A COMMISSION IN ANY COMPONENT OF THE UNIFORMED SERVICES (Includes service academies, ROTC, OTS/OCS)

Program Name	Date Applied/Enrolled	Final Disposition (select, non-select, declined, disenrolled)	Explain reason from declination or disenrollment:
AFROTC	10 Jan 2010	Disenrolled	Did not attend field training

ENLISTMENTS FROM ANY COMPONENT OF THE UNIFORMED SERVICES (list all AFSC/MOS)

Start Date	End Date	Pay Grade (Highest Held)	Component	AFSC	Duty Title
16 Jul 2011	Present	E5	USAF	8R000	USAF Recruiter
10 May 2009	15 Jul 2011	SrA	USAF	3P051	Security Forces

LAW VIOLATIONS

Violation type, Date of violation, Disposition, Penalty (most current to last)

Offense	Date	Age	Place	Disposition of Charge
Speeding	10 Jan 2006	23	San Antonio, TX	Paid $100 fine
DUI	8 Feb 2005	22	Las Vegas, NV	Dismissed, no condition
Underage Drinking	9 Jun 2002	20	Orlando, FL	1 year probation

RATED AIR FORCE SPECIALTY CHOICES (Fill in for rated consideration if eligible)

AFSC	Preference order 1-4 #	Rated Active Duty Service Commitment after attaining Aeronautical Rating Status
Pilot (92T0)		10 years
Combat System Officer / Navigator (92T1)		6 years
Air Battle Manager (92T2)		6 years
Remotely Piloted Aircraft (92T3)		6 years

NON-RATED AIR FORCE SPECIALTY CHOICES (list from 1 to 4)

1	14N1, Intelligence	3	
2		4	

Rated/Non-Rated Preference (pick one of the following below by initialing)

_____ I wish to be considered for both rated and non-rated, in the event that I am selected

for both rated and non-rated, my preference is rated 1st and non-rated 2nd, if eligible.

_____ I wish to be considered for both rated and non-rated, in the event that I am selected for both rated and non-rated, my preference is non-rated 1st and rated 2nd, if eligible.

_____ I am only eligible or wish to be considered for non-rated only.

WHAT ARE YOUR OBJECTIVES AND REASONS FOR DESIRING AN AIR FORCE COMMISSION?

STATEMENT OF UNDERSTANDING

I understand there are additional requirements and service commitments associated with the post selection process.

3.1.1.2. EPRs Packet (mandatory) (Rogers, John EPR 1.pdf) **-** includes all of your EPRs in chronological order with most current on top and oldest on bottom. (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.

3.1.1.3. Waiver documents Packet (as required) (Rogers, John Waiver.pdf) **–** includes:

- Waiver Worksheet
- Request memorandum, as required by waiver worksheet
- Supporting documentation i.e. court documents, DD FM 785, Article 15 documents, etc.

3.1.1.4. Source document Packet (mandatory) (Rogers, John Srce 1.pdf) – includes 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.

- Questionnaire 1

- Questionnaire 2
- Transcripts with conferred degree or (if not graduated) transcripts with AFRS IMT 1413, *Verification of Graduation*
- Private and/or Commercial Pilot License(s)
- vMPF Data Verification Brief print out
- vMPR Record Review Update full print out
- Commander's MasterPF / LPIF Quality Force Review letter with AFPC/DPSIP response as attachment (Do not send the commander's request letter sent to AFPC)
- AF FM 4428, *Tattoo/Brand/Body Marking Identification* (if applicable)
- AF FM 422, *Notification of Air Force Member's Qualification Status* with mandatory statement
- Rated Age Critical - DD FM 2808, *Report of Medical Examination,* page 1 of flying class physical or MTF memo for applicants age 28 by board convening date
- SRB ETP request and AFPC/DP3ST response email, if applicable
- Other Misc. items as identified; e.g. AFROTC non-contractual memo, email traffic authorizations by AFRS/RSOCL, etc.

3.1.1.5. Award Source Document Packet (as required) (Rogers, John Award.pdf) **–** only awards and recognition **not** mentioned in EPRs or listed on RRU).

3.1.1.6. AF FM 56, Application and Evaluation...leading to a commission…(Rogers, John, AF FM 56.pdf)- pages 1 through 7

3.1.1.7. Prior Service document packet (as required) (Rogers, John Prior svc.pdf) – include the following documents in the order below in one PDF packet, top to bottom. Only submit if you had a break in service; e.g. ADAF to Reserve, Army to AF, etc.:

- DD368 – Conditional Release (if needed)
- DD 214
- DD Form 4(s)

3.1.1.8. Manual Submission Form Packet (Rogers, John ManBld.pdf) with system administrator final correspondence verifying you do not have AFNET access. Only submit if you do not have Sharepoint access.

Chapter 4. Waiver processing

4.1. The ineligibility factors covered in this section are not all inclusive, but contain those that generate the most confusion. For more detail, refer to applicable AFIs. All waiver requests are reviewed using the "whole person" concept. **Note:** The waiver worksheet does not identify all waiverable ineligibility factors, so it is very important to become familiar with the AF instructions that govern this process. Air Force Recruiting Service is the approval authority for all derogatory in nature waivers with the exception of a financial eligibility determination (FED) that requires member's Commander approval.

4.2. Waiver disapproval can be at any level of the determination/waiver review process. AFRS/RSOCL will notify applicants of disapproval of waivers. Applicants whose waivers are disapproved cannot reapply for 12 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.

4.2.1. Use the memo template below when Questionnaire 2 states a waiver packet is required.

Diagram 4.1.

Waiver Memorandum Format on Letterhead
(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 AFRS Total Force Officer Training (TFOT) Board ___#_____

1. I request a waiver of the (list type of waiver- i.e. – age, TOS, TIS, Assignment, etc.) criteria listed in AFI 36-2013, Table 1.1., Rule XX (if applicable).

2. My identifying data are:

RANK/NAME:
SSAN:
AGE:
CAFSC:

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, commercial (XXX) XXX-XXXX, or e-mail address is XXXXX.XXXX@XXXX.af.mil.

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+--------------------------------------------------------------+
|                                                              |
|                              Applicant's Signature Block     |
|                                                              |
|  1st Ind, Appropriate Commander (Organization and Office     |
|  Symbol)*                                                    |
|                                                              |
|  MEMORANDUM FOR: (Applicant's Rank and Last Name)            |
|                                                              |
|                              SIGNATURE BLOCK                 |
|                              Unit Commander                  |
+--------------------------------------------------------------+
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4.3. Morals, Drugs, FEDs, Dependency, and RE Code - Use AFRSI 36-2001, Chapter 3 to assist in determining if a wavier is required. You do not need to fill out the AFRS forms related to waivers discussed in AFRSI 36-2001. If a waiver is required use AFI 36-2013, Table 1.1. Note 1, AFH 33- 337, *Tongue and Quill* and template above to accomplish the waiver request. If you used marijuana prior to entering service more than 15 times a Drug Eligibility Determination (DRED) is required. Refer to AFRSI 36-2001, Chapter 3, paragraph 3.22, Table 3.1 and 3.22 to determine whether a determination or waiver is required. AFRS/RSOC is approval authority for DREDS; AFRS/CC is approval authority for Drug waivers.

4.4. Financial Eligibility Instructions for the Commander – Financial Eligibility Determination (FED) for Active Duty AF Applicants - Active Duty AF applicants who require an FED (AFRSI 36-2001) when they have financial instability, such as bankruptcy, collections history, etc. See AFRSI 36-2001, paragraph 3.26, for ALL reasons that would require completion of an FED, then **complete the determination following the instructions below.**

4.4.1. Your 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 or unsound. Your Commander should speak with your unit First Sergeant, interview you, and request a review of your final bankruptcy disposition letters, credit history etc., along with any other information needed to make a determination. If you refuse to supply all requested information, your Commander will terminate FED processing, since he/she can't make a determination without all necessary facts. You will not be eligible to apply without an approved FED.

4.4.2. After conducting the review of your circumstances and current financial status, your Commander's final objective is to determine if you currently meet AF financial responsibility requirements IAW AFPD 36-29, *Military Standards*, paragraph 4, and don't have circumstances referenced in AFI 36-2906, *Personal Financial Responsibility*.

4.4.3. If the FED is approved then the following statement, needs to be placed in the interview remarks block: "I have reviewed the financial status of (your name), and the financial eligibility determination is approved."

4.4.5. If applicable, you must use the AF FM 56 continuation sheet to explain the circumstances of your bankruptcy; the key is to answer any possible questions about the bankruptcy. If board members do not understand the circumstances surrounding the bankruptcy, they will rate your Application Package accordingly, which might affect your competitiveness.

4.5. Assignment and/or Retraining – For waiver consideration, your assignment and/or retraining report date must extend 180 days 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. If you are selected and have a short tour assignment you may have to do the short tour prior to going to TFOT.

4.6. Time-on-Stations 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. For waiver consideration you must be within six months of completing your TOS requirement by the Board convening date. Individuals who will exceed the age requirement upon completion of TOS will be disapproved unless you have an approved age exception to policy request from AFPC/DP2LT. 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 TFOT if selected. (Ref: AFI 36-2013, Table 1.1, Rule 6 and 9.)

4.7. DEROS Return Cycle - DEROS Return Cycle Policy: AFI 36-2013, Table 1.1., Rule 7, details criteria for those affected by a DEROS. If you are within the 8 month and 25th day window prior to your DEROS you must request an extension to your DEROS to be at least 180 days past the estimated Board release date to meet a specific Board. If an assignment waiver is also required, the assignment RNLTD must also be adjusted to 180 days past the estimated release date, when applicable. When requesting a RNLTD extension from AFPC through your MPF include the Board number and estimated release date you plan to meet.

4.8. Disenrollment Waiver (AFI 36-2013, Table 1.1., Rule17 and 26) - Waiver must provide valid reasoning for disenrollment as well as include your statement, Unit Commander's endorsement, copy of DD FM 785, *Record of Disenrollment From Officer Candidate-Type Training*, or equivalent sister service documentation, DD FM 214, and any additional documents. If the DD FM 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.

 If AFROTC detachment can't 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 for AFROTC 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 FM 56, page 7, Continuation Sheet.

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.

4.9. Reapplication waiver is required if you were disapproved for a waiver, declined a previous selection, selection was withdrawn, or were disenrolled at TFOT due to medical or physical fitness failure and have an approved reinstatement letter. Waiver consideration will only occur after 12 months has transpired since the final disposition date.

4.10. Grade Point Average (GPA) waiver – for undergraduate GPA waiver consideration you must have at a 58 or higher score on the AFOQT Academic Adaptability (AA) sub-score or a conferred Master's degree with a 2.5 or higher GPA.

4.11. AFOQT/PCSM Minimum Score waiver (Rated) - AFRS is not accepting AFOQT or PCSM minimum score waivers.

4.12. Excessive tattoos/brands/body markings waiver will be approved only if you have an AF FM 4428, *Tattoo/Brand/Body Marking Screening/Verification*, filed in their Master Personnel File. Commander needs to request copy of AF FM 4428 and photos from Master Personnel Information when requesting Master PIF File review and place in Source Packet with AFPC/DP2SSM response letter. Refer to AFI 36-2903, Attachment 7 on how to process AF FM 4428

4.13. Rated Age Exception-to-Policy (ETP) Request- to exceed rated age cut-off of entry into TFOT NLT 29 years and one month for Pilot, CSO, and ABM consideration you must submit your exception to policy (ETP) request IAW AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, through your chain-of-command prior to submitting your Application Package. The request needs to be at A1PPR level at least 60-90 days prior to the Application Package cut-off date in order to receive a response in time to place in your Application Package prior by the application cut-off date.

4.14. Age Exception-to-Policy to commission past age 35. AFPC/DP2LT is the approval authority for commission Age ETPs. Using the template above, send Memo with Commander's endorsement to AFPC/DP2LT at least 60 to 90 days prior to the Application Package cut-off date in order to receive a response in time to place it in your Application Package by the deadline. The Memo needs to contain your rank, full name, ssan, qualifying degree major, graduation date, contact information, and board number and application cut-off date. The Age ETP, if approved, will be for the specific Board and valid until you go to TFOT, unless you are otherwise disqualified. Email request to AFPC/DP2LT workflow (afpc.dp2lt.workflow@us.af.mil).

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, UNITED STATES AIR FORCE
WASHINGTON, DC

APR 25 2016

MEMORANDUM FOR Holm Center/CC

FROM: AF/A1P

SUBJECT: Policy Clarification

1. This memorandum provides policy clarification and direction in regard to tattoos, uniform wear, and accession standards associated with Officer Training School.

2. IAW AFI 36-2903 paragraph 3.4.2., excessive tattoos/brands/body markings will not be exposed or visible (includes visible through the uniform) while wearing any/all uniform combination(s) except the Physical Training Uniform (PTU). The AFI also provides avenues for continued service for Airmen with excessive tattoos/brands/body markings by having them documented on an Air Force Form 4428, and providing mitigation through either removal or covering up through the use of uniform combinations (e.g. long-sleeved shirt/blouse, pants/slacks, dark hosiery, etc.). Airmen whose chains of command have approved continued service and the associated mitigation approach on the Air Force Form 4428 should be provided the same opportunity for continued service during OTS or should otherwise be provided a waiver to local uniform wear policies such as the designated combination or uniform of the day.

3. In addition, enlisted members without a break in service attending Officer Training School are not considered a new Air Force accession as they are already serving in an active duty capacity. As such, accession rules associated with prohibition of tattoos/brands/body markings do not directly apply and any previously documented tattoos/brands/body markings and the associated mitigation approach continue to apply.

4. This policy clarification only applies to currently serving enlisted members who are attending OTS without a break in service. It does not apply to new non-prior service OTS candidates or to prior-enlisted members who had a break in service. My POC on this matter is Maj Jen Hubal, AF/A1PT, 703-695-4066/DSN 225-4066.

BRIAN T. KELLY, Brig Gen, USAF
Director, Military Force Management Policy

Chapter 5, AFOQT and PCSM Information

5.1. Air Force Officer Qualifying Test (AFOQT) - Detailed information is located in AFI 36-2605, *AF Military Personnel Testing System*, Attachment 2. The AFOQT is administered to all applicants applying for Air Force line officer commissioning programs. The AFOQT may only be taken twice and there is a 180-day wait period to retest. A third time testing can be authorized if certain criteria are met, refer to AFI 36-2605 for details. Additional information can be found by calling the TOLL FREE number at: 1(800) 525-0102, COMM: (210) 565-5000, DSN: 665-5000; Overseas Callers: Dial a toll-free AT&T Direct Access Number from the country you are in, then 800-525-0102.

Go to AF Official AFOQT site for more information on the AFOQT Test and scheduling. To retrieve all scores go to AF Official AFOQT site for your Pilot, CSO, AA, V, and Q scores and the AF Official PCSM website for your ABM score. **All six scores are required for all applicants.** All scores submitted must be the T version scores to include the converted T7 and T8 scores.

The minimum AFOQT scores for rated are stated in Chapter 2, Step 3 and below in question 9.

5.2. **Pilot Candidate Selective Method (PCSM) Scores –** All rated applicants must take the Test of Basic Aviation Skills (TBAS) test to attain a PCSM score. Go to AF Official PCSM website for more detail information and scheduling locations. When retrieving scores print the printer Friendly Page. Minimum PCSM of 10 is required for Pilot and Remotely Piloted Aircraft classification.

5.3. **Private/Commercial Pilot License (PPL/CPL) -** Pilot and RPA candidates must include a copy of all pilot licenses in the application if you mark yes to having a license on page 2 of the AF FM 56.

5.4. **Air Force Officer Qualifying Test (AFOQT) Frequently Asked Questions & Answers (FAQ&A)**

The following questions and answers address some of the common questions asked by AFOQT examinees. This information is releasable to the public. Additional information, including sample AFOQT questions, is available online in the official AFOQT Information Pamphlet.

AFPC/DSYX (Military Testing office) is OPR for administration and scoring of the AFOQT. AF/A1P establishes minimum scores for officer and rated accessions (see Question #9). Beyond these minimum standards, use of test results is the responsibility of the accession source to which an examinee is applying (AFROTC, Air National Guard, Air Force Reserve, OTS, etc.).

1. **Question:** What does the AFOQT test measure and how many parts are there?

Answer: The AFOQT measures aptitudes used to select candidates for officer commissioning programs and specific commissioned officer training programs. The test has 11 subtests plus a personality assessment. Knowledge and cognitive aptitude subtest scores are combined to generate one or more of the six composite scores used to help predict success in certain types of Air Force training programs. The subtests are:

Verbal Analogies	Instrument Comprehension	Block Counting	Math Knowledge
Arithmetic Reasoning	Aviation Information	Rotated Blocks	Table Reading
Word Knowledge	General Science	Hidden Figures	

2. Question: How are scores determined?

Answer: The scores are reported in six composite areas:

Pilot	Combat System Officer (CSO)	Air Battle Manager (ABM)
Academic Adaptability (AA)	Verbal	Quantitative

These are the only scores which are reported to candidates. AFPC/DSYX does not combine or total the six composite areas. Each of the six composite areas is reported separately with a percentile score for each composite. Each composite score is determined using a combination of some of the 11 cognitive subtests:

The *Pilot* score is determined by the number of questions answered correctly on the following subtests:

Math Knowledge	Instrument Comprehension
Aviation Information	Table Reading

The *CSO* (formerly *Navigator)* score is determined by the number of questions answered correctly on the following subtests:

Word Knowledge	Block Counting
Math Knowledge	Table Reading

The *ABM* score is determined by the number of questions answered correctly on the following subtests:

Verbal Analogies	Instrument Comprehension
Math Knowledge	Block Counting
Aviation Information	Table Reading

The *Academic Aptitude* score is determined by the number of questions answered correctly on the following subtests:

Verbal Analogies	Word Knowledge
Arithmetic Reasoning	Math Knowledge

The *Verbal* score is determined by the number of questions answered correctly on the following subtests:

Verbal Analogies	Word Knowledge

The *Quantitative* score is determined by the number of questions answered correctly on the following subtests:

Arithmetic Reasoning	Math Knowledge

3. **Question:** Since I'm not applying to Pilot, CSO, or ABM training do I have to take the complete test? I prefer to only take the first half of the test because the other subtests are a waste of my time.

Answer: All examinees must complete all subtests. There may be a future requirement for use of all subtest scores. Even if the pilot/CSO/ABM subtests are not taken it counts as a valid test administration. Examinees will not be authorized an additional test administration at a later time because they declined to complete some subtests.

4. Question: What is a percentile score and what does it mean?

Answer: A percentile score indicates how an individual's test performance compares to a normative reference group. A normative reference group consists of a group of examinees with demographic and aptitude characteristics representative of those who are taking the test. The number of test questions answered correctly by an examinee is compared to the scores of those in the normative reference group and the results are reported on a 1 to 99 scale. For example, an individual with a percentile score of 50 has a score equal to or better than 50% of those in the normative reference group, an individual with a percentile score of 75 has a score equal to or better than 75% of those in the normative reference group, etc. Research studies have shown that scores are predictive of performance in commissioning programs and specialized training programs such as Pilot and Navigator training. Selection boards then use these scores in combination with other factors to determine who will be selected.

5. Question: How long does it take to score an answer sheet after it arrives at AFPC/DSYX?

Answer: We typically score AFOQTs one or two times a week. The biggest delay in test scoring is the mailing time for AFOQT answer sheets to reach AFPC for scoring. We require answer sheets to be mailed within 1 duty day of test administration. It's extremely important that examinees schedule testing far enough in advance of any application deadline to ensure their results is available by the deadline.

6. Question: How can someone obtain a copy of his or her scores?

Answer: For individuals who test at an Active Duty, Guard, or Reserve base, RIPs are sent viaAUTODIN to the MPFs that conducted the testing. For those who test at an ROTC detachment, AFPC sends out file copies to HQ AFROTC a few days after each scoring run.

There are two ways for individuals who do not have an official copy of their scores to obtain them:

A. Go to the AFPC testing web site at https://w20.afpc.randolph.af.mil/afoqtsnet20/DODBanner.aspx/ and print out the scores.

B. Air Force TCO test sites are authorized to generate a source using the official scores from the web

NOTE: ABM scores are currently unavailable on the AFOQT website, but can be accessed at http://access.afpc.af.mil/pcsmdmz/ ("Check ABM Scores" on left side of page).

7. Question: How good are my AFOQT scores?

Answer: As mentioned above, scores are reported as percentiles ranging from 1 to 99.

8. Question: We all know that a board reviews the scores. Does the board make selections based on who has the highest score or as long as you have the minimum score do you then compete based on other factors?

Answer: The Board will factor in many items to include AFOQT Scores, EPR's, work history and "whole person concept" items. Some of the governing regulations include:

- AFI 36-2005, *Appointment in Commission Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force (Temporary)*
- AFI 36-2013, *Officer Training School (OTS) Enlisted Airman Commissioning Programs*
- AETCI 36-2002, *Recruiting Procedures for the Air Force*
- AFROTC 45-13, *AFROTC Weighted Professional Officer Course Selection System*
- AFRCI 36-2602, *Application Procedures For Specialized Undergraduate Pilot Training (SUPT), Specialized Undergraduate Pilot Training-Helicopter (Supt-H), And Specialized Undergraduate Navigator Training (SUNT)*

9. Question: What is the passing percentile for each category?

Answer: Per AFI 36-2605 (2013 Interim Change, certified by BG Grosso, AF/A1P) the Air Force has established minimum AFOQT standards for commissioning and rated classification:

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	CSO	ABM
Commissioning	15	10			
Pilot (including RPA Pilot)			25	no min	no min
CSO			no min	25	no min
ABM			no min	no min	25

Beyond these minimums, each commissioning source determines the criteria for selection. The AFOQT score is just one of many factors considered in the selection process.

10. Question: I've heard the combination of a person's score must be 100 or better. Is this true?

Answer: Scores are not intended to be summed (and Pilot, CSO, and ABM scores are not intended to be used for non-rated selection/classification). Refer to the respective commissioning source for more information on the criteria used for selection.

11. Question: What happens when it's crunch time and the board is right around the corner?

Answer: We do our best to score the AFOQT tests as soon as possible. As a minimum we score tests once a week. We make every effort to get the results to the board in a timely manner. The best approach is to eliminate crunch time by planning to test well in advance of board deadlines.

12. Question: Can applicants go through the board without scores?

Answer: No. Having test scores is a requirement to compete for a line officer commission.

13. Question: How long does it take for the MPF to get scores back from AFPC?

Answer: The location administering the test is required by AFI 36-2605, *Air Force MilitaryPersonnel Testing System,* to mail the answer sheets within 1 duty day of administration. It usually takes 7-10 days before the answer sheets are in-hand for scoring. Then the amount of time since we completed the last scoring run and getting the scores loaded into the database adds a few more days. As soon as the scores are loaded they can be obtained via the web at AF Officer Qualifying Test Scores.

14. Question: How do you compute a TBAS or PCSM score?

Answer: AFPC/DSYX (AFPC.PCSM@us.af.mil; Commercial [877] 977-8995), computes the scores using a complex algorithm combining AFOQT Pilot and Test of Basic Aviation Skills (TBAS) scores with flying hours to come up with a model score which predicts success in pilot (including RPA) training programs. PCSM scores are reported as 1 to 99 percentile scores relative to all USAF pilot candidates; TBAS scores are not reported directly.

15. Question: How many times can I take the AFOQT?

Answer: An individual can take the AFOQT two times with a minimum interval of 6 months

between test administrations. Waivers to take the test a third time are granted to individuals who have completed significant training since the previous administration if the training impacts the skills being measured by the test (college-level math and English courses, private pilot's license, etc.). If you inquire on a score and see blanks in the area where the scores should be, it's usually because the person took the test a third time without authorization.

Chapter 6, Source Documents

6.1. Physical – Applicants who have waivers for any part of the fitness test are ineligible to apply and attend TFOT since all officer trainees must pass the fitness test without waivers per AFI 36-2903. Applicants who have an Assignment Limitation Code (ALC) found in AFI 41-210, paragraph10.8, are ineligible to apply for a commission IAW AFI 36-2013, paragraph 1.3 and Table 1.1., Rule 20. Waivers for ALC medical conditions are not considered due to ALC-C codes being valid indefinitely, unless changed during an annual review. IAW AFI 41-210, 10.8 HQ AFPC/DP2MP, Medical Evaluation Board is the authority to assign or remove the ALC-C on active duty members.

6.1.1. Non-Rated Applicant: A qualifying AF Form 422, *Notification of Air Force Member's Qualification Status,* is mandatory for inclusion in the application. The remarks section of the qualifying AF FM 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 has/has not had PRK or Lasik surgery. Surgery date was on _____)."

Diagram 6.1. Sample Memo to Request AF FM 422 Non-Rated Applicant

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(Use appropriate letterhead)

Date

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (Member unit symbol/CC)

SUBJECT: Request for AF FM 422 for Total Force Officer Training (TFOT) 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. Request you schedule: _____ _____

                           Name   Last Four SSAN #'s

for a medical evaluation for commissioning. Member is applying for a commission through TFOT and is required to submit an AF FM 422 stating, "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

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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 _____, if applicable)."

2. Provide copy of complete AF FM 422 to member to include in their TFOT 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

SIGNATURE BLOCK
Unit Commander

6.1.2. Air Liaison Officer (ALO), Combat Rescue Officer (CRO) and Special Tactic Officer (STO) applicants require a Ground Base Air Control (GBC)/ Commissioning physical certified by AETC/SG in their application if initial GBC physical on file is more than two years old. If initial GBC physical on file is less than two years old then only an AF FM 422 with statement below is required:

 "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 on _____)."

Diagram 6.2. Sample Memo to Request AF FM 422 Non-rated ALO, CRO, STO Applicant

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(Use appropriate letterhead)

Date

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (Member unit symbol/CC)

SUBJECT: Request for AF FM 422 for Total Force Officer Training (TFOT) 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. Request you schedule: _____   _____

                                            Name   Last Four SSAN #'s

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for a medical evaluation for commissioning. Member is applying for a commission through TFOT and is required to submit an AF FM 422 stating, "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 on _____)."

2. Provide copy of complete AF FM 422 to member to include in their TFOT 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

SIGNATURE BLOCK
Unit Commander

6.1.3. Rated Applicants: A qualifying AF Form 422, *Notification of Air Force Member's Qualification Status*, is mandatory for inclusion in the application. The remarks section of the qualifying AF FM 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 on _____)," if applicable.

Diagram 6.3. Sample Memo to Request AF FM 422 Rated Applicant

(Use appropriate letterhead)

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (Member unit symbol/CC)

SUBJECT: Request for AF FM 422 for Total Force Officer Training (TFOT) Application

1. Request you schedule: _____ _____

<div align="center">Name   Last Four SSAN #'s</div>

for a medical evaluation for commissioning. Member is applying for a commission through TFOT and is required to submit an AF FM 422 stating, "Based on full record review the member is medically qualified for continued enlistment, commissioning, and c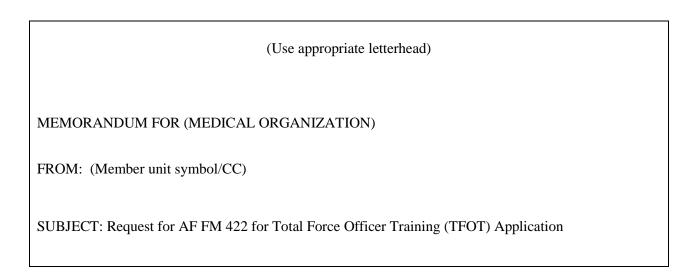leared for worldwide duty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have an AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. **Member passed color vision using the Cone Contrast Test.** Member has/ has not had PRK or Lasik surgery. Surgery date was on _____)," if applicable.

2. Provide copy of complete AF FM 422 to member to include in their TFOT 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

<div align="center">SIGNATURE BLOCK
Unit Commander</div>

6.1.4. Rate Age Critical Applicant - Rated applicants who are age critical must have or have initiated a flying class 1 plus RPA (IIU) physical. Completed flying class 1/1A/IIU/III physical must be stamped by AETC/SG. If physicals are not complete at the AETC/SG level, provide a memorandum from the medical treatment facility stating the physical status, estimated timeframe for completion, estimated date it will be forwarded to AETC/SG; and location where physical was completed. Place flying class physical DD FM 2808, page one with AETC SG certification in source document packet.

<div align="center">Diagram 6.4. Sample Memo to Request Rated Physical</div>

<div align="center">(Use appropriate letterhead)</div>

<div align="right">Date</div>

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (Member unit symbol/CC)

SUBJECT: Request for Rated Flying Class Physical Due to Total Force Officer Training (TFOT)

       Applicant's Age or Selection

(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. Request you schedule: _____   _____

                        Name   Last Four SSAN #'s

for a Flying Class 1/1A/IIU/III commissioning physical. Member is applying or has been selected for a rated commission through TFOT; and is required to submit a medical exam upon application (due to age) /selection.

2. Please provide member with copy of their DD Form 2808, *Report of Medical Examination* page 1 with AETC/SG certification stamp for submission to Air Force Recruiting Service in accordance with the guidelines outlined in AFI 48-123 and AFI 36-2013.

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

                                     SIGNATURE BLOCK
                                     Unit Commander

6.2. Commander's Master Personnel Information File (MasterPIF) and Local Personnel Information File (LPIF) Reviews –

Your Commander needs to request a review of your MasterPIF located at the AF Personnel Center. Commanders are required to request a review of your MasterPIF for derogatory information and copy of DD FM 4428, *Tattoo/Brand/Body Marking Screening/Verification* and photos, if applicable, to determine eligibility for Officer Training School.

6.2.1. You need to use the template below titled, *Quality Force Review Request for the Purpose of TFOT Application*, to create a Memorandum for your Commander to sign and email to AFPC/DP2SSM Military Records Incoming at dpsomp.incoming@us.af.mil . Be sure to provide your SSN, purpose for request, and a return email address.

6.2.2. Your Commander will then receive a response from AFPC/DP2SSM that becomes the attachment to the template below titled, *Commander's MasterPIF and LPIF Quality Force Review Letter.*

Diagram 6.5. Sample Memo for Commander's to Request MasterPIF Review

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<div style="border:1px solid black; padding:1em;">

(Use appropriate letterhead)

                                                       Date

MEMORANDUM FOR AFPC/DP2SSM

FROM: _____

SUBJECT: Quality Force Review Request for the Purpose of TFOT 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. Request review of (full name), (SSN), Master Personnel Information file for derogatory information and filing of AF FM 4428, Tattoo/Brand/Body Marking Screen/Verification, for the purpose of applying for Total Force Officer Training. Please provide copy of AF FM 4428 and photos, if applicable, with derogatory information review response.

2. Please forward results of review to _____.

                                                      _____

                                                   Commander's Signature Block

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Diagram 6.6. Commander's MasterPF and LPIF Quality Force Review Letter

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(Use appropriate letterhead)

Attach AFPC/DP2SSM Response as Attachment

MEMORANDUM FOR LINE OFFICER ACCESSIONS BOARD

FROM: (Unit/CC)

SUBJECT: Commander's MasterPF 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 (full name, SSAN,) local personnel information file and master personnel information file located at AF Personnel Center (AFPC/DP2SSM) for derogatory information, and record of AF FM 4428, I have confirmed that (rank, last name) does/ does not have previous, judicial, administrative, or disciplinary actions that would preclude selection into the United States Air Force as a commissioned officer. Appropriate waiver(s) have been requested and are included in the application as required. The response from AFPC/DP2SSM is attached.

2. (Rank, last name) does not have any judicial, administrative, or disciplinary actions pending, or in force, that would preclude selection into the United States Air Force as a commissioned officer.

_____
Commander's Signature Block

Attachment: Attach AFPC/DP2SSM Response

6.3. Transcripts

6.3.1 Refer to AFI 36-2013, paragraph 3.2.2 for educational requirements. Official electronic transcripts are acceptable in black and white. The cover page of the E-transcript must be included.

6.3.2 Applicants with conferred degree. Application requires official copy of qualifying conferred degree transcript. Ensure transcript is requested to be sent to your Commander or supervisor at your squadron's address so "Issued to Student" transcripts are not received.

Note: A second official transcript will have to be ordered and kept unopened, to take to TFOT, if selected.

6.3.3 Additional transcripts. All certification, conferred or projected degrees listed on your profile must have supporting documents validating the information.

6.3.3.1. Provide official transcripts of all conferred degrees listed on the Application Profile.

6.3.3.3. Provide official transcript of incomplete qualifying undergraduate degree program when listing on Application Profile with the AFRS IMT 1413.

6.3.3.4. Provide official transcript of incomplete Master's degree program when listing on Application Profile. At least one term must be completed with a GPA on the graduate transcript for it to be listed on the Application Profile.

6.3.3.2. Only provide official transcripts from schools that coursework was transferred to conferred degree if course titles from transferred courses are not listed in conferred degree transcript; e.g. community college courses that were accepted by the college/university you received your degree from. Do not list schools on Application Profile that fall in this category.

6.3.3.5. Provide copies of official certificates of completion as required for professional certifications listed on Application Profile (i.e. Microsoft Exchange Server Certification).

6.3.4. AFRS IMT Form 1413, *Verification of Graduation Form*

6.3.4.1. AFRS IMT Form 1413 must include projected graduation date, classes needed to complete degree requirements, class standing (if available), and certification from the school registrar.

6.3.4.2. Active Duty applicants must possess a baccalaureate or higher degree, or be within 365 days of graduation. You must sign and date the form in the recruiter's block.

6.3.4.3. This form is located on the AF pubs website (type keyword *AFRS* for list of forms).

6.3.4.4. You will enter your information in lieu of a recruiter. Ensure your name and organization address are listed in items 2 and 8. Please use AFRS IMT Form 1413 instead of a registrar's letter (if possible). As a minimum, the registrar's or local school representative's certification signature is required (a raised registrar seal is not mandatory).

6.5. Assignment Availability Code 05 (AAC 05) - AAC 05 needs to be listed on RRU under Assignment Availability (Reads: APPLIED FOR COMMISSION THRU A SERVICE ACADEMY/OTS/AECP). Or on the CDB, shows as ACC 05 with month and year. No earlier than 30 days prior to application submission, generate Memo using Template below to request that your MPF or FSS place an Assignment Availability Code (AAC) 05 on your MILPDS record. Code should remain valid for 12 months.

Diagram 6. 7. AAC 05 Request Memorandum Template

(Use appropriate letterhead)

Date

MEMORANDUM FOR MEMBER MPF CUSTOMER SERVICE

FROM: _____

SUBJECT: Request for Assignment Availability Code (AAC) 05 for the Purpose of Total
Force Officer Training (TFOT) 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. Request an AAC 05 be updated to (full name), (SSN), MILPDS Record for the purpose of Applying for
Officer Training School, Total Force Officer Training. Member will be applying for the _____
board where applications are due on _____. Please email member at (email address
once AAC 05 has been loaded in MILPDS).

2. If you have questions please contact member at (phone) or (email address)

_____

Commander's Signature Block

6.6. 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. For example, if you are currently receiving an SRB, then the report should reflect
the SRB information. If it is missing, you need to correct it by going to your Career Enhancement
Office to get the information updated.

6.7. Current/Prior Service Records

6.7.1. All records are required, regardless if from previous service or another branch.

6.7.2. Mandatory - Copies of all Performance Reports EPRs/LOEs (Single-sided only obtained from Airmen Record Management System (ARMS) / PRADA.

6.7.3. Include derogatory information with waiver documents (Article 15 actions, etc.), if applicable.

6.7.4. Copies of all undeleted DD Form 214s are required (NGB 22 for prior Guard), if applicable.

6.7.5. Discharge orders are required for prior Reservists, if applicable.

6.7.6. Include all DD Form 4s if you have previously served in any other component. If Prior Service, you must request your military records using SF 180. Fax SF 180 requests to (314) 538-2875. Contact the AF Liaison at (314) 538-2876 for assistance.

6.8. Selective Reenlistment Bonus (SRB) Eligibility

Read AFI 36-2606, *Reenlistment in the USAF* (Chapter 4) on how to proceed to obtain retainability when applying or proceeding with a selection when having or incurring an SRB.

If you have a SRB and have not completed 50% of the enlistment contract, the following needs to be accomplished prior to application submission:

6.1. Request ETP using template below and emailing it to act AFPC/DP3ST at afpc.dp3st.reenlistmentpolicy@us.af.mil.

6.2. Place a copy of ETP request with AFPC/DP3ST response, in the source packet.

Diagram 6.8. SRB ETP Memo Template

SRB ETP Memo Template

(Use appropriate letterhead)

                                                                                    Date

MEMORANDUM FOR AFPC/DP3ST

FROM: (Member's Name, Rank, and SSAN)

SUBJECT: Selective Reenlistment Bonus (SRB) Exception-to-Policy (ETP) request to attend OTS without completing contract completion time associated with current contract initial SRB payment.

---

1. I have read and understand AFI 36-2606, paragraph 4.4 and I am requesting an ETP to attend/compete for OTS on Board(s) _____ that convene(s) on _____ prior to completing 50% of my current enlistment.

2. Enter reason(s) why it would be in the best interest of the Air Force for approval.

3. I also understand that if selected and approved to attend OTS prior to completing time associated with initial payment that I may have to payback any unearned time; and I understand that I am no longer eligible for any remaining SRB payments after my departure for OTS and will forfeit any remaining payments upon my departure for OTS. I have contacted my local AF Finance Office and have obtained counseling on the possible debt incurred, should I be approved.

<div align="center">Applicant Signature Block</div>

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

MEMORANDUM FOR: (Applicant's Rank and Last Name)

I concur/do not concur.

<div align="center">Commander's Signature Block</div>

Chapter 7, Rated and Non-Rated Subprogram Eligibility Criteria

7.1. Educational Requirements Refer to AFI 36-2013, paragraph 3.2 and AFOCD Extract below for education requirements.

7.2. Age Criteria - Critical Age Statement process is to ensure the AF requirement that all officer selects be able to enter Rated training prior to age 30 and all Non-Rated selects be commissioned prior to age 35 is met. **Note:** Age critical applicants will be ineligible from competing on a Board if it is determined the applicant cannot enter or complete required training by the appropriate age limit and do not have an proved age ETP.

7.2.1. Non-Rated applicants applying for Non-Rated programs who are 33 years old by the Board convening date require the Age Statement on AF FM 56, Item 22, A to be initialed. Non-Rated applicants must be able to complete a bachelor degree prior to age 34, be selected, attend TFOT, and commission prior to their 35th birthday. Prior Service (PS) time <u>will not</u> be subtracted from a line officer applicant's age. Non-Rated applicants must be briefed that, if selected, failure to complete TFOT prior to 35 years of age could result in disenrollment from TFOT, which could result in discharge from the Air Force, unless a commission age ETP is granted, see Chapter 4 ETP guidance.

7.2.2. Rated applicants applying for Rated programs (Pilot, CSO, and/or ABM) who are between the ages of 28-29 years of age by the Board convening date require the Age Statement on AF FM 56, Item 22, B to be initialed. Rated applicants applying for RPA on FY17 boards must be able to commission prior to age 35, unless a commission age ETP is granted, see Chapter 4 ETP guidance.

7.2.2.1. Rated (Pilot, RPA, CSO and/or ABM) applicants must be able to enter TFOT NLT 29 years and one month of age to ensure completion of approximately 30 weeks of training (depending on Rated classification) and entry into undergraduate Pilot, RPA, CSO or ABM training prior to age 30 unless granted an age ETP by AF/A3, see Chapter 4 for ETP guidance.

7.2.2.2. Rated Pilot, CSO and ABM applicants who are age critical must have or have initiated a Flying Class 1/1A/IIU/III physical. Completed Flying Class 1/1A/IIU/III physical must be stamped by AETC/SG. If physicals are not complete at the AETC/SG level, provide a Memorandum from the medical treatment facility stating the physical status, estimated timeframe for completion, estimated date it will be forwarded to AETC/SG, and location where physical was completed. RPA applicants must have a completed Flying Class 1/1A/IIU/III physical if they are 34 years old by the Board convening date.

7.3. Subprogram Specifics

7.3.1. Non-Rated applicants may request consideration for up to three AFS preferences on AF Form 56, page 1, section 7C; and up to four on the Application Profile.

7.3.1.1. Combat Rescue Officer (CRO, 13D1) or Special Tactics Officer (STO, 13C1) Air Liaison Officer (ALO, 13L1) – Email CRO.Selection@us.af.mil, STO.Recruiter@us.af.mil or ALO https:// www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1344 720FB5E044080020E329A9

7.3.1.3. The AF Office of Special Investigation Officer (OSI) (71S1) - Individuals who are interested in becoming an OSI officer are to list OSI as their first choice on page one of AF FM 56 in order to be considered for OSI duty. Applicants who are not selected on the AFOSI Board will be classified into another AF specialty. If OSI select is non-select after the post board interview, testing, investigation selectee will be reclassified to alternate AFSC provided by AFPC unless disqualification is due to

derogatory information. **Note**: Derogatory information discovered during the OSI background investigation and interview can eliminate the officer candidate from the OSI career field, and in some cases, from attending TFOT.

7.3.1.4. All Rated applicants must take the Test of Basic Aviation Skills (TBAS), in addition to the Air Force Officer Qualifying Test (AFOQT), in order to receive a Pilot Candidate Selection Method (PCSM) score. The TBAS, AFOQT pilot score, and your flying hours are combined to calculate the PCSM score. It is used to predict your probability of completing pilot training, and is used by the Board members as an evaluation of the whole person concept. **Pilot (92T0)/ RPA (92T3) applicants must have a minimum of a 10 PCSM Score to apply for the Pilot and RPA AFS.**

7.4, Entry Level Line Officer AF Specialty Criteria

7.4.1. Rated applicants can be considered for up to four rated Air Force Specialties, based on desires and eligibility.

7.4.2. Non-Rated applicants can be considered for up to four Air Force Specialties, based on desires and eligibility.

7.4.3. Rated trainee AFS do not have education degree discipline requirements.

7.4.4. Non-Rated AFS educational degree discipline requirements are listed in AFOCD Extract below the medical and security clearance tables.

Table 7.1. Rated Entry AFSC

AFSC	MEDICAL	SECURITY CLEARANCE
92T0 - Pilot	Flying Class 1	SSBI
92T1 - CSO	Flying Class 1A	SSBI
92T2 - ABM	Flying Class III	SSBI
92T3 - RPA	Flying Class 2U	SSBI

Table 7.2. Non-Rated Entry AFSC

AFSC	MEDICAL	SECURITY CLEARANCE
13C1 - Special Tactics Officer	Qualification for marine diving, parachutist and ATC duty	TS/SSBI
13D1 - Combat Rescue Officer	Qualification as a parachutist and scuba diver.	TS/SSBI
13L1 - Air Liaison Operations	Ground Base Controller Duty Exam	TS/SSBI
13M1 - Airfield Operations	Qualification for ATC	NAC

Table 7.2. Continued, Non-Rated Entry AFSC

AFSC	MEDICAL	SECURITY CLEARANCE
13N1 - Nuclear and Missile Operations	Missile Operator Duty (MOD) physical. PRP - Prescreen	TS/SSBI
13S1 - Space Operations	Normal Color vision.	TS/SSBI
14N1 - Intelligence		TS/SSBI
17D1 - Cyberspace Operations		TS/SSBI
21A1 - Aircraft Maintenance		NAC
21M1 - Munitions/ Missile Maintenance	PRP-Prescreen	TS/SSBI
21R1 - Logistics Readiness		NAC
31P1 - Security Forces		NAC
32E1A - Architectural Engineer		NAC
32E1C - Civil Engineer		NAC
32E1E - Electrical Engineer		NAC
32E1F - Mechanical Engineer		NAC
32E1G - General Engineer		NAC
32E1J - Environmental Engineer		NAC
35P1 - Public Affairs		NAC
38P1 - Personnel		NAC
61A1 - Operations Research Analyst		NAC
61B1 - Behavioral Scientist / Human Factors Scientist		NAC
61C1 - Chemist / Nuclear Chemist		NAC
61D1 - Physicist / Nuclear Engineer		NAC
62E1A - Aeronautical Engineer		NAC
62E1B - Astronautical Engineer		NAC
62E1C - Computer Engineer		NAC
62E1E - Electrical Engineer		NAC
62E1G - Project Engineer		NAC
62E1H - Mechanical Engineer		NAC
63A1 - Acquisition Manager		NAC
64P1 - Contracting		NAC
65F1 - Financial Management		NAC
71S1 - Special Investigations		TS/SSBI

13C – Special Tactics

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	XX.XXXX	Any Degree	Desirable

Current accessions process incorporates Aptitude, Physical and Leadership assessments. This AFSC has no specific degree requirements.

13D – Combat Rescue

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	XX.XXXX	Any Degree	Desirable

Current accessions process incorporates Aptitude, Physical and Leadership assessments. This AFSC has no specific degree requirements.

13L – Air Liaison Officer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
2	100%	XX.XXXX	Any Degree	Desirable

13M – Airfield Ops

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 50%	29.0402	Air and Space Operations Technology	Desirable
			Or	
		49.01XX	Air Transportation (All subsets 49.0101-49.0199)	
2	> 30%	52.01XX	Business/Commerce	Desirable
			Or	
		52.02XX	Business Administration, Management and Operations	
			Or	
		52.06XX	Business/Managerial Economics	
			Or	
		52.07XX	Entrepreneurial and Small Business Operations	
			Or	
		52.11XX	International Business	
			Or	
		52.12XX	Management Information Systems and Services	
			Or	
		52.13XX	Management Sciences and Quantitative Methods	
			Or	
		52.14XX	Marketing	
			Or	
		52.18XX	General Sales, Merchandising & Related Marketing Operations	
			Or	
		52.19XX	Specialized Sales, Merchandising and Marketing Options	
			Or	
		52.20XX	Construction Management	
3	< 20%	XX.XXXX	Any Degree	Permitted

13N – Nuclear and Missile Operations

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> = 10%	01.09XX – 01.12XX	Animal, Food, Plant and Soil Sciences	Mandatory
		03.0104	Environmental Science	
		03.0502	Forest sciences and Biology	
		04.02XX – 04.05XX	Architecture and Planning	
		11.01XX	Computer and Information Sciences	
		11.02XX	Computer Programming	
		11.04XX	Information Sciences/Studies	
		11.05XX	Computer Systems Analysis	
		11.XXXX	Computer Science	
		11.08XX	Computer Software and Media Applications	
		11.09XX	Computer Systems Networking and Telecommunications	
		14.01XX	Engineering, General	
		14.03XX – 14.14XX	Specific Engineering Disciplines (from Aerospace to Environmental Engineering)	
		14.18XX – 14.25XX	Specific Engineering Disciplines (from Materials to Petroleum Engineering)	
		14.27XX – 14.28XX	Specific Engineering Disciplines (from Systems to Textiles Engineering)	
		14.32XX – 14.45XX	Specific Engineering Disciplines (from Polymer to Biosystems Engineering, including Operations Research)	
		26.XXXX	Biological and Biomedical Sciences	
		27.XXXX	Mathematics and Statistics	
		29.0203, 29.0205, 29.0207	Signal/Geospatial Intelligence, Information/Cyber Operations/Warfare	
		29.03XX	Military Applied Sciences	
		30.0101	Biological and Physical Sciences	
		30.0601	Systems Science and Theory	
		30.0801	Mathematics and Computer Science	
		30.1001	Biopsychology	
		30.1601	Accounting and Computer Science	
		30.1701	Behavioral Sciences	
		30.1801	Natural Sciences	
		30.1901	Nutrition Sciences	
		30.2501	Cognitive Science	
		30.2701	Human Biology	
		30.3001	Computational Science	
		30.3101	Human Computer Interaction	
		30.3201	Marine Sciences	
		40.XXXX	Physical Sciences	
		42.27XX	Research and Experimental Psychology	
		51.04XX – 51.05XX	Dentistry and Oral Science	
		51.12XX, 51.14XX	Medicine and Medical Studies	
		51.17XX	Optometry	
		51.19XX	Osteopathic Medicine	
		51.2001, 51.2003 – 51.2006, 51.2010	Pharmacy and Pharmaceutical Sciences	
		51.24XX – 51.25XX	Veterinary Medicine	
		52.13XX	Management Sciences and Quantitative Methods	
2	< = 90%	XX.XXXX	Any Degree	Permitted

13S – Space Operations

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> = 40%	14.02XX	Aerospace, Aeronautical and Astronautical Engineering	Mandatory
		14.10XX	Electrical, Electronics and Communications Engineering	
		14.27XX	Systems Engineering	
		27.XXXX	Mathematics and Statistics	
		29.0305	Space Systems Operations	
		40.02XX	Astronomy and Astrophysics	
2	> = 40%	11.01XX	Computer and Information Sciences	Mandatory
		11.02XX	Computer Programming	
		11.04XX	Information Sciences/Studies	
		11.05XX	Computer Systems Analysis	
		11.07XX	Computer Science	
		11.08XX	Computer Software and Media Applications	
		11.09XX	Computer Systems Networking and Telecommunications	
		11.10XX	Computer/Information Technology Administration and Management	
		14.0101	Engineering, General	
		14.04XX	Architectural Engineering	
		1406XX	Ceramic Sciences and Engineering	
		14.07XX	Chemical Engineering	
		14.08XX	Civil Engineering	
		14.09XX	Computer Engineering	
		14.11XX	Engineering Mechanics	
		14.12XX	Engineering Physics	
		14.13XX	Engineering Science	
		14.14XX	Environmental/Environmental Health Engineering	
		14.18XX	Materials Engineering	
		14.19XX	Mechanical Engineering	
		14.20XX	Metallurgical Engineering	
		14.23XX	Nuclear Engineering	
		14.32XX	Polymer/Plastics Engineering	
		14.35XX	Industrial Engineering	
		14.36XX	Manufacturing Engineering	
		14.37XX	Operations Research	
		14.38XX	Surveying Engineering	
		14.39XX	Geological/Geophysical Engineering	
		14.41XX	Electromechanical Engineering	
		14.42XX	Mechatronics, Robotics, and Automation Engineering	
		14.44XX	Engineering Chemistry	
		29.0203	Signal/Geospatial Intelligence	
		29.0204	Command & Control (C3, C4I) Systems and Operations	
		29.0205	Information Operations/Joint Information Operations	
		29.0207	Cyber/Electronic Operations and Warfare	
		29.0301	Combat Systems Engineering	
		29.0302	Directed Energy Systems	
		29.0304	Low-Observables and Stealth Technology	
		30.06XX	Systems Science and Theory	
		30.08XX	Mathematics and Computer Science	
		30.30XX	Computational Science	
		40.08XX	Physics	
3	< = 20%	XX.XXXX	Any Bachelor or Master of Science Degree	Permitted

★14F – Information Operations - Education Matrix (Effective 31 Oct 16)
14F – Information Operations – Education Requirements

1	> 70%	30.17 Series	Behavioral Sciences	Mandatory
			Or	
		30.26 Series	Cultural Studies/Critical Theory and Analysis	
			Or	
		42.01 Series	Psychology, General	
			Or	
		42.27 Series (Any)	Research and Experimental Psychology	
			Or	
		45.01 Series (Any)	Social Sciences, General	
			Or	
		45.02 Series (Any)	Anthropology	
			Or	
		45.11 Series (Any)	Sociology	
2	< 15%	09.01 Series (Any)	Communication and Media Studies	Desirable
			Or	
		09.09 Series (Any)	Public Relations, Advertising, and Applied Communication	
3	< 15%	30.23 Series	Intercultural/Multicultural and Diversity Studies	Permitted
			Or	
		30.25 Series	Cognitive Science	

*NOTE - Education Requirement can be waived by 14F CFM; 24 months of experience in Information Operations functions is required to be considered for waiver.

14N – Intelligence

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	30%	11.XXXX	Computer and Information Sciences and Support Services	Mandatory
			Or	
		14.XXXX	Engineering	
			Or	
		27.XXXX	Mathematics and Statistics	
			Or	
		40.XXXX	Physical Sciences	
2	45%	05.XXXX	Area, Ethnic, Cultural, Gender, and Group Studies	Mandatory
			Or	
		16.XXXX	Foreign Languages, Literatures, and Linguistics	
			Or	
		24.XXXX	Liberal Arts and Sciences, General Studies, and Humanities	
			Or	
		45.XXXX	Social Sciences	
			Or	
		54.XXXX	History	
3	5%	9.XXXX	Communication, Journalism, and Related Programs	Desired
			Or	
		13.XXXX	Education	
			Or	
		23.XXXX	English Language and Literature/Letters	
			Or	
		28.XXXX	Military Science, Leadership, and Operational Art	
			Or	
		29.XXXX	Military Technologies and Applied Sciences	
			Or	
		30.XXXX	Multi/Interdisciplinary Studies	
			Or	
		35.XXXX	Interpersonal and Social Skills	

			Or	
		38.XXXX	Philosophy and Religious Studies	
			Or	
		42.XXXX	Psychology	
			Or	
		43.XXXX	Homeland Security, Law Enforcement, Firefighting, and Related Protective Services	
			Or	
		49.0101	Aeronautics/Aviation/Aerospace Science and Technology, General	
			Or	
		52.XXXX	Business, Management, Marketing, and Related Support Services	
4	< 20%	XX.XXXX	Any Degree	Permitted

15W – Weather (Effective 7 Dec 15)

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 85%	40.04XX	Atmospheric Sciences and Meteorology	Mandatory
2	< 15 %	27.XXXX	Mathematics and Statistics	Permitted
			Or	
		40.XXXX (except 40.04XX)	Physical Sciences	

NOTE: Minimum requirements for all programs include 6 semester hours of calculus and 6 semester hours of calculus-based physics, and 3 semester hours of ordinary differential equations. The World Meteorological Organization's Basic Instruction Package for Meteorologists requires at least 24 semester (36 quarter) hours of credit in meteorology/atmospheric science including a minimum of:
a. Six semester hours of atmospheric dynamics and thermodynamics;
b. Six semester hours of analysis and prediction of weather systems (synoptic/mesoscale);
c. Three semester hours of physical meteorology; and
d. Two semester hours of remote sensing of the atmosphere and/or instrumentation.

Individuals completing programs listed in the Tier 2 requirements above will compete for entry into the Basic Meteorology Program to receive core meteorology instruction for one year.

17D – Network Operations
17S – Cyber Warfare Operations

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	70%	11.XXXX (Excluding 11.03XX and 11.06XX)	Computer and Information Sciences and Support Services	Mandatory
			Or	
		14.09XX	Computer Engineering	
			Or	
		14.1201	Engineering Physics/Applied Physics	
			Or	
		14.3501	Industrial Engineering	
			Or	
		14.3501	Electromechanical Engineering	
			Or	
		14.10XX	Electrical, Electronics and Communications	
			Or	
		15.0303	Electrical, Electronics and Communications Engineering Technology/Technician	
			Or	
		15.1202	Computer Technology/Computer Systems Technology	
			Or	
		29.0207	Cyber/Electronics Operations and Warfare	
			Or	
		30.08XX	Mathematics and Computer Science	
			Or	

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
		30.16XX	Accounting and Computer Science	
			Or	
		30.3001	Computational Science	
			Or	
		52.12XX	Management Information Systems	
			Or	
		27.0103, 27.0303, 27.0304	Mathematics	
2	20%	14.XXXX (Excluding 14.0102)	Engineering	Desired
			Or	
		15.03XX, 15.04XX, 15.08XX, 15.12XX, 15.14XX	Engineering Technologies	
			Or	
		27.XXXX	Mathematics and Statistics	
			Or	
		40.08XX	Physics	
			Or	
		40.05XX	Chemistry	
3	10%	Any	Any Degree	Permitted

21A – Aircraft Maintenance

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 10%	14.XXXX	Engineering	Desirable
2	> 10%	40.XXXX	Physical Sciences	Desirable
3	> 65%	15.1501	Engineering/Industrial Management	Desirable
			Or	
		52.02XX	Business Administration, Management and Operations	
			Or	
		49.0101	Aeronautics/Aviation/Aerospace Science and Technology, General	
			Or	
		49.0104	Aviation/Airway Management and Operations	
			Or	
		52.0409	Parts, Warehousing, and Inventory Management Operations	
3	< or = 15%	XX.XXXX	Any Degree	Desirable

21M – Munitions and Missile Maintenance

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 10%	14.01XX	Engineering, General	Desirable
		14.02XX	Aerospace, Aeronautical and Astronautical Engineering	
		14.10XX	Engineering	
		14.18XX	Materials Engineering	
		14.19XX	Mechanical Engineering	
		14.20XX	Metallurgical Engineering	
		14.23XX	Nuclear Engineering	
		14.27XX	Systems Engineering	
		14.35XX	Industrial Engineering	
		14.36XX	Manufacturing Engineering	
		14.41XX	Electromechanical Engineering	
2	> 35%	11.01XX	Computer and Information Sciences	Desirable
		11.04XX	Information Science/Studies	
		11.07XX	Computer Science	
		11.10XX	Computer/Information Technology Administration and Management	

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
		27.XXXX	Mathematics and Statistics	
		29.0305	Space Systems and Operations	
		29.0407	Missile and Space Systems Technology	
		29.0408	Munitions Systems/Ordnance Technology	
		40.XXXX	Physical Sciences	
3	> 45%	15.1501	Engineering/Industrial Management	Desirable
		45.06XX	Economics	
		52.02XX	Business Administration, Management and Operations	
		52.0409	Parts, Warehousing, and Inventory Management Operations	
		52.06XX	Business/Managerial Economics	
		52.13XX	Management Sciences and Quantitative Methods	
4	< 10%	XX.XXXX	Any Degree	Permitted

21R – Logistics Readiness

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 10%	14.25XX	Petroleum Engineering	Desirable
		14.07XX	Chemical Engineering	
2	> 70%	11.01XX	Computer and Information Sciences	Desirable
		11.02XX	Computer Programming	
		11.03XX	Data Processing	
		11.04XX	Information Science/Studies	
		11.07XX	Computer Science	
		11.10XX	Computer/Information Technology Administration and Management	
		15.1501	Engineering/Industrial Management	
		45.06XX	Economics	
		49.0101	Aeronautics/Aviation/Aerospace Science and Technology, General	
		49.0104	Aviation/Airway Management and Operations	
		52.02XX	Business Administration, Management and Operations	
		52.03XX	Accounting and Related Services	
		52.0409	Parts, Warehousing, and Inventory Management Operations	
		52.06XX	Business/Managerial Economics	
		52.08XX	Finance and Financial Management Services	
		52.12XX	Management Information Systems and Services	
3	< 20%	XX.XXXX	Any Degree	Permitted

31P – Security Forces

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 80%	43.0103	Criminal Justice/Law Enforcement Admin, or	Desirable
		43.0104	Criminal Justice/Safety Studies, or	
		45.0902	National Security Policy Studies	
		43.0107	Criminal Justice/Police Science, or	
		43.0111	Criminalistics and Criminal Science, or	
		43.0112	Securities Services/Administration, or	
		43.0114	Law Enforcement Investigation/Interviewing, or	
		43.0118	Law Enforcement Intelligence Analysis, or	
		43.0119	Critical Incident Response/Special Police Ops, or	
		43.0120	Protective Services Operations, or	
		43.0102	Corrections, or	
		43.0113	Corrections Administration, or	
		43.0199	Corrections and Criminal Justice, or	
		43.0301	Homeland Security, or	
		43.0302	Crisis/Emergency/Disaster Management, or	
		43.0303	Critical Infrastructure Protection, or	

		43.0304	Terrorism and Counterterrorism Operations, or	
		43.9999	Homeland Security/Law Enforcement/Protective Services, or	
		45.0401	Criminology, or	
		45.1101	Sociology, or	
		22.0000	Legal Studies (Undergraduate), or	
		22.0001	Pre-Law Studies, or	
		22.9999	Legal Professions and Studies, Other (Undergraduate)	
2	< 20%	XX.XXXX	Any Degree	Desirable

32E – Civil Engineering
32EXA – Architect/Architectural Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	04.02XX	Architecture	Mandatory
			Or	
		14.0401	Architectural Engineering	

32EXC – Civil Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.08XX	Civil Engineering	Mandatory

32EXE – Electrical Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.10XX	Electrical, Electronics and Communications Engineering	Mandatory

32EXF – Mechanical Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.1901	Mechanical Engineering	Mandatory

32EXG – General Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.0401	Architectural Engineering	Mandatory
			Or	
		14.08XX	Civil Engineering	
			Or	
		14.10XX	Electrical, Electronics and Communications Engineering	
			Or	
		14.1401	Environmental/Environmental Health Engineering	
			Or	
		14.1901	Mechanical Engineering	
			Or	
		14.3301	Construction Engineering	
			Or	
		14.3501	Industrial Engineering	

32EXJ – Environmental Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.1401	Environmental/Environmental Health Engineering	Mandatory

35P – Public Affairs

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> or = 70%	09.XXXX	Communication, Journalism and Related Programs	Mandatory
2	> or = 20%	45.09XX	International Relations and National Security Studies	Desired
			Or	
		45.10XX	Political Science and Government	
			Or	
		52.14XX	Marketing	
3	< or = 10%	XX.XXXX	Any Degree	Permitted

38P – Personnel

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	20%	27.XXXX	Mathematics and Statistics	Mandatory
			Or	
		14.3701	Operations Research	
			Or	
		14.3501	Industrial Engineering	
			Or	
		52.13XX	Management Sciences and Quantitative Methods	
2	> 65%	30.1601	Accounting and Computer Science	Desirable
			Or	
		30.1701	Behavioral Science	
			Or	
		42.2804	Industrial and Organizational Psychology	
			Or	
		44.04XX	Public Administration	
			Or	
		44.05XX	Public Policy Analysis	
			Or	
		45.06XX	Economics	
			Or	
		52.02XX	Business Administration, Management and Operations	
			Or	
		52.03XX	Accounting and Related Services	
			Or	
		52.06XX	Business/Managerial Economics	
			Or	
		52.08XX	Finance and Financial Management Services	
			Or	
		52.10XX	Human Resources Management and Services	
3	< 15%	XX.XXXX	Any Degree	Permitted

61A – Operations Research Analyst

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 50%	(0YE*) 14.37 Series	Operations Research	Mandatory
2	> 25%	(6***) 27 Series	Mathematics and Statistics	Mandatory
			Or	
		(4L**/4T**) 14.35 or 14.27 Series	Industrial and Systems Engineering	
			Or	
		(9BJ*) 45.0603	Quantitative Economics	
3	< 15%	(4A**/ 4E**/ 4G**/ 4I**/ 4M**/ 4W**) Any 14 Series Except 14.0102	Engineering	Permitted
			Or	

50

		(0C**) 11.0701	Computer Science	
			Or	
		(8H**) 40.08	Physics	
			Or	
		(9B**) 45.06 Series	Other Economics	

Note: The primary feeder degree for 61A Career Field is Operations Research. Ideally, a significant majority of 61As would access with this degree. The degrees in Tier 2 are close affiliates to the Operations Research degree and some 61A positions have Advanced Academic Degree requirements in these specialties (especially Mathematics and Statistics). Tier 3 "Permitted" degrees have a limited affiliation with Operations Research, but have a desired technical aptitude or complimentary skill set.

61B – Behavioral Sciences/Human Factors Scientist

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 90%	30.17 Series (Any)	Behavioral Sciences	Mandatory
			Or	
		42 Series (Any)	Psychology	
			Or	
		45.02 Series (Any)	Anthropology	
			Or	
		45.11 Series (Any)	Sociology	
			Or	
		45.13 Series (Any)	Sociology and Anthropology	
			Or	
		45.14 Series (Any)	Rural Sciences	
2	< 10%	45.01 Series (Any)	Social Sciences, General	Desired
			Or	
		45.0501	Demography and Population Studies	
			Or	
		45.1201	Urban Studies/Affairs	

61C – Chemist/Nuclear Chemist

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 60%	14.07 Series (Any)	Chemical Engineering	Mandatory
			Or	
		26.0202	Biochemistry	
			Or	
		26.0205	Molecular Biochemistry	
			Or	
		40.05 Series (Any)	Chemistry	
2	< 30%	14.0601	Ceramic Sciences and Engineering	Desired
			Or	
		14.1801	Materials Engineering	
			Or	
		14.3201	Polymer/Plastics Engineering	
			Or	
		14.4301	Biochemical Engineering	
			Or	
		14.4401	Engineering Chemistry	
			Or	
		26.021	Biochemistry and Molecular Biology	
			Or	
		26.0299	Biochemistry, Biophysics and Molecular Biology, Other	
			Or	
		40.10 Series (Any)	Materials Science	

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
3	< 10%	14.0501	Bioengineering and Biomedical Engineering	Permitted
			Or	
		14.2001	Metallurgical Engineering	
			Or	
		14.2501	Petroleum Engineering	
			Or	
		14.4501	Biological/Biosystems Engineering	

61CXN – Chemist/Nuclear Chemist, Nuclear

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	45.0506	Physical Chemistry	Mandatory
			Or	
		40.0508	Chemical Physics	
			Or	
		40.0599	Chemistry, Other: Specifically Radiochemistry, Nuclear Chemistry or similar subdisciplines	

61D – Physicist/Nuclear Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.12 Series (Any)	Engineering Physics	Mandatory
			Or	
		14.23 Series (Any)	Nuclear Engineering	
			Or	
		40.02 Series (Any)	Astronomy and Astrophysics	
		40.08 Series (Any)	Physics	

61DXN – Physicist/Nuclear Engineer, Nuclear

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.23 Series (Any)	Nuclear Engineering	Mandatory
			Or	
		40.0202	Astrophysics	
			Or	
		40.0802	Atomic/Molecular Physics	
			Or	
		40.0804	Elementary Particle Physics	
			Or	
		40.0805	Plasma and High-Temperature Physics	
		40.0806	Nuclear Physics	

62E – Developmental Engineer
62EXA – Aeronautical Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.02 Series (Any)	Aerospace, Aeronautical and Astronautical Engineering *Concentration in Aeronautical Engineering	Mandatory

62EXB – Astronautical Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.02 Series (Any)	Aerospace, Aeronautical and Astronautical Engineering *Concentration in Astronautical Engineering	Mandatory

62EXC – Computer Systems Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.09 Series (Any)	Computer Engineering	Mandatory

62EXE – Electrical/Electronic Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.10 Series (Any)	Electrical, Electronics and Communications Engineering	Mandatory

62EXF – Flight Test Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14 Series (Any, Excluding 14.0102)	Engineering	Mandatory
			Or	
		27 Series (Any)	Mathematics and Statistics	
			Or	
		40 Series (Any)	Physical Science	

62EXG – Project/General Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14 Series (Any, Excluding 14.0102, 14.37)	Engineering	Mandatory

62EXH – Mechanical Engineer

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.19 Series (Any)	Mechanical Engineering	Mandatory

62EXI – Systems Engineering, Human Factors Engineer/Human Systems Integration

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	100%	14.27 Series (Any)	Systems Engineering (Emphasis on Human Factors Engineering)	Mandatory
			Or	
		14.35 Series (Any)	Industrial Engineering (Emphasis on Human Factors Engineering)	

63A – Acquisition Manager

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 20%	14 Series (Any)	Engineering	Mandatory
			Or	
		40 Series (Any)	Physical Science	
2	≥ 70%	11 Series (Any)	Computer and Information Sciences and Support Services	Desired
			Or	

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
		27 Series (Any)	Mathematics and Statistics	
			Or	
		45.06 Series (Any)	Economics	
			Or	
		52 Series (Any, Excluding 52.04)	Business, Management, Marketing, and Related Support Services	
3	≤ 10%	Any	Any with 24 semester hours of business coursework	Permitted

64P – Contracting

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
0	All Tiers below must comply with this requirement	A minimum of 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is mandatory.		Mandatory
1	≥ 25%	52.XXX	Business, Management, Marketing, and Related Support Services	Desired
		45.06X	Economics	
2	≥ 20%	14.XXX	Engineering	Desired
		15.XXX	Engineering Technologies and Engineering-Related Fields	
		26.XXX	Biological and Biomedical Sciences	
		27.XXX	Mathematics and Statistics	
		29.XX	Military Technologies and Applied Sciences	
		40.XXX	Physical Sciences	
		41.XXX	Science Technologies/Technicians	
3	≥ 25%	28.XXX	Military Science, Leadership and Op'l Art	Desired
		44.XXX	Public Administration and Social Service Professions	
		45.XXX (Other than 45.06X)	Social Sciences	
		54.XXX	History	
		16.XXX	Foreign Languages	
		23.XXX	English	
		05.XXX	Area, Ethnic, Cultural Studies	
		22.00XX	General Legal Studies	
		22.0101	Law	
		22.02XX	Legal Research and Advanced Professional Studies	
		42.XXX	Psychology	
4	≤ 30%	XX.XXXX	Any Degree	Permitted

65F – Financial Management

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 40%	45.06XX	Economics	Desired
			Or	
		52.03XX	Accounting and Related Services	
			Or	
		52.06XX	Business/Managerial Economics	
			Or	
		52.13XX	Management Sciences and Quantitative Methods	
			Or	
		52.08XX	Finance and Financial Management Services	
2	> 30%	27.XXXX	Mathematics and Statistics	Desired
			Or	
		52.XXXX	Business, Management, Marketing, and Related Support Services	
			Or	
		14.XXXX	Engineering	
3	< 30%	XX.XXXX	Any	Permitted

71S – Special Investigations

Tier	Target Accession Rate	CIP	Education Program Description	Requirement
1	> 20%	43.01XX	Criminal Justice and Corrections	Desirable
			Or	
		45.0401	Criminology	
2	> 30%	30.1701	Behavioral Science	Desirable
			Or	
		42.2707	Social Psychology	
			Or	
		42.2812	Forensic Psychology	
			Or	
		45.10XX	Political Science and Government	
			Or	
		11.0701	Computer Science	
3	> 15%	44.0401	Public Administration	Desirable
			Or	
		52.0201	Business Administration and Management	
			Or	
		52.03XX	Accounting and Related Services	
			Or	
		22.0101	Legal Research and Advanced Professional Studies	
			Or	
		22.00XX	General Legal Studies	
4	> 35%	XX.XXXX	Any Degree	Desirable

Chapter 8, Instructions for Completing AF FM 56 and Letter of Recommendation (LOR)

8.1. AF FM 56 – Type all entries, except where otherwise indicated. Form (dates/signatures) cannot be older than 180 days prior to the Board convening date.

8.1.1. AF FM 56, I, Page 1:

8.1.1.1. Ensure items 1–7 are complete and correct (**NOTE:** BESO information not required). Mark "OTS" in 7A. Leave item 8 blank (doesn't apply). Non-Rated applicants complete block 7C; if you are a Rated applicant, list your choices on page 7 using the Rated Statement in paragraph **8.1.8.** 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 listed in Chapter 7. The list in this guide lists all the entry level officer AFS available through TFOT. Do not list other AFS not listed in the guide.

Applicants can be considered for both rated and non-rated selection similuteously with one application if eligible. List both rated and non-rated choice on AF FM 56 as instructed if requesting consideration for both and annotate profile with rated/non-rated preference. See profile sample notes on how to show preferences. AF Officer Classification Directory (AFOCD) is a good source for complete specialty education requirements and job descriptions. It can be found by accessing the HQ AFPC MyPers and conducting a search for "AFOCD".

8.1.1.2. Item 9, Leave AFOQT section blank on page 1.

8.1.2. AF FM 56, I, Page 2:

8.1.2.1. Review items 10–18. If required, ensure remarks are placed on Continuation Sheet.

8.1 2.1.1. Item 11. A waiver is required if you have previously been disenrolled from a commissioning program. See Chapter 4, addition waiver requirements for commission disenrollment waivers. List any previous applications for commissioning programs even if not selected.

8.1. 2.1.2. Item 13 is required to be filled out by all active duty AF applicants. List each AFS and associated date, AFS, duty title, etc.

8.1. 2.1.3. Ensure item 15 is clear and concise. List <u>all</u> offenses including any Article 15 actions received. **NOTE**: 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 AFRSI 36-2001, Chapter 3 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.

8.1. 2.1.4. Item 18. If the answer is "Yes," ensure Financial Eligibility Determination (FED) determination is included in the interview. **NOTE**: Answering <u>No</u> to this question does not preclude the necessity for an FED. See AFRSI 36-2001, paragraph 4.26.3, for ALL reasons that would require completion of an FED. (See Chapter 4 of this guide for explanation of FED process for active AF enlisted members).

8.1. 3. AF FM 56, I, Page 3 & 4

8.1.3.1. When applicable, ensure items 19–23 are completed. Final AF FM 56 must have initials next to applicable statements. Item 21D (3) - ABM active duty service commitment is now 6 years upon receipt of aeronautical rating. ABM applicants need to cross through the 3 in Item 21 D (3) and pen in a 6 and initial. Enter "NA" next to non-applicable statements (don't use quotes). RPA applicants need to enter the following statement and initial on AF FM 56, page 7, "If selected for RPA Training, I will incur an ADSC of 6 years from the date I am awarded an aeronautical rating." **Please make sure <u>all</u> blocks are initialed (especially 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 should be listed as one entry with current salary information.

8.1.3.2. Item 22 is completed in paragraph format and applies to both Rated and Non-Rated applicants. State your objectives and reasons for desiring an Air Force commission and address any concerns you may have about your Application (e.g. low AFOQT, GPA, and/or PCSM scores). If you are a Rated applicant you will also use this space to express why you wish to be a Rated officer in addition to the above requirements. Ensure that you initial next to the Age Statement pertaining to your application (all need to initial regardless of age). The objective statement will be copied and pasted into the Application Profile.

8.1.4.1. Item 24 - 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. or U of Maryland, B.S.). This list needs to match your degrees listed on the Application Profile. **All other blocks in item 24, remain blank.**

8.1.4.2. Item 25- Supervisor, First Sergeant, or Commander signs and validates that all information is accurate in sections I & II.

8.1.5. AF FM 56, III – Commander's Interview/Evaluation

8.1.5.1. 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 AFRSI 36-2001, Attachment 12, for NES processing procedures.

8.1.5.2. Item 27 - If you are a military applicant and married to a military spouse or are a single parent, then your Commander must initial a statement, indicating a review, and affirm that your Dependent Care Plan is valid and effective.

8.1.5.3. Item 28, A - Ensure all waivers are listed.

8.1.5.4. Item 28, B - Self-explanatory.

8.1.5.5. Item 28, C - (1) Self-explanatory, (2) answer dependent upon MasterPIF and LPIF Commander's review results, (3) self-explanatory, refer to section 8.2. for more details on the Letter of Recommendation limitations and requirements.

8.1.5.6. Item 28, D - J - Interviewer rates accordingly.

8.1.5.7. Item 28, K - Bullet format is mandatory. Unit Commander/Directorate Commander in MAJCOM or Joint Command Agencies who are Squadron Commander equivalent (interviewer) provides comments and recommendations for Rated and Non-Rated duty in this section (entries are mandatory) by covering the items listed in 28, D-J and any other information the Commander wishes to include. If the Commander is not available, the Acting Commander may complete interview. Use hard-hitting bullets that tell a story and quantify or stratify if possible (i.e. "Best I've seen", "Top 5% of applicants interviewed", etc.). Honest evaluations are a must. Ensure your Commanders are aware of any waivers that may be required. It is important that your Commander acknowledges critical information when recommendation does not match

information in the application (i.e. low GPA, poor EPR ratings, etc.). The interview must be endorsed by a field grade officer in your chain of command if the Unit Commander is a Captain or below.

Acknowledging item 28 D-J validates that the Commander has reviewed the information contained in the application and still recommends you for a commission.

8.1.6. AF FM 56, IV - Endorsing Official: Only use this section when interview is conducted by an AF officer in the rank of Captain or below. Endorsement must be within your chain-of-command.

8.1.7. AF FM 56, V – Continuation Sheet (if necessary)

8.1.7.1. Only use this for Items 10, 11, 13, 14, 15, 17, 18, and 24. Include your initials at the end of each statement listed on the AF FM 56 continuation sheet.

8.1.7.2. Make sure each entry has the correct item referenced. Any comments must be dated and initialed.

8.1.8. For Rated Applicants: Place statement below and list up to 4 Rated choices base on eligibility; ensure your choices are in preferential order (1, 2, 3, and/or 4). List choices as Pilot, CSO, ABM or RPA.

Diagram 8.1. Rated Choices

> I understand I may list up to four Rated Air Force Specialties and my Application will be considered for selection in only the Specialties I list below. I understand that my chance of selection will not increase with more choices. I am willing to serve in the Air Force in all annotated choices.
>
> 1st._____   2nd._____
>
> 3rd._____   4th._____

8.2. Letter of Recommendation (LOR) (SEE SAMPLE BELOW) - Letter must be within your chain-of-command, no higher than the senior rater (normally the wing commander or equivalent). Letter cannot be more than 180 days old from Board convening date. Only one LOR is allowed. The LOR should be addressed to the Air Force Officer Selection Board. A LOR adds emphasis to the "whole person" concept. The LOR tells Board members more about your character and potential for commissioning. It is recommended that the Unit Commander does not write the LOR, since he/she already performed the interview. The best person to write an LOR is one who has a working knowledge of you; attesting to your character, morals, standards, and potential. Individuals writing an LOR should state their relationship to you and use specific examples they have observed of your leadership, moral character, talents, accomplishments, etc. You are not allowed to obtain an additional endorsement on the Letter of Recommendation.

Note: (Refer to AFI 36-2406, 1 Jul 2000, Attachment 1, Section "Terms", Page 144, Senior Rater (Officer) or contact MPF to determine who the organization's senior rater is when not assigned to a wing). See sample of LOR format in Diagram 8.1.

Diagram 8.1.

(Using AFH 33-337, Tongue and Quill,

Memorandum format and organization letterhead)

1 Jan 2005

MEMORANDUM FOR AIR FORCE OFFICER SELECTION BOARD

FROM: Col John W. Smith

10 MAIN ST

Travis AFB, CA 92408

(Address not necessary here if letterhead is used with address already indicated)

SUBJECT: Letter of Recommendation for SSgt Jane Doe

(This example should be used as a guide only)

1. I'm the Wing Commander at Travis AFB, and I've known Jane Doe for five years…She has worked directly for me as a Supervisor…She was one of my best NCOs…etc.

2. Letter of Recommendation should have lots of specific examples that your abilities, character, desires for military service, personal traits, commitment, etc. Letter of Recommendation should be no more than two pages and does not have to match the format of this example. Font size should be 12 to make it easier for Board members to read. Do not use bullet format. Examples might include:

SSgt Jane Doe supervised ## workers and was responsible for…

She created a new database system to help manage millions of dollars of…

She helped organize a neighborhood event…

She was an outstanding athlete in…

She won the ?? Award for...

She showed great leadership ability when she...

She showed moral character when she…

She was recognized by the community for...

She worked and went to school which shows...

She easily adapts to the military lifestyle, because…

I highly recommend Jane Doe for an Air Force commission because...

3. You may contact me at (111) 123-4567 is you have any questions (LOR writer's phone number)

(Signature required)

JOHN W. SMITH, Colonel, USAF

Commander