

***NON-EXTENDED ACTIVE DUTY AIRMEN
COMMISSIONING PROGRAM***

INFORMATION PACKAGE



***315TH AIR MOBILITY WING
JOINT BASE CHARELSTON, SOUTH CAROLINA
June 2022***

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I. INTRODUCTION

The purpose of this guide is to provide basic guidance on the Non-Extended Active Duty Airmen Commissioning Program (NON-EAD ACP) as per Air Force Instruction (AFI) 36-2005, *Appointment in Commissioned Grade and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*.

This program is designed to commission the highest qualified enlisted Airmen that demonstrate outstanding leadership abilities required to fill vacant officer positions. These positions can exist at the 315 Airlift Wing as well as any other vacant officer positions (TR or IMA) within the USAFR. Selection by the 315 Airlift Wing is an honor reserved for the most qualified, motivated and deserving enlisted Airmen.

Applicants must meet the eligibility criteria set forth in this guide as well as any commissioning eligibility criteria defined in AFI 36-2005 for other specialized career fields. 315 AW members should normally anticipate meeting a 315 Airlift Wing Board in August and February of each calendar year (assuming officer vacancies are available) if their package meets the eligibility criteria provided in this guide.

If an applicant is selected for commissioning by the 315 AW Board, there will be additional requirements not outlined in this guide, which must be fulfilled prior to the package being sent forward to HQ ARPC. The 315 AW Force Support Squadron will work with and assist you in meeting these requirements. Due to the nature of the process, anticipate the entire process taking 1-2 years to finalize and to receive your commission as a Second Lieutenant from Officer Training School (OTS).

This guide is not intended to cover all aspects of NON-EAD ACP process. For further guidance contact 315 Force Support Squadron and review Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. You should also review the myPers website by going to the Enlisted tab and selecting “Non-Extended Active Duty Airmen Commissioning Program” for additional information.

II. APPLICANT REQUIREMENTS

- ❖ Must be of high moral character and personal qualifications
- ❖ Must be a United States citizen
- ❖ Must be at least 18 years old
- ❖ Must have a valid and current “Secret” security clearance
- ❖ Must meet Air Force Fitness standards
- ❖ Must possess a Baccalaureate degree or be enrolled in the senior year of undergraduate study and scheduled to graduate on or before the end of the fiscal year in which the Board meets
- ❖ Must complete all training and be able to take the Oath of Office before reaching age 40
- ❖ Must obtain a passing score on the Air Force Officer Qualifying Test (AFOQT). Minimum score of 15 percentile in the verbal category and 10 percentile in the quantitative category are required. See AFI 36-2605.
NOTE: *Member needs a passing score to meet the Board.* Contact the 315 FSS/ Force Development testing office to schedule the test. It is highly recommended that the member take the AFOQT no later than February of the year they meet the Board to allow a re-take in the event the first test scores due not meet the minimum requirements. There is a five month wait between test and re-test, so an initial test in Feb/Dec allows the retake in Jul/Jan to obtain the minimum passing score to meet the August/ February Board. The AFOQT needs to be complete and passing when packages are due to FSS.
- ❖ If selected, must agree to meet AFSC service commitment requirements following training - Four (4) years for non-rated positions (non-pilot positions) or Ten (10) years for rated positions (pilots)
- ❖ If selected, must agree to attend Officer Training School (OTS) at Maxwell-Gunter AFB for 3 months prior to any Formal Training in current or newly assigned AFSC.
- ❖ Must be medically worldwide qualified, or medically acceptable with a waiver, for an AF commission, IAW AFI 48-123 **NOTE: *Member may schedule a medical examination after being selected by the board.***
- ❖ Must meet any additional commissioning eligibility criteria as defined in AFI 36-2005
- ❖ Must complete checklist for Non-EAD Commissioning Program if selected by Board (See Attachment 1)

III. UNIT RESPONSIBILITIES

The applicant's unit of assignment will:

- ❖ Determine if the applicant meets the basic eligibility requirements as provided above
- ❖ Provide a letter of endorsement that will be included in the applicant's package (See Attachment 2)

IV. 315 AW BOARD REQUIREMENTS

Applicants must submit the following to the 315 FSS for Board consideration one UTA prior to meeting the board. Packages will be provided to the 315 FSS designated POC in the following order and in 5 copies:

- ❖ Cover letter and resume (military and civilian with experience and goals). Cover letter will explain why applicant wants to be commissioned. (Refer to AF Handbook 33-337, *The Tongue and Quill*, for resume format)
- ❖ Letter to the Board including any matter believed important for consideration (optional)
- ❖ Letter of Endorsement from Squadron Commander (See Attachment 2 for mandatory statements to be included)
- ❖ Letters of Recommendation (Not to exceed 2 letters)
- ❖ Official transcripts reflecting a Baccalaureate degree (or certification from the school Registrar that states projected graduation date is on or before the end of the FY in which the selection board meets)
- ❖ Air Force Officer Qualification Test (AFOQT) scores
- ❖ All Enlisted Performance Reports (if applicable)
- ❖ Career Data Brief from vMPF
- ❖ "Fit to Fight" Report from Air Force Fitness Management System (AFFMS)

V. 315 AW WING BOARD

The 315 Airlift Wing Board will consist of:

- ❖ Board President—Wing CV (Wing CC if CV is indisposed)
- ❖ The remaining board members will be the Operations Group Commander, the Maintenance Group Commander, the Mission Support Group Commander and the Wing Command Chief. An Aerospace Medicine, Judge Advocate or Red Horse Officer will be present depending on pertinent positions presented to the board for adjudication.

Board Member Responsibilities:

- ❖ Assess each candidate using the “whole person” concept. Factors such as duty performance, job responsibility, experience, supervisory and leadership ability, professional competence, education, AFOQT scores, military bearing, appearance and verbal communication skills are considered (See Attachment 3)
- ❖ Review packages and interviews candidates
- ❖ Eliminate Airmen who are not deemed viable officer candidates
- ❖ Refer names of selected Airmen to the FSS for consideration by unit Commanders

Candidate Responsibilities:

- ❖ Wear full service dress uniform, be on time for the board interview and formally report in/out.

VI. BOARD NOTIFICATION TO APPLICANT

The member will be notified within 30 days after the Board meets if selected for a 315 AW officer vacancy. If selected, the 315 FSS designated POC will assist in preparing the following documents for ARPC:

- ❖ AF Form 1288, *Application for Ready Reserve Assignment*
- ❖ AF Form 56, *Application for Training Leading to Commission in the US Air Force*
- ❖ All Enlisted Performance Reports (if applicable)
- ❖ Letter(s) of Recommendation
- ❖ AFOQT Score Printout
- ❖ Current Physical/Medical Documentation
- ❖ Current & valid secret security clearance
- ❖ Official transcripts
- ❖ Training statement
- ❖ Agreement statement
- ❖ DD 214, *Certificate of Release or Discharge from Active Duty*

Checklist for Officer Training School (OTS) Commissioning Program AFMAN 36-2032

As of July 2021

Items to include in Non-EAD Airmen Commissioning Package	Applicant Initial	PM Initial
IMA/NAF CC program manager Indorsement with specific and strong justification for commissioning and/or exception to policy request.	X	X
AF Form 1288, <i>Application for Ready Reserve Assignment</i> (must be legible) Ensure all blocks are completed and provide complete 3-line unit addresses. Please include personal non-hotmail/non-edu/non-military email for WINGS registration. No SDIs for OTS members.	X	X
Applicant currently holds skill level commensurate with grade (SURF) Yes No 3-skill level 5-skill level 7-skill level 9-skill level		X
Professional Military Education (SURF) Airmen Leadership School ____ NCO Academy ____ SNCO Academy ____ ALS Not required by AFRC / A1K0	X	
RMVS printout showing vacant officer position to which applicant is projected, current within 30 days.		X
Current SURF/RIP (from vMPF or MilPDS) Ensure applicant is SSgt or above, the day before going to OTS, to include MilPDS update.	X	
AF Form 56, <i>Application for Training Leading to Commission in the United States Air Force</i> . Ensure all blocks are completed or marked not applicable. Authorized approval is for this form is gaining commander.	X	X
All previous <i>Enlisted Performance Reports</i> , for quality force review for last 10 years. (N/A for Non-Prior)	X	
AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> . If applicant has experimented or used marijuana, provide a statement explaining the circumstances (AFMAN 36-2032)	X	
Statement in myPers ticket noting if member is currently deployed or requesting AGR curtailment. (If Applicable)	X	X
Letter(s) of Recommendation	X	X
Physical/Medical Documentation based on Commissioning Standards IAW DAFMAN 48-123. -Current members: AF Form 422 and current PHA. -Non Prior: Provide copies of Certified Report of Medical Exams and Report of Medical History. Certified Physical, DD 2808, Report of Medical Examination and DD 2807-1 and 2807-2, Report of Medical History (packages from recruiters only need page 1 of DD 2808).	X	
AFOQT Score printout Verbal ____ (15 minimum) Quantitative ____ (10 minimum). (see AFMAN 36-2032 if waiver is required)	X	
Official Transcripts - must have obtained a minimum of bachelor's degree. Original transcripts issued to student are not considered official.	X	
Resume (based on PM requirements)	X	
AF Form 1034, <i>Active Duty Agreement (Officer Training School) United States Air Force</i>	X	

NOTE: "X" Indicates action must be completed or coordinated on by applicant or MAJCOM PM. All items on this checklist must be reviewed by MAJCOM PM office endorsing applicants commissioning before it is submitted. Commissioning package must be submitted through MAJCOM PMs office to HQ ARPC/DPAR via myPers. If a waiver is require, submit via TMT to HQ ARPC/DPAR



Checklist for Officer Training School (OTS) Commissioning Program AFMAN 36-2032

As of July 2021

Agreement Statement -- If wearing dental braces on your teeth you must have the required MOU (Memorandum of Understanding) in your possession when in-processing. The MOU is available through your medical facility.	X	X
All applicable DD Form 214, Certificate of Release or Discharge from Active Duty.	X	
Fitness Report (must be current upon entry to OTS and a passing score). (N/A for Non-Prior)	X	X
Age waiver request (if applicable). Age waiver required for members if they are not PS and falls under adjusted age or unable to be commissioned prior to 40th birthday. 2.5.2. PS applicants: Applicants, who previously served in any branch of the military, use an adjusted age. See AFMAN 36-2032, para 7.4.1.3.	X	X
Statement the Applicant meets all requirement for appointment (Verified, signed and dated by recruiter/approval official FSS/Det)	X	X
Retainability – Ensure Airmen acquire the retainability, review statements below: (1) Extending their current enlistment 6 months from projected class graduation date for OTS; (2) Refer first-term Airmen to Table 3.1. of AFI 36-2606 for retainability guidelines.	X	X
DD Form 785, Record of Disenrollment from Officer Candidate Training (if applicable). AFMAN 36-2032 An individual disenrolled from a military service academy for any reason/disenrolled from any other officer training program listed in Attachment 9		

ACKNOWLEDGEMENTS:

“I verify that I have reviewed and provided all documents on this checklist”

Applicant Signature

Program Manager Signature

ACTIONS AFTER APPROVAL

Applicant PM

AF Form 656, Clothing Request and Receipt. Direct questions to HQ AFRC/A4RR, DSN 497-1188 or Commercial (478) 327-1188, once the AF Form 656 has been received from HQ AFRC/A4RR.	X	
Complete Contract for Air Force Selected Reserve Service Commitment (RSC). 4 year RSC incurred and must have retainability on enlistment contract IAW AFRCI 362102. Additionally, individuals withdrawn or eliminated from education or training program will incur a 2-year RSC from the date the member was withdrawn or eliminated. Non-prior service members are not required to sign a contract for training; however, reference AFMAN 36-8001 for recall procedures.	X	X
Complete AROWS Request for school tour orders at the ARPC Training website. Direct questions to the IMA, PM or Unit Training Manager.	X	X
Applicant not in IMA program must see recruiter to execute enlistment contract.	X	X

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Checklist for Officer Training School (OTS) Commissioning Program
AFMAN 36-2032

As of July 2021

Visit the official Air University website for additional information. https://www.airuniversity.af.edu/Holm-Center/OTS/	X	
WINGS -See Selection Letter and look for email from WINGS for onboarding required courses/requirements.	X	

ACKNOWLEDGEMENTS:

“I verify that I have reviewed and provided all documents on this checklist”

Applicant Signature

Program Manager Signature



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VII. FREQUENCY OF BOARDS

The Board will normally meet in February and August of each year (assuming officer vacancy exists). If not selected for a officer vacancy, your package will not automatically carry-over to the next Board. However, you may re-submit an updated package and meet the next Board.

ATTACHMENT 2



Letter head

DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

(Date)

MEMORANDUM FOR 315 AW AIRMAN COMMISSIONING BOARD

FROM: Office Symbol
Address
Joint Base Charleston, SC 29404

SUBJECT: Letter of Recommendation

1. I recommend SSgt Richard Adams for the Non-Extended Active Duty Airmen Commissioning Program. SSgt Adams has been an asset to this unit since he arrived. His work ethic and level of maturity is well beyond his peers. He has demonstrated exemplary performance in his assigned duties as the NCOIC of Personnel Readiness and was lauded by wing leadership during the last ORI.

2. **Mandatory statement:** *SSgt Adams has a passing fitness test, does not have a delinquent GTC account, has no unexcused absences in the past 12 months and does not have a UIF, Article 15, or any other administrative action pending.*

3. SSgt Adams is truly an outstanding Airman deserving to have a chance to become a commissioned officer. His job performance, social skills, professionalism and strong commitment to serve make him more than ready for this level of responsibility and trust.

Unit Commander's Signature Block

ATTACHMENT 3

315 AIRLIFT WING AIRMAN COMMISSIONING BOARD EVALUATION SHEET

Board Member: _____

Applicant: _____

You are to assess each applicant package using the whole person concept. You must evaluate the entire package to decide the applicants' relative potential for commissioning in the USAFR.

Listed below are factors you should use in evaluating the potential for commissioning are:

	WHOLE PERSON FACTORS TO EVALUATE	POINTS AVAILABLE	POINTS SCORED
1.	Duty Performance & Job Responsibility (EPRs, Resume, etc)	15	
2.	Supervisory & Leadership Ability/Experience (EPRs, Resume, etc)	15	
3.	Education (Military, PME, & Civilian) (Transcripts, RIP, AFOQT)	20	
4.	Dress and Personal Appearance (AFI 36-2903)	10	
5.	Verbal/Written Communication (interview/cover letter)	20	
6.	Board Interview (poise, demeanor, confidence, etc.)	20	
	TOTAL SCORE	100	