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**Personnel**

**RECRUITING PROCEDURES  
FOR THE AIR FORCE**

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This instruction implements AFRS 36-20, *Accession of Air Force Military Personnel*, and will be used with AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*; and AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECP)*. This instruction provides guidance and procedures necessary for AFRS personnel to recruit and select, from civilian sources, a sufficient number of qualified persons to meet Air Force manning requirements without regard to race, color, religion, sex, or national origin. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. Refer questions or suggested changes to Headquarters, Air Force Recruiting Service, Enlisted Programs Management Branch (HQ AFRS/RSOP), 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

Failure to observe the prohibitions and mandatory provisions in paragraphs 1.1. through 1.8.4. may result in punishment under Article 92 or other articles of the Uniform Code of Military Justice (UCMJ).

**This instruction replaces or revises guidance previously found in AETCI 36-2002, 18 April 2000.** It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.) 503, 837, 839, 716, 672(d), 689 and Title 50, U.S.C. 456. System of records notices F036 AETC A, *Lead Management System*; F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; and F036 AF PC P, *Application for Appointment and Extended Active Duty Files*, apply. Before asking for the information, the requester will show and, upon request, give the affected individual a Privacy Act Statement for each IMT, form, format, or form letter used to collect personal data.

See **Attachment 1** for a glossary of references and supporting information used in this publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This change incorporates Interim Change 2, which implements the mandatory use of the AFRS Form 3, *AFRS 15 Day QC Checklist*, when completing 15-day QCs (paragraph 6.2.8.) and AFRS Form 11, *Certificate of Enlistment* (paragraph 2.39.4.); changes AETC IMT 52 to AFRS Form 52, *Delayed Entry Program Membership Card* (paragraph 6.2.19.); deletes the use of DD Form 1304-12K (paragraph 2.27.2.) and AFRS Form 1355 (paragraphs 8.22. through 8.22.2.); corrects Table 2.2., Note 4, to read USMEP-COM Form 680-3A-E; and redesignates IMTs as Forms throughout. A bar ( | ) indicates revision from the previous edition.

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## Chapter 1

### PROFESSIONAL CONDUCT STANDARDS AND MANAGEMENT GUIDANCE

#### *Section 1A—Standards*

##### **1.1. Overview:**

1.1.1. The standards in this section serve as the foundation for professionalism and integrity in the conduct of day-to-day AFRS business.

1.1.2. Recruiting personnel who violate any standard in this section are subject to disciplinary action under the UCMJ, Article 92. “Recruiting personnel” is defined as all persons assigned to AFRS, including its groups and squadrons, regardless of their duty Air Force specialty code (AFSC). “Recruiter” is defined as any commissioned officer, noncommissioned officer (NCO), or Airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

1.1.3. All members of AFRS should be familiar with and discuss their understanding of this section while in-processing, during training meetings, or whenever necessary to emphasize the importance of Air Force Core Values.

1.1.4. Malpractice (paragraph 1.2.), misconduct (paragraph 1.3.), and irregularities (paragraph 1.4.) will not be condoned.

##### **1.2. Malpractice.** Malpractice is defined as:

1.2.1. Concealing, advising an applicant or other person to conceal, or conspiring with an applicant or other person to conceal disqualifying factors.

1.2.2. Any action to qualify an ineligible applicant in violation of directives.

1.2.3. Any intentional action to mislead or misinform a prospect or applicant regarding any aspect of recruiting policy, procedures, entitlements, or benefits.

1.2.4. Any intentional misinformation designed to induce an applicant to apply for or accept enlistment, commissioning, or appointment.

1.2.5. Any other intentional violation of recruiting policy or procedure that results in the processing or enlistment, commissioning, or appointment of an ineligible applicant. Recruiters will not advise applicants regarding the transfer of dependent custody or changing marital status for the purpose of entry into the Air Force.

1.2.6. Initiating or participating in any action to influence lawyers, attorneys, law enforcement officials, or judicial authorities to release, dismiss, drop charges, or otherwise mitigate dispositions to qualify an individual for Air Force enlistment, commissioning, or appointment. Recruiting personnel will not accompany applicants to court.

1.2.7. Purchasing or using any type of drug testing product to attempt to predetermine an applicant’s qualifications.



**1.3. Misconduct.** Misconduct is defined as any willful or intentional conduct contrary to this instruction or any other applicable publication that is prejudicial to the good order and discipline of the Armed Forces, or of a nature that could bring discredit upon the Air Force.

1.3.1. Recruiting personnel will not release any applicant information to agencies or persons outside of the Department of Defense (DoD). Instead, they will refer all inquiries or requests for such information to the local commander.

1.3.2. Applicants who enlist in the Delayed Entry Program (DEP) or take a commissioning oath in the Air Force Reserve will not be ordered or otherwise forced to report for active duty (AD) or extended active duty (EAD). **Recruiting personnel will not make statements that imply the Air Force will take legal action against an applicant who refuses to go AD or EAD.**

1.3.3. Recruiting personnel will not become involved or otherwise assist in general educational development (GED) testing of individuals beyond advising them to contact the nearest state education official authorized to administer the GED test.

1.3.4. Recruiting personnel will maintain high standards of conduct and be totally professional in their relationships with applicants. Inappropriate conduct and unprofessional relationships include, but are not limited to, the following:

1.3.4.1. Developing or attempting to develop or maintain an intimate personal relationship with an applicant.

1.3.4.2. Making sexual advances toward applicants or seeking or accepting sexual advances from applicants.

1.3.4.3. Dating or attempting to date any applicant whose processing has begun, but has not been terminated due to the applicant's own withdrawal or one of the grounds of unacceptability outlined elsewhere in this instruction. (**Note:** For purposes of this paragraph, an applicant's processing is not terminated by his or her voluntary withdrawal until the withdrawal and termination is approved and documented by the recruiter's flight chief or a higher authority.) Each recruiter will ensure he or she signs AFRS Form 6, *Discrimination and Sexual Harassment Briefing*, with the applicant. The recruiter will then put the form in the applicant's case file to the MEPS. (The form is available in the Air Force Recruiting Information Support System [AFRISS].) MEPS personnel keep the form in the case file package. They send the original form to BMT upon the applicant's EAD and keep a copy in the residual file.

1.3.4.4. Using grade or position, threats, pressure, or return of favors or favorable treatment in an attempt to gain sexual favors from applicants.

1.3.4.5. Engaging in any verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

1.3.4.6. Using personal resources to provide applicants with lodging or transportation.

1.3.4.7. Accepting an applicant's personal belongings or household goods for any reason.

1.3.5. Recruiting personnel will not sponsor an alien for permanent residence in the United States by citing the Air Force as a prospective employer. In addition, they will not recruit in a foreign country unless invited by the government (specifically Canada and Mexico).

**1.4. Irregularity.** Irregularity is defined as any other recruiting infraction not covered under the purview of malpractice or misconduct. This includes an unintentional action that causes a prospect or applicant to be misinformed about any aspect of the recruiting or enlistment process, policies, procedures, entitlements, and benefits.

**1.5. Referring Complaints.** Persons with policy and procedure complaints will not be advised, instructed, or otherwise assisted by recruiting personnel in contacting congressional representatives, HQ AFRS at Randolph AFB TX, Recruiting Service Inspector General liaison (HQ AFRS/IGQL) at Lackland AFB TX, or 319th Personnel Processing Squadron at Lackland AFB TX. Recruiting personnel will refer all complaints that cannot be resolved and questions that cannot be answered to their immediate supervisor. If the immediate supervisor is not available, recruiting personnel will elevate the complaints through the chain of command. They will not release names, addresses, e-mail addresses, or phone numbers of personnel or offices above the squadron-commander level.

**1.6. Referring Inquiries.** Recruiting personnel will not respond to official inquiries, allegations, or complaints received directly from Air Force members, parents, legal officials, or legislative representatives from any level of government, except as authorized by HQ AFRS/IG. Instead, recruiting personnel will refer all such inquiries to the squadron commander, who will address them directly or forward them to the appropriate office or agency for further action. For congressional inquiries, squadron commanders will submit a draft response to HQ AFRS/IGQ who will prepare the official response through SAF/LL to the congressional representative.

**1.7. Recruiting Service Investigations.** Recruiting personnel will provide any and all pertinent, available information to investigating officers or other representatives duly appointed to conduct investigations and will otherwise fully cooperate with them.

**1.8. Reporting and Investigating Recruiting Malpractice, Misconduct, and Irregularities:**

1.8.1. Recruiting personnel must report actual or suspected recruiting malpractice, misconduct, or irregularities to their immediate commander. Recruiting group and squadron commanders will ensure all allegations or complaints of suspected malpractice, misconduct, or irregularities (including allegations forwarded from the US Military Entrance Processing Command [USMEPCOM] and military entrance processing stations [MEPS]) are investigated. The decision to conduct a formal investigation rests with the individual commander. However, he or she should only make this decision after consulting with the servicing base legal office or HQ AFRS/JA.

1.8.2. The group or squadron commander initiating an investigation (or his or her designated representative) must notify HQ AFRS/JA that an investigation has been initiated, provide the name of the appointed investigating officer, and obtain guidance concerning the proper procedures for conducting and documenting the investigation. Commanders will also ensure investigating officers obtain legal advice and guidance from HQ AFRS/JA or their servicing base legal office before conducting the investigation. Any completed investigation must comply with either the SAF/IGQ or HQ AFRS/JA report of investigation (ROI) formats. In all cases, commanders must keep HQ AFRS/JA informed on all aspects of each investigation or command action.

1.8.3. Prior to a determination on the merits of the investigative findings and an administrative or disciplinary command action, commanders will obtain a written legal review of the ROI from their servicing base legal office or HQ AFRS/JA.

1.8.4. On completion of any commander-directed investigation, commanders will ensure HQ AFRS/JA is notified of summarized results of their investigative findings and any resultant command action. If the HQ AFRS/IG referred the investigation to the commander, the commander will ensure the HQ AFRS/IG is also notified by a similar summarized result of findings and command action. This notification may include a copy of the ROI itself.

### ***Section 1B—Management Guidelines***

#### **1.9. Returning Persons in Absent Without Leave (AWOL) or Deserter Status to Military Control.**

If a person claiming to be in AWOL or deserter status telephones a recruiting office, the recruiter will ask the caller for his or her name, branch of service, last unit assigned, and social security number (SSN). No suggestions or advice will be given. The recruiter will then call the member's squadron and give the information to the first sergeant, superintendent, or commander. The first sergeant will then contact the member's unit or nearest service component base law enforcement desk for further guidance. If information on the member's unit is unavailable, the same first sergeant will contact the nearest military installation security police unit for instructions. **Note:** The same procedures apply if the person walks into a recruiting office and claims to be AWOL or a deserter.

#### **1.10. Handling Personnel Who Become Disqualified or Refuse To Ship After Taking the Oath of Enlistment.**

If a person swears in and is subsequently disqualified or voluntarily refuses to ship to his or her initial training destination, the recruiting squadron responsible for accessing the Airman will ask the USMEPCOM to amend the orders assigning the Airman to the recruiting squadron. The recruiting squadron will then ask the servicing military personnel flight (MPF) to issue discharge orders in accordance with AFI 36-3208, *Administrative Separation of Airmen*. MEPS liaison personnel will not "unconfirm" and cancel an applicant after he or she has sworn into AD. An applicant refusing to ship after swearing into AD will not be forced to travel to the initial training destination.

#### **1.11. Air Force Recruiting Information Support System (AFRISS).**

AFRISS will be used to conduct all processing activities to include leads, applicant tracking, processing, and applicant or DEP followup. When used properly, this system gives squadron managers access to production data that previously had to be gathered manually. Squadron commanders will ensure manual tracking is reduced to the absolute minimum and make maximum use of AFRISS. **Note:** In the event AFRISS becomes unavailable for an extended period of time, AFRS Forms 1319, *Personal Interview Record*, 1319A, *Personal Interview Record (Continued)*, and 1340, *Lead Refinement Record*, will be manually accomplished to ensure uninterrupted applicant processing.

#### **1.12. Interservice Recruitment Committee (IRC):**

1.12.1. Squadron commanders are voting members and are responsible for resolving all problems related to MEPS processing (mental testing, physical examinations, processing schedules, applicant transportation, meals, lodging, etc.) at the local level.

1.12.2. Squadron commanders should attend all IRC meetings. If they cannot attend due to emergency leave, higher headquarters TDY, or some higher priority schedule conflict (that cannot be resolved) a designated squadron representative will attend. Squadron superintendents, MEPS liaison supervisors (MLS), and other squadron personnel are encouraged to attend. Squadron commanders will ensure a copy of the IRC minutes is sent to their operations flight.

1.12.3. Squadron commanders will take immediate action to resolve problems at the lowest level. Problems that cannot be resolved locally will be elevated through the chain of command.

1.12.4. Group commanders will elevate issues to HQ AFRS/RSOPA when necessary. They will ensure a copy of their mid-level interservice recruitment committee (MIRC) minutes is sent to HQ AFRS/RSOPA.

**1.13. Test Control Officer (TCO).** Squadron commanders will appoint, by memorandum, their operations flight commander or support flight commander as the unit TCO.

#### **1.14. Recruiter Zone Map (RZM):**

1.14.1. HQ AFRS/RSOAM is the OPR for the RZM and will provide specific procedural guidelines for updating and maintaining the RZM.

1.14.2. HQ AFRS/RSOA will maintain an *electronic* RZM designed to reflect the boundaries of each recruiter's zone. The RZM is the key element in distributing leads and Armed Services Vocational Aptitude Battery (ASVAB) High School Testing Program data to recruiters in a timely fashion. Because the RZM is also the cornerstone for flight and recruiter zone-level market analysis activities, it must accurately reflect the geographic boundaries of each recruiter's zone.

1.14.3. Squadrons are responsible for ensuring the accuracy of the zone boundaries within their squadron. They must submit zone modification information in the form of a paper map (Rand McNally® or any other original map) to HQ AFRS/RSOAM whenever recruiter zones are changed or realigned or when authorizations are added or deleted. (**Note:** Photocopies or faxed copies of maps are not acceptable.) Squadrons will provide revised RZMs to HQ AFRS/RSOAM as part of the AFRS Form 1399, *AF Recruiting Service Authorization Change Request*, process or when other zone boundary changes not requiring an AFRS Form 1399 are to be implemented. (AFRS Form 1399 is prescribed in AFRSI 38-201, *Air Force Recruiting Service Operational Organization*. Refer to that publication for guidance on filling out this form.)

#### **1.15. Market Surveys:**

1.15.1. Recruiters and flight commanders or chiefs are responsible for conducting and maintaining a market survey for their areas of geographic responsibility. Flight commanders or chiefs will complete the market survey for all "open" zones. Recruiters will load demographic information on all schools into AFRISS. Recruiters will complete the market survey (AFRS Form 1368, *Officer Accessions Market Survey*, or AFRS Form 1389, *Market Survey Information*), appropriate for their assigned zone.

1.15.2. Flight commanders or chiefs will maintain a copy of each recruiter's market surveys. They will consolidate the information on an appropriate market survey form and forward a copy to squadron operations. Market surveys will be completed annually and sent to squadron operations no later than (NLT) 30 December of each year or when significant changes occur.

1.15.3. New recruiters and supervisors will review and update the market surveys with their supervisor within 90 days after arrival. The flight commander or chief will establish procedures to validate at least 50 percent of the market data in each flight and officer program. They will attach a record of the validation to the market surveys and send the package to squadron operations. (In this case, "market" means the factor used in goaling formulas such as high school seniors or net reservation goaling or residency market used in physician goaling.) Fully qualified markets need not be validated.

1.15.4. Squadron operations will review the market surveys for accuracy and provide written feedback to flights for corrective action. They will suspend the corrective actions for followup to ensure compliance. In addition, squadrons will determine how to use the results to ensure fair and equitable goaling.

1.15.5. Squadron operations will validate at least 10 percent of the market for goaling purposes for each flight, documenting and filing the validation with the market surveys. Fully qualified officer accession (OA) markets need not be validated unless they are used as a factor for goaling.

**1.16. Goal Allocation, Competition System, and Incentive Awards Programs.** HQ AFRS will publish policies and procedures in support of these programs. The AFRS Commander is the final approving authority. Based on policy guidance issued before each fiscal year (FY), groups will publish instructions that reflect the current FY program priorities after receipt of HQ AFRS publications. Squadrons will publish operating instructions (OI) that recognize and address AFRS needs after publication from their respective groups. Each flight commander or chief will maintain OI on goal allocation, competition, and incentive award programs as a minimum. OIs must be written in an understandable manner and reviewed at least annually for accuracy and currency. Unless otherwise specified, the goal will be allocated to the recruiter level. Do not withhold the goal. Goaling authorities will not goal more goal cumulatively than goal allocated. Nonprior service (NPS) enlisted accession (EA) net reservation goals will be distributed monthly. Squadron commanders have discretion regarding allocation of other goals to the EA level.

1.16.1. **Factors Used To Goal Squadrons.** HQ AFRS will develop and distribute all goals for the group with suggested goals to the squadrons. When goaling squadrons, marketing, manning, and past production are factors to be used to help ensure fair and equitable goaling.

1.16.2. **Factors Used To Goal Flights and Recruiters.** Squadrons and flights should use market and manning as primary factors when breaking out goals. EA net reservation goals will be distributed monthly. When recruiters take leave, go TDY, or are absent due to a bona fide medical illness, their goals may be adjusted. Production flight chiefs will publish flight goals. Flight commanders or chiefs will allocate OA goals to recruiter level. "Team goaling" is not authorized. The publishing timing will depend on the specific recruiting program.

**1.17. Planning.** To ensure proper time management and productivity, recruiters must plan their activities in advance to include daily, weekly, monthly, and annual planning. A planning guide must be used (may be AFRISS). Include all activities in the activity plan. Cross-reference all areas (planning guide, AFRS Form 1339, *School Program Folder*, lead lists, annual and monthly plans, etc.). Maintain at least 6 months' worth of the completed planning guide on file.

### **1.18. Expectations:**

1.18.1. **EA Program.** EA flight chiefs:

1.18.1.1. Will set written applicant-generating activity expectations for their recruiters in training and recruiters who are year-to-date, not-across-the-board (NATB) on net reservation goal. Using the flow trend and production analysis data, base the expectations on the recruiter's goal and success and loss rates.

1.18.1.2. Will review performance against these expectations, provide written feedback on a weekly basis, and make adjustments based on the recruiter's production requirements. **Note:** In the

event AFRISS becomes unavailable for an extended period of time, flight chiefs may use AFRS Form 1484, *Recruiter Daily Activity Log*, to track a recruiter's daily activity.

1.18.1.3. Are responsible for directing the use of recruiting tools in sufficient volume and frequency to ensure applicant-generating activities and a consistent flow to the MEPS is generated to achieve assigned goals. **Note:** A written copy of the flight chief's expectations and recruiter's performance review will be kept on file for 2 years in accordance with the Air Force RDS, Table 36.10, Rule 10.

1.18.2. **OA Program.** OA flight chiefs:

1.18.2.1. Will set written monthly recruit-generating activity expectations and quarterly application flow expectations for their recruiters. Using the flow trend and production analysis data, base the expectations on the recruiter's goal, success and loss rates, and critical timing of flow. (Consult program announcements and board schedules.)

1.18.2.2. Will review performance against established expectations on a weekly basis for ALL recruiters and make adjustments based on the recruiter's production requirements.

1.18.2.3. Are responsible for directing the use of all recruiting tools in sufficient volume and frequency to ensure a consistent application flow to HQ AFRS is generated to achieve assigned goals. **Note:** A written copy of the flight chief's expectations and the recruiter's performance review will be kept on file for 1 year.

1.19. **Office Visits.** EA and OA flight chiefs will:

1.19.1. Conduct and document an office visit with each recruiter monthly unless otherwise directed by the squadron superintendent. Assess the effectiveness of the seven mission-critical tasks: lead generation, leads prospecting, applicant sales, applicant processing, planning, marketing, and DEP management.

1.19.2. Validate accomplishment of suspenses and other activities as directed by squadron management. A written copy of the office visit will be kept on file by both the recruiter and flight chief for 6 months.

1.19.3. Provide written guidance and suspense the recruiter to correct any deficiencies. Follow up on guidance provided to ensure deficiencies were corrected.

1.20. **An Overview of Customer Service Standards.** Recruiting personnel will render the highest level of courtesy, professionalism, and customer service at all times when dealing with applicants, influencers, and the American public. Consistently high levels of customer service provide a competitive advantage and are essential to continued Air Force recruiting success in an increasingly aggressive marketplace.

1.21. **Elements of Successful Squadron Customer Service Programs.** Customer service programs serve as a powerful force-multiplier for recruiters. Squadrons will employ all (but are not limited to) the following tools and techniques:

1.21.1. **Customer Feedback Mechanisms.** Squadron leadership or designated representatives will maintain customer feedback mechanisms and augment them with random phone surveys. It is important to regularly receive customer input on successes and failures of recruiting operations.

1.21.2. **Metrics.** Squadron commanders will track key customer service trend data to identify areas for improvement. They will review and discuss metrics during quarterly management meetings and performance feedback sessions for appropriate personnel involved with direct customer service. Metrics will change to analyze identified trends and processes. Metrics might include, but are not limited to measuring: (*Note:* Squadron commanders will compile the results of their metric reviews and report process improvements [where indicated] to group commanders, who will, in turn, review each squadron in their respective group.)

1.21.2.1. Internal customer satisfaction (MEPS, marketing, support personnel).

1.21.2.2. Overall applicant satisfaction with individual recruiter performance.

1.21.2.3. Inspector general (IG), basic military training (BMT), and congressional complaint history.

1.21.2.4. Applicant MEPS processing satisfaction.

1.21.2.5. Recruiter avoidable losses (RAL).

1.21.2.6. Waiver processing satisfaction.

1.21.2.7. DEP customer satisfaction.

1.21.2.8. Refusals and declinations.

1.21.2.9. Application errors.

1.21.2.10. Leads contact.

1.21.3. **Customer Service “Best Practices.”** Identify and adopt useful customer service best practices. Many individual recruiters and flights have developed highly innovative and successful approaches to enhance their customer service. Commanders are highly encouraged to promote the sharing of these best practices so overall levels of squadron customer service are raised.

1.21.4. **Education and Training.** Regular customer service training for all assigned personnel is a command responsibility. Local commanders will ensure all assigned personnel receive this training tailored to their local markets. While not required, such training is normally documented on an AF IMT 623A, *On-the-Job Training Record-Continuation Sheet*. Specific elements of the training should include, but are not limited to: (*Note:* AF IMT 623A is prescribed in AFI 36-2201, Volume 3, *Air Force Training Program on the Job Training Administration*. Refer to that publication for guidance in filling out this IMT.)

1.21.4.1. Obtaining applicant and recruiter feedback and handling complaints.

1.21.4.2. Accurate and timely communication with applicants and inquirers.

1.21.4.3. Review of general customer service concepts.

1.21.4.4. Techniques for tactfully dismissing applicants.

1.21.4.5. Applicant followup.

1.21.5. **Accountability.** Accountability is key to the program’s success. Commanders must ensure commitment to consistently deliver excellent customer service during every recruiting encounter. They must also ensure those who fall short are properly educated, trained, and held accountable for results in this area.

**1.22. Group and Squadron Commander Responsibilities.** Group and squadron commanders will implement and ensure maintenance of effective customer service programs in their units. The following items are the minimal elements for a functional program:

1.22.1. No less than quarterly, clearly and regularly emphasizing to assigned personnel the importance of customer service. Additionally, incorporating customer service and customer orientation as a factor considered in performance evaluations and award nominations. (Refer to the discussion of metrics in paragraph 1.21.2.)

1.22.2. Conducting prompt fact-finding regarding all customer service complaints and initiating managerial or training sessions or adjustments as needed. Using complaints and feedback about customer service failures as opportunities to improve processes and ensure accountability.

1.22.3. Regularly reviewing customer service metrics with key unit leadership during normal feedback sessions and management meetings and appropriately recognizing and/or intervening to adjust local performance, as needed, to achieve positive results. **Note:** Squadrons commanders will accomplish quarterly reports of results and improvements, where identified, to group commanders, who will ensure the reports are evaluated, consolidated, and have appropriate followup. Group commanders will maintain actions taken, thereby establishing a database for quarterly and annual review.

1.22.4. Establishing appropriate managerial controls to gauge the effectiveness of customer service provided in each production and support flight and staff agency. These controls should provide regular, direct feedback for customer service metrics.

1.22.5. Ensuring all personnel receive customer service training tailored to their function and to local conditions or the market.

**1.23. AFRS Staff Responsibilities:**

1.23.1. HQ AFRS/RSOT will:

1.23.1.1. Research, implement, and maintain standardized customer service training curricula for recruiter initial qualification training, flight chief training, staff training, executive training, and other training workshops at HQ AFRS.

1.23.1.2. Publish training packages and curricula for local personalization and use as necessary.

1.23.2. HQ AFRS/IG will provide group commanders will complaint analysis at least quarterly and task group commanders to report complaint resolution as needed.

1.23.3. HQ AFRS/FM will staff and provide cost estimates and fund staff support for customer service training and evaluation materials and other associated costs as needed.

1.23.4. HQ AFRS/RSI will provide technical support to create web-based customer service feedback mechanisms.

**1.24. Flow Trend and Production Analysis:**

1.24.1. Flight chiefs will analyze recruiter flow trend, squadrons will review flight flow trends, and groups will review squadron flow trends. HQ AFRS/RSO will review group flow trend reports as deemed necessary.



1.24.2. Flight chiefs will use production management reports available in AFRISS to track and monitor production-generating activities. They will review production flow trend data monthly and quarterly, using the management reports available in AFRISS.

1.24.3. At least quarterly, flight chiefs will provide written flow trend feedback, highlighting areas of concern with proposed solutions, to all recruiters in training and recruiters who are year-to-date NATB. They will forward a copy of the quarterly flow trend analysis to squadron operations by the 10th workday after each quarter ends. **Note:** A copy of the flow trend feedback will remain on file in both the recruiting office and flight office for 1 year.

1.24.4. At least quarterly, squadron operations flights will provide written flow trend feedback, highlighting areas of concern, to the superintendent of all EA and OA flights by the 10th workday of the month following the end of a quarter. The squadron superintendent will review the operations flight's recommendations and provide feedback to OA and EA flight chiefs. A copy of each flight's individual flow trend will be sent to the appropriate flight for review, action, and filing. **Note:** The flow trend feedback will remain on file for 1 year.

1.24.5. Groups will establish policies and requirements for flow trend from the squadron to the group.

### **1.25. Production Indicators:**

1.25.1. EA flight chiefs will track the following: leads, active personal interview records (PIR) not tested, test qualified-not processed, MEPS activity, qualified and waiting (QW), out of DEP, DEP or EAD bank, cancellations, waivers, MEPS recoverable losses, and suspenses.

1.25.2. OA flight chiefs will track the following: leads, working PIRs, working applications, selects not commissioned, commissioned or EAD, declinations, waivers, and suspenses.

1.25.3. To drive production, all flight chiefs should use available production data to evaluate and provide feedback to their recruiters.

**1.26. Other Analysis.** Squadron operations will provide additional reports and analysis as requested by squadron management. The superintendent will provide feedback to flight chiefs as appropriate. Other reports (by-county accession reports, BMT and technical training attrition reports, etc.), will be reviewed when received, and written analysis and feedback will be provided as necessary or as requested by squadron management.

**1.27. Group Operations Flight Management.** In addition to other duties outlined in this instruction, group operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, group operations flights will:

1.27.1. Establish tracking procedures for EA and OA programs to at least flight level, making maximum use of AFRISS products.

1.27.2. As directed by group management, publish and distribute standings for all EA and OA by recruiter and flight. Track and publish eligibility for HQ AFRS competition programs.

1.27.3. Publish group goaling and incentive award OIs within 30 days after receipt of HQ AFRS Instructions. Forward a copy of approved group goaling, competition, and incentive awards instructions to HQ AFRS/RSOA no later than 45 days after receipt.

1.27.4. Review and approve squadron goaling, competition, and incentive awards OIs. Provide written feedback within 30 days of receipt on discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.

1.27.5. Monitor waivers and eligibility determinations from receipt to final disposition and provide group management with a consolidated squadron waiver analysis quarterly, using AFRISS reports.

1.27.6. Review squadron-produced analyses and provide recommendations as directed by group management.

1.27.7. Serve as the liaison between squadron operations and higher headquarters concerning production-related issues.

**1.28. Group OA Program Manager Responsibilities.** The group OA program manager will:

1.28.1. Monitor all squadron OA programs production, except the Air Force Reserve Officer Training Corps (AFROTC) scholarship program.

1.28.2. Assist group management on OA production-related issues and assessment of those programs.

1.28.3. Provide training to OA flight commanders and flight chiefs as necessary or as requested by squadrons.

**1.29. Squadron Operations Flight Management.** In addition to other duties outlined in this instruction, squadron operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, squadron operations flights will:

1.29.1. In coordination with the superintendent, establish procedures for monthly DEP bank validation.

1.29.2. Establish tracking procedures for production-related issues. These include daily MEPS activities, EADs, cancellations, net reservations, prior service (PS), OA production, MEPS losses, testers, and others as required.

1.29.3. Track all applicants applying for OA and EA program credit concurrently. This applies to any program leading to a commission in the Air Force.

1.29.4. Publish, maintain, and distribute a daily recruiter activity report to the recruiter level.

1.29.5. Review suspenses at least weekly, identify concerns (overdue enlistment agreements [AF Form 300X-series], source documents, out of DEPs, etc.), and take appropriate action. **Note:** "AF Form 300X-series" is a reference to the following forms: AF Forms 3005, *Guaranteed Aptitude Area Enlistment Agreement—Non-Prior Service—United States Air Force*; 3006, *Enlistment Agreement—Prior Service/Active AFRES/ANG—United States Air Force*; 3007, *Guaranteed Training Enlistment Agreement—Non-Prior Service—United States Air Force*; and 3008, *Supplement to Enlistment Agreement—United States Air Force*; as applicable. (AF Forms 3005, 2006, 3007, and 3008 are prescribed in AFI 36-2002. Refer to that publication for guidance on filling out the forms.)

1.29.6. Help develop squadron competition programs and maintain tracking products for both EA and OA programs. Publish and distribute monthly, quarterly, and yearly standings for all programs by recruiter and flight. Track eligibility and standings for HQ AFRS, group, and squadron incentive award programs (silver badges, Olympiads, etc.).

1.29.7. Publish squadron goaling instructions NLT 30 days after receiving the annual FY goal and immediately forward the goal to the group for approval. As a general rule, operations will be using goaling methodology approved by squadron management for the month of October. Thereafter, adjustments may be made once firm goals are released from HQ AFRS to groups.

1.29.8. Help develop and review flight competition programs and tracking products.

1.29.9. Publish squadron competition OIs NLT 30 days from receipt of HQ AFRS instructions.

1.29.10. Review and approve flight goaling, competition, and incentive awards OIs. Within 30 days of receipt, provide written feedback on discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.

1.29.11. Process and track waivers and eligibility determinations from receipt to final disposition and provide squadron management with a waiver analysis quarterly, using AFRISS reports. Send a copy of the quarterly waiver analysis to group operations.

1.29.12. Monitor USMEPCOM student testing programs and assist when needed.

1.29.13. Process requests for PS-related issues, Defense Manpower Data Center (DMDC) checks, and Military Personnel Data System (MilPDS) single-unit retrieval format (SURF), and maintain the PS skills list.

1.29.14. Process credit checks and make a financial eligibility determination (FED) based on this instruction (paragraph 4.26.), procedural guidance messages (PGM), and squadron commander policy.

1.29.15. Compile flight National Voter Registration Act (NVRA) data and forward it to group operations.

### **1.30. Recruiter Identification Code (RIC) Management in AFRISS:**

1.30.1. To change recruiter rules in AFRISS:

1.30.1.1. Squadron operations must maintain a roster of all RICs. This roster must be validated quarterly for accuracy.

1.30.1.2. For reasons such as the temporary assignment of a flight chief or other manager, send the change request via e-mail through the squadron superintendent, operations flight commander, or operations flight chief to the AFRS Customer Support Center (help desk). This approval authority will not be delegated. **Note:** Squadron operations will maintain a log of change requests and ensure role changes are kept up to date to include reversing the process when the temporary assignment is terminated.

1.30.2. To change an applicant's assigned RIC: (**Note:** Once an applicant's assigned RIC has been entered in AFRISS, it will not be changed unless there are extenuating circumstances.)

1.30.2.1. An active record with both recruiters assigned to the same squadron will be coordinated through the squadron operations flight chief. Records involving two squadrons in the same group will be coordinated through the group operations flight chief. Records involving squadrons from different groups will be coordinated between the respective group operations flight chiefs.

1.30.2.2. An active AFRISS record on an applicant in DEP, holding a reservation, or with a projected basic officer training (BOT) or commissioned officer training (COT) date will be coordi-

nated with the squadron commander who can approve the change. This approval authority will not be delegated. Using AFRISS, squadron operations will make the change. When the requested change is from a different squadron, the request will be sent to the group operations for approval. When the change is from a different group, the request will be sent to HQ AFRS/RSOPB for approval.

**1.31. Personnel Information Files (PIF).** Supervisors will maintain PIFs on all subordinate personnel as follows:

1.31.1. Keep the PIFs current and correct in content.

1.31.2. Include such documents as copies of personnel actions, favorable and unfavorable correspondence, and AF IMTs 174, *Record of Individual Counseling*. (AF IMT 174 is prescribed in AFI 36-2907, *Unfavorable Information File (UIF) Program*. Refer to that publication for guidance on filling out this IMT.)

1.31.3. Keep PIFs in a locked area accessible only to supervisors, first sergeants, and commanders. **Note:** The individual of record is allowed access.

1.31.4. Dispose of these records when superseded, no longer needed, upon separation, or upon reassignment of the individual to either a PCA or a PCS *outside* of recruiting. In the case of reassignment *within* recruiting, forward the PIF to the gaining supervisor.

**1.32. Prospecting—Lead Generation.** Flight chiefs will direct recruiter activities to obtain names and addresses of age- and program-qualified persons in their zone to meet mission requirements. As these leads are worked, they will be loaded in AFRISS for refinement.

**1.33. Prospecting—Lead Refinement.** Lead refinement will be completed as determined by the flight chief. The following three priorities have been established:

1.33.1. **Priority 1.** Priority 1 leads are those received through the recruiter-generated program, the national lead fulfillment system, prospective applicant centers of influence (COI), call-ins, school visits, career days, and referrals from any other source. Students who have passed the high school ASVAB test and indicate “military interested” are Priority 1 leads. Flight chiefs are authorized to assign any other lead into the Priority 1 category. Recruiters will attempt to contact all Priority 1 leads within 5 workdays of receipt.

1.33.2. **Priority 2:**

1.33.2.1. For EAs, Priority 2 leads consist of all qualified high school ASVAB test leads other than “military interested.” Recruiters will contact these leads according to flight chief instructions.

1.33.2.2. For OAs, Priority 2 leads consist of a list of individuals enrolled in an accredited college, university, or institution reflecting basic educational qualifications for any current OA program (residency list, college seniors, etc.). Recruiters will contact these leads according to flight chief instructions.

1.33.3. **Priority 3.** Priority 3 leads consist of school, state license, or American Medical Association lists and all other leads not assigned to Priority 1 or 2. Recruiters with these leads according to flight chief instructions.

**1.34. Prospecting—School Programs:**

1.34.1. For EA, recruiters will use AFRISS to establish next year's school program for all high schools, vocational schools, and two-year junior colleges in their zone NLT the end of the current school year.

1.34.2. For OA, establish an AFRISS school program for all accredited colleges, universities, or institutions in their zone of responsibility. This includes assigned 4-year colleges and universities, nursing schools, and residency programs. Flight chiefs will establish suspense dates for accomplishing new AFRISS school programs.

**1.35. Prospecting—School Visitation:**

1.35.1. Flight chiefs will help their recruiters assign priorities for each school (or institution) in their zone. Schools will be assigned one of three priorities based on productivity (actual or potential). Some of the factors to be considered when determining priorities are size of the student population, distance from the recruiting office, and number of schools assigned to an individual recruiter. Priority 1 schools are the most productive schools and will normally be visited monthly. Priority 2 schools are fairly productive and will normally be visited every other month. Priority 3 schools are the least productive and should be visited once every 3 to 4 months. If a school is nonproductive, the flight chief should complete a memorandum for record (MFR) in AFRISS, establishing what visitation schedule, if any, is expected.

1.35.2. EA flight chiefs will periodically accompany their recruiters on school visits to ensure these visits are student centered and productive. They will visit schools that refuse to give the ASVAB (Air Force responsible only), release lead lists, or allow recruiter visitations. They will treat 2-year colleges as Priority 1 schools and document these actions in AFRISS.

1.35.3. OA flight chiefs will establish criteria for school and institution priorities and visitation in their standards memorandum. The flight commander will visit Priority 1 and 2 schools and institutions that refuse to release lead lists or allow recruiter visitations in recruitable programs only. Additionally, OA flight chiefs will periodically accompany their recruiters on school and institution visits to ensure these visits are productive. Flight commanders will document their actions in AFRISS.

**1.36. Production Evaluations (PE): (Note: When necessary, ensure the first sergeant assesses any non-production detractors.)**

1.36.1. A PE will be conducted when the operations flight identifies one of the following conditions or the squadron commander or superintendent directs a PE based on production deficiencies:

1.36.1.1. A certified EA recruiter misses goal for three consecutive months or two consecutive quarters.

1.36.1.2. A certified EA flight chief misses goal for three consecutive months or two consecutive quarters.

1.36.1.3. A certified OA flight chief or OA recruiter fails to achieve assigned program application expectations for a quarter.

1.36.2. When a PE is required, one or more of the following procedures must be employed: (**Note:** Tracking of PEs and waiver requests will be accomplished and maintained by the squadron superintendent for a period of 2 years.)

1.36.2.1. For EA and OA recruiters, the squadron superintendent:

1.36.2.1.1. Will review office visit checklists, feedback, suspenses, expectations, and AFRS Form 1484, *Recruiter Daily Activity Log*, feedback levied on a deficient recruiter and provide guidance and feedback to the flight chief and flight commander.

1.36.2.1.2. If necessary, will conduct an office visit to the deficient recruiter and document findings and corrective actions on the office visit suspense sheet.

1.36.2.1.3. May designate another evaluator (other than the flight chief) to conduct an office visit. The evaluator must be a previously certified flight chief, and he or she will document his or her findings and corrective actions on the office visit suspense sheet.

1.36.2.1.4. Will request assistance from the group RST to conduct the evaluation when necessary. The group RST member will document his or her findings and corrective actions on the office visit suspense sheet.

1.36.2.1.5. May waive the PE requirement with the approval of the squadron commander.

1.36.2.2. For EA and OA flight chiefs:

1.36.2.2.1. The superintendent will review flight chief performance by evaluating job qualification standards critical task items, flow trend products, expectations, AFRS Form 1484 feedback (or electronic equivalent), etc. He or she will also review office visit checklists and feedback, review suspenses levied on deficient recruiters, and provide guidance and feedback to the flight chief.

1.36.2.2.2. If the superintendent deems it necessary, he or she will conduct office visits on deficient recruiters and document findings and corrective actions on an office visit suspense sheet.

1.36.2.2.3. The superintendent may designate another evaluator to conduct the office visits. The evaluator must be a previously certified flight chief, and he or she will document findings and corrective actions on the office visit suspense sheet.

1.36.2.2.4. The superintendent will request assistance from the group RST to conduct the evaluation when necessary. The group RST member will document findings and corrective actions on the office visit suspense sheet.

1.36.2.2.5. If a flight misses three consecutive months, the PE may be waived with approval of the squadron commander. If a flight misses two consecutive quarters, the PE will not be waived.

1.36.2.2.6. If a flight chief misses two consecutive quarters, the superintendent will submit a written game plan to the group superintendent on what actions are being taken to improve production. (This will not be waived.)

### **1.37. Mutual Superintendent Assistance Program Management:**

#### **1.37.1. Officer Training Program Examining Centers (OTPEC):**

1.37.1.1. Squadron commanders and operations officers are authorized direct communications with their support OTPECs concerning individual applicants and examination schedules (AFI

36-2001, *Officer Training Program Examining Centers [OTPEC]*). Groups and squadrons will coordinate the use of OTPECs to the maximum extent possible in support of the BOT mission.

1.37.1.2. OTPECs are required to return physical examination reports and, when appropriate, results of the Air Force Officer Qualification Test (AFOQT) to the squadron within 10 workdays of the examination, or they must send a memorandum to the recruiting squadron explaining the delay (AFI 36-2001).

1.37.1.3. Squadrons will immediately refer unsolved problems to the appropriate recruiting group. If additional assistance is required, send a memorandum to HQ AFRS/RSOC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527. Include the applicant's name, OTPEC performing the examination, date of physical, date results were received by the squadron, and summary of the problem. This information will be used to document requests for increased OTPEC support.

1.37.2. **Air Force Reserve Officer Training Corps (AFROTC).** Recruiters should maintain a liaison with the professor of aerospace studies at colleges and universities with AFROTC units to coordinate campus recruiting activities. Recruiters will refer any problems that cannot be resolved at the local level to the squadron operations officer.

1.37.3. **Air Reserve Component (ARC) Units.** Recruiters should maintain a program of cooperation and assistance with local ARC units and encourage qualified persons who do not wish to enlist in the Regular Air Force (RegAF) to enlist in an ARC.

1.37.4. **Civil Air Patrol (CAP).** Recruiters should maintain a program of cooperation and assistance with local CAP units to develop common understanding of mission and consolidate efforts in aerospace education.

1.37.5. **Junior Reserve Officer Training Corps (JROTC).** Recruiters should maintain a program of cooperation and assistance with JROTC units within their zone of responsibility. The Congressman Hebert Advanced Placement Award (CHAPA) is designed to give special job reservation consideration for JROTC cadets qualifying for this award. Refer to paragraph 2.14. for more information.

**1.38. Disposition of Recruiting Records.** For disposition instructions, refer to Table 36-10 of the Air Force RDS, and destroy manual records as indicated in the table. Electronic files created and maintained in AFRISS will be purged according to internal programming.

**1.39. Basic Eligibility.** Applicants must meet all eligibility requirements in this instruction, including specific program requirements. **Table 1.1.** lists conditions that make applicants ineligible for enlistment or appointment. Recruiters should question applicants to determine whether they meet any of the conditions in **Table 1.1.** If so, they should dismiss unqualified applicants or consider them for a waiver if appropriate. The quality standards in the PS and reserve reservation (Res Res) programs will be announced through AFRISS as the programs open.

**Table 1.1. General Conditions Making Applicants Ineligible for Enlistment or Appointment.**

I T E M	A	B			C
	Condition	Applies to			Notes
	An applicant is ineligible when he or she	ENL	BOT	COT	
1	Is intoxicated or under the influence of alcohol or drugs at any time during processing, has been involved with narcotics or dangerous drugs, diagnosed as an alcoholic or alcohol abuser, self-admits to alcoholism or alcohol abuse, or has had a positive drug and alcohol test (DAT).	X	X	X	1, 2
2	Has questionable moral character; a history of antisocial behavior (including a history of psychosis); frequent difficulties with law enforcement agencies; transsexualism and/or other gender-identity disorders; exhibitionism, transvestitism, voyeurism, and other paraphilias; and/or homosexual conduct.	X	X	X	3
3	Has an enlistment or appointment not clearly consistent with national security interests according to AFI 31-501. For OAs, this will be determined by the appointing authority after completion of the minimum investigation.	X	X	X	
4	Is not in the best interest of the Air Force to enlist or grant a commission.	X	X	X	1
5	Has personal beliefs or convictions that prevent unrestricted duties or assignments, has reservations regarding the Oath of Office, or is a conscientious objector.	X	X	X	
6	Is under restraint (as defined in paragraph 4.8.7.) imposed by civil or criminal court or is the subject of a subpoena ordering attendance on some future date (specified or unspecified).	X	X	X	4
7	Is released from restraint (as defined in paragraph 4.8.7.) on the condition of entering military service where restraint would be imposed again if applicant did not enter military service.	X	X	X	
8	Is released from civil suit or criminal charges on the condition of entering military service when the suit or charges would be reinstated if the applicant did not enter military service.	X	X	X	
9	Has civil suit or criminal charges filed or pending. <b>Exception:</b> In civil suits only, a person may enlist or be commissioned provided he or she obtains an unqualified, definitive statement of nonappearance from legal or court officials. (This requires an eligibility determination from HQ AFRS/RSOP or RSOC.)	X	X	X	4



I T E M	A	B			C
	Condition	Applies to			Notes
		ENL	BOT	COT	
	<b>An applicant is ineligible when he or she</b>				
<b>10</b>	Has an obscene or offensive tattoo (or tattoos) that advocate sexual, racial, ethnic, or religious slurs or has <i>excessive</i> tattoos. See Table 2.5 of AFI 36-2903 for a definition of tattoos and brands. Also refer to any current procedural guidance on this issue.	X	X	X	5
<b>11</b>	Has a body alteration or modification. See AFI 36-2903, Table 2.5, for a definition of body alteration or modification. Also refer to any current procedural guidance on this issue.	X	X	X	5
<b>12</b>	Is receiving disability compensation from any federal or other agency.	X	X	X	
<b>13</b>	Is a non-US citizen or US national who separated with 24 or more months AD in a Regular component of any branch of the Armed Forces. <b>Note:</b> Treat a person born in American Samoa or Swains Islands as a US national who does not have to hold lawful permanent residence status and will not possess an alien registration card.	X			
<b>14</b>	Has ever held a commission as an officer in any regular or reserve component of the Armed Forces.	X	X		6
<b>15</b>	Has ever held a commission as an officer or warrant officer in any regular or reserve component or is on AD or active duty for training (ADT) as an enlisted member with any branch or component of the Armed Forces.	X			6
<b>16</b>	Has been discharged or separated from any branch of service with a reenlistment eligibility (RE) code or a separation program designator (SPD) or numbers barring enlistment. An applicant with a general discharge whose RE code was upgraded to a "1" is an exception and may be considered for enlistment or appointment if not otherwise ineligible by other conditions in this table. (HQ AFRS/RSOP or RSOC must verify eligibility.)	X	X	X	7
<b>17</b>	Is retired, eligible for retired pay under any provisions of law, or retired and serving on EAD in a reserve status.	X	X	X	
<b>18</b>	Cannot qualify for AD retirement under Title 10, U.S.C., Sections 8911, 8848, and 8853, or Title 10, U.S.C., Section 1331, before or on removal from an active status, unless he or she acknowledges, in writing, that retention for retirement is not possible.			X	8

I T E M	A	B			C
	Condition	Applies to			Notes
		ENL	BOT	COT	
	<b>An applicant is ineligible when he or she</b>				
19	Has received severance pay, separation pay, or readjustment pay when released from AD or discharged from any uniformed service.	X	X	X	9
20	Is a regular officer who resigned with more than 18 years of AD.			X	
21	Was not selected for promotion and was deferred for the second time, regardless of selection for continuation.			X	
22	Was separated and charged with 5 or more days lost time. (This is waivable by HQ AFRS/RSO.)	X			
23	Was separated due to a physical condition during BMT or technical training.	X	X	X	10
24	Was discharged with an other than honorable discharge certificate or with other than "Honorable" on DD Form 214, and NGB Form 22.	X	X	X	
25	Was deferred as defined in Title 10, U.S.C., Section 8368, or whose name has been removed from the recommended list under Title 10, U.S.C., Section 8377.			X	
26	Was separated from a regular component in pay grade E-3 or lower after 24 or more months (36 or more months for PS Air Force) of AD (waivable by HQ AFRS/RSO if no other disqualifying factors exist) <u>or</u> separated from the RegAF for a period of less than 3 months.	X			
27	Has previously served in another country's Armed Forces.	X	X	X	11
28	Is not a citizen of the United States.		X	X	
29	Has a moral, drug, or dependency disqualification. (Refer to <a href="#">Chapter 4</a> .)	X	X	X	
30	Is currently in the DEP of any service branch.	X			
31	Is a member of an ANG or reserve force of the US and has not obtained approval or conditional release (DD Form 368 [with expiration date]), from the reserve guard component.	X	X	X	
32	Has been disenrolled from an officer training program as defined in AFI 36-2012. See paragraph <a href="#">2.46</a> . of this instruction.	X	X	X	12, 13

I T E M	A	B			C
	Condition	Applies to			Notes
		ENL	BOT	COT	
	<b>An applicant is ineligible when he or she</b>				
33	Holds a certificate of completion of a course leading to a commission in any of the Armed Forces, and the commission is to be granted at a later date. In this case, to be eligible, the applicant must obtain a letter of release from the program.		X	X	
34	Is currently enrolled in a program leading to a commission in any of the uniformed services, including the Merchant Marine. (Refer to Item 30 of this table.)	X	X	X	
35	Is an USAFA or AFROTC disenrollee who is pending call to AD or has received orders for call to AD.	X	X	X	12, 13
36	If younger than age 18 or older than age 27.	X			14, 15
37	Is younger than age 18 at time of application (BOT) or appointment (OA).		X	X	
38	Will reach age 30 by the board-convening date (nonflying candidate only). This restriction may be waived for an applicant who can complete all requirements and be commissioned before reaching age 35. (See paragraph 3.3. for age waiver criteria.)		X		
39	Will be unable to be commissioned and entered into undergraduate flying training (UFT) before age 30. (See paragraph 3.3. for age waiver criteria.)		X		
40	Is a high school graduate (HSG) with an ASVAB Armed Forces Qualification Test (AFQT) score of less than 36 (may be waived down to 31 under special circumstances) <u>or</u> a GED holder with an AFQT score of less than 65. (Refer to the term AFQT in <a href="#">Attachment 1</a> for a more detailed explanation.)	X			16
41	Does not meet minimum program eligibility criteria (that is, AFOQT, grade point average [GPA], and/or pilot candidate scores). (Refer to paragraph 3.6.)		X		
42	12 calendar months have not passed since notified of nonselection or applicant declines.			X	
43	Has ever been convicted of a court-martial or punished under Article 15 of the UCMJ ( <a href="#">Table 4.3.</a> , Item 3).	X	X	X	17
44	Has been separated from a regular component of the Armed Forces for 6 or more years. (Adjust date of separation [DOS] for satisfactory service with the ANG or AFRC.) See <a href="#">Attachment 2</a> .	X			18

I T E M	A	B			C
	Condition	Applies to			Notes
	An applicant is ineligible when he or she	ENL	BOT	COT	
45	Was discharged from any service's regular component branch before completing 24 months of AD. <b>Note:</b> National call-to-service (NCS) enlistees are exempt.	X	X	X	19
46	Was separated with 12 or more years of total active federal military service (TAFMS).	X			
47	Was separated as an E-4 with more than 6 years TAFMS.	X			
48	180 calendar days have not passed since final disposition of a previous application or has ever been selected to attend BOT or COT and declined select status.		X		20
49	Was convicted of a felony or misdemeanor crime of domestic violence. Members in the DEP will not be grandfathered.	X	X	X	21

**LEGEND:**

**ENL**—enlisted

**BOT**—basic officer training

**COT**—commissioned officer training

**NOTES:**

1. In questionable cases, contact HQ AFRS/RSOPA (for enlisted programs) or RSOC (for officer programs).
2. Forward waiver of preservice alcohol abuse and alcoholism or drug use or involvement (for other than use or possession of marijuana) through HQ AFRS/RSOP or RSOC, as appropriate, to AFRS/CC. Waivers are only considered on a case-by-case basis. (See [Table 4.1.](#))
3. Recruiters will adhere to current and prevailing DoD guidelines and policy regarding applicant eligibility and homosexuality. Refer to AFIs 36-2002 and 36-2005.
4. This includes any disposition, civil or criminal, with a pending condition that has not been met or a disposition held in undetermined status awaiting further information or judgment. Health care practitioners with pending malpractice charges should submit complete copies of the complaint, other statements of allegations, and the responsible insurance carrier's analysis of each allegation.

5. Applicants or DEP members who intentionally alter or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional military image (including unauthorized tattoos) are subject to disqualification or involuntary separation from the DEP. Examples of prohibited body modifications include (but are not limited to) tongue “splitting” or “forking,” tooth filing, and acquiring visible, disfiguring skin implants. In questionable cases, send photographs through the chain of command to HQ AFRS/RSOPA or RSOPC, as appropriate, for an EEO by HQ AFRS/RSO. Recruiting personnel should have a third party present when taking photos. Common sense and good judgment must prevail when taking photos of tattoos or body modifications.
6. Regular and reserve (nonrated) officers on AD without statutory entitlement (eliminated from flying or technical training) with less than 2 years of AD may apply for EA enlistment through AFRS. These individuals will not attend BMT.
7. Waiver consideration is not authorized for (1) an interservice retirement eligibility (IRE) of 4 or an interservice separation code (ISC) of 60 through 87, and (2) discharges under authority of AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, and identified on DD Form 214, *Certificate of Release or Discharge From Active Duty*, with an SPD code of JFM or a RE code of 2Q. (An ISC of 87 will be considered on a case-by-case basis.) For Air Force RE code 3 or 4, HQ AFRS/RSOPA will contact HQ AFPC/DPPAES for guidance in questionable cases. Convert another service’s narrative reason for discharge to an Air Force RE code. (DD Form 214 is prescribed in DoDI 1336.1, *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*. Refer to that publication for guidance on filling out the form.)
8. Current law requires the termination of active status of reserve officers who reach age 62 (Title 10, U.S.C., Sections 8843 and 8855) and those in the grades of lieutenant colonel and below who are not on a recommended list for promotion to colonel after 28 years and 1 month of total federal commissioned service (TFCS) (Title 10, U.S.C., Section 8848).
9. Voluntary separation incentive (VSI) and special separations benefit (SSB) program recipients and members involuntarily separated from AD due to reduction in force are eligible for the PS or OA program or appointment in the AFRC if they separated from AD effective 1 February 1992 through 30 September 1999 and are otherwise eligible.
10. Waiverable if the applicant furnishes proof the physical defect responsible for the separation no longer exists and he or she is physically certified acceptable for enlistment or appointment by HQ AETC/SGPS (Physical Standards Branch). Refer to **Table 4.3** for further waiver instructions.
11. If the applicant is otherwise qualified and at his or her request, send the request for an ED to HQ AFRS/RSOP. The request must contain a handwritten statement from the applicant, attesting to duties performed, character of service, and other relevant information.

12. For OA applicants, send a waiver request with the application to HQ AFRS/RSOC and forward it in AFRISS. The request should include the applicant's explanation of the circumstances leading to the disenrollment and a completed copy of DD Form 785, *Record of Disenrollment From Officer Candidate-Type Training*. AFROTC and USAFA cadets required to fulfill an AD service obligation must have an approved DD Form 368, *Request for Conditional Release*, from HQ AFPC/DPPAEQ, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712. The fax number is (210) 565-3152 (DSN 665-3152). (DD Form 368 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.) EA applicants need only submit the completed DD Form 785, which will be included in the application.

13. Exceptions are disenrolled AFROTC and USAFA cadets required to fulfill an AD service obligation. These cadets are authorized to enlist without review of DD Form 785 if they have an approved DD Form 368 (with expiration date) from HQ AFPC/DPPAEQ.

14. If the applicant is a traditional HSG with a high school diploma or an enrolled high school senior, the minimum age for enlistment is 17. Both parents must give their consent for a 17-year old enlistees unless the parents are divorced or legally separated or one parent is deceased. In those situations, the divorce decree, separation agreement, or death certificate must be included in the application or hand-carried by the applicant to the MEPS. The consenting parent must be the custodial parent (or both, if joint custody). If the applicant has a court-appointed guardian, the guardian's consent is required and a copy of the court order must be included in the application or hand-carried by the applicant to the MEPS. If a court order, separation agreement, or death certificate is not available, the consenting adults must make a sworn affidavit in the presence of a notary public attesting to the fact of custody. This document must be included in the application or hand-carried to the MEPS. Parental consent is required on the DD Form 1966, *Record of Military Processing - Armed Forces of the United States*, before enlistment processing (**Exception:** aptitude testing). The form must be signed in the presence of an Air Force recruiting official or notarized. When signed by only one parent (because the other parent is absent for an extended period), a notarized statement from the parent signing the form will be attached, showing (1) the specific reason for the absence of the other parent, and (2) that the absent parent is aware of and consents to the enlistment. When one parent cannot be contacted (desertion of one party), the signing parent will provide a notarized statement, giving the reason and period of other parent's absence. Parental or guardian consent is not required for a married 17-year old applicant. Emancipated 17-year olds may enlist with an approved parental consent waiver from the squadron commander. **Note:** Title 10, U.S.C., Section 505, prohibits enlistment of anyone 35 or over. In unusual cases, an exception to policy (ETP) will be sent via AFRISS to HQ USAF/DPLFA for an age exception if the applicant is between 27 and 35 years of age. (DD Form 1966 is prescribed in DoDI 1304.2. Refer to that publication for guidance in filling out that form.)

15. When reduced by TAFMS in a Regular component, the applicant's age must equal less than 28 years. However, if an applicant has previous satisfactory service in an ARC verified by AF Form 526, *ANG/USAFR Point Credit Summary*, his or her age must first equal less than 35 when reduced by TAFMS in a Regular component. When his or her age is further reduced by years of satisfactory service in the ARC, it must total less than 28 years. Do not use EAD service for ARC members to make the first adjustment. See **Attachment 2** for the age computation. (AF Form 526 is prescribed in AFMAN 36-2622, Volume 1. Refer to that publication for guidance on filling out this form.)

16. AFRS may allow a specified number of ASVAB test category IVA applicants (those with an AFQT score between 21 and 30) to enlist in the Air Force. (No more than 1 percent of Air Force EA operational standards may be more restrictive.) All ASVAB waivers, including category IVA and other applicants with an AFQT score of 21 to 39, will be approved or disapproved by HQ AFRS/RSO. Operational standards may vary on what percent of Air Force EAs should be a Tier 1.

17. Request an enlistment eligibility determination (EED) per procedures outlined in paragraph 4.19. If applicant is currently on a control roster, no waivers are authorized. EA only: Prior Reg AF members who separated with a qualifying RE do not require an EED for Article 15 punishment received during the enlistment period indicated on their DD Form 214.

18. Exceptions may be granted for applicants who have (1) satisfactorily served in an ARC unit for the 2 preceding (continuous) years, (2) possess a chronically critical AFSC, and (3) enlist for a direct duty assignment (DDA).

19. Except reservists whose total active service consists of an initial tour of AD for training (ADT). All others will require an eligibility determination by HQ AFRS/RSOP (for enlisted programs), HQ AFRS/RSOC (for health professions) and HQ AFRS/RSOC (for BOT).

20. For a declination waiver, send a request to HQ AFRS/RSOC with the application. The request should include the applicant's explanation of the circumstances leading to the declination.

21. No waivers are authorized. A person will not be considered as having committed a "misdemeanor crime of domestic violence" for purposes of the firearms restriction recently added to the Gun Control Act unless all of the following elements are present: (**Note:** Questions regarding what constitutes a "conviction of a domestic violence offense" should be addressed to HQ AFRS/RSOPA.)

21.1. The person was convicted of a misdemeanor crime.

21.2. The offense had, as an element, the use or attempted use of physical force or threatened use of a deadly weapon.

21.3. At the time of the offense, the convicted offender was at least one of the following:

21.3.1. A current or former spouse, parent, or guardian of the victim.

21.3.2. A person with whom the victim shared a child in common.

21.3.3. A person who was cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian.

21.3.4. A person who was similarly situated such as a spouse, parent, or guardian of the victim.

21.4. The convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel.

21.5. If entitled to be tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury.

21.6. The conviction has not been expunged or set aside or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

#### 1.40. Recruiter Assistance Program (RAP):



1.40.1. The RAP is designed to allow Air Force members, primarily recent technical training school graduates, to work with recruiters and increase production by returning to their home towns and providing personal testimonials, assisting in obtaining school lists, participating in COI events and DEP commanders calls, and performing other *nonadministrative*, recruiting-related tasks.

1.40.2. Recruiters should brief new recruits and BOT candidates on the RAP during the EAD briefing and provide prospective participants with a partially completed AFRS IMT 1327, *Application for Participation in the Recruiter Assistance Program*. Airmen and officers may apply to participate in the RAP while at technical school or BOT by submitting the AFRS Form 1327 to their military training manager or BOT personnel.

1.40.3. While performing RAP duties, participants are in a “nonchargeable leave” status. They receive no per diem or travel expenses. Up to 12 days of nonchargeable leave may be authorized. This will normally run from Monday of the first week to Friday of the following week (including one weekend). Authority for the use of nonchargeable leave is in AFI 36-3003, *Military Leave Program*.

1.40.4. Specific RAP procedures are explained in the *RAP Operations Handbook*, located at <http://www.usafdep.com>. Squadron commanders may terminate a member’s participation and nonchargeable leave for nonperformance.

**1.41. National Voter Registration Act (NVRA).** This act, also known as “motor voter,” requires recruiters to assist citizens in registering to vote. Each recruiting office must have a copy of the *Registration Application Instructional Guide*. Contact HQ AFRS/RSOPA to receive a copy.

1.41.1. Recruiters will not:

1.41.1.1. Display any materials advocating one political party or one political candidate over another.

1.41.1.2. Take any action to discourage eligible citizens or prospective enlistees from registering to vote.

1.41.1.3. Seek to influence the political preference or party registration of an eligible citizen or prospective enlistee.

1.41.1.4. Display any such political preference or party allegiance.

1.41.1.5. Intimidate, threaten, or coerce a person for registering to vote, voting, or attempting to register or vote.

1.41.1.6. Procure or submit voter registration applications that are known to be materially false, fictitious, or fraudulent under the laws of the state in which the election is held.

1.41.2. Recruiters will:

1.41.2.1. Maintain an adequate supply of DD Forms 2644, *Voter Registration Application*, and DD Forms 2645, *Voter Registration Information*. (DD Forms 2644 and 2645 are prescribed in DoDD 1344.13, *Implementation of the National Voter Registration Act (NVRA)*. Refer to that publication for guidance on filling out the forms.)

1.41.2.2. Ask applicants applying for the Air Force if they are registered to vote. If they are, note it on the tracking form. If they are not, but are eligible to register to vote, give them a DD Form 2645 to complete. If they indicate on the form that they choose not to register, file the form with



other contents of the PIR. No further action is necessary. If they indicate they would like to register, file the DD Form 2645 with other contents of the PIR and provide them with a DD Form 2644. Help the applicant complete the form if he or she asks for assistance.

1.41.2.3. Make all registration forms available to civilian nonapplicants who wish to register to vote. If requested, help them complete the forms. Accommodate the citizen requesting assistance by providing materials and the space needed to complete the forms.

1.41.2.4. Transmit all completed registration applications within 5 days to the appropriate state election officials.

1.41.2.5. Using the tracking form, maintain statistical information and records on voter registration assistance in the format prescribed in the NVRA guidance. The only forms required to be retained in the recruiting office are DD Forms 2645, which must be maintained for 24 months.

1.41.3. Squadrons will send a report to their groups on a quarterly basis. Groups will consolidate the data and report to HQ AFRS/RSOPA on a quarterly basis. The report will include the total number of:

1.41.3.1. Persons assisted for recruiting purposes, by state, during the quarter. (Include all applicants who initiated processing during that quarter.)

1.41.3.2. Persons assisted for voter registration purposes, by state, during the quarter. (Include applicants and civilians assisted for voter registration.)

1.41.3.3. DD Forms 2644 completed and mailed, by state, during the quarter.

1.41.3.4. DD Forms 2645 completed, by state, during the quarter.

## Chapter 2

### ACCESSION AND BASIC ELIGIBILITY REQUIREMENTS

**2.1. Specialties Needed by the Air Force, but Not Recruited by AFRS.** AFRS personnel will refer inquiries to the following OPRs:

2.1.1. For the United States Air Force Academy (USAFA), contact the Director of Admissions, USAFA, Colorado Springs CO 80840-5000, phone: 1-800-443-9266 or fax 719-333-3647. Admission information may also be found at <http://www.academyadmissions.com/>.

2.1.2. For the Air Force legal services, contact HQ USAF/JAX, 1420 Air Force, Pentagon, Room 5B269, Washington DC 20330-1420, phone: 1-800-524-8723, (703) 614-3021. Information may be found at <http://www.jagusaf.hq.af.mil/>.

2.1.3. For the Air Force Band, contact the Air Force Bands Division (SAF/PAB), 901 N. Stuart St, Arlington VA 22203, phone: (703) 696-9165, DSN 426-9165. Information may also be found at <http://www.af.mil/band>.

2.1.4. For officer interservice transfers, refer reserve medical officers to the nearest Air Force health professions (HP) recruiter. Line officers may be interservice transfers (AD to AD), recall to EAD (ARC officer to AD Air Force), or officers holding a commission. Refer all AD, reserve, guard, and retired officers holding a commission (with the exception of medical officers in a non-ARC) to HQ AFPC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, phone 1-800-295-4648 or 210-565-2068 (commercial) or DSN 665-2068. If in doubt, contact the local squadron OA flight for guidance.

2.1.5. For Air Force Reserve Officer Training Corps (AFROTC), refer to **Chapter 5** of this instruction for specific processing procedures. The following Web site also contains specific information on this program: <http://www.afrotc.com/>.

**2.2. Quality Applicants.** Quality applicants are those who have collectively high attributes of educational, aptitude, physical, and moral standards. Recruitment of these individuals is essential to the effective operation of the Air Force. Meeting minimum enlistment qualifications does not guarantee acceptance. Applicants are considered on a best-to-least qualified basis. Commanders will ensure their recruiters adhere to the quality concept in meeting objectives.

**2.3. Discrimination, Sexual Harassment, and Applicant Rights.** All applicants must be given AFRS VA 36-1, *Air Force Applicants Rights*, during the initial interview and will sign the "Sexual Harassment Policy" letter in AFRISS.

**2.4. Education Accreditation:**

2.4.1. Unless otherwise indicated in this instruction, college and university course credits must have been earned from an institution listed in the most recent edition of *Accredited Institutions of Post Secondary Education (AIPE)* in the section for Accredited Degree Granting Institutions, using the edition for the last year attended. (Contact HQ AFRS/RSOPA for information on institutions listed in older editions.) If the edition for the last year attended does not differentiate for degree-granting institutions, the institution must be degree-granting for credit to be awarded. **Note:** Applicants with course credits

from an institution not listed in the AIPE may have their transcripts evaluated by an accredited degree-granting institution listed in the current AIPE directory.

2.4.2. The evaluating school must show the number of quarter and semester hours an applicant will receive if he or she enrolled in that school. This information must come from the registrar and contain a raised or embossed seal. Two and four-year college transcripts must be embossed with the school seal (raised or stamped). See the term “educational credentials” in **Attachment 1** for additional information.

**2.5. Agreements.** In all cases, the Air Force reserves the right to deny entry onto AD or EAD to an applicant even if an agreement was completed and the applicant has a projected AD or EAD date. Additionally, the Air Force may change an agreement before an applicant’s entry on AD or EAD. In these instances, the applicant must be immediately notified of the change and left with a voluntary choice to accept the change or decline to enter AD or EAD.

**2.6. Basic Eligibility.** Applicants must meet all eligibility requirements identified in this instruction. **Table 1.1.** lists conditions that make applicants ineligible for enlistment or commission. Question each applicant to determine whether he or she meets any of the conditions in **Table 1.1.** An unqualified applicant will be tactfully dismissed or may be considered for a waiver, if he or she requests it.

### **2.7. Substantiation of Eligibility Requirements:**

2.7.1. The applicant has the burden of proof for eligibility requirements regarding age, name, citizenship, education, and dependency status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency. Recruiters and Air Force MEPS liaison NCOs (LNCO) will use these documents to verify eligibility and, when their purpose has been served, make every effort to return these personal documents to applicants and document these efforts in the applicant’s record in AFRISS.

2.7.2. An applicant with children who are under the age of 18 and incapable of self-care will be advised to take his or her original or notarized copy of the marriage certificate, original or notarized copies of each child’s birth certificate, and each dependent’s SSN to BMT, BOT, or COT so entitlements can be started as soon as possible.

**2.8. Qualification Procedures—General.** Before further processing continues, tentatively qualify the applicant for the highest program available, based on his or her education level. Help the applicant determine his or her potential for an AFROTC scholarship or USAFA appointment in accordance with **Chapter 5** and local directives. If the applicant appears to be eligible for other commissioning programs, contact the OA recruiter in the squadron responsible for that program. Discontinue EA processing until OA eligibility is resolved, unless the applicant requests otherwise. Help the applicant determine his or her qualifications based on current Air Force criteria. Document this transaction in the remarks section of AFRISS. Refer to **Chapter 4** for specific nonprior service (NPS) processing procedures and **Chapter 9** for PS processing procedures.

### **2.9. Mandatory SSN Documentation for EA and OA Applicants:**

2.9.1. An SSN registered in the applicant’s name is required from one of the following documents:

2.9.1.1. SSN card.

2.9.1.2. SSN stub (process and DEP, but not EAD).

2.9.1.3. Another official document or a letter on letterhead stationery issued by an office of the Social Security Administration, showing the applicant's name and SSN (process and DEP, but not EAD).

2.9.1.4. Undeleted DD Form 214.

2.9.1.5. DELETED.

2.9.2. If an applicant does not have any of the documents named in paragraphs [2.9.1.1.](#) through [2.9.1.5.](#) to verify his or her SSN, he or she may use any two of the following documents containing his or her SSN (process and DEP, but not EAD):

2.9.2.1. Driver's license.

2.9.2.2. Internal Revenue Service (IRS) Form W-2, *Wage and Tax Statement*.

2.9.2.3. Employment pay stub or statement.

2.9.2.4. Local, state, federal, or student ID.

2.9.2.5. Official school transcript containing the SSN.

2.9.3. Applicants may process for enlistment, but will not enter AD, without an SSN card, an SSN stub, or a letter from the Social Security Administration showing a card has been ordered. Married applicants who wish to enlist under a new name must possess an SSN card containing their new name. Use of other documents for EAD accession must be approved in writing by the squadron commander or operations officer in AFRISS. **Note:** Like documents may be used from different sources; for example, two W-2 forms from different employers or two transcripts from different schools. However, this only applies if the USMEPCOM has verified the original SSN card.

2.9.4. Applicants must be informed of the necessity to use and record their SSN and be asked specific questions about their background. Therefore, they must read a copy of the 883, *Privacy Act Statement - US Air Force Application Record*, prior to completing enlistment paperwork. Annotate this in AFRISS. (AF IMT 883 is prescribed in AFI 36-2002. Refer to that publication for guidance on filling out this IMT.)

## 2.10. Medical Screening and Processing:

2.10.1. Prescreening for medical disqualification requires the completion of DD Form 2807-2, *Medical Prescreen of Medical History Report*. This form will be completed, signed, and dated by the applicant and the recruiter prior to aptitude or medical qualification processing. (DD Form 2807-2 is prescribed in DoDD 6130.3, *Physical Standards for Appointment, Enlistment, or Induction*. Refer to Army Regulation 40-501, Chapter 2, *Medical Services, Standards of Medical Fitness*, for guidance on filling out the form.) DD Form 2807-2 and medical documents (as needed) will be forwarded to the MEPS in sufficient time to allow for proper quality control (QC) procedures, but not later than the applicant's date for reporting to the MEPS for processing. **Note:** Attachment 3 of AFI 48-123, Volume 2, *Medical Examination and Standards*, lists common disqualifying medical conditions.

2.10.2. Applicants must be physically qualified according to USMEPCOM Regulation 40-1, *Medical Processing and Examinations*, and AFI 48-123. However, certain AFSCs in the Guaranteed Training Enlistment Program (GTEP) require stricter physical standards. Inform applicants of this at the time

they are being prepared for MEPS processing. **Note:** MEPS physicals are valid for 24 months from the date of the initial physical.

2.10.3. Male applicants less than 60 inches or over 80 inches and female applicants less than 58 inches or over 80 inches are ineligible for entry without a waiver from HQ AETC/SGPS.

2.10.4. AFRS personnel are not authorized to perform body fat measurements (BFM) on applicants or allow recruiting personnel from other services to perform BFM on Air Force applicants. An applicant who exceeds his or her maximum allowable weight (MAW) according to the Air Force body mass index (BMI) will have a BFM performed during physical processing at the MEPS and will be medically disqualified if he or she does not pass the BFM. In this case, the applicant is disqualified with a reevaluate justified (RJ) date, but may not return until that date. In fact, the applicant cannot go back to the MEPS to continue processing until he or she either (1) loses the equivalent of 4 pounds per each percent of body fat over the allowable BFM for his or her age, sex, and height, at the rate of *1 pound per 4 days*, or (2) falls below his or her MAW and is allowed to return to MEPS for qualification. Refer to **Attachment 3** for specific BFM and MAW information.

**2.11. Drug and Alcohol Screening and Processing.** Applicants must read and understand the Air Force Drug and Alcohol Policy printed on AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*. This IMT must be completed, signed, and dated by the applicant and the recruiter prior to aptitude or medical qualification processing. If an applicant refuses to sign the AF IMT 2030, terminate the interview and tactfully dismiss the applicant. Refer to paragraph **4.21.** and **4.22.** Applicants who sign the AF IMT 2030 will be considered in applicant status until it is established that both the AFRS and the individual have withdrawn from applicant status. (AF IMT 2030 is prescribed in AFI 36-2002. Refer to that publication for further guidance on filling out this IMT.)

## **2.12. Education Records Requirements:**

2.12.1. A traditional high school diploma from a secondary school day program obtained in residence and located in one of the 50 states, the District of Columbia, US territorial possessions, or oversea DoD-operated schools is required to substantiate high school graduation. The following documents may also be used to validate traditional high school graduation: a notarized or certified true copy of the diploma by the issuing agency, an undeleted DD Form 214, or a letter on high school letterhead stationary certifying the graduation and the date of graduation and signed by the principal, vice principal, guidance counselor, or registrar. When multiple applicants have graduated from the same school, a letter signed by the principal, vice principal, registrar, or guidance counselor may be used in place of individual diplomas. **Note:** High school transcripts alone are not acceptable as proof of graduation. This is because many schools show a graduation date on a transcript, but never issue a diploma because the student failed the mandatory state testing requirements required for graduation in that state.

2.12.2. Use official college transcripts from an accredited degree-granting institution for non-HSGs who qualify as Education Code E or higher (15 accredited semester hours or 22 quarter hours [or more]). If an applicant has a GED certificate, he or she must present an original or notarized true copy of the state-sanctioned GED certificate, a GED test result form letter stating he or she qualified for a GED, or a letter of intent to issue a GED certificate.

2.12.3. Applicants educated in other than US educational institutions must have an educational-level evaluation before enlistment to qualify as a HSG or higher. Such evaluations may be obtained through

a state's department of education, a college or university listed in the current AIPE directory, or an authorized credentials evaluation agency. The evaluation must specify the applicant's educational level (HSG or higher). Applicants are responsible for any fees required. (The credentials evaluation agency must be a member of the National Association of Credential Evaluation Services found at <http://www.naces.org/> under "current members." See **Attachment 4** for a list of qualified credential evaluation agencies.

2.12.4. Most schools keep records for 4 years on applicants educated in overseas DoD schools. After that time, the records are transferred to a central location. If records are no longer available at the overseas school, the applicant may obtain a copy by calling the DoD Records Center at Ft. Benning, GA, phone (706) 545-8246 or fax 706-545-1239.

2.12.5. The educational credentials (categories and definitions) listed below will be used for processing purposes:

2.12.5.1. **High School Graduate (HSG) or Higher (Tier 1).** An applicant who has attended and completed a 12-year or (or grade) program of classroom instruction and possesses a locally issued diploma from the school. Applicants who are not formal HSGs, but have proof (an official transcript) of 15 or more semester hours (22 quarter hours) of credit from a regionally accredited, degree-granting college or university listed in the edition of the Accredited Institutions of Post Secondary Education for the last year attended, are considered to be HSGs or higher for enlistment purposes and coding. Do not count credits for courses failed, withdrawn, or withdrawn while passing or failing. If a course is repeated and passed, credit can be counted only once. Preparatory or remedial courses may be used if the school counts them in total hours credited toward degree requirements. An applicant who earned a diploma on the basis of attending and completing an adult education diploma program is considered an HSG.

2.12.5.2. **Alternate High School Credential Holder (Tier 2):**

2.12.5.2.1. An applicant who possesses a GED or other test-based high school equivalency certificate or diploma, which includes the California High School Proficiency Examination (CHSPE). **Note:** A person who subsequently obtains a local or state-issued diploma solely on the basis of such equivalency testing is not considered an HSG.

2.12.5.2.2. An applicant who obtains a high school diploma or certificate of completion for a course of study undertaken in a nonresident or nonattendance-based status, including a correspondence, home school, or distance education.

2.12.5.2.3. An applicant who possesses an attendance-based certificate or diploma (certificate of competency or completion) from other than a traditional high school, which is issued on course completion as opposed to equivalency testing.

2.12.5.2.4. An applicant who has completed at least 11 years of regular day school and attended, in residence, a vocational (technical) or proprietary school for at least 6 months and possesses a certificate of attendance or completion indicating such. (This does not include correspondence courses offering vocational certificates.)

2.12.5.3. **Non-HSG (Tier 3).** An applicant who holds none of the credentials in Tiers 1 or 2. **Note:** This tier includes those who do not complete a high school exit exam.

2.12.5.4. **Associate's Degree.** A certificate conferred on completion of a 2-year program at a junior college, university, or technical institute.

2.12.5.5. **Completion of One College Semester.** The status of an individual who is a nonhigh school credential holder, who has successfully completed at least 15 semester hours or 22 quarter hours of college-level credit from a regionally accredited, degree-granting college or university. Credit earned through testing for pursuit of adult education or for high school equivalency preparation is not applicable. For military enlistment processing purposes, an individual with this status is considered an HSG (Tier 1).

2.12.5.6. **Correspondence School Diploma.** A secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or postsecondary educational institution. This also includes home schools. This is considered an alternate high school credential holder (Tier 2).

2.12.5.7. **High School Certificate of Attendance.** An attendance-based high school certificate or diploma. These are sometimes called certificates of competency or completion, but are based on course completion rather than a test such as the GED or CHSPE. (A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.) This is considered an alternate high school credential holder (Tier 2).

2.12.5.8. **High School Diploma.** A diploma issued to an individual who has attended and completed a traditional 12-year (or grade) day program of classroom instruction. The diploma must be issued from the school where the individual completed all the program requirements. An individual who will complete high school graduation requirements early (midterm graduates) must present a signed letter on high school stationery from a school official (principal, vice principal, counselor, or registrar) stating the date the individual will complete all graduation requirements and will be available to enter AD. This letter must be presented to the MLS before a job is reserved, which is for an AD date prior to the applicant's formal high school graduation date.

2.12.5.9. **High School Senior.** The status of an individual who is currently attending a traditional, attendance-based high school (or has completed the junior year and is scheduled to attend the senior year) and will graduate at the end of the current school year. High school seniors are considered HSGs for processing purposes, but graduation must be confirmed prior to AD enlistment. For enlistment eligibility purposes, a non-HSGs (Tier 3) or alternate credential holder (Tier 2) who is currently enrolled in a regionally accredited, degree-granting college or university listed in the current education directory may be processed for DEP enlistment in the same manner as a high school senior if he or she:

2.12.5.9.1. Is currently enrolled in the school.

2.12.5.9.2. Has provided evidence from that college or university that he or she will have at least 15 semester hours or 22-quarter hours of credit by a specified date.

2.12.5.9.3. Has provided an official transcript prior to EAD. **Note:** Applicants may not be rebooked for failing to complete college credits by the date first specified. If this happens, they must be canceled and rebooked after attaining the required college credits.

2.12.5.10. **Home Study Diploma.** A secondary school diploma or certificate typically awarded based on certification by a parent or guardian that an individual has completed his or her secondary education at home. (This includes correspondence schools.) This diploma is considered an alternate credential (Tier 2).



2.12.5.11. **Occupational Program Certificate.** A certificate or diploma awarded for attending a noncorrespondence vocational (technical) or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential (Tier 2).

2.12.5.12. **Test-Based Equivalency.** A diploma or certificate of GED or other test-based high school equivalency diploma. This includes state-wide testing programs, such as the CHSPE, whereby examinees may earn a certificate of competency or proficiency. (A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential [Tier 2].)

### 2.13. GTEP AFSC Requirements:

2.13.1. Some GTEP AFSCs require a valid driver's license as a prerequisite for classification into that AFSC. When an applicant selects one of those AFSCs, ensure his or her license is valid through 6 months after EAD. (**Exception:** If the applicant is from a state that has an automatic extension for AD personnel, the license must be valid on the EAD date and in the applicant's possession during BMT.) A valid license must be issued by one of the 50 states, the District of Columbia, the US Army Europe, or a territorial possession of the US. Licenses that are under suspension or revocation, contain restrictions that limit hours or situations, or are temporary as of the AD date are not valid.

2.13.2. Aptitude area (AA) enlistees are encouraged to have a valid driver's license (valid through 6 months after EAD) in their possession to be eligible for classification into skills requiring a driver's license at BMT. (**Exception:** The applicant is from a state that has an automatic extension.) For specific driver's license information by state, see <http://www.driversmanuals.com/>.

### 2.14. Dependent Care Responsibilities:

2.14.1. All applicants, single or married, must be thoroughly counseled and complete an AF IMT 3010, *USAF Statement of Understanding for Dependent Care Responsibility*. The IMT will be completed, signed, and dated by the applicant (sponsor) and the recruiter prior to aptitude or medical qualification processing. The intent is to make sure adequate family care arrangements have been made while the sponsor is undergoing training and transition to military life. This is normally considered to include BMT or OTS (BOT and COT), technical training, and a period at the initial base of assignment of sufficient duration to adjust to the locale and make suitable family care arrangements. **Note:** The name, relationship, and date of birth of each family member (including spouse) or "NA" will be included in the remarks section of AF IMT 3010. (AF IMT 3010 is prescribed in AFI 36-2002. Refer to that publication for further guidance on filling out this IMT.)

2.14.2. To enroll family members in the Defense Enrollment Eligibility Reporting System (DEERS), the applicant will need to take his or her spouse's SSN, a notarized or original copy of the marriage certificate, and notarized or original copies of all children's birth certificates and SSNs. The family will then receive a basic allowance for housing (BAH) and a basic allowance for subsistence (BAS). If the applicant's family members will be living with parents while the applicant is in BMT, a letter is required from the parents stating that the applicant's family members will be staying with them.

### 2.15. Disqualification Because of Family Members:



2.15.1. An unmarried applicant who has physical or legal custody of a family member incapable of self-care is classified as a single-member sponsor by the Air Force. Because of this sponsor responsibility, the applicant does not have the flexibility required to perform worldwide duty, short notice TDY, remote tours, and varied duty hours. Therefore, an applicant falling into this category is ineligible for enlistment unless permanent physical and legal custody has been transferred by court order. **Note:** When permanent physical and legal custody has been transferred by court order, a waiver may be requested. (See paragraph 4.23.)

2.15.2. For the same reason as shown in paragraph 2.15.1., an applicant who is married to a military member and has physical or legal custody of family members incapable of self-care is also ineligible unless custody has been transferred by court order. **Note:** Again, a waiver may be requested (paragraph 4.23.).

2.15.3. Accordingly, never counsel such applicants to intentionally change their marital or custodial status for the purpose of enlistment qualification.

## 2.16. Disqualification Because of Moral Factors:

2.16.1. Use paragraphs 4.10. through 4.14. to screen applicants for potentially disqualifying moral factors. Inform applicants of the importance of revealing all law violations, regardless of their disposition. This is especially true if the offense happened while the applicant was a minor and was told by law or judicial authorities that dropped or dismissed charges or expunged records do not have to be reported to anyone.

2.16.2. Inform applicants that other agencies will also conduct a security investigation. They will match information provided by the applicant with local, state, and Federal Bureau of Investigation (FBI) records. Any disparity in this information could result in job cancellation or discharge if the applicant is on AD. *Accuracy and honesty are paramount.* Findings of not guilty, sealed record, *Nolle Prosequi*, *stet processus*, adjournment in contemplation of dismissal (ACOD), delayed prosecution, continued without a finding, and youth offender must also be disclosed.

**2.17. Disqualification Because of Financial Factors.** Use paragraphs 4.25. and 4.26. to screen applicants for potentially disqualifying financial factors.

**2.18. Verification of Age, Citizenship, and Name—General.** All documents must be original, notarized true copies of the source document or certified true copies by the issuing agency. The burden of proof for establishing US citizenship rests with the applicant. For more specific information, see requirements for US citizens (paragraph 2.19.), non-US citizens (paragraph 2.20.), and dual citizens (paragraph 2.21.).

## 2.19. Requirements for US Citizens:

2.19.1. A birth certificate obtained from the applicable state vital statistics office may be used for age, citizenship, and name verification. A DD Form 372, *Request for Verification of Birth*, validated by a local, county, or state vital statistics office may also be used when a valid birth certificate cannot be obtained. (**Note:** Hospital-generated birth certificates are not authorized.) See **Attachment 5** for a list of vital statistics offices by state. (DD Form 372 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.)

2.19.2. Recruiters may ask squadron operations to perform a telephonic verification to authorize MEPS processing for job reservation and DEP enlistment. However, a DD Form 372 signed by the operations NCO who is verifying the information must be received by the MEPS before the applicant processes. Additionally, a completed DD Form 372 from a vital statistics office or other valid source document establishing proof of name, age, and citizenship must be received before AD enlistment. An undeleted DD Form 214 may be used for SSN, name, and age verification only. Additional source documents (such as a current, valid, unrestricted and a nontemporary US passport showing the holder as a US citizen; another official document issued by a vital statistics office; or a court order for a name change only) may be used.

2.19.3. Canadian-born Native Americans are exempt from having to apply for or carry an INS Form I-551, *Alien Registration Receipt Card*, but they are considered aliens for assignment and classification purposes. Refer to the completion instructions for DD Form 1966 for the special statement that must be entered in the remarks block. A letter or other document from the tribal chief, council, or other reservation official will be used to verify the Canadian-born Native American's name, age, and place of birth. AFRS personnel will not enter Canada to actively prospect or recruit Canadian-born Native Americans.

2.19.4. An applicant born in Panama must have a government-issued birth certificate with a raised seal, and one parent must be a US citizen.

2.19.5. An individual born abroad who acquired US citizenship *at birth* may use any of the following documents, issued by the specified agency, for verification:

2.19.5.1. From the Department of State (DS):

2.19.5.1.1. A valid (nontemporary) US passport (5 years for minors, 10 years for adults).

2.19.5.1.2. FS Form 240, *Consular Report of Birth*, or FS Form 545, *Certification of Birth*.

2.19.5.1.3. DS Form 1350, *Certificate of Report of Birth*.

2.19.5.2. From the US Immigration and Naturalization Service (INS):

2.19.5.2.1. INS Form N-560A, *Certificate of Citizenship*.

2.19.5.2.2. INS Form N-561, *Certificate of Citizenship* (replacement for INS Form N-560A).

2.19.6. An individual born abroad who derived US citizenship *through the naturalization of his or her parents* may use any of the following documents, issued by the specified agency, for verification:

2.19.6.1. From the DS, valid (nontemporary) US passport (5 years for minors, 10 years for adults).

2.19.6.2. From the INS:

2.19.6.2.1. INS Form N-560A.

2.19.6.2.2. INS Form N-561 (replacement for INS Form N-560A).

2.19.7. An individual born abroad who acquired US citizenship *through his or her own naturalization*, may use any of the following documents, issued by the specified agency, for verification:

2.19.7.1. From the DS, a valid (nontemporary) US passport (5 years for minors, 10 years for adults).

2.19.7.2. From the INS:

2.19.7.2.1. INS Form N-550, *Certificate of Naturalization*.

2.19.7.2.2. INS Form N-570, *Certificate of Naturalization* (replacement for INS Form N-550).

2.19.8. Normally, US citizens will be enlisted under the name that appears on their birth verification document. However, they may enlist with a preferred first, middle, and or surname. Those electing to do so must present their SSN card, showing their preferred name, to their recruiter for proper application preparation and completion of the Standard Form (SF) 86, *Questionnaire for National Security Positions*, or the electronic personnel security questionnaire. The preferred name should reflect the name the applicant is known by in the community. (Refer to DD Form 1966.) Final acceptance of the preferred enlistment name rests with the MEPS liaison supervisor (MLS). For applicants approved to enlist without a SSN card, ensure their preferred name is shown on the documents used in place of the SSN card.

**2.20. Requirements for Non-US Citizens:** (*Note:* This information applies to EA programs only; all OA program applicants must be US citizens.)

2.20.1. Non-US citizens will not enter AD without their INS Form I-551 status in their possession, solely indicating permanent resident status. Applicants may process with (1) an INS Form I-551 with an expiration date greater than 2 years from date of issue (a “permanent” card); (2) an INS Form I-551 without expiration date and an INS Form G-845, *Document Verification Request*, with no restrictions; or (3) an INS Form G-845 with no restrictions, proof that a “permanent” card was ordered, and proof of permanent alien status (that is, a stamped passport; an INS Form I-94, *Arrival-Departure Record*; or an old INS Form I-551 with temporary stamp).

2.20.2. Under unusual circumstances, the local squadron commander and HQ AFRS/RSO may approve an INS Form I-551 exception to policy (ETP) in AFRISS on an applicant going EAD who has ordered, but not received, an INS Form I-551. **Note:** Applicants who do not have a permanent INS Form I-551 at the time of MEPS processing will be reserved to EAD no earlier than 8 months from the date the permanent card was ordered. There is no exception to the 8-month rule.

2.20.3. Applicants who had a permanent INS Form I-551 at the time of processing and reordered the card, but did not receive it prior to EAD (15 duty days), must request an ETP from the squadron commander. The ETP request package must include the following documents:

2.20.3.1. A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions

2.20.3.2. A copy of the applicant’s SSN card. The card may not have any type of stamp; for example, “Authorized For Work Only.”

2.20.3.3. An applicant data or QC report showing applicant information and EAD.

2.20.4. Applicants who did not have a permanent INS Form I-551 at the time of processing and did not receive their permanent INS Form I-551 card prior to EAD (15 duty days) must request an ETP from HQ AFRS/RSO. The ETP request package must include the following documents:

2.20.4.1. A copy of a *current* (less than 30 days old) INS Form G-845 with no restrictions or conditions.

2.20.4.2. A copy of the applicant's SSN card. (The card may not have any type of stamp; for example, "Authorized For Work Only.")

2.20.4.3. Proof of permanent resident alien status; for example, a stamped passport (with no conditions or restrictions), an INS Form I-94, or an old INS Form I-551 with a temporary stamp.

2.20.4.4. An applicant data or QC report showing applicant information and EAD.

2.20.5. An ETP is an "exception" and may be approved or disapproved. However, because it is not an automatic approval process, applicants should be informed of this before submitting the ETP. It is in their best interest to have all appropriate documents well ahead of EAD.

2.20.6. The INS Form I-551 have a 10-year expiration date on it (from the date of issue). Applicants who (1) have expiration dates on their INS Form I-551 for 2 years or less from date of issue, or (2) have conditions placed on their residency are ineligible for processing or enlistment.

2.20.7. Citizens of the Federated States of Micronesia or the Republic of Marshall Islands/Palau must have an INS Form I-94, stamped CFA-RMI, CFA-FSM, or CFA-PAC, and one of the following to confirm citizenship:

2.20.7.1. Birth certificate.

2.20.7.2. Passport.

2.20.7.3. US Naturalization Certificate.

2.20.7.4. US Certificate of Citizenship.

2.20.8. The non-US citizen's name entered on military records must match the name recorded with the INS. Accordingly and without exception, non-US citizens will not be enlisted under any name other than the one that appears on their INS Form I-551. This form is limited to 27 characters. If an applicant's name exceeds 27 characters, use the applicant's entire name starting with the 27 characters on the INS Form I-551.

2.20.9. To verify place of birth, use either the applicant's birth certificate or his or her current US passport.

## **2.21. Requirements for Dual Citizens:**

2.21.1. For job classification purposes, the US does not recognize dual citizenship. Individuals who claim dual citizenship must to renounce their citizenship to another country and relinquish any foreign passports to qualify for a job requiring an "F" sensitive job code (SJC) or US citizenship only.

2.21.2. Applicants wishing to terminate dual citizenship status must (1) write a statement renouncing their citizenship to another country prior to job reservation, and (2) mail (using registered or certified mail) any foreign passports to the respective embassies and provide the postage receipt to MEPS prior to EAD.

2.21.3. Applicants who choose to retain their dual citizenship or are unable to renounce their citizenship to another country prior to job reservation will be coded with a "B" SJC and classified as a resident alien.

**2.22. Enlistment Grade Determination.** Use [Table 2.1.](#) to determine the enlistment grade of an applicant based on prior qualifications or education. Use [Attachment 2, Table A2.1.](#), to determine the enlistment grade of PS applicants.

**Table 2.1. Enlistment Grade Determination and Factors.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the applicant</b>	<b>then the grade will be</b>	<b>Notes</b>
<b>1</b>	Is not qualified for a higher enlisted grade	Airman Basic (AB).	1, 2
<b>2</b>	Has completed 2 or more years of JROTC or college ROTC and has a certificate or statement on official letterhead from a JROTC unit commander at the high school attended or from the professor of aerospace science (PAS) at the college attended, stating satisfactory completion. (Must be classified within the Tier 1 educational category and also present the certificate or statement before EAD date.)	Airman.	1, 2, 3
<b>3</b>	Was awarded a Boy Scouts of America Eagle Scout Award or Girl Scouts of the USA Gold Award and presents the respective award certificate		
<b>4</b>	Was credited with over 90 days AD service and last separated in a pay grade of E-2 or higher		1, 2, 4, 5
<b>5</b>	Is a former service academy cadet with over 90 days as a cadet corps member		1, 2, 4, 6
<b>6</b>	Has satisfactorily completed 20 semester hours or 30 quarter hours of credit from an accredited, degree-granting institution listed in the applicable AIPE directory		1, 2, 3, 7, 8, 9, 10, 11
<b>7</b>	Was credited with more than 12 months of AD service and last separated in a pay grade of E-3 or higher	Airman First Class (A1C).	1, 4, 5
<b>8</b>	Was awarded the Billy Mitchell, Amelia Earhart, or Carl Spaatz award or has a letter from CAP/AF/TTHE, Maxwell AFB AL, certifying successful completion of award requirements		1, 3
<b>9</b>	Has completed at least a 3-year JROTC program and has a certificate or statement on official letterhead from a JROTC unit commander stating satisfactory completion. (Must be classified within the Tier 1 educational category and also present the certificate or statement before EAD date.)		
<b>10</b>	Has satisfactorily completed 45 semester hours or 67 quarter hours of credit from an accredited, degree-granting institution listed in the applicable AIPE directory		1, 3, 7, 8, 9, 10, 11
<b>11</b>	Is an ARC member who qualifies and enlists for 6 years		1, 4

- NOTE:** 1. Documents presented after completion of BMT may not be used as a basis for changing the authorized enlistment grade except through application to HQ AFPC/DPPAES with a letter of justification and supporting documents.
2. Applicants electing 6-year enlistment options will enlist in the grade of AB (unless authorized higher grade) and will be promoted as documented on their AF Form 3008, *Supplement to Enlistment Agreement-United States Air Force*.
3. Locally produced and authenticated copies of substantiating documents must be included in the enlistee's application sent to the 319 TRS at Lackland AFB TX 78236-5255.
4. TAFMS of over 90 days or 12 months must be verified. Use DD Form 214 or 215, AF IMT 1613, *Statement of Service* (or another service equivalent); NGB Form 22, *Report of Separation and Record of Service*; and AF Form 526, *ANG/USAFR Point Credit Summary*. SURF verification through MilPDS may be used to validate TAFMS, ASVAB scores, EPR ratings, and awarded AFSCs and pay grade for Res-Res applicants or those serving in ANG and AFRC.
5. If the grade of Airman or higher is not indicated on the DD Form 214, use the pay grade of E-2 on the DD Form 368 (with expiration date); promotion orders, if dated after the DD Form 368; or AF Form 526.
6. To verify service, obtain DD Form 785 from the appropriate service academy. (See [Attachment 6](#).)
7. Use the following as a guide for determining the value of credits:
- 7.1. One (1) quarter hour = 2/3 of 1 semester hour.
- 7.2. One (1) semester hour = 1 1/2 quarter hours.
- 7.3. One (1) trimester hour = 1 semester hour.
- 7.4. Fifteen (15) clock or contact hours = 1 semester hour. **Note:** Use this computation unless an accredited, degree-granting institution (published in the AIPE directory) that uses semester hours evaluates and indicates the number of semester hours.
8. Do not count credits for courses failed, withdrawn, withdrawn while passing or failing, or incomplete. Preparatory or remedial courses may be used if the school counts them in the total hours credited toward degree requirements.
9. Colleges and universities not listed (or listed as "candidate" institutions) in the AIPE directory are not authorized for award of a higher education code or enlistment grade.
10. When the AIPE directory reflects courses of varying lengths and the transcript does not specify the type of credit hours, a letter from the school stating the type of credits earned must be attached to the transcripts and a copy retained in the MEPS residual file.

11. Verify “stripes” for education eligibility by use of the following documentation:
- 11.1. A transcript bearing the school seal and the original or embossed signature of the registrar from an educational institution listed in the edition of the AIPE directory for the last year attended. The transcript must be presented before entering AD and will include the applicant’s application going to the 319 TRS. (Locally reproduced copies will be kept in the MEPS residual file.)
- 11.2. If the applicant’s school is not regionally accredited, a letter of acceptance from a school listed in the current AIPE directory is acceptable. The letter, with transcript attached, must:
- 11.2.1. State that the applicant would be accepted for continuing education.
- 11.2.2. State the total transferable credits by semester or quarter hours.
- 11.2.3. Bear the school’s seal and original signature of the registrar or his or her representative.
- 11.3. If the applicant was educated in a school not in the US education system, a letter of evaluation from an accredited credentials evaluation agency (**Attachment 4**) with transcripts attached or an evaluation of the foreign college transcripts by an accredited degree-granting institution listed in the current AIPE directory, specifying the semester and/or quarter hours earned or would be awarded if enrolled in that school, is acceptable. The MLS may then give the applicant the advanced pay grade.

**2.23. Verification of PS.** Verify PS with the DMDC. The DMDC maintains prior regular enlistment and officer losses as well as reserve component losses. It does not maintain data on AFROTC or service academy cadets. Refer to **Chapter 9** to determine required documentation and to verify PS.

**2.24. ASVAB and Special Purpose Testing—General.** The following describes testing and retesting policies and procedures for ASVAB and special purpose tests: (**Note:** Refer to USMEPCOM testing directives for more specific guidance.)

2.24.1. **Test Compromise.** Report known compromises to your supervisor or TCO immediately. Test compromise is the unauthorized discussion, disclosure, or wrongful possession of a controlled item (test material), which includes the intentional changing of test scores by test scoring personnel or intentionally entering false test scores on official records, including AFRISS.

2.24.2. **Testing Practices.** Recruiting personnel will:

2.24.2.1. Fully understand and adhere to the AFRS testing policy prescribed in this instruction and make full use of the ASVAB information booklet provided by USMEPCOM.

2.24.2.2. Not place themselves in a test-compromising situation.

2.24.2.3. Not sign USMEPCOM Form 680-3A-E, *Request for Examination*, on behalf of applicants processing for other Armed Forces or allow other Armed Forces recruiters to sign on behalf of Air Force applicants.

2.24.2.4. Not refer applicants to reserve or guard recruiters for the purpose of testing or test applicants for another Armed Forces recruiter.

2.24.2.5. Not speculate on the reason for test failure with applicants. Applicants desiring this information must contact the MEPS TCO.

**2.25. Enlistment Screening Test (EST) and Computer Adaptive Screening Test (CAST):**

2.25.1. Before recruiters may administer the EST or CAST, they must be familiar with all the provisions of Air Force Personnel Test (AFPT) 903, Administrative Scoring Manual for the Enlistment Screening Test, and the information in this directive pertaining to the EST and CAST. Recruiters will give and score the EST in accordance with AFPT 903 and this instruction and annotate the results in AFRISS. The CAST automatically scores results.

2.25.2. The EST and CAST are not qualification tests; they are strictly recruiting tools. They are not controlled tests materials, but are still controlled as for official use only (FOUO) material. These tests are management screening tools that may be administered at the discretion of the recruiter to NPS Air Force applicants only. They are used to help estimate an applicant's probability of obtaining qualifying ASVAB scores. Below-standard EST or CAST scores may be used to deter an applicant from taking the ASVAB. However, tentatively qualified applicants have the right to take the ASVAB, regardless of their EST or CAST results.

2.25.3. The EST and CAST contain questions similar to, but not identical with, questions appearing on the ASVAB. EST or CAST raw scores are a composite index of performance in verbal and numerical reasoning areas. These tests require approximately 30 to 45 minutes to administer, depending on the test used.

2.25.4. Do not retest with the EST or CAST within 30 days after the last administration of either form of the test. When retesting, give the applicant the alternative form of the test. Only three retests are authorized within a 12-month period.

2.25.5. Tests and answer sheets are not releasable to anyone other than authorized recruiting personnel. These records are exempt from release under Freedom of Information Act (FOIA). Ensure all requests for this information are expeditiously processed through HQ AFRS/RSIAM.

2.25.6. During normal duty hours, place FOUO material in an out-of-sight location. During nonduty hours, store FOUO material to prevent unauthorized access. When normal, internal building security is provided during nonduty hours, file the tests and answer sheets with other unclassified documents in unlocked files or desks, etc. When there is no such internal security, locked buildings or rooms usually provide adequate after-hours protection. If you desire additional protection, store FOUO material in locked containers, such as file cabinets, desks, or bookcases.

## **2.26. Armed Services Vocational Aptitude Battery (ASVAB):**

2.26.1. The ASVAB evaluates specific AAs and gives percentile scores that are used for selecting and classifying individuals for the Armed Forces. There are two ASVAB testing programs—production testing and high school (institutional) testing.

2.26.1.1. Production testing involves testing in authorized testing facilities such as MEPS and mobile examining team sites. The test results are given directly to AFRS and are for its use only.

2.26.1.2. High school testing is offered on a voluntary, no-cost basis to educational institutions (high schools and vocational trade schools). Testing results are provided to the school, student, and AFRS. Although test scores may be used for enlistment purposes, DoD advertises the student version primarily as a vocational counseling tool. Guidance concerning the high school testing program is in AFJI 36-2016, *Armed Services Military Personnel Accession Testing Programs*. Squadron commanders should work within the Interservice Recruitment Committee (IRC) to delete those schools that discriminate based on race, creed, color, national origin, or sex from the school eligibility roster.



2.26.2. For Air Force requirements, selected ASVAB subtests yield four broad aptitude scores: mechanical, administrative, general, and electronic. In addition, the ASVAB provides an overall quality indicator, the AFQT percentile score. AFQT categories are as follows: Category 1 = 93 to 99, Category 2 = 65 to 92, Category 3A = 50 to 64, Category 3B = 31 to 49, Category 4A = 21 to 30, Category 4B = 16 to 20, Category 4C = 10 to 15, and Category 5 = 0 to 9. AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, prescribes the minimum scores required for entry into AFSCs. See **Table 1.1.**, Line 40, of this instruction for further information.

2.26.3. All NPS and PS applicants must have qualifying AFQT test scores. All test IDs must be verified and tests “re-normed” if required. If a test version cannot be verified, the applicant must retest. NPS and PS applicants must also meet AFRS ASVAB qualifying score requirements currently in effect. All NPS applicants with previous service (less than 24 months of AD) who have been separated for more than 2 years will have to retest.

2.26.4. ASVAB scores are valid for 2 years from the date of the test to the date of the commitment. (Individuals not in the DEP and with test scores over 2 years old must be retested.) In all cases, a valid retest invalidates previous test results. Use the most recent, valid ASVAB result for enlistment or reservation.

2.26.5. Parental or guardian consent is not required solely for ASVAB testing of an applicant less than 18 years of age. However, an applicant 16 years of age may *not* be administered a *production* version of the ASVAB regardless of high school senior status.

2.26.6. Verification screening is performed on all ASVAB tests administered by the MEPS. This screening process identifies any irregular scoring patterns and may result in an applicant having to take a confirmation test. If a retest accomplished within 6 months has a 20 or more percentile point increase in the AFQT portion of the test, a confirmation test is required. The LNCO must notify the applicant’s recruiter that a confirmation test is required and that no further processing is authorized until the confirmation retest is completed or until 6 months have elapsed from the date of the applicant’s retest. At that time, the applicant may voluntarily retest or use his or her current score of record. (Normally, this will be the initial ASVAB taken.) Confirmation retests will be administered only at the MEPS.

2.26.6.1. If the applicant’s confirmation test AFQT percentile score is 36 or above, the MEPS will validate the applicant’s retest score (not the confirmation test score) for enlistment. If the applicant fails to show up for a confirmation test, his or her initial test score will be validated and retesting is not authorized until 6 months have elapsed from the retest date.

2.26.6.2. If the applicant’s confirmation test AFQT percentile score is 35 or below, a confirmation interview is required. If the applicant passes the confirmation test interview, the MEPS will validate the applicant’s retest score (not the confirmation test score) for enlistment. If the applicant fails the confirmation test interview, his or her initial test score remains valid and he or she will be prohibited from further retesting until 6 months have elapsed from the date of the confirmation test. If, under these same circumstances (a confirmation test score of 35 or below), the applicant fails to show for a confirmation test interview, his or her *initial* test will be valid and retesting is not authorized until 6 months have elapsed from the confirmation test date.

2.26.6.3. Under no circumstances will the confirmation test score be used for enlistment purposes. Contact the Air Force liaison at the MEPS for the current confirmation test policy.

2.26.7. Retesting applicants while in the DEP is *not* authorized. Current USMEPCOM testing policy authorizes an applicant to retest twice in a 60-day period. (See **Table 2.2.** for retesting.) AFRS policy allows retesting of applicants who are not holding a reservation and/or are not in DEP, but already have qualifying test scores. Retesting is authorized when the applicant's current aptitude scores (mechanical, administrative, general, and electronic) limit the ability to match an Air Force skill with his or her qualifications.

2.26.8. The intent of retesting an applicant is for the applicant to improve on his or her last ASVAB test so his or her enlistment options increase. Before any retest is administered, the flight chief must interview the applicant in person or by telephone, give approval for the retest, and document this interview in the applicant's AFRISS record. The applicant must be briefed prior to retesting that (1) all previous ASVAB test scores will be invalid upon this voluntary retesting, and (2) there is a possibility his or her scores will not improve or a confirmation test may be required.

2.26.9. An applicant who has answered at least one question on the ASVAB is considered to have tested. (Confirmation testing does not constitute a retest unless the entire battery is given.)

**Table 2.2. Retesting of ASVAB and Special Tests.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If applicant's initial test was a</b>	<b>then retesting on the</b>	<b>is</b>	<b>if administered after</b>	<b>Notes</b>
<b>1</b>	production, student, or high school version of the ASVAB	production, student, high school, institutional, or CAT version of the ASVAB	authorized	after 1 calendar month from the initial test.	1, 2, 3, 4
<b>2</b>	institutional (full or shortened version [SS ASVAB])			after 1 calendar month from the first retest.	2, 3, 4, 5
<b>3</b>	CAT version of the ASVAB			after 6 calendar months from second retest (3d actual ASVAB test).	3, 4, 5
<b>4</b>	special test	same special test	prohibited	between 0 and 6 months.	1, 5
<b>5</b>			waiverable	after 6 months.	5, 6, 7

**NOTES:**

1. No waivers or exceptions.
2. After the first retest, a 1-month wait for second retest is mandatory. After the second retest, a 6-month wait for any further retesting is mandatory. There is a mandatory 6-month wait for retesting when the previous test has been invalidated.
3. Do not administer any test to members currently on AD with any branch of the Armed Forces (excluding members of AFRC or ANG units).
4. A properly completed USMEPCOM Form 680A, *Request for Examination*, is authority for retest. **EA recruiters will document any previous version of the ASVAB taken by the applicant on the form.**
5. For retesting purposes, months are defined as calendar months.
6. Requests for special testing exceptions may be submitted in unusual circumstances only, but must include the following information:
  - 6.1. Applicant's full name and SSN.
  - 6.2. Type of test taken, date of initial test, scores obtained, and testing location.
  - 6.3. Justification for retest, to include unusual circumstances. **Note:** Illness, fatigue, and scores inconsistent with applicant's academic background do not constitute unusual circumstances.
7. Retests are governed by AFI 36-2605, *Air Force Military Personnel Testing System*, and administered by HQ AFPC/DPPAPET.

**2.27. Special Purpose Testing:**

2.27.1. When necessary, special purpose tests are administered to determine an applicant's qualification for specific occupational specialties. Applicants not otherwise qualified for a specific AFSC will *not* take the special test. Special purpose testing at other than the MEPS is not permitted except as directed by Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) or authorized by USMEPCOM sector commanders.

2.27.2. MilPDS will not offer an AFSC unless qualifying test results are entered into MilPDS. Applicants who desire to select these AFSCs must be given the appropriate special test. The MLS must ensure pass or fail special test scores are entered in MilPDS and recorded on enlistment documents. Additionally, the test scoring worksheet, DD Form 1304.12K, ASVAB Worksheet for Computing Scores, or USMEPCOM 680 ADP Report, Status A, with special test scores will be included in the file forwarded to BMT on AD. Retesting applicants is not normally approved. In unusual circumstances, submit a waiver request according to [Table 2.2](#). Individuals in the DEP are authorized to take special purpose tests.

**2.28. Defense Language Aptitude Battery (DLAB).** The DLAB evaluates the ability to complete formal courses in foreign language training. This test is required for entry into AFSC 1N3XX, Cryptologic Linguist Apprentice; and 1A8X1, Airborne Cryptologic Linguist Apprentice. Languages are divided into four categories, based on difficulty. Minimum DLAB score is 100.

**2.29. Electronic Data Processing Test (EDPT).** The EDPT evaluates the basic ability to complete a formal course dealing with the programming of electronic data processing equipment. This test is required for entry into AFSC 3C032, Communications-Computer System Programmer Apprentice.

**2.30. English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT).** The ECLT and ALCPT are available only at the MEPS in San Juan, Puerto Rico. When the original scores indicate a possible comprehension disability, the ECLT or ALCPT should be administered to applicants before ASVAB retesting. A score of 70 verifies the requirement that an applicant is able to read, write, speak, and understand the English language. If an ECLT or ALCPT retest is required, the recruiter must give the MEPS 30 days notification and have results documented in AFRISS remarks.

### **2.31. Applicant Qualifying and Testing:**

2.31.1. Applicants tentatively qualified for any commissioning program who elect to apply solely for the NPS program must add, sign, and date the following statement in the remarks section of their DD Form 1966: "I have been counseled on Air Force commissioning programs and elect to apply only for the enlisted program." Conversely, applicants applying concurrently for EA and OA programs must complete the statement of understanding in **Attachment 7** of this instruction.

2.31.2. An applicant who agrees to enter AD before receiving board results must read and sign his or her name and date after the following statement in the remarks section of the DD Form 1966 (filled out by the MEPS): "I understand and agree to my Active Duty service commitment as an enlisted member and acknowledge I will not be released to accept a commissioning opportunity resulting from my selection board."

2.31.3. The original of either statement will be kept on file in the recruiter's office and a copy will be sent to the MEPS in the applicant's application. MEPS LNCOs will establish an EAD availability date no earlier than 30 days after the applicant's last board cycle closes and results are published. If applicants elect to enlist on AD before receiving selection board results, they are obligated to honor their enlistment and will not be released from AD if selected for a scholarship or commission.

2.31.4. Candidates for potential dual credit will be identified in advance, tracked, and accounted for. Squadron operations flight commanders will manage and track actions related to concurrent OA and EA processing. NPS applicants who accept scholarships, appointments, or direct commissions before they enter AD must be cancelled. Squadron operations must cancel all selects within 10 duty days of the board results release date, or net reservation credit will not be restored. This cancellation will result in temporary loss of reservation net reservation credit. Squadrons must request credit restoration from HQ AFRS/RSOAP (Fax 210-565-4915) with a copy of the applicant's letter of intent to accept a scholarship, appointment, or commission. Requests must identify the program the applicant was selected for, the board release date, and the applicant's personal information including: the applicant's name, SSN, DEP date, AFSC, EAD date, RIC, and cancellation date. HQ AFRS/RSOAP will restore credit after HQ AFRS/RSOC verifies the applicant's acceptance. Applicants who fail the ASVAB test or are otherwise determined to be unqualified will be tactfully dismissed.

### **2.32. Processing Applicants to MEPS:**

2.32.1. Only applicants who are test qualified and motivated to join the Air Force will be scheduled for MEPS processing. One-stop processing (test and physical) is authorized when advantageous to the Air Force. Before scheduling applicants for one-stop processing, recruiters should have a high degree

of confidence that the applicant will pass the ASVAB test. In these cases, EST or CAST screening should have been conducted and results documented in AFRISS.

2.32.2. EA and OA recruiters are responsible for completing all required forms (or IMTs) and forwarding applications to arrive at the MEPS at least one duty day before the applicant's arrival. These recruiters are also responsible for ensuring all source documents, certified copies of appropriate source documents, and/or legible copies of source documents arrive at the MEPS at least one duty day before the applicant's arrival to allow proper validation and verification by the MEPS LNCO.

2.32.3. Applications may arrive at MEPS less than one duty day prior to applicant processing with the approval of the operations flight commander or flight chief. The operations flight chief will maintain a log to document these exceptions. If *faxed* copies of source documents are used by the LNCO for initial validation and verification, the *original* source documents or certified copies of the source documents must still be reviewed by the MEPS LNCO before the applicant may process or ship. **Note:** Several agencies issue colored-coded documents to prohibit copying. If documents cannot be faxed legibly, the original documents must still be used for verification and validation before applicant processing.

2.32.4. Applicants who arrive at the MEPS to process without original or certified copies of required source documents may be allowed to continue processing with the approval of the squadron operations flight chief. However, they will not be allowed to ship without the MLS's verification and validation of the original or certified copies of the source documents.

2.32.5. All recruiting personnel must adhere to any state laws that prohibit copying original documents.

**2.33. Buddy Flights.** A buddy flight must consist of at least two, but not more than nine, NPS applicants who want to enlist and remain together during BMT. Flights must consist of all women or all men; they will not be mixed. Before buddy flight consideration by HQ AFRS, squadrons will ensure applicants for buddy flights currently hold a job reservation for leaving in the same month. The job choices provided to HQ AFRS/RSOPB must include the job the applicant is currently holding. See paragraph 6.10. for specific procedures.

### **2.34. Congressman Hebert Advanced Placement Award (CHAPA):**

2.34.1. This award is given as a joint effort between the AFRS and the JROTC of all service branches to reward and recruit top quality cadets opting to enter the Air Force enlisted ranks. Up to two cadets may be selected each school year from each unit. The JROTC science instructor will make the selections and submit the names to the nearest AFRS squadron commander.

2.34.2. The responsible recruiter will process the candidates to determine whether they are qualified. Once the applicant is fully qualified and his or her job preferences and date of availability are loaded in MilPDS, the MEPS contacts squadron operations who, in turn, faxes a copy of the CHAPA letter (with applicant's SSN) to HQ AFRS/RSOPB. The applicant may list up to five GTEP skills in a 3-month window or one AA in a 1-month window for special reservation consideration.

### **2.35. US Air Force Band Enlistment Program:**

2.35.1. Applicants wanting to enlist in the band must audition if they claim proficiency in a musical instrument.

2.35.2. AF IMT 485, *Application for Enlistment - US Air Force Band*, is completed as follows: (**Note:** AF IMT 485 is prescribed in AFI 36-2002. Refer to that publication for guidance on filling out this IMT.)

2.35.2.1. The recruiter completes Section I.

2.35.2.2. The band director conducting the audition completes Section II.

2.35.2.3. The applicant completes Section III.

2.35.2.4. HQ AFRS/RSOPB completes Section IV. **Note:** If the applicant is otherwise qualified, the LNCO completes this section and obtains an assignment reservation from HQ AFRS/RSOPB.

2.35.2.5. If a waiver is needed, HQ AFPC completes Section V.

2.35.3. Before the applicant auditions, the recruiter informs the applicant that:

2.35.3.1. He or she must bear all expenses in connection with the audition.

2.35.3.2. Final approval for enlistment into the band program must come from HQ AFRS/RSOPB. Audition approval does not guarantee enlistment into the band program even if a vacancy exists.

2.35.4. The applicant auditions before an Air Force band leader at the nearest Air Force base having an Air Force band.

**2.36. Voice Audition for a Radio-Television Broadcasting Specialist.** Applicants desiring an assignment in GTEP AFSC 3N032, Radio-Television Broadcasting Specialist, with acceptance into the Basic Broadcaster Course at Defense Information School (DINFOS), must complete and pass a voice audition. These following procedures are provided for preparing and submitting a voice audition package:

**2.36.1. Specifics:**

2.36.1.1. The applicant should go to the nearest Air Force base public affairs office or, as an alternative, he or she may cut a tape at a local, cooperating radio station under recruiter supervision. A news script, a spot script, five sentences, and an extemporaneous segment will be used in all cases to test the applicant's ability to read news copy and allow DINFOS to evaluate his or her voice in specific areas. See **Attachment 8** for the audition script, five-sentence read, and sample cover memorandum.

2.36.1.2. Do not send prerecorded "air checks." The style of delivery, pacing, and phrasing in such tapes is usually dictated by the radio station; and it is impossible to judge the voice properly. Therefore, DINFOS will not evaluate "air checks" tapes.

2.36.1.3. Ensure there is a quiet area, free of background noises for the recording session. Allow the applicant no more than 15 minutes to rehearse the script and sentences out loud. Advise the applicant to communicate in a natural tone and not use an "announcer's delivery." Be sure the applicant uses his or her name, not an alias or "air" name. Allow only one "take" or attempt per individual. Each applicant may submit a maximum of four auditions in a 12-month period. A voice audition pass is valid for 1 year.

**2.36.2. Extemporaneous Segment:**

2.36.2.1. The applicant will have 5 minutes to think about what to say during the segment. He or she should speak in a normal, conversational tone. This segment is an essential part of the voice



audition. It helps DINFOS evaluate an applicant's potential for on-the-scene news reporting and other jobs that require extemporaneous speaking.

2.36.2.2. The applicant will speak for 60 seconds about why he or she wants to become a military broadcaster. He or she may also include goals for the future. This portion of the audition must not be read.

### 2.36.3. **Equipment:**

2.36.3.1. Auditions should be recorded on a cassette tape, using a single-track recorded on one side only. Do not use multitrack stereo microcassettes. Speak directly into the microphone. Do not use electronic "enrichment" devices such as equalizers, reverb, production music, etc., because DINFOS will not evaluate these tapes. Use only new or completely erased tapes.

2.36.3.2. If more than one applicant is recorded on a tape, allow at least a 20-second pause between takes and identify each take with the applicant's name and address. Applicants are allowed only one take; do not send multiple takes.

### 2.36.4. **Mailing:**

2.36.4.1. Each tape submission must be accompanied by a cover memorandum that follows the format in [Attachment 8](#).

2.36.4.2. Colds, sinus conditions, or other physical circumstances that may affect the applicant's voice quality should be noted in the special comments section of the memorandum. Reschedule the audition if the illness severely affects voice quality.

2.36.4.3. Each cassette must be labeled to identify the submitting activity and the person being auditioned. If more than one voice is recorded on a tape, the label must identify the individuals in sequence of recording. Tapes will not be returned. Mail tapes and a cover memorandum to: Commandant, Defense Information School, 6500 Mapes Rd, ATTN: Voice Audition/BWAS, Fort Meade, MD 20755-5620.

2.36.5. **Notification of Audition Results.** Tapes are handled on a first-come, first-served basis. Tapes received via express mail will be processed in the order received. Include a return mailing address, telephone number, fax number, and/or e-mail address to ensure proper return of the confirmation memorandum. The voice diagnostic administrator's phone number at Fort George Meade is (301) 677-4370.

2.36.6. **Notice to Applicant of Selection or Nonselection.** DINFOS forwards the notice of selection or nonselection directly to the applicant's home address. In general, a favorable response will state: *"Congratulations! Our Voice Audition Board has determined you have met the entry-level voice standard for broadcast training at the Defense Information School. The audition results are good for 1 year, which means you must be enrolled in the Basic Broadcaster Course before . . . ."*

2.36.7. **Notice of Applicant's Selection.** If the applicant meets all other enlistment criteria, the LNCO will reserve the assignment through MilPDS; attach a copy of the selection letter to AF Form 3007, *Guaranteed Training Enlistment Agreement - Nonprior Service - United States Air Force*; and forwards the packages to HQ AFPC and BMT.

2.36.8. **Training.** As a minimum, training will include broadcast writing and radio and television production techniques. Graduates are qualified to assume broadcast duties upon arrival at their Armed Forces Radio and Television (AFRT) assignment.

2.36.9. **Assignment.** After training, assignment will be to one of the AFRT facilities that conducts information and entertainment programs for personnel stationed overseas and in isolated areas of the US where commercial facilities are not available or are inadequate. Oversea areas include, but are not limited to, AFRT outlets in Japan, Okinawa, Johnson Island, Wake Island, Greenland, Spain, Norway, Turkey, Greece, Ascension Island, the Azores, Alaska, and Guam.

2.36.10. **Overseas Imbalanced AFSC.** Because this AFSC is overseas imbalanced, possibilities are good that an applicant will have a secondary AFSC while stationed in the US.

### **2.37. Physical Ability and Stamina Test (PAST):**

2.37.1. See Attachment 11 of AFI 36-2626, *Airman Retraining Program*, for PAST criteria.

2.37.2. This test is administered to male applicants who are applying for GTEP AFSC IT231, Pararescue (PJ), or Apprentice 1C231, Combat Controller (CCT).

2.37.3. Test results are valid for 6 months or while in DEP, but applicants must be encouraged to continue to meet or exceed the standards. Before taking the PAST, applicants must:

2.37.3.1. Have passed the standard enlistment physical.

2.37.3.2. Fill out AFRS Form 7, *Liability Release and Express Assumption of Risk – Physical Ability and Stamina Test (PAST)*.

2.37.4. The PAST may be administered by CCT or PJ personnel while being observed by recruiting personnel. Additionally, recruiting squadrons may authorize squadron headquarters personnel to administer the PAST.

2.37.5. The test may be administered locally by a recruiting squadron representative designated by the squadron commander. (A certified lifeguard must be present during the PAST.) The test administrator must be at or above the flight chief level. The number of PAST administrators is left to the discretion of the squadron commander, but these administrators must be totally familiar with the PAST. They must also have and be familiar with the videotape entitled “PAST Test Procedures.” High school swimming coaches, YMCA swimming instructors, or certified Red Cross swimming instructors may also administer the PAST after familiarization with the videotape and when accompanied by a designated squadron PAST administrator.

### **2.38. Special Procedures for Linguists:**

2.38.1. Recruiters or MEPS LNCOs will identify applicants who are eligible for special testing based on ASVAB scores, sensitivity job code (SJC), and other qualifications. They will schedule applicants who express an interest in foreign languages and qualify for the DLAB for this test as soon as possible. Once the scores have been received, applicants with DLAB qualifying scores (paragraph 2.28.) will be sworn into the DEP. Complete AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force*.

2.38.2. HQ AFRS/RSOPB, in coordination with HQ AETC/DOOA, will determine an optimum entry date into BMT for these applicants to allow for a 2-week window from BMT graduation to arrival at the 311 TRS and DLIFLC class start date. HQ AETC/DOOP tentatively earmarks the applicant for a foreign language class. During the applicant’s second week of BMT, HQ AETC/DOOP validates language assignments with 319 TRS/DPAA.



2.38.3. Applicants will be given a copy of AFRS Form 1329, *Language Preference Questionnaire*, to complete. Once completed, the form will be put into the package given to BMT.

### 2.39. Delayed Entry Program (DEP):

2.39.1. Applicants with no PS are allowed to enter the DEP for 365 days.

2.39.2. Applicants currently in the inactive ready reserve (IRR) and members of active reserve or guard components who are processing for the RegAF under a conditional release are not allowed to enter the DEP.

2.39.3. An applicant may reenter the DEP when it is cost-effective to do so or would benefit the Air Force or the applicant.

2.39.4. Upon entry into the DEP, applicants will be presented an AFRS Form 11, *Certificate of Enlistment*.

### 2.40. DEP Discharge:

2.40.1. Enlistees will be discharged from the DEP when they:

2.40.1.1. Reach the 365-day DEP maximum. (HQ AF/DPLFA may authorize an extension of up to 180 days after the 365-day period.)

2.40.1.2. Fail to report for AD enlistment.

2.40.1.3. Become permanently disqualified for enlistment.

2.40.1.4. Become temporarily disqualified for more than 30 days and the job reservation or selection has been canceled or withdrawn pending qualification determination. If the enlistee is not qualified within the 30 calendar days, the MLS will initiate DEP discharge procedures.

2.40.1.5. Have a bona fide hardship or an unusual reason.

2.40.1.6. Request to be discharged.

2.40.1.7. Are offered and accept an ROTC scholarship or USAFA appointment. NPS applicants selected for BOT or COT need only a contract change. This cancellation does not result in a loss of reservation credit for the recruiter, squadron, and group. HQ AFRS/RSOP must be notified within 3 duty days of selection.

2.40.2. The squadron operations flight chief will:

2.40.2.1. Ensure the MLS forwards the enlistment application to squadron operations as soon as DEP discharges are identified.

2.40.2.2. On receipt of the application, prepare and send the squadron support branch a request for a DEP discharge according to the request format at [Attachment 9](#). Operations will submit a DEP discharge request within 10 days of cancellation.

2.40.2.3. Ensure discharge requests are properly documented.

2.40.3. Within 5 workdays of the date of the discharge order, the squadron will:

2.40.3.1. Forward two copies of the discharge order, DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States*, copies of DD Form 2808, *Report of Medical Examination*.

tion, DD Form 2807-1, *Report of Medical History*, and any supporting documents justifying the DEP discharge, as appropriate, to HQ ARPC/DSMS, ATTN: DEP DISCHARGE, 6760 East Irvington Place, Denver CO 80280-0001. (DD Form 4 is prescribed in USMEPCOM Regulation 601-23, *Enlistment Processing*. Refer to this regulation for guidance on filling out this form. (DD Form 2808 is prescribed in DoDI 1304.2, *Pre-enlistment Forms*. (DD Form 2807-1 is prescribed in Department of Defense Directive 6130.3, *Physical Standards for Appointment, Enlistment, or Induction*. Refer to Army Regulation 40-501, Chapter 2, *Medical Services, Standards of Medical Fitness*, for guidance on filling out these forms.)

2.40.3.2. Clearly mark the outside of each envelope forwarded to HQ ARPC/DSMS as “DEP DISCHARGE.”

2.40.3.3. Forward the original and a copy of the DEP discharge order and a copy of the DD Form 4 to the MLS.

2.40.3.4. Return the applicant’s original documents such as the birth certificate and SSN card to the responsible recruiter to be returned to the individual. The remaining application will be kept in squadron operations. The application will be disposed of according to the Air Force RDS, Table 36-10, and will be destroyed by tearing it into pieces or shredding it.

#### **2.41. Applicant and DEP Followup and DEP Commander’s Call:**

2.41.1. Recruiters will follow up with applicants face-to-face every 30 days until 30 days before EAD. Thirty days before EAD, a followup will be made at least every 2 weeks to include a final departure briefing. DEP commander’s calls will be conducted monthly. The purpose of followups and DEP commander’s calls is to perpetuate leads, motivate, ensure continued qualification, and inform.

2.41.2. All followups and DEP commander’s calls will be documented in the AFRISS remarks section of the applicant’s record. The applicant’s height and weight will also be included in followups and documented by using the height/weight screen in AFRISS.

2.41.3. An AFRS Form 5, *Liability Release and Express Assumption of Risk – Delayed Entry Program (DEP)*, must be accomplished on all applicants prior to any DEP activities.

#### **2.42. Courtesy Enlistments:**

2.42.1. Squadron approving authorities (the squadron commander or operations flight commander) may authorize courtesy enlistments (including BOT) within the continental United States (CONUS) and overseas-to-CONUS only.

2.42.2. Prior telephone coordination between gaining and losing squadron operations staff members is *mandatory* as is completion of AFRS Form 1375, *Request for Courtesy Enlistment*. Notification is the responsibility of the applicant’s recruiter and must be coordinated immediately after a need for a courtesy enlistment is identified, regardless of the applicant’s AD date. Squadron operations must also coordinate BOT courtesy enlistments with HQ AFRS/RSOCL. CONUS-to-overseas courtesy enlistments are authorized only in extreme cases and upon approval of HQ AFRS/RSOP (for enlisted program applicants) or HQ AFRS/RSOCL (for BOT applicants).

2.42.3. Submit requests through the group. Approval is required *before* an applicant departs the local areas. Recruiters may not imply or infer that a courtesy enlistment will be routinely authorized.

2.42.4. The losing MLS will:

- 2.42.4.1. Ensure all required enlistment documents are sent to the gaining MEPS to arrive at least 15 workdays before scheduled AD date.
- 2.42.4.2. Retain copies of all enlistment documents sent.
- 2.42.4.3. QC courtesy enlistment applications and complete all suspense actions *before* the individual departs the local area.
- 2.42.4.4. Ensure required documents normally retained at the enlisting MEPS are forwarded to the gaining MEPS as required.
- 2.42.4.5. Ensure a copy of AFRS Form 1375 is included with the enlistment application.
- 2.42.5. The gaining MLS will:
  - 2.42.5.1. QC courtesy enlistment applications and correct them as required on receipt.
  - 2.42.5.2. Notify the losing MLS of any disqualifying factors and request guidance.
  - 2.42.5.3. Keep a complete residual file for each courtesy enlistment.
  - 2.42.5.4. Ensure DD Form 4, Copy 1, is reaccomplished to show the regular AD place of enlistment in Item 4. (Pen-and-ink changes are authorized by USMEPCOM Regulation 601-23, *Enlistment Processing*.)
- 2.42.6. The gaining squadron operations will coordinate with the new recruiter and gaining MEPS to ensure the applicant has arrived at the specified time and has been given special instructions as required.
- 2.42.7. The gaining and losing squadron operations officers will resolve (between themselves) disputes over accession credit loss resulting from courtesy enlistment cancellations. They will elevate problems to group level only when an agreement cannot be reached.
- 2.42.8. For a CONUS-to-overseas courtesy enlistment, the recruiter will:
  - 2.42.8.1. Immediately contact squadron operations of a possible overseas courtesy enlistment and ensure AFRS Form 1375 is completed.
  - 2.42.8.2. Inform applicants that, with their concurrence, an attempt will be made to move up their EAD for departure before their move. If the EAD cannot be changed, applicants will enlist through an overseas facility. Information will be provided on the AFRS Form 1375 as to when and where to enlist.
  - 2.42.8.3. Inform high school seniors that, if they move before graduation, they will enlist through an overseas facility. If they move after graduation, an attempt, with their concurrence, will be made to move up the EAD to before their move.
  - 2.42.8.4. Provide the AFRS IMT 1375 to squadron operations for coordination.
- 2.42.9. For a CONUS-to-overseas courtesy enlistment, squadron operations will:
  - 2.42.9.1. Call HQ AFRS/RSOP and request assistance in moving up the EAD date for qualified applicants.
  - 2.42.9.2. Ensure compliance of procedures in paragraph 2.42. for applicants authorized a CONUS-to-overseas courtesy enlistment.

### 2.43. Cancellation of Job Reservations:

2.43.1. EA program job reservations will be canceled when the applicant becomes disqualified or withdraws his or her applicant status. An exception to this policy may be appropriate when certain temporary conditions exist. The squadron operations officer will coordinate with the superintendent and determine whether a cancellation is required, based on the circumstances of each individual case. When a job reservation is canceled for any reason, the applicant will not be booked for another reservation under any circumstances until he or she is rendered fully qualified.

2.43.2. Squadron operations will be notified immediately of any EA or OA program applicant who becomes permanently or temporarily disqualified for any reason or withdraws his or her applicant status. See **Table 2.3.** for reservation cancellation procedures and apply the following definitions:

2.43.2.1. Withdrawal of applicant status—An applicant who elects not to enter AD has terminated his or her applicant status. The flight chief may contact these individuals and attempt to remotivate and/or validate their status.

2.43.2.2. Temporary disqualification—A nonmedical condition that renders an applicant disqualified for enlistment, but can be resolved before AD.

2.43.2.3. Permanent disqualification—A condition that renders an applicant disqualified for enlistment. This condition will exist for an extended period without regard to unforeseeable conditions.

**Table 2.3. Reservation Cancellation Procedures.**

R U L E	A	B	C
	<b>When an applicant</b>	<b>then squadron operations will cancel the job reservation</b>	<b>Notes</b>
1	Withdraws from applicant status	as soon as notified by the flight chief that the applicant will not enter AD.	1, 2
2	Is rendered <i>temporarily</i> medically disqualified on date of AD enlistment	Immediately.	2
3	Is rendered <i>permanently</i> medically disqualified on or before date of AD enlistment	immediately (except applications pending SG waiver results).	
4	Has a temporary medical disqualification that will <u>not</u> be resolved before scheduled AD date	Immediately.	
5	Has a temporary medical disqualification that <i>may</i> be resolved before scheduled AD date	as determined by the squadron operations officer, operations flight chief, or superintendent.	3

R U L E	A	B	C
6	When an applicant Requires a waiver, eligibility determination, or ETP for any disqualifying condition withheld before or after job reservation or acquired after job reservation	then squadron operations will cancel the job reservation as determined by the squadron commander.	Notes 4

**NOTES:**

1. When a recruiter becomes aware of an EA or OA applicant's intent to withdraw (refuse or decline), the recruiter will immediately notify the flight chief and annotate AFRISS with the appropriate information. The flight chief will immediately notify squadron operations of the cancellation (or pending cancellation) in case the flight chief wishes to conduct an interview (telephonic or face to face) in an attempt to "resell" the applicant. The interview must be conducted within 7 calendar days. If the interview confirms the applicant's intent to withdraw, the applicant refuses the appointment, or contact with the applicant cannot be established within 7 calendar days, the flight chief will immediately notify squadron operations and the reservation will be canceled that day. **Note:** Local policies may be more restrictive.
2. Applicants will not be booked for another reservation until they are rendered fully qualified or, in cases of withdrawal, they reinstate their applicant status.
3. The squadron operations officer or flight chief will coordinate with the superintendent to decide what course of action to take on applicants with a temporary medical disqualification that might be resolved before the scheduled AD date. MEPS liaisons will document an MFR in AFRISS, stating the action taken, reasons, and name of the individual rendering the decision. If the decision is to cancel, note 2 applies.
4. Squadron commanders will decide whether a job reservation will be canceled while the applicant's waiver or eligibility determination is under consideration. Factors such as the scheduled AD date, level of approval authority, and time required to process the requested action must be taken into account. MEPS liaisons will record a memorandum for record, documenting the commander's decision in AFRISS. If the decision is to cancel, apply note 2. During the commander's absences, the squadron operations commander may make the cancellation decision.

**2.44. NPS and PS Processing.** Use [Table 2.4.](#) to determine which forms or IMTs are required for enlistment. In addition to those required in [Table 2.4.](#), other documents may be required; for example, a copy of the enlistee's birth certificate, high school diploma, discharge orders, official transcripts, valid driver's license, and marriage certificate; a copy each child's birth certificate (from the state vital statistics agency); and a copy of the spouse's SSN card.

**Table 2.4. NPS and PS Processing—Enlistment Forms or IMTs.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Forms or IMTs Required</b>	<b>Required Number of Copies</b>	<b>Use</b>
<b>1</b>	SF Form 86 (or EPSQ)	One	Mandatory
<b>2</b>	DD Form 214 or 215		As required
<b>3</b>	DD Form 368 (with expiration date)		
<b>4</b>	DD Form 369	One, as applicable	
<b>5</b>	DD Form 785	One	As required (note 1)
<b>6</b>	DD Form 1966	One set	Mandatory
<b>7</b>	DD Form 2807-1	One	
<b>8</b>	DELETED		
<b>9</b>	AF Form 526 (if necessary)		As required
<b>10</b>	AF IMT 2030	Two	Mandatory
<b>11</b>	AF Forms 3005, 3006, and 3007 or DD Form 2863	Four	As required
<b>12</b>	AF Form 3008		Mandatory (note 3)
<b>13</b>	AF IMT 3010	Three	Mandatory
<b>14</b>	AFRS Form 1307	One	As required (note 4)
<b>15</b>	AFRS Forms 1326 or 1371		Mandatory
<b>16</b>	AFRS Form 1328		As required
<b>17</b>	AFRS Form 1348		Mandatory
<b>18</b>	AFRS Form 1375	Three	As required
<b>19</b>	AFRS Form 1408	One	Mandatory
<b>20</b>	AFRS Form 1415	Four	As required
<b>21</b>	AFRS Form 1419	One, as applicable	
<b>22</b>	NGB Form 22	One	
<b>23</b>	USMEPCOM Form 680-3A-E		Mandatory

**NOTES:**

1. See paragraph 2.46. for DD Form 785 procedures and [Attachment 6](#) for addresses.
2. Electronic fingerprints are taken at the MEPS.
3. All NPS applicants (PS-ineligible) will initial the elected College Loan Repayment Program (CLRP) option on this form (default statement printed out of AFRISS). Current AFRS PGMs concerning the CLRP also applies.
4. Required for PS applicants wishing to apply for recruiting duty.

**2.45. Overseas MPF Enlistment Processing With Recruiter Support.** This support applies to overseas MPF processing when recruiting personnel are present, but MEPS support is not available. It also applies to Alaska when transportation arrangements for applicants in outlying areas dictate. The following rules apply:

- 2.45.1. The recruiter is responsible for prequalifying and processing applicants.
- 2.45.2. The MPF is responsible for administrative actions normally performed by the MEPS staff, and the recruiter is responsible for LNCO duties.
- 2.45.3. On EAD, the recruiter will forward a copy of the DD Form 1966, Copy 1, to the appropriate MEPS (for Asia, the Honolulu MEPS; for Europe, the New York [Ft. Hamilton] MEPS) for entry into the USMEPCOM Integrated Resource System (MIRS).
- 2.45.4. Base medical personnel will perform the enlistment physical and physical recheck within 14 days of enlistment (all applicants). They will place special emphasis on weight standards and BFM to ensure the applicant is within Air Force standards at the time of enlistment.
- 2.45.5. The applicant will enter AD with sufficient time to travel to BMT and arrive between Monday and Thursday of the EAD week. This allows for delays in transportation arrangements. Any exception to this policy must be approved by HQ AFRS/RSOP.

**2.46. Applicants Applying for an NPS or PS Program Who Were Previously Eliminated From Officer Candidate Training:**

- 2.46.1. Before processing, a DD Form 785 or a letter from the releasing agency (containing the same information as a DD Form 785) is required for all applicants previously eliminated from officer candidate training. Request a copy of the DD Form 785 according to [Attachment 6](#).
- 2.46.2. Applicants are eligible for enlistment processing unless the elimination action was based on punitive or administrative actions involving defective character traits, unsuitability, drug abuse, etc. In questionable cases, a request for an enlistment eligibility determination (EED) should be forwarded through the group to HQ AFRS/RSO via AFRISS workflow. Include copies of the applicant's DD Form 785 or letter, a DD Form 214 or 215 (as appropriate), and a statement of circumstances from the applicant. **Exception:** Disenrolled AFROTC and USAFA cadets (required to fulfill AD service obligation) are authorized to enlist without a DD Form 785 review if they have a DD Form 368 (with expiration date) approved by HQ AFPC/DPPAEQ at 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712, fax (210) 565-3152 or DSN 665-3152. NPS applicants must disenroll from ROTC and possess an approved DD Form 785.

**2.47. Age.** The applicant must be less than 28 years old as of the date of entry onto AD. Use **Attachment 2** to compute the maximum age for PS applicants. The Air Force has no obligation to enlist persons who become ineligible during processing or in the DEP.

**2.48. Physical Standards:**

2.48.1. Each applicant must be physically qualified according to AFI 48-123. Physicals are valid for 24 months from the date of the physical.

2.48.2. When required, the MEPS completes a modified class III flying physical and the LNCO mails one copy (EA applicants) of the physical with class III results (for example, heterophoria, val salva, reading aloud test [RAT]) according to current procedural guidance for certification to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549.

**2.49. Preparation for Initial Training:**

2.49.1. BMT, BOT, or COT applicants who wear contact lenses or glasses must take a pair of their glasses with them (preferably with a current prescription) to their initial training base. It will take up to 4 weeks for an applicant's to receive his or her initial pair of Air Force-issued glasses. **WARNING:** Extended wear of contact lenses during training can cause *permanent* damage to the applicant's vision.

2.49.2. NPS, PS, BOT, and COT applicants are required to establish a bank account prior to departing for training or direct duty because they are required to directly deposit their pay in a bank. To sign up for direct deposit service, applicants will fill out an SF 1199A, *Direct Deposit Sign-Up*, as follows: **Note:** SF 1199A can be accessed in .pdf format at the following Web site: <http://e-publishing.af.mil/forms/otherforms.asp> under "other Standard Forms at GSA."

2.49.2.1. Applicants will complete Section I, Section II is not applicable, and the applicant's financial institution will complete Section III.

2.49.2.2. Applicants will hand-carry a completed (original) SF 1199A to their initial training destination or duty station and turn it in during their initial finance briefing.

2.49.3. Applicants will take carry a checkbook, ATM card, etc., to access their direct deposit account when regular pay periods begin. Basic trainees will receive their initial payment through a government debit card. The account on this card will only contain enough money for items and services needed in BMT. Because the initial payments will not be sufficient to cover debts such as car payments, spouse's rent, utilities, etc., applicants should make appropriate financial arrangements for their debts prior to leaving for BMT.



## Chapter 3

### RECRUITING REQUIREMENTS FOR BASIC OFFICER TRAINING (BOT)

**3.1. General Instructions.** After prequalifying an applicant based on the general conditions listed in [Table 1.1.](#), use the paragraphs and tables in this chapter for specific program criteria, enlistment procedures, and special instructions. Additional information may be found in AFI 36-2013.

**3.2. Basic Eligibility.** Each applicant must meet all basic eligibility requirements defined in AFI 36-2002. and this instruction.

#### **3.3. Age Criteria:**

3.3.1. Nonrated applicants must be selected and commissioned prior to age 35. PS will not be subtracted from a BOT applicant's age. Applicants applying for nonrated programs will be considered without a waiver if they are less than 34 years of age by the board-convening date. Age waivers may be considered if applicants can be commissioned before their 35th birthday. Applicants who are 34 or turn 34 on the convening date of the BOT board require an age waiver. Age waivers are not authorized for nonrated applicants who are over the age of 35. When signing their AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*, nonrated applicants must be briefed that failure to complete BOT prior to 35 years of age could result in discharge from the Air Force. Regardless of their age, applicants must initial next to the nonrated age statement (AF Form 56, Item 22A). (AF Form 56 is prescribed in AFI 36-2013. Refer to that publication for guidance on filling out the form.)

3.3.2. Rated applicants (pilots, navigators, and air battle managers [ABM]) must be able to complete the selection process; attend BOT; attend Introduction to Flight Training (IFT), if applicable; and enter undergraduate flying, undergraduate navigator, or air battle management training prior to age 30. Therefore, rated applicants who are 29 as of the convening date of the BOT board are too old to apply. Exception to policy (ETP) requests will only be considered for pilot or navigator applicants who (1) have a private or commercial pilot license or (2) meet the minimum pilot candidate selection method (which includes the intermediate flight training [PCSM-IFT] score, rated Air Force officer qualification test (AFOQT) scores, and rated grade point average [GPA]); and can enter undergraduate pilot or navigator training prior to age 30. ETP requests will not be considered for ABM applicants. See paragraph [3.6.](#) and [Table 3.1.](#) for PCSM-IFT, AFOQT, GPA degree, age, and degree requirements.

**Figure 3.1. DELETED.**

3.3.3. **DELETED.**

**Figure 3.2. DELETED.**

#### **3.4. Minimum Education Requirements for Applicants:**

3.4.1. Civilian applicants must have graduated, or be within 365 days of graduation, from a college or university that is regionally or nationally accredited and listed in the Integrated Postsecondary Educa-

tion Data System (IPEDS). The IPEDS is located at <http://www.nces.ed.gov/ipeds/cool/> and is maintained by the US Department of Education's National Center for Education Statistics (NCES). The degree-granting institution must have accreditation and must appear in one of the following: (**Note:** A baccalaureate degree from the University of the Philippines is acceptable.)

3.4.1.1. The latest edition of the Accredited Institutions of Postsecondary Education (AIPE) Directory, published annually by the American Council on Education (<http://www.acenet.edu/>).

3.4.1.2. The latest edition of the Higher Education Directory, published by Higher Education Publications, Inc. (<http://www.hepinc.com/>).

3.4.1.3. Any other education publication that clearly indicates regional or national accreditation.

3.4.2. Applicants who have graduated from a nonaccredited US college or university may apply if they present evidence from an accredited institution of higher learning status that their credits would be acceptable for graduate work.

3.4.3. Applicants who have graduated from a college or university outside the US may apply if all of the following conditions have been met:

3.4.3.1. All transcripts have been translated into English when required. (The applicant must pay all fees involved.)

3.4.3.2. The degree has been evaluated by a credential evaluation agency that is a member of the National Association of Credential Evaluation Services (<http://www.naces.org/>). See **Attachment 4** for a partial list of credential evaluation agencies.

3.4.3.3. Written evidence has been obtained from an accredited US college or university, stating that credits would be acceptable for graduate work.

3.4.4. AFRS Form 1413, *Verification of Scheduled Graduation*, will be used for all applicants currently enrolled in college. This form must include courses required for graduation. The recruiter will refer to AFMAN 36-2105, *Officer Classification*, for degree requirements for specific Air Force officer specialties. If a recruiter is unsure of specific degree requirements, he or she should contact HQ AFRS/RSOCL.

### **3.5. Applicants With Dependents:**

3.5.1. Single parents and an individual married to a military member with dependent children are ineligible for commissioning programs without a waiver or eligibility determination (ED). If legal custody of dependents has been awarded to another person, a dependency eligibility determination (DED) will be used to validate that the member no longer has custody of his or her dependents and to declare the applicant eligible. (See paragraphs **4.23.** and **4.24.**)

3.5.2. To enroll an applicant's family members into DEERS and to activate BAH and subsistence allowances upon arrival at BOT, obtain the required paperwork for family member ID cards. In addition, ensure the applicant takes the following documents to BOT: his or her spouse's SSN; a copy of the marriage certificate; a copy of each child's birth certificate; and a copy of the rental lease or mortgage agreement (or a notarized statement signed by the landlord and showing the amount paid for housing, not including utilities). If the applicant's family members will be living with parents (or grandparents) while the applicant is at BOT, obtain a letter from the parents or grandparents, stating the applicant's family members will be staying with them.

### 3.6. Summary of Eligibility Criteria:

3.6.1. Refer to [Table 3.1.](#) for minimum application eligibility requirements for PCSM-IFT, AFOQT scores, GPA requirements, and degree disciplines. All BOT applicants will take the AFOQT unless they have previously tested and have qualifying test scores. (Minimum test scores do not necessarily mean an applicant is competitive.) The AFOQT test will generate scores for five composite areas: pilot (P), navigator (N), academic aptitude (AA), verbal (V), and quantitative (Q). These scores are good for a lifetime. Minimum scores are shown in [Table 3.1.](#)

**Table 3.1. PCSM-IFT Scores, AFOQT Scores, GPA Requirements, and Degree Disciplines by Program.**

I T E M	A	B	C					D	E	F
	Program	PCSM-IFT (Note 1)	AFOQT					GPA (Note 2)	Degree Disciplines	Age
			Pilot (P)	Navigator (N)	Academic Adaptability (AA)	Verbal (V)	Quantitative (Q)			
1	Pilot (Note 3)	50	50 total P& N composite score with a min of 25 P & 10 N Score		--	15	10	2.5	Nonspecific     (Note 5)	Apply prior to age 29 (Note 4)
2	Navigator (Note 3)	NA	50 total P& N composite score with a minimum of 25 N & 10 P score		--					
3	ABM (Note 3)		50 total P& N composite score with a minimum of 10 in both the P and N score		--					
4	Non-technical		--	--			3.0			Apply prior to
5	Technical	--	--			--		age 34 (Note 4)		
6	TDSP	--	--		25	25	3.0			

**NOTES:**

1. Recruiters must load the PCSM score into AFRISS. Pilot applicants must have a minimum PCSM-IFT score of 50. The PCSM-IFT score speculates the applicant's PCSM score after completion of IFT. Refer to the PCSM Web site (<https://pcsm.aetc.af.mil/CheckScore/check%20score.htm>) to determine the PCSM-IFT score, and navigate to find the applicant's PCSM results. Using the printer-friendly page, locate the table called Speculated Scores Based On Additional Flight Hours. Then refer to Column 5 to determine the applicant's PCSM-IFT score. If the applicant has more than 60 flying hours, use the applicant's actual PCSM score located on top. It is essential to use the printer friendly page to calculate the PCSM-IFT score correctly.
2. An exception to the GPA minimum will only be considered for applicants who have a 150 or higher total composite score of AA, Q, and V scores. Exceptions must be submitted with the application and forwarded in AFRISS.
3. The P & N scores must always be 10 or higher. There are no AFOQT score waivers for applicants who do not meet the rated score requirements. (This applies to the P & N scores.)
4. See paragraph 3.3. for criteria for an age waiver.
5. Refer to the program announcement for more specifics on technical program and yearly targets.

3.6.2. All pilot applicants must take the basic attributes test (BAT) in addition to the AFOQT. Pilot applicants must be given a copy of the BAT information sheet before taking the BAT. They must take the BAT NLT 2 weeks prior to the OTS application cutoff date. Direct any questions regarding the BAT to AETC SAS/CS at DSN 487-4529/4201 or commercial (210) 652-4529/4201.

3.6.3. The BAT, AFOQT pilot score, and flying hours are combined to calculate the pilot candidate selection method (PCSM) score. The PCSM score predicts an applicant's probability of completing pilot training and is used by BOT board members as a part of evaluating the whole person concept. All pilot applicants must have a minimum PCSM-initial flying training (PCSM-IFT) score of 50. (This score speculates the applicant's PCSM score after completion of IFT.)

3.6.4. Additional flight hours will increase the applicant's PCSM score. Applicants can visit the PCSM Web site (<https://pcsm.aetc.af.mil/CheckScore/check%20score.htm>) to update their flight hours. Refer to **Table 3.1.** for a summary of eligibility requirements by program. Refer to current procedural guidance for instructions for determining the PCSM-IFT.

3.6.5. One retest with a different version of the AFOQT/BAT is allowed after 6 months from the original test date (AFI 36-2605, *Air Force Military Personnel Testing System*). HQ AFRS/RSO may grant waiver to the V and Q scores in exceptional cases only. AFOQT waivers for P, N, and ABM scores are not authorized.

**3.7. Moral Qualifications.** BOT applicants must be of sound moral character. Generally speaking, unacceptable moral character includes an established pattern of character and behavior disorders and/or defiance of rules, directives, and law. Another indication of unacceptable moral character is when an individual who is capable of making a decision between right and wrong in conduct chooses to ignore generally accepted ethical standards. See **Chapter 4** for details regarding moral waivers and EDs.

**3.8. Physical Qualifications—General:**

3.8.1. A certified copy of a qualified commissioning physical originating from the MEPS is mandatory for all applicants. All BOT applicants, including rated applicants, must accomplish a commissioning physical at the MEPS. **Note:** Rated applicants who are age 28 or older must have a flying class physical initiated in the Physical Examination Processing Program (PEPP) in addition to a MEPS-qualified commissioning physical. Refer to **Chapter 6** for MEPS physical processing.

3.8.2. Commissioning physicals qualified by MEPS chief medical officers (CMO) are valid for EAD purposes. HQ AETC/SG is the final approval authority for MEPS CMO-disqualified physicals when a waiver is requested and for flying physicals performed at a military medical treatment facilities. Physicals are valid for 24 months from the date of the initial physical.

3.8.3. An applicant who is examined at the MEPS and found to be temporarily disqualified (TDQ) must return to MEPS for a profile revision before the physical and new supplemental documents are mailed to HQ AFRS/RSOCP.

3.8.4. Weight measurements and BFM's must be accomplished by a MEPS or military treatment facility. Refer to **Attachment 3** for BFM standards and AFI 48-123 for helpful applicant screening information.

3.8.5. MEPS physicals for BOT applicants must include the reading aloud test (RAT).

**3.9. PRK and LASIK Disqualifications.** Correction of visual acuity by photorefractive keratectomy (PRK) or laser-assisted stromal in-situ keratomileusis (LASIK) surgery is disqualifying for all Air Force program applicants, but waivers may be considered 1 year from the date of the operation, as follows;

3.9.1. For nonrated applicants, PRK and LASIK may be waiverable.

3.9.2. For rated applicants, only PRK may be waiverable.

**3.10. Physical Qualifications—Rated and AFSC 13XXX:**

3.10.1. Physicals for rated and AFSC 13XXX applicants must be accomplished at a military medical treatment facility by a credentialed flight surgeon after selection, unless required for application. Upon selection notification, AFRISS will automatically enter a 90-day suspense for rated and AFSC 13XXX physicals. These physicals must be forwarded by the medical treatment facility to HQ AETC/SGPS in PEPP for certification. Refer to **Table 3.2.** for specific physical requirements for pilot, navigator, etc.

**Table 3.2. Physical Requirements.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If applicant is applying for</b>	<b>then he or she will submit a</b>	<b>Notes</b>
<b>1</b>	Pilot (92T0)	MEPS commissioning physical plus initial Flying Class I.	1, 2
<b>2</b>	Navigator (92T1)	MEPS commissioning physical plus initial Flying Class IA.	
<b>3</b>	Air battle manager (ABM) (13B1)	MEPS commissioning physical plus Flying Class III with RAT.	
<b>4</b>	Combat rescue officer (13D1A)	MEPS commissioning physical plus Flying Class III.	1, 3
<b>5</b>	Air traffic controller (13M1)	MEPS commissioning physical with AR-ATC, RAT, cholesterol, HDL, and triglycerides.	
<b>6</b>	Space and missile operations (13S1X)	MEPS commissioning physical with adaptability rating for space and missile operations duty (ARSMOD).	
<b>7</b>	All others	MEPS commissioning physical.	1

**NOTES:**

1. Applicants must have a copy of a qualified MEPS commissioning physical in their application.
2. Flying class physicals are required after selection for all rated applicants, except those who are age 28 years or older by the convening date of the BOT board. Refer to paragraph **3.8.1**.
3. HQ AETC/SGPS does not require a complete physical to be accomplished by the medical treatment facility. HQ AETC/SGPS will accept a scanned MEPS document in PEPP with supplemental medical documentation for AFSC-specific data.

3.10.2. Use exact buttock-to-knee and sitting and standing height measurements for rated and AFSC 13XXX physicals. Do not round off a fraction. A flight surgeon's office must perform all measurements.

3.10.3. Pilots and navigators must have a red lens test. They must not wear their hard contact lenses for 90 days or their soft contacts for 30 days preceding the examination for Flying Class I and IA physicals. They must continue to not wear them until after their medical screening, which is conducted after OTS graduation at Brooks City Base, TX. Failure to remove contacts could result in failure of the medical screening.

3.10.4. Once physicals requiring HQ AETC/SGPS certification are completed, HQ AFRS/RSOCL will enter final disposition of the physical in AFRISS for MEPS to verify on ship day. HQ AFRS/RSOCL will forward the original to 22 TRS (OTS).

3.10.5. Once HQ AFRS/RSOCL assigns a class, the original HQ AETC/SGPS-certified physical will be scanned and e-mailed to the MEPS with the applicant's class notification memorandum. The orig-

inal will be forwarded by HQ AFRS/RSOCL to 22 TRS (OTS) with the applicant's AFRS Form 1360, *Commissioning Appointment Application Checklist*.

**3.11. Age, Citizenship, and Name Verification.** Refer to paragraph [2.18](#).

**3.12. Preservice Marijuana and Drug Usage.** Officer applicants must explain preservice marijuana use with a statement in the remarks section of AF IMT 2030. (Refer to paragraph [4.21](#).)

**3.13. Military Records:**

3.13.1. Copies of these documents are required for all applicants who currently hold or previously held military status, and they must be included in the BOT application and case file. Refer to [Chapter 9](#) for PS qualification requirements.

3.13.2. Records for AD and ARC members will be requested from their respective units. Civilian applicants with PS will request their records in sufficient time to have them available for the application to meet the prescribed cutoff date.

3.13.3. Applicants should use SF 180, *Request Pertaining to Military Records*, to authorize the release of their records. [Attachment 10](#) lists instructions for obtaining PS records with this form. Ensure the request asks for all military performance reports, enlistment, separation, and discharge documents, related correspondence, and any derogatory information (Article 15, UCMJ, courts-martial, etc.). **Note:** A current MilPDS SURF report is required on all BOT applications for ARC members.

**3.14. Counseling.** Provide adequate counseling to applicants to ensure they receive all available BOT information, including the following:

3.14.1. **Commitment.** Inform applicants that application submission incurs no mutual obligation. Refer to [Table 3.3](#) for information regarding the active duty service commitment (ADSC) for applicants selected to attend BOT.

**Table 3.3. ADSC for BOT Applicants.**

R U L E	A	B
	If the individual is	then his or her ADSC is
1	Nonrated	4 years from the date of commissioning.
2	A pilot	10 years from the date of award of an aeronautical rating (completion of specialized undergraduate pilot training [SUPT]).
3	A navigator	6 years from the date of award of an aeronautical rating (completion of specialized undergraduate navigator training [SUNT]).
4	An ABM	3 years from the date of award of an aeronautical rating.

3.14.2. **Enlistment Grade.** All applicants will attend BOT in the grade of E-5 (staff sergeant). PS candidates with at least 10 years of TAFMS may be eligible to attend in a higher grade. Refer to [Attachment 2](#) (Paragraph [A2.5](#) and [Table A2.1](#), Lines 6 or 7, as applicable).



### 3.14.3. Elimination from BOT:

3.14.3.1. Officer candidates eliminated from BOT may elect to apply to remain in the RegAF in an enlisted status if they are otherwise qualified, or they may be immediately separated under AFI 36-3208, *Administrative Separation of Airmen*.

3.14.3.2. Eliminees entering enlisted status will normally be reduced to Airman First Class (A1C) unless they have PS that may entitle them to a higher pay grade. Directives in effect at the time will determine their grade.

3.14.3.3. Pilot, navigator, and ABM applicants must be briefed that additional medical testing is performed during entry into URT. Every effort is made to screen applicants prior to attending BOT, but in rare cases, applicants might not be medically qualified as a result of this additional testing. In these cases, applicants will be discharged unless they are approved for reclassification by AFPC into another career field or apply to remain in the RegAF in enlisted status. Additionally, applicants who “wash out” of URT will also be discharged unless they are approved for reclassification by AFPC into another career field or apply to remain in the RegAF in an enlisted status.

### 3.15. Procedures:

3.15.1. Do not refuse to process tentatively qualified applicants. Based on current selection statistics, those who are not competitive should be discouraged from applying, but they may apply if they insist. Applicants may apply for BOT and enlistment concurrently.

3.15.2. Do not submit an application more than 270 days before the applicant’s availability date. **EXCEPTION:** Civilian applicants who are enrolled as full-time students in an undergraduate program may apply once they are within 365 days of graduation or availability.

3.15.3. AD warrant officers, sister-service enlisted personnel, ARC members, and other reserve and guard members may apply for BOT. DOD policy allows members to be released from their previous commitment upon entry into Air Force AD. AD Air Force enlisted personnel apply through the base education office. Applicants in this category should be processed in the same manner as civilian applicants with the following exceptions:

3.15.3.1. Military records, including promotion dates and positions held, and copies of all performance reports must accompany the application. Refer to paragraph [3.13](#).

3.15.3.2. Before Air Force processing, a DD Form 368 (with expiration date) and a MilPDS SURF report (where applicable) or a statement of service are mandatory for all ARC and other reserve and guard members.

3.15.3.3. Warrant officers and enlisted members of sister services must have a conditional release signed by their approval authority.

**3.16. Documents Required for Applications and Enlisted Case Files.** See [Table 3.4](#). for documents required for applications and enlisted case files. Submit completed applications only. Applications with errors will not be held for more than two consecutive boards. Group and squadron OA personnel will be suspended for missing and incorrect items through AFRISS. When completing BOT applications, use current PGMs to obtain additional information on preparing BOT applications and a current listing of Air Force BOT accession specialties and officer AFSC course titles and lengths.



**Table 3.4. Documents Required for Applications and Enlisted Case Files.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
	<b>Required Forms (or IMTs) and Documents</b>	<b>Application Will Include (send to AFRS)</b>	<b>Enlistment Case File Will Include (send to MEPS)</b>	<b>Use</b>	<b>Notes</b>	
<b>1</b>	SF 86	NA	Copy	Mandatory	1	
<b>2</b>	DD Form 368 (with expiration date)	Copy	Original	As required		
<b>3</b>	DD Form 369	NA				
<b>4</b>	DD Form 372					
<b>5</b>	DD Form 785	Copy	Copy		2, 3	
<b>6</b>	DD Form 1966	NA	Original (set)	Mandatory	4	
<b>7</b>	DD Form 2760		Original			
<b>8</b>	DD Form 2807-2	Copy	Original			
<b>9</b>	DJ FD-258	NA	NA			1
<b>10</b>	AF Form 56	Original and one copy				
<b>11</b>	AF IMT 2030	Copy	Original			5
<b>12</b>	AF IMT 3010			Mandatory	6	
<b>13</b>	AFRS Form 1325				7	
<b>14</b>	AFRISS Applicant Data Quality Check Report				8	
<b>15</b>	AFRS Form 1328			As required	9	
<b>16</b>	AFRS Form 1348	NA	Original	Mandatory	10	
<b>17</b>	AFRS Form 1356	Original plus three copies	NA	As required		
<b>18</b>	AFRS Form 1360	Original		Mandatory		
<b>19</b>	AFRS Form 1375		Copy	As required		
<b>20</b>	AFRS Form 1408			NA		
<b>21</b>	AFRS Form 1413	Original		As required		
<b>22</b>	AFRS Form 1415	AFRISS copy	Copy			
<b>23</b>	AFRS Form 1419	Copy	Original			

I T E M	A	B	C	D	E
	Required Forms (or IMTs) and Documents	Application Will Include (send to AFRS)	Enlistment Case File Will Include (send to MEPS)	Use	Notes
23	DD Form 2808 and DD Form 2807-1 or SF 88 and SF 93	Commission-qualified physical	Copy (original or scanned copy) – Final Deposition of HQ AETC/SGPS certification in AFRISS	Mandatory	11
24	Transcripts	Copy	Original		12
25	USMEPCOM Form 680-3A-E	NA			
26	Recommendation letters	Original	NA		13
27	Class assignment letter	NA	Original		14
28	PS documents	Copy	Copy	As required	2
29	BOT applicant profile	Original	NA	Mandatory	15
30	Pilot candidate selection method (PSCM) printout	Printout from official Web site		Mandatory for rated pilot applicant	5
31	Private pilot license (PPL)	Copy		Mandatory for rated pilot applicant, when available	5
32	AFOQT printout	Printout from official Web site		Mandatory	5

**NOTES:**

1. Upon selection notification in AFRISS, 30-day suspense for the required SF 86 will be posted in AFRISS. AFRISS will request the correct security clearance type based on current national agency check/local agency check (NACLAC/SSBI) accession requirements directed by AETC. Refer to the PGM for specific processing instructions for SF 86.
2. If the applicant has any previous military service or officer training, include one copy of all discharge documents as appropriate (that is, DD Form 785, undeleted DD Form 214 or 215, NGB Form 22, or discharge orders if a reserve component). Refer to paragraph 3.13. to request information.
3. For proper addresses, see [Attachment 6](#).
4. A properly completed USMEPCOM Form 680-3A-E, *Request for Examination*, is authority for retest. **EA recruiters will document any previous version of the ASVAB taken by the applicant on the form.**
5. Refer to the current BOT program announcement for more details.
6. If the applicant answers “yes” to any question, refer to paragraph 3.12.
7. Refer to paragraph 2.14.1.
8. Replaced AETC Form 1332, *Officer Training School Data*.
9. Use this form for dependency waiver processing. Refer to paragraph 4.23.2.
10. Maintain the residual file according to the Air Force RDS, Table 36.10.
11. Refer to [Table 3.2](#).
12. Student copies of transcripts are authorized for application purposes only. One copy from each college or university must be included. When final transcripts are not available before EAD, a letter from the degree-granting institution is mandatory, stating the applicant’s name, degree awarded, and major and containing the official school seal. The final transcripts should be mailed to 22 TRSS/TSRP, Basic Officer Training (BOT), 501 LeMay Plaza North, Maxwell AFB, AL 36112-6417. In all cases, final transcripts are required before graduation from BOT. Otherwise, commissioning will be denied.
13. The minimum is three, but no more than five.
14. Class assignment letters are only issued once all requirements are met such as physical qualification and initiated security clearances. Class assignment letters and scanned qualifying physicals (when required) are e-mailed to the applicant's OA group, squadron operations, flight, and MEPS (identified in AFRISS).
15. Limited to two pages.

**3.17. Submitting Applications:**

- 3.17.1. Recruiters will send completed applications to the OA flight office as soon as possible for a final QC check. The OA flight commander or flight chief will forward the AFRISS record to the processors’ bucket prior to submittal.

3.17.2. The squadron test control officer (TCO) or OA flight commander will verify the AFOQT form number, date of test, and AFOQT scores and record this information onto AF Form 56 from the AFOQT Web printout. An AFOQT verification printout from the AFPC Web site (<https://w20.afpc.randolph.af.mil/afqtsnet20/>) must be included with the application.

3.17.3. Any Air Force line officer with the grade of captain or above may conduct a personal interview with BOT applicants. Interviews conducted by a captain must be indorsed by a field grade officer. Active duty Air Force, ANG, and AFRC unit commanders must interview Airmen assigned to their respective units. The interview will be face-to-face and in private, when possible. However, telephone interviews are permitted where geographic separation makes face-to-face interviews economically impractical.

3.17.4. Applications must be received by the announced cutoff dates. Forward AFRISS electronic records and physical applications as directed by the board schedule, along with completed QC checks and any applicable processed waivers, to HQ AFRS/RSOCL, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527. Hold applications with errors in suspense until the errors are corrected and the application is updated to “board-ready” status. Applications in suspense for more than 90 days will be returned to the squadron. Fax corrections to the processors at DSN 665-4916 or commercial (210) 565-4916.

3.17.5. If an applicant moves to another area *before* submitting an application, refer him or her to the gaining recruiter, flight, or squadron. If an applicant moves to another area *after* an application has been submitted, notify HQ AFRS/RSOCL via e-mail ([afrsots@rs.af.mil](mailto:afrsots@rs.af.mil)) after all arrangements have been established and forward a copy of the approved courtesy enlistment request. (Refer to paragraph [2.42](#) for procedures.)

### **3.18. BOT Selection Board:**

3.18.1. The BOT selection board is composed of Air Force line officers in the grade of colonel or colonel select. Boards will convene as often as necessary to meet mission requirements.

3.18.2. The function of the board is to review and evaluate each application and assign a numeric assessment of the individual’s potential to serve as an officer. Selections are made on the basis of Air Force needs, overall applicant quality, and program requirements.

3.18.3. Refer to the BOT PGM for a description of board frequency and consideration by subprogram. Applicants are not required to meet consecutive boards. On occasion, they may only be authorized to meet one board due to age limitation. Refer to paragraph [3.19](#) for applicants whose applications were withdrawn after meeting their first board.

### **3.19. Reapplication:**

3.19.1. Individuals who were not selected, had a waiver disapproved, withdrew their application prior to a board, or declined selection or class assignment may reapply if they wait the required time ([Table 1.1](#), Rule 48) from their final disposition and have remained qualified for the program. New application forms/IMTs are required for reapplication in accordance with [Table 3.4](#).

3.19.2. Applicants previously disenrolled from BOT for medical reasons may submit a request for reinstatement within 6 months from the date of elimination if they are certified as medically qualified by HQ AETC/SGPS and are otherwise qualified. A formal application is not required. Mail the reinstatement request and medical documentation to 22 TRSS/TSRP, Basic Officer Training (BOT), 501

LeMay Plaza North, Maxwell AFB AL 36112-6417. HQ AFRS/RSOCL will notify the AFRS squadron when approved reinstatements are received from 22 TRSS and cleared by HQ AETC/SGPS.

3.19.3. Applications may be submitted on individuals who were eliminated from BOT or are ineligible for medical reinstatement because 6 months has elapsed since their medical elimination date. If a disenrollment waiver is required, refer to **Table 1.1.** (Rule 32) and **Attachment 6.** In cases where the applicant was medically eliminated, a current medically qualified physical must be included in the application before the applicant meets a selection board.

3.19.4. Applicants desiring a program change before the board convenes must complete a new AF Form 56, indicating the desired change.

**3.20. Area of Preference.** Once selected, applicants are classified based on the needs of the Air Force, their desires and qualifications (as indicated on the AF Form 56), and the availability of their AFSC choices.

### **3.21. Withdrawal of Select Status:**

3.21.1. Under the following circumstances, select status may be withdrawn for applicants who:

3.21.1.1. Were selected for rated flying duty or AFSC 13XXX and subsequently became medically disqualified for flying or AFSC 13XXX, but not for commissioning. These applicants may be reclassified into another AFSC if HQ AFRS/RSOCL determines they meet the needs of the Air Force (which encompasses AFRS mission and program requirements), applicant's desires and qualifications, and the availability of Air Force specialties.

3.21.1.2. Were selected and then became disqualified (physically or morally) for commissioning. Flight commanders are responsible for notifying HQ AFRS/RSOCL of any new derogatory information requiring a waiver after an applicant has been selected. HQ AFRS/RSOCL will evaluate each circumstance and determine disposition of applicant's selection status (reinstatement, withdrawal, reboarding for another program, etc.).

3.21.1.3. Provided false information in required documents or failed to disclose any unfavorable information at the time of application.

3.21.1.4. Are DEP eligible, have a class assignment more than 30 days from the date of the BOT class assignment letter, and do not enlist in the DEP within 30 days of class notification. Unique circumstances will be reviewed on an individual basis by HQ AFRS/RSOCL.

3.21.1.5. Have substantiated derogatory information concerning them.

3.21.1.6. Request a change in class date, but the change cannot be approved.

3.21.1.7. Are not able to attend BOT within 450 days from the date of application (applies to civilian, guard, and reserve members) as outlined in AFI 36-2013.

3.21.2. AETC/CC is the final selection authority for all OA selection boards. Selection status may be withdrawn if the AFRS/CC decides the individual is unsatisfactory for a commission based on information in the application and in the best interest of the Air Force. The applicant will not meet a second board if his or her selection is withdrawn by AFRS/CC.

**3.22. Selection.** All selections are tentative pending physical certification by the appropriate authority. Class assignments will not be made until the program manager confirms the applicant is physically qualified by the MEPS or HQ AETC/SGSP and the required security clearance is initiated for the assigned AFSC. Once these criteria are met, applicants are assigned to the first BOT class (on or after their availability date) in which there is a vacancy for their assigned AFSC.

3.22.1. On final selection, AFRISS will reflect several suspenses and record actions depending on the selectee's AFS.

3.22.2. BOT shippers must complete an SF 86 via AFRISS within 30 days of selection notification.

3.22.3. Flights will generate the Office of Personnel Management (OPM) receipt in AFRISS when available and e-mail the OPM .pdf file to [afrsots@rs.af.mil](mailto:afrsots@rs.af.mil). (HQ AFRS/RSOCL will clear the security clearance suspense.) **Note:** Do not process an SF 86 on applicants in the reserve, guard, sister service, or prior service who have a current security clearance that meets their BOT requirement. Secret clearances are good for 10 years and Top Secret clearances are good for 5 years. Applicants must obtain proof of their security clearance from their base security monitor. E-mail proof of the required security clearance to [afrsots@rs.af.mil](mailto:afrsots@rs.af.mil), with a subject of the applicant's name and OPM receipt; for example, "Smith OPM." HQ AFRS/RSOCL will initiate or authorize an OTS class assignment upon submission of required suspenses. Applicants will not be assigned to an OTS class until they are medically qualified and OPM personnel have received and printed their security documents.

3.22.4. Applicants selected for AFS 92T0, 92T1, or 13XX must upgrade their MEPS physical with a flight surgeon within 90 days. Refer to **Table 3.2**. If the physical is forwarded to HQ AETC/SG electronically, the flight must send a copy of the final HQ AETC/SG certification to HQ AFRS/RSOCL via e-mail or fax.

3.22.5. All BOT shippers must watch the "OTS: The Blue Line" video or CD-ROM. In addition, shippers must read the information posted at <http://www.afoats.af.mil/OTS/OTSvideos.asp> on the OTS Web site. Recruiters must document this viewing in AFRISS.

**3.23. Delayed Entry Program (DEP).** Refer to paragraph **6.13**.

3.23.1. **DELETED.**

3.23.2. **DELETED.**

**Figure 3.3. DELETED.**

**3.24. Acceptance of Class Assignment.** Once notified of class assignment, an applicant not previously enlisted in the DEP must enlist in the DEP within 30 days of the date of the class letter. If the applicant declines assignment, the recruiter will immediately notify HQ AFRS/RSOCL through the group and in AFRISS.

**3.25. Class Change Requests.** When an applicant is unable to accept a class assignment due to unforeseen circumstances, he or she may request a change through the respective AFRS group to HQ AFRS/RSOCL. A signed letter must accompany his or her request to explain the circumstances and provide a new availability date. If the request is approved, the applicant will be reassigned and a new class letter will be provided. If the request is disapproved, the applicant's select status will be withdrawn.

**3.26. Applicant Followup.** Recruiters will:

3.26.1. Follow up with applicants every 30 days until 30 days before EAD. Thirty days before EAD, followup will be made at least every 2 weeks to include a final departure briefing. Purposes of a followup are to perpetuate leads, motivate the applicant, and ensure continued qualification. Recruiters must document followup results in the remarks section of the applicant's AFRISS record. Squadron commanders are encouraged, but not required, to contact BOT applicants within 15 days of EAD.

3.26.2. Ensure each applicant views and watches the videos at <http://www.afoats.af.mil/OTS/OTS-videos.asp>, which depicts the life of an officer trainee from in-processing to graduation. Document this viewing in AFRISS.

**3.27. Declinations.** The AFRS group OA will notify HQ AFRS/RSOCL via by e-mail within 7 days of receipt of a written notification by an applicant who has expressed an intention to decline. See paragraph **2.43.** and **Table 2.3.** for declination procedures. Once the declination is confirmed, the recruiter will notify HQ AFRS/RSOCL via AFRISS. The recruiter will enter the applicant's statement of declination and forward the statement to the flight commander for concurrence and processing according to coordination requirements established in AFRISS.

**3.28. Enlistment Processing:**

3.28.1. BOT applicants will process through the MEPS on the EAD date provided by HQ AFRS/RSOCL. AFRISS will automatically populate the applicant's EAD as the reporting date. If the applicant's EAD is prior to the reporting date, the recruiter will coordinate with the MEPS, who will update the applicant's correct EAD date based on authorized transportation guidelines.

3.28.2. Enlistment orders should direct reporting to 24 TRS Basic Officer Training, Bldg 1487, Maxwell AFB AL 36112, no earlier than (NET) 0730 and no later than (NLT) 2400 on the scheduled report NLT date.

3.28.3. Notify HQ AFRS/RSOCL immediately if applicants cannot arrive on their scheduled report date.

**3.29. Nonnative English Speaking (NES) Applicant Processing:**

3.29.1. An NES individual is anyone whose primary language spoken at home as a child was not English. If the interviewer indicates on Item 26 of AF Form 56 that the applicant does not demonstrate English speaking and/or comprehension abilities at a level that will allow him or her to function effectively as an Air Force officer, the interviewer must explain to the applicant that, if selected for a commissioning program, he or she must satisfactorily complete the English comprehension level (ECL) test and the Defense Language Institute English Language Center (DLIELC) interview.

3.29.2. In addition, the interviewer must advise the applicant that failure to achieve qualifications within 90 days of selection notification will result in withdrawal of the selection. If the briefing is applicable, the recruiter should have the applicant initial Item 26B when signing AF Form 56.

3.29.3. See **Attachment 12** for procedural guidance regarding NES evaluation and processing actions.



## Chapter 4

### CRITERIA WAIVERS, ELIGIBILITY DETERMINATIONS (ED), AND EXCEPTIONS TO POLICY (ETP)

**4.1. General Conditions.** Air Force applicants must be morally and financially sound and not encumbered with dependency limitations on deployment and assignment availability. If an applicant is not qualified, a recruiter may request a criteria waiver under some conditions. When there are questions about a qualified applicant's suitability, a commander must make a waiver or ED. As with waivers and EDs, ETPs or operational standards will be sent through the chain of command, using the appropriate AFRISS workflow.

#### 4.2. Criteria Waivers:

4.2.1. Recruiters may initiate moral, dependency, or drug waiver requests on unqualified applicants if the applicants are (other than the waiverable conditions) highly qualified and motivated to join the Air Force. Applicants must have displayed sufficient mitigating circumstances that clearly justify a waiver. All waiver actions must be made in the best interest of the Air Force.

4.2.2. A disqualified applicant who requests a waiver must bear any expenses incurred for police record checks. When document fees are associated with verifying an applicant's qualifications, the recruiter is authorized reimbursement.

4.2.3. Do not schedule applicants under waiver consideration (other than medical) for a physical examination until the waiver, ED, or ETP is approved. Waiver requests for an individual will all be submitted at one time. The waiver authority will enter approvals or disapprovals in AFRISS.

**4.3. Eligibility Determinations (ED).** An ED is the formal process by which approval authorities review circumstances that place doubt on an otherwise qualified applicant's suitability. EDs include the following:

4.3.1. Moral eligibility determinations (MED), as described in paragraph 4.18.

4.3.2. Enlistment eligibility determinations (EED), as described in paragraph 4.19.

4.3.3. Drug-related eligibility determinations (DRED), as described in paragraph 4.22.

4.3.4. Dependency eligibility determinations (DED), as described in paragraph 4.24.

4.3.5. Financial eligibility determinations (FED), as described in paragraph 4.26.

**4.4. Exceptions to Policy (ETP).** ETPs are exceptions to a standard Air Force publication (AFI, AETCI, AFRSI, etc.) or an approved policy memorandum. An ETP is a formal process by which authorized approval authorities review exceptional circumstances surrounding an applicant's disqualifying factor for enlistment or commission. ETPs are rare, and applicants must provide sufficient mitigating circumstances to clearly justify an ETP.

**4.5. Waiver and ED Procedures.** Waivers and EDs are judgment calls. As such, documents submitted must provide the facts and background information necessary for commanders to make informed decisions. It is good practice to include other documents in AFRISS that reflect the applicant's moral history along with a good "word picture," describing facts behind the applicant's circumstances. Approval



authorities will document favorable or unfavorable determinations in AFRISS for both EA and OA program applicants. Waivers, EDs, and ETP requests for an individual will all be submitted at one time. Squadrons will retain original documents for waivers being sent to approval authorities above squadron level.

**4.6. Validity and Waiting Periods.** Waivers, EDs, and ETPs are valid as follows: EA—for as long as the applicant is job committed; HP—for 12 months after approval; and OTS—for 6 months and/or two selection boards. OTS and HP waivers will remain valid until EAD for selects. Disapproved waivers, EDs, and ETPs may be resubmitted 6 months after disapproval. If significant mitigating data was not considered in the original request, the recruiter may resubmit the waiver, ED, or ETP within the 6-month waiting period.

**4.7. Approval Authorities.** Only approval authorities (commanders, vice commanders, deputy commanders, HQ AFRS/RSOP, HQ AFRS/RSOC, HQ AFRS/RSO, HQ AFPC/DPPAC, HQ AFPC/DPPAES, and HQ USAF/DPLFA) may render decisions on waivers, EDs, and ETPs. Approval authorities at any level may approve or disapprove the request. If the approval authority is not available, elevate the request to the next higher level of command. Approval authority will not be delegated to a lower level.

**4.8. Definitions.** The following terms have precise meanings in the context of this instruction:

**4.8.1. Dependents (Family Members).** For accession purposes, the following terms define dependents:

4.8.1.1. A spouse.

4.8.1.2. Natural children (born in or out of wedlock) of, or children adopted by, an applicant who are unmarried and under 18 years of age, regardless of whether the applicant has physical or legal custody. For male applicants, the term “natural child” includes any child or live fetus claimed by the applicant or determined to be his or hers by a court order (legal). “Joint custody” is considered legal or physical custody. For natural children, if the applicant can furnish proof of permanent transfer of legal custody of minor dependents to another individual as a result of adoption (if actual transfer of custody has occurred), the children are not considered dependents for accession purposes.

4.8.1.3. Stepchildren (a spouse’s children from a former relationship) under 18 years of age, whether or not they reside with the applicant.

4.8.1.4. Any person under 18 years if age whom the applicant or spouse claims as a dependent, whether or not the applicant or spouse has custody.

4.8.1.5. Any person over 18 years of age incapable of self-care for whom the applicant or spouse has assumed responsibility for care.

**4.8.2. Adjudicating Authority.** Any government official who is empowered to make findings or determinations concerning alleged criminal offenses (adult and juvenile) and establish responsibility for commission of the offense. Examples include judges, courts, magistrates, prosecutors, hearing officers, commanders (for Article 15 actions, suspension of dependent privileges, or similar actions), probation officers, juvenile referees, and parole officers or boards.

**4.8.3. Conviction.** The act of finding a person guilty of a crime, offense, or other violation of the law by an adjudicating authority. Includes fines and forfeiture of bond in lieu of trial.

4.8.4. **Adverse Adjudication (Adult or Juvenile).** A finding, decision, sentence, or judgment that was other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal or is dismissed after a certain period of time, drops the charges, acquits, or the records are later expunged, the adjudication is still adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is also adverse adjudication. If a person is charged and convicted of violating any federal (including UCMJ offenses), state, or municipal law or ordinance, that conviction is considered an adverse adjudication. The following is an example of a situation where there was no adverse adjudication: A shoplifter who is reprimanded and required by the on-scene police officer, store security guard, or manager to pay for the item before leaving the store has not been found guilty, convicted, or adversely adjudicated because no legal proceedings were instituted.

4.8.5. **Restitution.** Any compensation in time, labor, or money for the adverse effects of an offense limited to agreements resulting from judicial or prosecutorial involvement. For example, an individual is adversely adjudicated for vandalism and is ordered to replace or repair the damaged property.

4.8.6. **Self-Admitted Offenses.** Offenses voluntarily disclosed by an applicant when he or she was never exposed to a formal legal proceeding. Although self-admitted offenses are not to be treated as an admission of guilt, they may require an ED.

4.8.7. **Restraint.** Legally imposed restrictions, such as confinement, suspended sentence of confinement, parole, probation (supervised or unsupervised), work detail, pretrial conditions, restrictions from freedom of movement, periods of imposed community service, or required reporting to or supervision by a probation officer or other official. Being barred from a military installation or the facilities on the installation is also restraint. Do not process an applicant who is under restraint. A 3-month waiting period is required following release from restraint (paragraph 4.16.). (*Exception:* Completion of community service, suspended sentences for minor traffic offenses, and restraint for offenses that do not require a waiver, do not require the 3-month waiting period.) Unconditional suspension of sentences and paid or suspended fines are not restraints.

4.8.8. **Criminal History Information.** The applicant is the primary source of information about criminal activities and law violations. Record all law violations (to include juvenile and minor traffic offenses regardless of disposition) in AFRISS. Review any court documents the applicant can provide and include legible copies with the waiver, ED, or ETP, if appropriate.

**4.9. Categories of Moral Offenses.** Quality and the good of the Air Force must be the overriding factor in the submission and approval of moral waivers. The following categories list offenses differentiated by degrees of seriousness:

4.9.1. Category 1 offenses (paragraph 4.10.) are major offenses and may only be waived for entrance into the Air Force by the AFRS/CC or CV.

4.9.2. Category 2 offenses (paragraph 4.11.) are also major offenses, but of a less serious nature. Only a group commander or deputy commander or higher may waive these offenses for entrance into the Air Force.

4.9.3. Category 3 offenses (paragraph 4.12.) are serious offenses. Only a squadron commander or higher may waive a conviction for these offenses.

4.9.4. Category 4 offenses (paragraph 4.13.) are less serious offenses. Two convictions in the last 3 years or three or more convictions in a lifetime require a waiver by a squadron commander or higher for entry into the Air Force.

4.9.5. Category 5 offenses (paragraph 4.14.) are traffic offenses. Six or more convictions in any 365-day period in the last 3 years require a waiver by a squadron commander or higher for entry into the Air Force.

**4.10. Category 1 Moral Offenses.** Figure 4.1. contains a list of offenses to use as a guide for this category. Consider a violation of a similar nature or seriousness as a Category 1 offense. A conviction or adverse adjudication for one or more of the offenses in Figure 4.1. is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by the AFRS/CC or CV.

**Figure 4.1. Category 1 Moral Offenses.**

Aggravated assault with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as an adult only).

Bribery (adjudicated as an adult only).

Burglary (adjudicated as an adult only).

Carnal knowledge of a child under 16 years of age.

Draft evasion.

Extortion (adjudicated as an adult only).

Indecent acts or liberties with a child under 16 years of age, molestation.

Kidnapping, abduction.

Manslaughter (includes voluntary and vehicular).

Murder.

Perjury (adjudicated as an adult only).

Rape.

Robbery (adjudicated as an adult only).

**4.11. Category 2 Moral Offenses.** Figure 4.2. contains a list of offenses to use as a guide for this category. Consider a violation of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds 1 year. A conviction or adverse adjudication for one or more of the offenses in Figure 4.2. is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a group commander or deputy commander.

**Figure 4.2. Category 2 Moral Offenses.**

Arson.

Aggravated assault with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as a juvenile only).

Attempting to commit a felony.

Breaking and entering a building with the intent to commit a felony.

Bribery (adjudicated as a juvenile only).

Burglary (adjudicated as a juvenile only).

Carrying a concealed firearm or unlawful carrying of a firearm.

Carrying a concealed weapon (other than firearm), possession of brass knuckles.

Child pornography offenses.

Conspiring to commit a felony.

Criminal libel.

DUI or DWI: driving under the influence of, or while intoxicated or impaired by, alcohol or drugs.

Embezzlement.

Extortion (adjudicated as a juvenile only).

Forgery: knowingly uttering or passing a forged instrument (except for altered identification for purchase of alcoholic beverages).

Grand larceny.

Grand theft.

Housebreaking.

Indecent assault.

Involuntary manslaughter.

Leaving the scene of an accident (hit and run) involving personal injury.

Lewd, licentious, or lascivious behavior.

Looting.

Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.

Mail: depositing obscene or indecent matter (including electronic or computerized e-mail or bulletin board systems and files).

Maiming or disfiguring.

Marijuana: simple possession or use.

Negligent homicide.

Pandering.

Perjury (adjudicated as a juvenile only).

Prostitution or soliciting to commit prostitution.  
 Public record: altering, concealing, destroying, mutilating, obliterating, or removing.  
 Riot.  
 Robbery (adjudicated as a juvenile only).  
 Sedition or soliciting to commit sedition.  
 Selling, leasing, or transferring a weapon to a minor or unauthorized individual.  
 Sexual harassment.  
 Willfully discharging firearms so as to endanger life or shooting in public place.

**4.12. Category 3 Moral Offenses.** **Figure 4.3.** contains a list of offenses to use as a guide for this category. Consider violations of a similar nature (boating, aviation, recreational vehicle offenses, etc.) as Category 3 offenses. In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds 4 months, but not more than 1 year. Conviction or adverse adjudication for one or more of the offenses in **Figure 4.3.** is disqualifying for Air Force entry. Waivers for these offenses must be approved by a squadron commander.

**Figure 4.3. Category 3 Moral Offenses.**

Adultery.  
 Assault (simple).  
 Breaking and entering a vehicle.  
 Check: insufficient funds (amount more than \$50, worthless, or uttering with intent to defraud or deceive).  
 Conspiring to commit a misdemeanor.  
 Contempt of court (including nonpayment of child support or alimony required by court order).  
 Contributing to the delinquency of a minor (including purchase of alcoholic beverages).  
 Desecration of a grave.  
 Discharging a firearm through carelessness or within municipal limits.  
 Drunk in public, drunk and disorderly, public intoxication.  
 Failure to stop and render aid after an accident.  
 Indecent exposure.  
 Indecent, insulting, or obscene language communicated directly or by telephone.  
 Killing a domestic animal.  
 Leaving the scene of an accident (hit and run) involving no personal injury.  
 Liquor or alcoholic beverages: unlawful manufacture or sale.  
 Malicious mischief.  
 Resisting, fleeing, or eluding arrest.

Removing property under lien or from public grounds.  
 Slander.  
 Shooting from a highway or on public road.  
 Shoplifting, larceny, petty larceny, theft, or petty theft (committed at age 14 or older or stolen goods valued over \$50).  
 Stealing property or knowingly receiving stolen property.  
 Unlawful or illegal entry.  
 Unlawful use of long distance telephone lines or any electronic transmission method.  
 Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another.  
 Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent. If the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft—auto (Category 2).

**4.13. Category 4 Moral Offenses.** Figure 4.4. contains a list of offenses to use as a guide for this category. Consider traffic violations treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful Category 4 nontraffic cases, treat similar offenses as Category 4 offenses when the maximum possible confinement under local law is 4 months or less. Two convictions or adverse adjudications in the last 3 years or three or more convictions or adverse adjudications in a lifetime are disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a squadron commander.

**Figure 4.4. Category 4 Moral Offenses.**

Abusive language under circumstances to provoke breach of peace.  
 Altered identification when intent is to purchase alcoholic beverages.  
 Careless or reckless driving (see note).  
 Check: \$50 or less, insufficient funds, or worthless.  
 Curfew violation.  
 Committing or creating nuisance.  
 Damaging road signs.  
 Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.  
 Driving with suspended or revoked license or without license (see note).  
 Failure to appear, comply with judgment, or answer or disobey summons.  
 Failure to comply with an officer's direction.  
 Fare evasion (including failure to pay turnstile fees).  
 Fighting, participating in a brawl.  
 Illegal betting or gambling: operating an illegal handbook, raffle, lottery, or punch board.

Juvenile noncriminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward.

Liquor or alcoholic beverages: unlawful possession or consumption in a public place.

Littering or dumping refuse near highway or other prohibited place.

Loitering.

Possession of indecent publications or pictures (other than child pornography).

Purchase, possession, or consumption of alcoholic beverages by a minor.

Racing, drag racing, contest for speed (see note).

Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or less).

Tobacco; unlawful possession or purchase

Trespass on property.

Unlawful assembly.

Vagrancy.

Vandalism, defacing or injuring property.

Violation of fireworks law.

Violation of fish and game laws.

**NOTE:** These offenses are considered to be traffic related.

#### 4.14. Category 5 Moral Offenses:

4.14.1. **Figure 4.5.** contains a list of offenses to use as a guide for this category.

4.14.2. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) *and* traffic offenses treated as minor by local law enforcement agencies as a Category 5 offense. However, consider careless or reckless driving as a Category 4 offense.

4.14.3. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of the location. Do not count or document any overtime parking tickets and do not count any parking tickets issued by private security firms, campus police, etc.

4.14.4. Conviction or adverse adjudication for six or more Category 5 offenses in a 365-day period in the last 3 years or five Category 5 offenses and one Category 4 traffic-related offense in a 365-day period in the last 3 years is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a squadron commander.

**Figure 4.5. Category 5 Moral Offenses.**

Blocking or retarding traffic.  
Crossing the yellow line, drifting left of center.  
Disobeying traffic lights, signs, or signals.  
Driving on shoulder.  
Driving uninsured vehicle.  
Driving with blocked or impaired vision.  
Driving with expired plates or without plates.  
Driving without license in possession.  
Driving without registration or with improper registration.  
Driving wrong way on a one-way street.  
Failure to display inspection sticker.  
Failure to have vehicle under control.  
Failure to keep right or in proper lane.  
Failure to signal.  
Failure to stop or yield to a pedestrian.  
Failure to yield right-of-way.  
Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).  
Following too close.  
Improper backing.  
Improper blowing of horn.  
Improper passing.  
Improper parking (does not include overtime parking). (See paragraph [4.13](#).)  
Improper turn.  
Invalid or unofficial inspection sticker.  
Leaving key in ignition.  
License plates improperly or not displayed.  
Operating overloaded vehicle.  
Playing vehicle radio or stereo too loud (noise or sound pollution).  
Speeding. (Contest for speed, racing, or drag racing is a Category 4 offense.)  
Spinning wheels, improper start.  
Seatbelt violation.  
Zigzagging or weaving in traffic.



**4.15. Circumstances To Consider in Waiver Decisions.** The following mitigating circumstances should be considered in waiver decisions: immaturity attributable to age at the time of the offense, isolated nature of the conduct, circumstances surrounding the offense, and transitory conditions contributing to the conduct (divorce, serious illness or death in immediate family, etc.).

**4.16. Waiting Period After Restraint or Confinement.** Except for completion of community service, suspended sentences for minor traffic offenses, and restraint for nonwaiverable offenses, a 3-month waiting period is required before processing an applicant following termination or completion of parole, probation (supervised or unsupervised), suspended sentence, or any period of confinement or restraint as defined in paragraph 4.8.7. ETPs will be sent via AFRISS through the group to HQ AFRS/RSOP.

**4.17. Processing Moral Waivers, EDs, and ETPs.** These requests will be processed with the appropriate AFRISS workflow. It is critical to correctly describe the applicant's circumstances in a factual and descriptive "word picture" in AFRISS because this is the approving authority's main source of information. Omitting important facts will delay the waiver process. At a minimum, the request package should include the following forms, IMTs, and documents:

4.17.1. AFRS Form 1356, *Applicant Waiver Worksheet*; AFRS Form 1415, *Waiver Request/Authorization*; DD Form 369, *Police Record Check*; or AFRS Form 1419, *Request for Evaluation and Information*; as applicable (for law violations); copies of applicable court documents; Department of Motor Vehicles or Public Safety check (may be used for Category 5 waivers); and AF IMT 2030 (for unlawful use or possession of marijuana). (DD Form 369 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.)

4.17.2. The applicant's signed and dated handwritten statement, giving complete circumstances surrounding each Category 1, 2, 3, and 4 offense listed on AFRS Form 1415. This statement must remain with the applicant's residual file and must be transcribed to the AFRISS workflow. **Note:** Character reference letters are optional.

**4.18. Moral Eligibility Determinations (MED):**

4.18.1. An MED will be completed on each applicant whose moral suitability is in question. An MED is required when a person admits to or was charged, but not adversely adjudicated (excluding findings of not guilty), for an offense or offenses that would normally require a waiver. The squadron commander is usually the approval authority. An acquittal, dropped charge, *nolle prosequi*, *stet processus*, adjournment in completion of dismissal (ACOD), delayed prosecution, pretrial intervention (PTI) resulting in dropped or dismissed charges, or a dismissed case may not negate the significance of the underlying conduct.

4.18.2. In addition, an MED is required when a waiverable offense is reduced to a nonwaiverable offense. For example, an applicant was charged with DUI, the charge was reduced to reckless operation, and he or she was adversely adjudicated for reckless operation.

4.18.3. To protect the Air Force's interests, MEDs are made on available information about a person's conduct rather than on the outcome of a legal proceeding. If a person is adjudicated and found not guilty by a court of law, then no waiver or MED is required for that alleged offense.

**4.19. Enlistment Eligibility Determinations (EED):**

4.19.1. Squadron commanders will evaluate EEDs for PS applicants whose eligibility is in doubt because reenlistment and separation data is not available from DMDC or a disparity exists between the data reported by DMDC and the data recorded on DD Form 214, or a MilPDS SURF.

4.19.2. HQ AFRS/RSO will evaluate EEDs for PS applicants whose eligibility is in doubt because:

4.19.2.1. Their last EPR was a 2 or lower.

4.19.2.2. Their duty AFSC is 9A200 (99005), 9A100 (99006), or A000 (99009) or any similar information found in a MilPDS SURF report.

4.19.2.3. Guard or reserve members have a pending negative disciplinary or administrative action.

#### 4.20. Additional Law Violations:

4.20.1. When additional law violations are disclosed or acquired, the recruiter must reevaluate an applicant and all additional law violations must be added to the applicant's AFRISS file. Refer all previously approved waivers, EDs, or ETPs through the review chain to the final approving authority for reevaluation. For additions (add-ons), the recruiter or flight chief must ask the HQ AFRS help desk to reset the waiver workflow so the waiver can be resent to the waiver authority.

4.20.2. Any intermediate review authority may recommend disapproval of a higher-level waiver because of additional offenses. However, the intermediate review authority will annotate his or her comments in AFRISS and forward the workflow to the original approval authority. The applicant will not be allowed to enter EAD until the original approval authority makes a final determination.

#### 4.21. Preservice Drug Use and Drug Waivers:

4.21.1. In most cases, substance abuse is disqualifying. Self-admission of preservice experimental marijuana use without exposure to legal proceedings is not automatically disqualifying. However, any use over 15 times *is* disqualifying. (Refer to paragraph 4.22. for drug-related eligibility determinations [DRED].)

4.21.2. Officer applicants must explain preservice marijuana use with a handwritten statement in the remarks section of AF IMT 2030, using the format described in paragraph 4.21.4.2. Transcribe applicant comments into AFRISS followup comments. Do not schedule applicants for physical processing until at least 45 days have elapsed since their last drug usage. Use of drug testing or disguising products is prohibited.

4.21.3. Arrest or apprehension for possession, sale, use, or transfer of marijuana that resulted in dismissed charges requires an MED. Arrest or apprehension for possession or use of marijuana that resulted in conviction or adverse adjudication is disqualifying and requires a Category 2 moral waiver.

4.21.4. **Table 4.1.** is a guide for determining whether a drug waiver is authorized or required. AFRS-level waiver requests should be sent through the group to HQ AFRS/RSOP or HQ AFRS/RSOC (for OA applicants) for coordination and preparation. These requests will be processed with the appropriate AFRISS Workflow and will, at a minimum, contain the following documents:

4.21.4.1. AF IMT 2030, AFRS Form 1356, AFRS Form 1415, and either DD Form 369 (including all law violations) or AFRS Form 1419 (including all law violations).

4.21.4.2. The applicant's signed handwritten statement that includes the complete circumstances surrounding the drug use. As a minimum, the statement must include specific drugs used, dates and circumstances surrounding each occurrence, specific reasons for the incidents, method of drug use (orally, injected, skin-popping, sniffing, etc.), effects produced by the drug (none, relaxation, irritability, time or visual perception distortion, panic, sleepiness, flashback, restlessness, loss of consciousness, increased insight, etc.), residual effects, current feelings toward drug abuse and use, and whether or not the applicant would use them again. Include any other information that would be helpful in evaluating a waiver. The recruiter must ensure the statement is safeguarded according to the same procedures used for police record checks. This statement must remain with applicant's residual and be transcribed to the AFRISS Workflow. **Note:** Character reference letters are optional.

4.21.5. Applicants with approved drug waivers will be denied classification in certain skills. Use AFRS Form 1408, *Job Screening Worksheet*, for EA applicants.

**Table 4.1. Drug Waiver Conditions.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If an applicant</b>	<b>then a waiver</b>		
		<b>is not authorized</b>	<b>may be approved by</b>	
			<b>AFRS CC or CV</b>	<b>RCG CC or CD</b>
<b>1</b>	Self-admits to, is convicted of, or is adversely adjudicated for selling, supplying, or transferring marijuana	X		
<b>2</b>	Is psychologically dependent on, is a chronic user of, or uses marijuana after signing AF IMT 2030 (note 1)	X		
<b>3</b>	Self-admits to, was convicted of, or was adversely adjudicated for illegal possession, use, sale, or transfer of narcotics, cocaine, lysergic acid diethylamide (LSD), phencyclidine (PCP-“angel dust”), or any other hallucinogen or illegal drugs	X		
<b>4</b>	Was convicted or adversely adjudicated for illegal possession, use, sale, or transfer of amphetamines (includes “speed” and synthetics), other stimulants (for example, Ritalin <sup>®</sup> ), barbiturates, prescription drugs, over-the-counter drugs, anabolic androgenic steroids, or Andro	X		

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If an applicant</b>	<b>then a waiver</b>		
		<b>is not authorized</b>	<b>may be approved by</b>	
			<b>AFRS CC or CV</b>	<b>RCG CC or CD</b>
<b>5</b>	Self-admits to illegal sale or transfer of amphetamines (includes “speed” and synthetics), other stimulants (for example, Ritalin <sup>®</sup> ), barbiturates, prescription drugs, over-the-counter drugs, anabolic androgenic steroids, or Andro	X		
<b>6</b>	Self-admits to illegal or wrongful use of amphetamines (includes “speed” and synthetics), other stimulants (for example, Ritalin <sup>®</sup> ), barbiturates, prescription drugs, over-the-counter drugs, or anabolic androgenic steroids		X	
<b>7</b>	Is identified during an accession DAT as a drug user or has a blood alcohol content of .05 or higher	X		
<b>8</b>	Self-admits to or has ever been diagnosed as an alcohol abuser <u>and</u> has abstained for a minimum of 2 years		X	
<b>9</b>	Is or was involved in a rehabilitation program regarding the use or abuse of marijuana (includes all cannabinoid substances) (note 2)		X	
<b>10</b>	Self-admits to illegal drug use or involvement by a member of any component of the Armed Forces while a member (includes reserve or guard). (Use or involvement must be reported to the individual’s commander.)	X		
<b>11</b>	Was convicted or adversely adjudicated for possession of drug paraphernalia			X
<b>12</b>	Was convicted or adversely adjudicated for illegal possession, use, sale, or transfer of inhalants (glue, paints, thinners, aerosols, amy or butyl nitrites, etc.)			X
<b>13</b>	Has reasonable doubt that he or she actually took a disqualifying drug, such as laced in food or other substances (note 3)		X	

**NOTES:**

1. A drug ETP (AFRIS Workflow) may be submitted through the chain of command to AFRS/CC in unique circumstances. The applicant's specific situation must be clearly communicated in the AFRIS (a "word picture") remarks section.
2. If medically approved by the MEPS CMO, the waiver may be submitted to the approving authority.
3. The applicant will write a statement describing the circumstances surrounding the purported ingestion of drugs, including any effects experienced. The squadron commander will determine whether a drug was actually ingested. If it is determined the drug was inadvertently taken and the squadron commander supports waiver consideration, a drug waiver, if applicable, may be forwarded through the recruiting group review and approval authority to be considered for referral to the approval authority. If it is determined the drug was not actually taken, the squadron commander will complete a DRED (paragraph 4.22.).

**4.22. Drug-Related Eligibility Determinations (DRED):**

4.22.1. As with a MED a DRED is made on a person's conduct and actions rather than on the outcome of a legal proceeding. Complete a DRED when an applicant's suitability is in question. Preservice use of marijuana more than 15 times will require a DRED at the squadron-commander level. Any use in excess of 50 times will require a DRED at the group-commander level. Before the physical exam, in order to determine if a DRED is necessary, use the number of times the applicant says he or she used marijuana. Marijuana use on the physical exam should be compared to information in AFRIS. After the physical exam is conducted, refer to the marijuana use that is documented on the physical (if it exceeds the number of times documented in AFRIS) to determine if a DRED is required.

4.22.2. When a person admits to (or was charged with and not adversely adjudicated on) an offense or offenses that would normally require a waiver, a DRED is required. The following are some other circumstances that may warrant a DRED:

4.22.2.1. A record of arrest without conviction or adverse adjudication that resulted in dismissed or dropped charges for illegal possession, use, sale, manufacture, transfer, or transportation for sale of narcotics, cocaine, amphetamines, other stimulants (for example, Ritalin<sup>®</sup>), barbiturates, prescription drugs, steroids, LSD, PCP ("angel dust"), other dangerous drugs and hallucinogens, or possession of drug paraphernalia.

4.22.2.2. Excessive use of legal over-the-counter drugs (nonprescription) or wrongful use of non-narcotic prescription medications.

4.22.2.3. Self-admitted use or abuse or record of arrest without conviction or adverse adjudication for illegal possession, use, sale, or transfer of inhalants (glue, paints, thinners, aerosols, amyl or butyl nitrites) and others.

**4.23. Dependency Waivers:** (Note: The dependency policies in [Table 4.2](#) apply to existing conditions and to all changes or expected changes in marital or dependency status.)

4.23.1. The Air Force recognizes that some individuals, for personal reasons, have given up custody of a child or children. Transferring custody of family members for the purpose of entering the Air Force is prohibited and renders the enlisted programs applicant permanently disqualified. It is not the

intent or desire of the Air Force to require any person to relinquish custody of his or her children to qualify for enlistment. Therefore, recruiting personnel must never counsel such applicants to intentionally change their marital or custodial status for the purpose of enlistment qualification.

4.23.2. Single member parent applicants who, at the time of initial processing for enlistment, indicate they have a child or children in the custody of the other parent or another adult will be advised and required to certify that their intent at the time of enlistment was not to enter the Air Force with the express intention of regaining custody after enlistment. These applicants must complete an AFRS Form 1328, *Statement of Understanding for Single Member Parent Having Dependent(s) in the Custody of Another*.

4.23.3. Advise applicants that, if they regain custody during their term of enlistment, they will be in violation of the stated intent of their enlistment contract. They may be subject to involuntary separation for fraudulent entry unless they can show cause, such as the death or incapacity of the other parent or custodian or a change in their marital status from single to married.

4.23.4. As a minimum, dependency waiver requests will contain the following documents:

4.23.4.1. (*All requests*) AF IMT 3010, AFRS Form 1415, and an original or authenticated copy of court orders transferring or establishing custody. If a divorce decree or court order places restrictions on the movement of a child across geographical boundaries, a notarized statement from the noncustodial parent granting permission to remove the child from the state must accompany the dependency waiver.

4.23.4.2. (*All requests*) Flight chief or flight commander interview comments or memorandum documenting the applicant interview; AFRS Form 1325, *Financial Status of Applicant*; an AFRS Form 1356; and a credit check (paragraph 4.25.).

4.23.4.3. (*OA only*) A notarized statement (submitted by the applicant) containing current child-care long- and short-term arrangements to include attendance at officer training (COT or BOT).

4.23.4.4. (*NPS only*) Other evidence of custody for married applicants, when a court order establishing custody cannot be obtained and none has been or will be issued. For example, a married male applicant claims to be the parent of a child born out of wedlock to a person who is not his spouse. A sworn affidavit from the custodial party, establishing that party's unconditional custody and (if applicable) a written child support agreement, is required. This does not apply to an unmarried male applicant who has a child born out of wedlock or who is the father of an unborn child. In this case, the applicant is disqualified and ineligible for waiver consideration in his current marital and dependency status. He is considered a single member parent with legal custody of a dependent and child. For single member parents without legal or physical custody and where permanent custody of dependents has been transferred by court order, an AFRS Form 1328 is also required to be in the waiver package. **Note:** If no family members are under age 18 and/or incapable of self-care, this rule does not apply.

Table 4.2. Dependency Waiver Conditions.

R U L E	A	B					
	If an applicant	Then a waiver					
		in an enlisted program			in an officer program		
		is not authorized	is not required	may be approved by	is not authorized	is not required	may be approved by
1	Is a single member parent with one or more family members incapable of self-care who does not have physical or legal custody of any family members under age 18 or more family members incapable of self-care			the group commander.			
2	Is a single member parent, is married to a military or common law spouse, or is separated from a civilian spouse and <i>has</i> physical or legal custody of family members under age 18 or incapable of self-care	X					the group commander
3	Has a military or common law spouse or is separated from a civilian spouse and does <i>not</i> have physical or legal custody of family members under age 18 or incapable of self-care			the group commander.			
4	Is married to a civilian spouse and has physical or legal custody of two or more family members under age 18 incapable of self-care		X (for SrA or above)	the group commander (AB through A1C).			

**4.24. Dependency Eligibility Determinations (DED):** (Note: Each DED requires an AFRS Form 1325.)

4.24.1. **Nonprior Service (NPS).** Complete DEDs on applicants married to a civilian spouse when the spouse has two or more children, but has legal and or physical custody of no more than one child.

Use an approved DED to verify that the spouse does not have legal and or physical custody of more than one child. Complete the following statement in AFRISS Workflow and forward it with the court order for the squadron commander's review: "I have reviewed the *bona fide* court order of (*applicant spouse's name*) which was filed in (*county*) of (*state*) on (*date*). I verify that the applicant's spouse has legal custody of no more than one child. Also, I have determined that no conditions exist under which the applicant's spouse would resume custody." **Note:** Contact the host staff judge advocate in doubtful cases.

4.24.2. **Officers.** Complete a DED in AFRISS workflow when another person has legal custody of, or has adopted, an applicant's child and the applicant is unmarried, is separated, has a military spouse, or has a common-law wife. The commander will enter one of the three following statements in AFRISS to accompany the application: (**Note:** Contact the host staff judge advocate in doubtful cases.)

4.24.2.1. Statement 1: "I have reviewed the *bona fide* court order of (*applicant's name*), which was filed in (*county*) of (*state*) on (*date*). I verify that legal custody of this applicant's child(ren) has been awarded to another individual. I have determined it is not a joint custody and contains no restrictions under which the applicant would resume custody."

4.24.2.2. Statement 2: "I have reviewed the *bona fide* court order of (*applicant's name*), which was filed in (*county*) of (*state*) on (*date*). I verify that permanent transfer of legal custody of this applicant's child(ren) has been awarded to another individual as a result of adoption." **Note:** Without a court order, an applicant claiming an out-of-wedlock child must provide a sworn affidavit, attesting that he or she does not have custody. The applicant will sign the statement first.

4.24.2.3. Statement 3: "I have reviewed the sworn affidavit of (*applicant's name*) on (*date*) and have determined the applicant does not have custody of any children."

#### 4.25. Credit Checks:

4.25.1. A credit check and financial review is required for all EA and OA applicants (including those in the Technical Degree Sponsorship Program [TDSP]) who are at least age 23, have ever been married, require a dependency waiver, or have a history of collection accounts, bankruptcy, closed, uncollected accounts, and/or bad credit.

4.25.2. A financial review is also required on HP applicants who will access in the grades of second lieutenant, first lieutenant, or captain, are at least age 23, have ever been married, or require a dependency waiver. **Note:** Financial Assistance Program [FAP] and Health Professional Scholarship Program [HPSP] candidates do not require a financial review.

4.25.3. A financial review is also required if the applicant's status changes after processing and prior to going AD. Some examples include applicants who incur bankruptcy, turn age 23, or have a change in their dependency status prior to reporting for AD.

4.25.4. Applicants identified in paragraphs [4.25.1.](#) and [4.25.2.](#) will complete AFRS Form 1325 and a signed disclosure notice (from the Fair Credit Reporting Act) from AFRISS. HP applicants who would access in the grade of captain or higher must also complete AFRS Form 1431, *Medical Service Grade and Pay Computation Worksheet (Estimated)*, so applicable bonuses may be added to the basic compensation package.



4.25.5. The AFRS Form 1325 must show all consumer debts (usually recurring monthly) such as credit cards, child support payments, vehicle payments, bank loans, student loans that can be deferred, rent or mortgage payments, phone, cable television, and utilities. Forward an AFRS Form 1325 (with a signed disclosure notice), AFRS Form 1431 (if applicable), and applicant's full name, SSN, date of birth, address, marital status, and anticipated grade (and corps for HP applicants) to squadron operations by phone, fax, or mail.

4.25.6. Only authorized squadron operations personnel will run credit checks. They will calculate the applicant's unsecured debt ratio by dividing the monthly consumer debt (unsecured) total by the anticipated monthly basic compensation package. For definition purposes, "secured debt" is a loan against an item with enough value that, if sold or repossessed, would pay a significant amount on the loan (for example, a house, car, truck, or boat).

4.25.7. Do not use (1) a spouse's income or (2) income other than the applicant's *base pay* to calculate the debt ratio. If the credit check reveals significant discrepancies on a poor credit history or if the unsecured debt ratio exceeds 40 percent, processing will be stopped until the applicant has an approved FED (paragraph 4.26.). **Note:** A credit check that is still waiting to be updated is not incorrect and will be used. Include the credit check with the FED. Processing may continue if the applicant can prove the credit check is incorrect. Never provide a copy of his or her credit check to the applicant.

#### 4.26. Financial Eligibility Determinations (FED):

4.26.1. An FED contains an AFRS Form 1325 with a signed disclosure notice; an addendum to AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*; AFRS Form 1431 (if applicable); and a credit check. (AF Form 24 is prescribed in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*. Refer to that publication for guidance on filling out this form.)

4.26.2. Commanders may require an applicant's explanation of financial problems to be entered into his or her AFRISS record. Spousal and other income may be considered in an FED. FED processing may be interrupted until the applicant can prove financial problems are cleared.

4.26.3. An FED is required when an applicant has been in at least one of the following circumstances:

4.26.3.1. Has filed for or been declared personally bankrupt.

4.26.3.2. Has had bills turned over to a collection agency (after age 18).

4.26.3.3. Has had a repossession (not voluntary) in the past 5 years.

4.26.3.4. Has intentionally written bad checks.

**4.27. Other Waiverable Conditions and Procedures.** Other waiver requests on an applicant with previous service will be accompanied by one legible copy of his or her undeleted DD Form 214 or 215, NGB Form 22, or discharge order from reserves, as appropriate. If the applicant is a member of an ARC component, include a DD Form 368 (with expiration date) and AF Form 526 or MilPDS SURF. If the applicant is a member of a sister-service reserve component, include DD Form 368 (with expiration date) and a legible statement of service from that personnel section. These requirements do not apply if the previous military service history is DEP only. See **Table 4.3.** for other waiverable conditions.

**Table 4.3. Other Waiverable Conditions.**

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If applicant requires a waiver of</b>	<b>then submit copies of the following forms or documents and</b>	<b>through chain of command to</b>	<b>Notes</b>
<b>1</b>	Physical standards (HQ AETC/SGPS waiver)	SF 88 (1) and SF 93 (1) <u>or</u> DD Form 2807-1 (1) and DD Form 2808 (1); medical records (1); x-rays, if required; and HQ AETC/SGPS waiver cover memo	HQ AETC/SGPS (mail directly).	1, 2
<b>2</b>	A medical discharge that existed prior to service (EPTS) (except EPTS pregnancy, use rule 3. In most cases an EED will also be required)	SF 88 (1) and SF 93 (1); <u>or</u> DD Form 2807-1 (1) and DD Form 2808 (1); descriptions of defects responsible for discharge; medical board report and all other medical records relating to the condition; a list of occupations since discharge; and the reason for the change		3, 4
<b>3</b>	A previous military service disqualification because of a reason in a <a href="#">Table 1.1</a> restriction (to include UCMJ actions)	Full justification in the remarks section of the applicant's AFRISS Workflow; proof the discharge condition no longer exists; AFRS Form 1325; and credit check (if the discharge was based on financial reasons or applicant required an FED)	HQ AFRS/RSO.	3, 4
<b>4</b>	An AFQT/AFOQT score waiver (verbal and/or quantitative)	Full justification in the remarks section of the applicant's AFRISS Workflow		3
<b>5</b>	His or her age (for BOT, COT, or HP) (when authorized in this instruction)	Full justification in the remarks section of the applicant's AFRISS Workflow with supporting documentation	HQ AFPC/DPP.	
<b>6</b>	Prior disenrollment from a commissioning source	DD Form 785 and full justification in the remarks section of the applicant's AFRISS Workflow, including SF 88 and 93 (or DD Forms 2807-1 and 2808) and DD Form 368 (with expiration date) as required	HQ AFRS/RSO.	3, 5
<b>7</b>	Other conditions not covered by rules 1 through 6	Full justification in the remarks section of the applicant's AFRISS Workflow, indicating the circumstances requiring waiver and all supporting documentation	the appropriate office, depending on the waiver.	2, 3

**NOTES:**

1. An original and two copies of the physical are required for BOT applicants. Also refer to current PGMs. A copy of the physical is required for each EA applicant.
2. An EA ETP for an AFSC physical or ASVAB aptitude score requirements (mechanics, administrative, general, electronic) will be processed through the chain of command to HQ AFPC/DPPAES. The following source documents must accompany the ETP: a signed, legible applicant statement requesting the ETP with a justification of why the ETP should be approved and a copy of appropriate sources documents (MEPS physical, transcripts, ASVAB scores, DD Form 214, resume, etc.). HQ AFPC, in turn, will coordinate with appropriate agencies (HQ AETC/SG, career field managers, etc.) for approval or disapproval. Applicants will be told that this process will take approximately 30 to 45 days.
3. Approval authorities will document approval or disapprovals in AFRISS.
4. The applicant should provide copies of all documents received at separation or discharge (BMT record, medical record, counseling forms, entrance physical standards board proceedings, recommendation for separation memorandums, etc.). Documents should verify the reason for separation or discharge as stated in the applicant's statement and DD Form 214 or 215. (Uncertified, legible copies are acceptable.)
5. This applies to BOT and COT applicants only. No waiver is required for NPS applicants, but, a completed DD Form 785 is required for the application.

**4.28. Fraud File.** Applicants who have previously been denied enlistment, commissioning, or appointment in the Air Force will have their dispositions entered in AFRISS. (**Note:** The PROMIS fraud file is no longer maintained.) Enter disqualifying comments in AFRISS on applicants who fail the DAT or receive disapproved exceptions, an unfavorable eligibility determination (ED), or disapproved waivers for moral violations, drugs, or dependency status. Applicants determined disqualified on initial prescreening (during interview or medical review) will be entered into AFRISS to deter Air Force Recruiting Office (AFRO) or MEPS jumping. Entries in AFRISS are visible command wide. There will be no changes in AFRISS to disqualified applicant records without HQ AFRS/RSO approval.

**4.29. Waiver Codes.** Use the codes in **Table 4.4.** to identify waivers by type, reason, and level of approval. **Note:** When more than one type of waiver is granted, the most serious condition is first (M, D, F, R, C, G, H, E, B, K, Q, P, A, X, Y). Although a type of waiver is shown, it does not mean the Air Force grants such waivers.

Table 4.4. Waiver Codes.

I T E M	A		B		C	
	First Position		Second Position		Third Position	
	Code	Type of Waiver Granted	Code	Reason for Moral or Drug Waiver	Code	Waiver Approval Level
1	A	age	A	Category 5 offenses	A	HQ USAF or HQ AFPC
2	B	dependency	B	Category 4 offenses (two)	B	HQ AETC, HQ AFRS, or MEPS
3	C	ASVAB test qualifications	C	Category 4 offenses (three or more)	C	AFRS group
4	D	moral/drug qualification	D	Category 3 offenses	D	AFRS squadron
5	E	previous separation	E	Category 2 offenses	X	other
6	F	lost time, previous enlistment	F	Category 1 offenses	Y	not applicable/none
7	G	EPTS separation	G	preservice drug		
8	H	physical standards	X	other		
9	J	sole surviving member	Y	not applicable/none		
10	K	education requirement				
11	M	security risk				
12	P	pay grade				
13	Q	skill requirement				
14	R	predicator requirement				
15	X	other				
16	Y	not applicable or none				

**4.30. Use of DD Form 369 or AFRS Form 1419.** The use of this form or form is mandatory when an applicant admits to a potentially disqualifying offense or when the recruiter or MLS has reason to doubt the applicant. When using this form mail it only to the locations where the applicant stated the offenses occurred, including overseas US military installations. (Do not send the form to foreign law enforcement agencies.) When mailed, record the date in AFRISS. If authorities refuse to honor the form or there is no reply within 21 days, annotate AFRISS and rely on the information provided by the applicant to determine eligibility and further processing action.

## Chapter 5

### PROCESSING AFROTC COLLEGE SCHOLARSHIP PROGRAM (CSP) APPLICATIONS

**5.1. Eligibility Requirements.** Anyone may apply for an AFROTC scholarship; but to be eligible for a scholarship, applicants must:

5.1.1. Be age 17 by 31 October of their college enrollment year and under age 31 by 31 December of the year of their commissioning.

5.1.2. Be a US citizen by the time the scholarship is activated. Applicants who are not US citizens may apply, but they must be US citizens to activate their scholarship. Generally, applicants who are not US citizens and cannot obtain citizenship prior to the end of their first term in college (typically December of their first year) should not apply for the program.

5.1.3. Be a currently enrolled high school junior or senior or a high school graduate (HSG). Applicants who have a high school equivalency certificate may not apply. Home schooled HSGs are eligible to apply.

5.1.4. Have an unweighted high school grade point average (calculated through the end of the 11th grade) of 3.0 on a 4.0 equals an A scale. Waivers will NOT be granted. Interested students who do not meet this standard should be encouraged to pursue AFROTC in-college scholarship opportunities.

5.1.5. Submit an official transcript through the 11th grade. Transcripts must contain a school seal or an educator's signature.

5.1.6. Meet the following minimum scores: a composite score of 24 on the American College Test (ACT) and a combined Verbal and Math score of 1100 on the Scholastic Aptitude Test (SAT I). (**Note:** AFROTC does not mix and match scores—Verbal from one administration, Math from another.) AFROTC does not accept scores from nonstandard test administrations (extra time, oral exams, etc.). Waivers to test score minimums will NOT be granted. Interested students who do not meet this standard should be encouraged to pursue AFROTC in-college scholarship opportunities.

5.1.7. Not be (or not have been) enrolled full time in a college or university. The term "full-time student" is defined as 12 or more credits or hours in any given term. This prohibition does not apply to applicants who have been enrolled in joint high school-college programs (for example, Minnesota's Post-Secondary Enrollment Options Act).

5.1.8. Have high moral standards. HQ AFROTC has the sole responsibility for determining an applicant's moral standards. Because waivers may be granted for law or drug involvement, recruiters should not prequalify applicants.

5.1.9. Not have been enrolled in any previous officer training program.

5.1.10. Have listed a valid academic major choice on the application Web site (<http://www.afrotc.com/>). Scholarships will only be awarded in academic majors necessary to meet Air Force needs.

5.1.11. Not be a single parent. However, this requirement is waiverable. Applicants interested in a waiver should work a waiver package either through the nearest AFROTC detachment or through the detachment they intend to join. The waiver package will be processed by the detachment and forwarded to HQ AFROTC for consideration. Waiver packages will include AF IMT 357, *Family Care*

*Certification*, completed in accordance with AFI 36-2908; AF IMT 3010 (with the name, relationship, and date of birth of each family member, including the spouse) in the remarks section of the IMT; and the Statement of Understanding: Air Force Dependency Policy (**Chapter 4**).

5.1.12. Not be a conscientious objector.

5.1.13. Have submitted an application through the online CSP application Web site (<http://www.afrotc.com>) or by mailing a paper application to HQ AFROTC/RRUC, 551 E. Maxwell Blvd, Maxwell AFB AL 36112-5917, before 1 December of the scholarship board cycle. Applications may be submitted without transcripts or test scores in order to meet this deadline. However, all items needed to make an application eligible, including transcripts and test scores, must be submitted before 15 January of the scholarship board cycle.

**5.2. AFJROTC Scholarship Applicants.** HQ AFROTC sets aside college scholarships each year designated for the AFROTC program. Recruiters will not be directly involved with these applications. Instead, the AFROTC senior aerospace science instructor (SASI) at each high school will complete and mail application packages directly to HQ AFROTC.

**5.3. Credit Determination.** As appointing authority for AFROTC scholarships, HQ AFROTC has the sole responsibility for determining whether an applicant is eligible for a scholarship. Credit is awarded when HQ AFROTC determines an applicant is eligible. An applicant who was eligible before an interview may become ineligible as a result of disqualifying factors discovered at the interview. An eligible applicant who fails to show for an interview will not be allowed to compete for scholarship, but the recruiter will retain credit for the application.

#### **5.4. AD Service:**

5.4.1. Applicants may apply for an AFROTC scholarship and enlistment concurrently. If they enter EAD before receiving selection board results, they are obligated for their enlistment and will not be released from AD if selected for a scholarship. Recruiters will inform applicants that it is best to establish an NPS availability date after the scholarship board cycle closes on 31 May. (The AD date should be 1 June or later.). See **Attachment 7** for an applicant statement of understanding.

5.4.2. Recruiters will type the following statement on DD Form 1966 in the remarks section. "I understand I am obligated for my Active Duty service commitment, regardless of the AFROTC scholarship selection board results." Applicants who enter EAD before receiving board results must initial the statement.

5.4.3. NPS applicants who are offered and accept AFROTC scholarships, USAFA appointments, or USAFA prep school appointments before they enter AD must be canceled. This cancellation will result in a temporary loss of reservation (net reservation) credit. Squadrons may request credit restoration from HQ AFRS/RSOAP after the applicant has returned his or her letter of intent to accept an AFROTC scholarship or attend the USAFA. Requests must identify the applicant's personal information, including the applicant's gender, DEP date, EAD date, SSN, RIC, and cancellation date. HQ AFRS/RSOAP will restore credit after the acceptance is verified by HQ AFRS/RSOOR. **Note:** Most AFROTC applicants have until 1 May to submit their letter of acceptance, and those who are selected by late boards may have until 1 June or 1 July. This procedure does not apply to NPS applicants already enrolled in AFROTC.

5.4.4. Recruiters will not process applicants currently on AD. Instead, they will refer them to a base education office or to the enlisted commissioning programs Web site located at <http://www.afoats.af.mil/OTS/BOT/botapply.asp>.

**5.5. Physical Requirements.** A physical examination is not required for submission of an AFROTC scholarship application, but it is required if the applicant is selected. Scholarship recipients who fail to pass the physical will not be allowed to activate their scholarship, but recruiters will not lose application credit. Medical examinations are scheduled directly with the scholarship applicant by the DoD Medical Examination Review Board.

**5.6. Active Duty Service Commitment (ADSC).** AFROTC graduates incur an ADSC commitment of 4 years after successfully completing college AFROTC and entering AD. Additional commitments are required for rated specialties.

### **5.7. Scholarship Application Processing Procedures:**

5.7.1. Direct interested applicants to the AFROTC Web site (<http://www.afrotc.com>). Regional directors of admissions (RDA) and USAFA admissions liaison officers can also provide scholarship information.

5.7.2. Do not refuse to assist students who do not meet minimum eligibility requirements in an area in which a waiver is available (for example, dependency, moral, etc.). Conversely, do not encourage applicants who do not meet minimum standards in nonwaiverable areas (for example, test scores, GPA, citizenship, age, etc.) to submit an application.

5.7.3. Build the applicant record and enter it into AFRISS. The applicant should fill out the online application at the <http://www.afrotc.com> Web site. He or she is responsible for downloading several forms from the Web site (the counselor certification form, fitness test form, and personal statement form), filling them out, and returning them to HQ AFROTC. Encourage the applicant to mail the downloaded forms, copies of ACT and SAT test score reports, and transcripts to HQ AFROTC in the same envelope. Applicants who use a paper application should ensure the application is postmarked NLT 1 December. They should mail the fitness test results, copies of the ACT and SAT test score reports, and transcripts to HQ AFROTC NLT 15 January. Recruiters will not mail paper applications or follow-on material for applicants.

5.7.4. Recruiters are not required to complete a PIR in AFRISS for every applicant submitting a scholarship application. PIRs, with the basic identification blocks completed, and AF IMT 883 are only required for applicants who are selected for a scholarship. Recruiters will conduct a monthly follow-up on a student-awarded scholarship until the applicant enters college.

5.7.5. Recruiters will ensure applicants applying for both an AFROTC scholarship and an AD enlisted program are briefed and sign a statement similar to the one in [Attachment 7](#). Refer to [Chapter 2](#), paragraph 2.7., for specific processing information. In addition, recruiters will prepare a PIR according to routine processing and file the statement with the PIR.

5.7.6. About 30 days after each scholarship selection board, HQ AFROTC will notify selected and nonselected applicants by letter. Some nonselects—typically those in the top 10 percent of nonselects or those who meet some other criteria established by HQ AFROTC for reboarding—will be reboarded on the next selection board. Local RDAs may release the names of selected applicants to recruiters



after the release date for the results established by HQ AFROTC. The HQ AFROTC notification letter is the official notice of the results of the selection board. Recruiters will not reveal the board results to an applicant before he or she has received the notification letter.

5.7.7. Recruiters should coordinate with their flight chief and RDA to ensure an Air Force representative (preferably an officer) presents the scholarships to students at awards ceremonies. Recruiters should assist in these presentations or, when an officer is not available, make the presentations themselves. RDAs are ultimately responsible for the presentation of scholarships, but recruiters should make sure arrangements have been made at their respective high schools.

## **5.8. Responsibilities:**

5.8.1. The NPS flight chief will:

5.8.1.1. Train recruiters in the following areas:

5.8.1.1.1. AFROTC CSP criteria.

5.8.1.1.2. Proper coordination with counselors for completing documentation such as scholarship applications, SAT or ACT scores, transcripts, and applicant-tracking worksheets.

5.8.1.1.3. Proper notification procedures for selects, nonselects who will be reboarded, and nonselects who will not be reboarded. This includes prohibiting the release of results prior to the receipt by the applicant of the HQ AFROTC notification letter.

5.8.1.1.4. Preparing and routing applicant-tracking worksheets for scholarship applicants.

5.8.1.1.5. Working harmoniously with RDAs and admission liaison officers and/or using follow-on material for students.

5.8.1.1.6. Understanding the roles played in the team recruiting concept.

5.8.1.2. Ensure timely and correct information is entered into AFRISS.

5.8.1.3. Invite AFROTC and USAFA representatives to participate in flight training meetings. Also, coordinate with local RDA to ensure an Air Force representative (preferably an officer) presents AFROTC scholarships to students at high school awards assemblies.

5.8.1.4. Notify recruiters of the outcome of scholarship selection boards.

5.8.2. The squadron operations officer will:

5.8.2.1. Act as primary point of contact (POC) for team recruiting at the squadron level.

5.8.2.2. Establish a working relationship with USAFA liaison officers, AFROTC admission liaison officers, and RDAs within the squadron boundaries.

5.8.2.3. Interface with the NPS flight chief, other team recruiting members, and higher headquarters. Serve as liaison between HQ AFROTC and the flights. Route AFROTC questions through the group to HQ AFRS.

5.8.2.4. Allocate the squadron's AFROTC scholarship application goals.

5.8.2.5. Track scholarship application activity via AFRISS.

5.8.2.6. Ensure the flight chief and recruiters are provided adequate training in all phases of the team recruiting concept.



5.8.2.7. Provide supplemental training as needed.

5.8.2.8. Ensure timely and correct information is entered in AFRISS. (Information automatically flows to HQ AFRS/RSOOA.)

5.8.2.9. Coordinate with local RDAs and the flight chief to ensure an Air Force representative (preferably an officer) presents AFROTC scholarships to students in high school awards assemblies.

5.8.3. The squadron commander or operations officer, as applicable, will:

5.8.3.1. In accordance with the joint operations plan between HQ AFROTC, HQ AFRS, and USAFA, will attend meetings held annually (preferably at the beginning of the scholarship cycle in the May-June time frame) with local AFROTC and USAFA representatives. The responsibility for hosting the meeting will be rotated each year between AFROTC and AFRC. Send copies of meeting minutes to HQ AFRS/RSOO, HQ AFROTC/RRO, USAFA/RRV, and each attendee.

5.8.3.2. Provide local RDAs at least 1 hour of training time at a regional management meeting or the squadron annual training meeting. Also ensure new NPS recruiters are scheduled for an orientation briefing with the appropriate RDA or unit admissions officer within 90 calendar days of their arrival.

5.8.4. Group operations will:

5.8.4.1. Monitor AFROTC scholarship application activity through AFRISS, ensuring timely and correct information is entered into the system.

5.8.4.2. Act as interface between HQ AFROTC and recruiting squadrons. Route AFROTC questions through HQ AFRS/RSOO.

**5.9. AFROTC Program Manager.** Each squadron will designate an AFROTC program manager and submit his or her name to HQ AFRS/RSOO in writing NLT 30 June of each year. (All changes require followup notification.)

## Chapter 6

### MILITARY ENTRANCE PROCESSING STATION (MEPS) PROCEDURES

**6.1. Overall Responsibilities.** Squadron operations flight commanders and flight chiefs are responsible for effectively managing the AFRS liaison staff assigned to the MEPS. The MEPS liaison supervisor (MLS) reports to the operations flight chief, who will ensure the MLS establishes an operating instruction (OI) governing liaison NCO (LNCO) job responsibilities. All other OIs will be developed at the squadron operations flight chief's discretion, where needed, to enhance management effectiveness. Air Force MEPS LNCOs will serve as the liaison between the AFRS squadron, field recruiting force, AFRC and ANG recruiters, and USMEPCOM staff.

**6.2. MLS and LNCO Responsibilities.** Each MLS and LNCO will:

6.2.1. Maintain and be knowledgeable of AFI 36-2002, AFI 36-2605, AFI 48-123, AETCI 24-101, and all applicable USMEPCOM regulations, including 40-1, 601-23, and 715-4, *Applicant Meals and Lodging Program*. **Note:** The USMEPCOM regulations are available at <http://www.mep-com.army.mil/publications/index.html>.

6.2.2. Provide timely MEPS processing orientation training to newly assigned field recruiters and provide documentation for training records.

6.2.3. Provide the squadron operations flight chief and MEPS operations officer a copy of signed complaints regarding MEPS processing, lodging, and dining facilities.

6.2.4. Assist ARC recruiters with applicant scheduling and processing as it applies to ASVAB testing, physical examinations, coordination of temporary or permanently disqualified applicant actions with the recruiter, distribution of high school ASVAB lists, and arrangement of applicant billeting.

6.2.5. Advise the squadron operations flight chief or flight commander of issues needing attention by the interservice recruitment committee (IRC).

6.2.6. Monitor transportation requests, perform audits, and certify the total count and charges for applicant meals and lodging (AETCI 24-101).

6.2.7. Coordinate with the operations flight chief to determine if a recruiter avoidable loss (RAL) has occurred. Any disqualifying factor should be considered an RAL if it prevents or delays an applicant's processing into the DEP or entry on the qualified and waiting list that, under normal circumstances, should have been discovered or corrected by the recruiter. RALs will be tracked in AFRISS.

6.2.7.1. RALs include administrative rejects, moral or drug disqualifications, medical temporary disqualifications, and those who are over their maximum allowable weight (MAW) or who failed their body fat measurement (BFM). Most RALs will be reported during initial processing with the exception of overweight applicants, who should be reported when discovered. In most cases, applicants who refuse reservations will be counted as RALs.

6.2.7.2. When the avoidable loss report is used for recruiter accountability, count those who fail to show at the MEPS (no-shows). When using the avoidable loss report for fiscal accountability, do not count no-shows unless meals, lodging, or transportation were involved. However, commanders may grant exceptions to this if they determine the loss was clearly not the fault of the recruiter.

6.2.7.3. When a dispute or conflict occurs, squadron commanders will use their authority to determine if an RAL actually occurred. If clarification is needed for any unusual circumstances, they will consult group operations for assistance. When it is determined an RAL has occurred, MLSs or LNCOs provide the information to squadron operations for input into AFRISS.

6.2.8. Establish a two-person QC check to validate applicant enlistment data and eligibility factors. Complete the initial QC check before processing the applicant (and prior to his or her travel). Complete an additional QC check at least 15 workdays prior to EAD date, using AFRS Form 3, *AFRS 15-Day QC Checklist*. **Note:** The operations flight chief may grant an exception (in writing) to the two-person QC check only when extreme circumstances exist.

6.2.9. Review all AFRISS records prior to DEP, job reservation, and RegAF enlistment. Before certifying the DD Form 4 and DEP enlistment, compare information on AFRS Form 1326, *Prior Service/Reserve Data*, or AFRS Form 1371, *Nonprior Service Data*, as applicable, against the applicant's AFRISS record and all enlistment source documents or certified copies of source documents.

6.2.10. Perform a QC check on the MEPS enlistment files breakdown daily to ensure the distribution of enlistment records is in accordance with [Table 6.1](#). and USMEPCOM Reg 601-23.

**Table 6.1. Distribution of Enlistment Documents.**

I T E M	A	B	C	D	E	F
	Document	Send to HQ AFPC (note 1)	Send to BMT, tech training, BOT, or MPF (note 2)	Give to AF LNCO	Give to Enlistee	Notes
<b>MEPS Side of the Accession Packet</b>						
1	Orders and amendments	one copy	EA-seven copies; OA-three copies	three copies	NA	3
2	DD Form 2808 with waiver documents, if applicable, and all medical supporting documents		original	one copy		4
3	DD Form 2807-1					none
4	Audiogram	NA				
5	USMEPCOM Form 40-1-2-R-E		original and one copy			
6	DD Form 2807-2		original			
7	USMEPCOM Form 40-8-1-R-E		original and one copy			
8	DD Form 2005					
9	DD Form 1966-series	original	one copy		one copy	
10	DD Form 4-series					
11	DD Form 2863					
12	USMEPCOM 680-3ADP	NA	original		NA	5

I T E M	A	B	C	D	E	F
	<b>Document</b>	<b>Send to HQ AFPC (note 1)</b>	<b>Send to BMT, tech training, BOT, or MPF (note 2)</b>	<b>Give to AF LNCO</b>	<b>Give to Enlistee</b>	<b>Notes</b>
13	SF 86 or EPSQ printout version		one copy	original	copy	6
14	USMEPCOM Form 601-23-5-R-E (not required for reserves)				NA	None
15	USMEPCOM Form 601-23-4-E	one copy	original	NA	one copy	
16	USMEPCOM Form 40-8-R-E		original and one copy		NA	
17	DD Form 214, NGB Form 22, and/or DD Form 220 or a similar document		one copy	one copy	original	7
18	DD Form 368 (with expiration date)		original		one copy	3, 7
19	DD Form 369		one copy	original	NA	7
20	USMEPCOM Form 680-3A-E	NA	original	one copy		None
21	SF 1199A		NA	NA	one copy	8
22	DD Form 93	NA	original, copy 2, and copy 3	copy 4	NA	9
23	DD Form 785	one copy	original	one copy	copy	7
<b>Air Force Liaison Side of the Accession Packet</b>						
24	AF Forms 3005 through 3008 and/or AF Form 1034, (DD Form 4-series annexes), as applicable	original	one copy	one copy	one copy	none
25	AF IMT 485	NA	original		NA	7
26	AF IMT 2030					None
27	AF IMT 3010					
28	AFRS Form 1408					
29	Authorized miscellaneous personal documents, such as birth certificates, transcripts, etc.		one copy		one copy	10
30	Enlistment waivers	one copy	original		NA	7
31	AFRS Form 1419		one copy			
32	BOT class assignment letter		original			
33	OPM receipt	NA				none
34	Miscellaneous forms	copy			copy	7

**NOTES:**

1. For NPS and BOT, send to HQ AFPC/DPSR12, 550 C Street West, Ste 21, Randolph AFB TX 78150-4723. For PS, send to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB TX 78150-4723.
2. For NPS, send to 319 TRS/DPSA, Lackland AFB TX 78236-5247 (see [Attachment 13](#)). For OTS, send to 24 TRS/CCA, 501 Lemay Plaza North, Maxwell AFB AL 36112-6417. For PS, send to the gaining unit (see [Attachment 14](#)). For direct duties, send to the servicing MPF, ATTN: DPMPS.
3. The Air Force LNCO mails a completed copy of DD Form 368 and copy of the DD Form 4-series to the reserve or guard unit.
4. Physicals reviewed by HQ AETC/SGPS for waiver consideration or GTEP certification must have the Surgeon General's stamp of approval.
5. When USMEPCOM 680-3A, ADP Report, Status AC, is not available due to a system outage, use Status A (aptitude copy) that reflects the valid ASVAB scores used for enlistment (used mainly for overseas enlistments).
6. Transmit the electronic personnel security questionnaire to the appropriate electronic address through AFRISS. If there is no AFRISS capability, mail the original hard copy of SF 86 to US Office of Personnel Management, FIPC, PO Box 700, ATTN: AF Liaison Office, 1137 Branchton Road, Boyers, PA 16018-0700.
7. If applicable.
8. Applicants should take the original SF 1199A to BMT in their luggage. (It will be needed during inprocessing.)
9. Include three additional copies of AD enlistment and travel orders for each group of NPS enlistees in the envelope transmitting records. Also place one set of orders in a smaller envelope marked: "FOR MTO, SAN ANTONIO INTERNATIONAL AIRPORT," and attach the smaller envelope to the larger envelope containing the enlistment records ([Attachment 13](#)).
10. Take originals to BMT in luggage, not in packet #4. Keep original SSN card, INS documents, and driver's license in a wallet or purse.

6.2.11. Ensure AFRS Form 1348, *Case File Checklist*, and copies of all enlistment forms and applicant documents are kept at the Air Force MEPS liaison office for 90 days after EAD.

6.2.12. Ensure applicant applications are disposed of according to the Air Force RDS, Table 36-10. Destroy applications by tearing them into pieces or shredding them to destroy record content.

6.2.13. (*For MLSs*) Provide applicant processing instructions to assigned LNCOs to ensure applicants understand their enlistment options.

6.2.14. (*For LNCOs*) Build an accurate applicant record in AFRISS prior to a job reservation, as follows:

6.2.14.1. Validate each document to determine if any disqualifying information has been revealed and resolve questionable information before processing continues. This includes ensuring the CMO has addressed all items marked "yes," "no," or "don't know," as applicable, in items 10 through 22 of the SF 93 or "yes" or "no," as applicable, in items 10 through 28 of the DD Form 2807-1. There must be physician remarks in item 25 of the SF 93 or item 30 of the DD Form 2807-1 addressing these items.

6.2.14.2. When conducting an applicant interview, print out the enlistment forms from AFRISS and go over them with the applicant, obtaining signatures where needed. Brief the applicant concerning the following items, as applicable:

6.2.14.2.1. Special testing and the GTEP.

6.2.14.2.2. The difference between the aptitude index (AI) and the GTEP.

6.2.14.2.3. The difference between the National Call to Service (NCS) program and 4- and 6-year enlistment options.

6.2.14.2.4. Enlistment bonuses and other enlistment options.

6.2.14.3. Provide applicants with a copy of all their DEP and AD enlistment agreements to include their job reservation summary.

6.2.14.4. Determine the SJC prior to a job reservation based on the applicant's responses during the interview when filling out the AFRS Form 1408. If a reservation is canceled or additional information is provided, review the form, reaccomplish it if necessary, and destroy the previous form. **Note:** At the discretion of the MLS, an SJC may be upgraded due to passage of time if the current reservation has been canceled or the applicant did not have a reservation.

6.2.14.5. On completion of the applicant interview, document applicant preparation, application discrepancies, and documents required for AD. Additionally, document in AFRISS any item that requires a followup by the recruiter. **Note:** In the event AFRISS becomes unavailable for an extended period of time, you may use AFRS Form 1349, *MEPS Quality Control Results*, to document any case file or applicant discrepancies.

6.2.15. Process all EA class III modified flying physicals according to AFI 48-123 and AFRS PGMs.

6.2.16. Ensure applicants understand special enlistment requirements, as applicable.

6.2.17. To ensure there are no misunderstandings prior to the MLS interview and DEP, ask the applicant the following questions:

6.2.17.1. Is there anything in the agreement you do not understand?

6.2.17.2. Is there anything you discussed with the recruiter that is not included in the enlistment agreement?

6.2.18. Ensure applicants understand that no changes will be made to the enlistment agreement, term of enlistment (TOE), GTEP, or AA after RegAF enlistment.

6.2.19. Issue every new member of the DEP an AFRS Form 52, *Delayed Entry Program Membership Card*, when he or she swears into the DEP at the MEPS. When the card is issued, the DEP member will sign a statement of understanding that explains his or her responsibilities. The signed statement will be kept in the individual's residual file at the MEPS.

### **6.3. Enlistment in the DEP.** The MLS or LNCO will:

6.3.1. For qualified applicants entering the DEP without a job reservation, complete the following:

6.3.1.1. AF Form 3005, as follows:

6.3.1.1.1. Label it as Annex C to the DD Form 4.

6.3.1.1.2. Complete Section I (Items A and C), Section II, and Section III. Ensure the applicant's signature is the same as the name typed in the name block.

6.3.1.1.3. Line out Section I, Item B, and have the applicant initial it.

6.3.1.1.4. Select the following AFRISS-generated statement for automated input in Section I, Item D and have the applicant initial it:

"I understand that the Air Force will try to reserve me a job for which I am qualified. If my choices are not available, I may offer additional choices or elect discharge from the Delayed Enlistment Program.

6.3.1.2. DD Form 4, as follows:

6.3.1.2.1. Ensure the EAD date is 365 days from the DEP date.

6.3.1.2.2. After a job reservation is made, ensure the new contract is Annex A, which supersedes Annex C.

6.3.1.3. DD Form 1966, as follows:

6.3.1.3.1. Enter "9T000" in Item 17f.

6.3.1.3.2. Complete Items 31, 32, and 33 before enlistment in DEP or RegAF, whichever is first. Complete item 32 as follows: "Enlistment grade (*E-1, E-2, E-3, etc.*), TOE (*4 to 6 years*), or no specific option."

6.3.2. For applicants with a job reservation, but not in DEP, complete enlistment agreements on DEP-ineligible applicants (that is, applicants currently holding inactive or active reserve or guard status). This applies to individuals physically at the MEPS. If the applicant is not at the MEPS and not DEP eligible, complete Section 1 (to include the remarks section) of the appropriate AF Form 300X-series enlistment agreement. E-mail or mail reservation agreements (AF Form 300X-series) with a Request for Completion of Enlistment Agreement (**Attachment 15**) to the flight or recruiter within **3 workdays** of the reservation date. Suspend for not more than **30 calendar days** from date sent. **Note:** Applicants will only be reserved jobs for which they are qualified and have selected as a preference. Job choices must be documented. They will not be booked and then "sold" to applicants.

6.3.3. For applicants who are reserved jobs after they leave the MEPS, e-mail or mail new reservation agreements (AF Form 300X-series) with a Request for Completion of Enlistment Agreement (**Attachment 15**) to the flight or recruiter within **3 workdays** of reservation date and suspend the agreements for not more than **30 calendar days** from date sent. **Note:** "AF Form 300X-series" is a reference to AF Form 3005, 3006, 3007, or 3008, as applicable.

6.3.4. If DEP-eligible applicants are not present at the MEPS, suspend them for DEP enlistment and contracting within **30 calendar days**, if economically possible as determined by the squadron operations flight chief. If these applicants are not enlisted in DEP within 30 days, contact the squadron operations flight chief for instructions and document a memorandum for record (MFR) of the directed action in the applicant's AFRISS record.

6.3.5. Inform applicants that they are entering into a legal contract that can only be terminated if they become disqualified or receive approval for discharge.

6.3.6. Ensure applicants understand their responsibility to inform their recruiter of any moral, physical, dependency, or other change that could affect their eligibility for RegAF enlistment.

6.3.7. Verify the applicant's GTEP qualifications against MilPDS requirements and AFRS manual QC PGM. Compare the actual data against the applicant's AFRISS record based on the applicant data or QC report. Also validate the applicant's qualifications with this instruction and AFI 36-2002.

6.3.8. Ensure AI enlistees understand BMT classification and assignment procedures and the fact that no guarantees to the number or variety of available jobs may be given.

**6.4. DEP Discharges.** **Chapter 2**, paragraph **2.40.**, provides specific program policy guidance. In addition, the MLS will:

6.4.1. Forward the enlistment application to squadron operations on DEP discharges as soon as the job reservation is canceled.

6.4.2. On receipt of the DEP discharge package from the squadron, complete USMEPCOM Form 680-3A-E as follows:

6.4.2.1. Enter the applicant's SSN and name in appropriate blocks.

6.4.2.2. In bold letters across the face of the form, write or stamp, "**DISCHARGED FROM DEP EFFECTIVE (*date*), REASON (*code*).**" Enter the date in YYYYMMDD format and enter the discharge (reason) code from **Table 6.2**.



**Table 6.2. DEP Discharge Codes.**

<b>L I N E</b>	<b>A</b>	<b>B</b>
	<b>Code</b>	<b>Reason for Discharge</b>
<b>1</b>	ZAA	Medical disqualification—EPTS
<b>2</b>	ZAB	Medical disqualification—non-EPTS
<b>3</b>	ZAC	Pregnancy
<b>4</b>	ZAD	Death
<b>5</b>	ZBA	Moral disqualification—EPTS
<b>6</b>	ZBB	Moral disqualification—non-EPTS
<b>7</b>	ZBC	Apathy or personal problems
<b>8</b>	ZBD	Refused to enlist—separate action initiated
<b>9</b>	ZBE	Did not report on date scheduled for AD—separate action initiated
<b>10</b>	ZBF	Concealment of PS
<b>11</b>	ZCA	Dependency disqualification
<b>12</b>	ZCB	Marriage
<b>13</b>	ZCC	Personal hardship
<b>14</b>	ZDA	Failure to graduate from high school
<b>15</b>	ZDB	Pursuit of higher education
<b>16</b>	ZEA	Enlisted in another service
<b>17</b>	ZEB	Recruiting error
<b>18</b>	ZEC	Enlistment misunderstanding
<b>19</b>	ZED	No longer qualified for option and declines alternate
<b>20</b>	ZFA	Other reason
<b>21</b>	ZKC	Enlistment into another component of the same service
<b>22</b>	ZZZ	For USMEPCOM use only

6.4.3. Ensure the following documents are sent to the MEPS processing section for filing:

6.4.3.1. USMEPCOM Form 680-3A-E completed according to paragraph [6.4.2](#).

6.4.3.2. Copy of discharge order.

6.4.3.3. Original SF 88 and 93 *or* DD Form 2807-1 and 2808.

6.4.3.4. DD Form 4.

**6.5. Enlistment in the RegAF.** Applicants will be processed through the MEPS as follows:

6.5.1. Properly verified documents other than INS Form I-551 or valid driver's license, if needed for specific GTEP AFSC, need not be reverified on AD date.

6.5.2. Changes in applicant status must be properly documented on applicable forms or reaccomplished if necessary.

6.5.3. US citizen applicants who legally change their name will show the court order, marriage license, adoption papers, etc., as proof of their name change. (This also applies to US citizens who want to enter the Air Force under a different name as documented on their SSN card).

6.5.3.1. The LNCO will ensure the following documents are changed accordingly: DD Form 1966; DD Form 4, Copy 3; DD Form 2807-1; DD Form 2808; AF Form 1034, AF IMT 1034, *Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve*; AF Form 300X series (AF Form 3005, 3006, 3007, or 3008, as applicable); and DD Form 2863, *National Call To Service (NCS) Election Of Options*. (AF IMT 1034 is prescribed in AFI 36-2002. Refer to that publication for guidance in filling out this IMT.)

6.5.3.2. The applicant's signature must be the same as the name typed in the name block.

6.5.3.3. Complete DD Form 4 according to USMEPCOM Reg 601.23.

6.5.3.4. On DD Form 1966, Page 1, Section 1, Block 2, enter "Name change, see Section VI." On page 4, Section VI, enter "Name was legally changed by (*state reason*)."

6.5.4. The MLS or LNCO will ensure each enlistee is given a copy of his or her enlistment orders prior to departing the MEPS to hand-carry to the BMT center. (Give enlistment packets to the group leader.) Brief group leaders to deliver all enlistment packets to BMT personnel even if there is an emergency or condition where an enlistee will not be able to arrive BMT with their group. In this case, the group leader must brief BMT personnel immediately about the missing trainee with as much information as possible.

6.5.5. The MLS or LNCO will complete DD Form 1966, page 3, Section V, Item 34, at the time of the final certification interview.

6.5.6. *After* the enlistment oath is administered, the MLS or designated representative will review the application and confirm enlistment in AFRISS.

6.5.7. After the applicant has left the MEPS, but within 1 workday, the MLS or LNCO will send any identified discrepancies to the gaining MPF and HQ AFPC/DPSRA, 550 C Street West, Suite, 20, Randolph AFB TX 78150-4722. Ensure the applicant's SSN is included in the report. In cases where the applicant's initial assignment is BMT, send an information copy to HQ AFRS/IGQL, Bldg 5725, Rm 114, Lackland AFB TX 78236-5000.

6.5.8. The MLS or LNCO will instruct enlistees to report to the San Antonio International Airport's Military Reception Center upon arrival. Additionally, for those enlistees who will arrive after 2200 central time, the MLS will coordinate with the local MEPS transportation section to ensure contact has been made with 319 TRS/ DPSA, 1550 Wurtsmith Street, Room 120, Lackland AFB TX (DSN 473-2120 or 2026, commercial (210) 671-2120 or 2026). The place of origin, number of enlistees, carrier name and flight number, and scheduled time of arrival will be provided. If 319 TRS/DPSA cannot be contacted, the MLS will call HQ AFRS/IGQL, Lackland AFB TX (DSN 473-3841, 3843, or 3844 or commercial (210) 671-3841, 3843, or 3844). If neither can be reached, make contact the next duty day.

6.5.9. HQ AFRS/RSOP will approve requests for enlistment. Shipping to BMT on a Monday or Friday must be approved by HQ AFRS/RSOP prior to applicant shipping. The MLS is authorized to send a message directly to HQ AFRS/RSOP and ensure squadron and group headquarters are informed.

6.5.10. Enlistees found disqualified after the RegAF enlistment oath has been given or who refuse to travel to BMT will be processed according to paragraph 1.3. Additionally, the MLS will:

6.5.10.1. Notify HQ AFRS/IGQL or the appropriate MPF of the situation. If unable to make contact on the date of enlistment, the MLS must make contact by the following duty day.

6.5.10.2. Annotate all conversations related to the situation in AFRISS.

**6.6. PS, NPS Direct Technical Training (NDT), and Res Res Member Reservations.** Ensure the information in paragraphs 6.6.1. and 6.6.2. is recorded on the AFRS Form 1326 or a similar AFRISS worksheet updated in the applicant's AFRISS record. This form (or worksheet) is a critical communication tool between the MEPS and HQ AFRS/RSOPB. Missing or bad information on this document will cause delays in reserving the applicant an assignment. Before requesting an assignment, ensure the applicant is qualified for enlistment and all AFRISS and/or AFRS Form 1326 entries are correct and included, as follows:

6.6.1. For PS:

6.6.1.1. A list of currently awarded AFSCs (for Air Force or ARC applicants), military occupational specialty (MOS) job code conversions (for other than Air Force applicants), or qualifying AFSC technical school preferences (for those applicants who must retrain, regardless of their component).

6.6.1.2. Whether a DMDC check was made by a member of the squadron operations staff.

6.6.2. For all:

6.6.2.1. A statement of the applicant's desire for a joint spouse assignment with his or her military spouse (same service). If applicable, ensure the applicant's AFRISS record or AFRS Form 1326 reflects the spouse's military grade, component, base of assignment, AFSC, and SSN.

6.6.2.2. The date of any approved ETPs.

**6.7. Procedural Guidance Messages (PGM).** Operations and MEPS personnel will review AFRS PGMs at least once a day at the following Web site: [Procedural Guidance Messages \(PGMs\)](#).

**6.8. Courtesy Enlistments.** Squadron approving authorities (the squadron commander or operations flight commander) may authorize courtesy enlistments only within CONUS and overseas-to-CONUS. All CONUS-to-overseas courtesy enlistments for enlisted programs or BOT must be approved by HQ AFRS/RSOP or RSOC, respectively. Send AFRS Form 1375 for overseas courtesy enlistments to the appropriate HQ AFRS OPR. Prior telephone coordination between gaining and losing squadron operations staff members is required. Completion of AFRS Form 1375 is also required. See paragraph 2.43. for specific guidance regarding courtesy enlistments.

**6.9. Emergency Leave for Enlistees Proceeding to BMT.** The leave approval authority is the 737th Military Training Group Commander (737 TRG/CC). Emergency leaves will be granted to enlistees by 737 TRG/CC before their arrival at the 737 TRG at Lackland AFB TX.

6.9.1. When situations occur that require an enlistee to take emergency leave prior to departure for the 737 TRG, the MLS will:

6.9.1.1. Between 0730 and 1630 central time, call 737 TRG/CC, Lackland AFB TX, at DSN 473-4221 or commercial (210) 671-4221.

6.9.1.2. Between 1630 and 0730 central time, call the 321 TRS, Lackland AFB TX, at DSN 473-2804 or commercial (210) 671-2804.

6.9.1.3. Provide the following information about the enlistee:

6.9.1.3.1. Name.

6.9.1.3.2. SSN.

6.9.1.3.3. Leave address.

6.9.1.3.4. Leave telephone number.

6.9.1.3.5. Requested leave start date.

6.9.1.3.6. Requested leave termination date.

6.9.2. After the emergency leave has been coordinated with the 737 TRG, the MLS will prepare an MFR and include it in the records forwarded to Lackland AFB TX. Include a synopsis of the situation, the data from paragraph **6.9.1.3.**, and the name, grade, and duty title of the person granting the leave.

6.9.3. The MLS will inform HQ AFRS/IGQL of the leave and follow up with a copy of the MFR within 1 workday from leave approval date.

**6.10. Procedures for Buddy Flight Enlistments.** This option permits the recruiting, processing, enlisting, and transporting of buddy flights of two to nine individuals to BMT. Prospective members of a buddy flight must already hold a job reservation. They will then be assigned a reservation to enlist on AD on the same date. Only one buddy flight is authorized for each recruiting flight per fiscal year.

6.10.1. **Counseling.** Inform applicants that training deficiencies, hospitalization, emergency leave, or similar conditions will result in the separation of a member from the buddy flight.

6.10.2. **Assignment Reservations:**

6.10.2.1. Once applicants are fully qualified and hold a job reservation, establish the buddy flight's name, exact number of applicants, and desired month of enlistment. **Note:** The EAD month must pertain to all applicants, and the flight cannot be mixed male and female.

6.10.2.2. Contact HQ AFRS/RSOPB at least 90 days before the enlistment month with the flight name, desired AD month, number of applicants, and each applicant's name, SSN, and at least one AI and five GTEP job choices. **Note:** Additions are not permitted, but substitutions are authorized when a reserved applicant is not able to enlist.

6.10.3. **Enlistment and Identification of Members.** Buddy flights are enlisted and processed as follows:

6.10.3.1. LNCOs will make the appropriate entries on each member's AF Form 3005 or AF Form 3007 to include the following statement in the remarks section: "I am enlisting as a member of buddy flight (*name of flight*)."

AF Form 3008 must be completed as an annex to AF Form 3005 or AF Form 3007 to properly identify and guarantee this option.

6.10.3.2. HQ AFRS/RSOPB will send a list of enlistee names and their scheduled arrival date at least 30 workdays before their arrival to HQ AFRS/IGQL, 1550 Wurtsmith Street, Suite 3, Lackland AFB TX 78236-5249.

**6.11. Initiation of National Agency Check/Local Agency Check (NACLAC).** All OA and EA applicants must have a NACLAC initiated prior to their AD date in accordance with current PGMs.

## 6.12. Flight Physicals:

6.12.1. Specific requirements for Class III flight physicals are in AFI 48-123. Use current PGMs for specific procedures. When mailing the flight physical, use the information in **Attachment 16** as a cover sheet.

6.12.2. Ensure the following items have been completed:

6.12.2.1. Eye refraction, if vision is not 20/20 uncorrected.

6.12.2.2. Heterophoria.

6.12.2.3. Valsalva.

6.12.2.4. Reading aloud test (RAT) for air traffic control, combat controller duty, and BOT applicants and as determined by AFSC prerequisites.

6.12.3. Ensure the applicant understands that all flight physicals require HQ AETC/SG certification. When an applicant is reserved a job requiring certification, type the following statement on his or her enlistment contract: "This job is contingent upon certification of the appropriate command surgeon general."

6.12.4. For EA applicants, send a copy of physical to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549. For OTS applicants, send a copy of the physical to HQ AFRS/RSOCP, 550 D Street West, Randolph AFB TX 78150-4549, for certification upon receipt of results from the drug and alcohol test (DAT) and/or human immunodeficiency virus (HIV) test results. **Note:** For BOT refer to **Table 3.1**.

## 6.13. Officer (BOT) Applicant Processing:

6.13.1. **Types of BOT Applicants.** There are three types of BOT applicants, as follows:

6.13.1.1. Applicants ineligible for DEP:

6.13.1.1.1. These are members of the active reserve, active guard, or IRR completing a military service obligation (MSO) or those who have already completed a minimum 8-year MSO but are not DEP eligible. This includes previous service Air Force applicants who have not completed their MSO.

6.13.1.1.2. The MEPS loads an AFRISS suspense for the OA flight to provide all of the applicant's source documents to the MEPS for a 15-day QC check. In addition, the MEPS coordinates with the OA flight to adjust the projected EAD according to the applicant's authorized travel time to OTS (based on the mode of travel).

6.13.1.1.3. The MEPS sends an AF Form 1034 (and AF Form 3008, if applicable) to the OTS recruiter and suspense the recruiter to return the contract within 30 days with applicant's initials and signature.

6.13.1.2. Applicants in DEP:

6.13.1.2.1. All selected OTS applicants who are eligible will be placed in DEP within 30 days from the date the OTS results are publicly released. Those not already in DEP when the class assignment letter is issued will have a suspense loaded by the MEPS to DEP within 30 days.

6.13.1.2.2. For AFSCs 13B1, 13M1, 13S1, 92T0, and 92T1, the following statement will be included on the AF Form 1034: "I understand my selection is contingent upon completion of the upgraded flight physical and certification by the appropriate command surgeon general (\_\_\_\_)." The applicant will initial the statement.

6.13.1.3. Applicants eligible for DEP but who fail to enter DEP (usually due to short-notice class assignment). These applicants must have HQ AFRS/RSOCL approval, or they will risk losing their selection status in accordance with paragraph **3.21.1.4**.

**6.13.2. General Procedures:**

6.13.2.1. Complete AF IMT 1034 on applicants selected for OTS, based on the AFSC assigned in AFRISS. When the applicant is entering into DEP, type the statement below in paragraph H (Remarks) of AF IMT 1034 and ensure the applicant's initials are next to the statement:

"I understand that entry into the Delayed Entry Program is conditional upon a finding that I am medically qualified for continued service under Air Force standards. If I should, at any time, be found medically disqualified for service (using Air Force standards), I am subject to immediate discharge from the Delayed Entry Program. (\_\_\_\_)."

6.13.2.2. Complete DD Form 4, copies 1 and 2. For DEP-eligible applicants, ensure paragraph 8 includes "Air Force Reserve, 8 years." For direct accession applicants, ensure paragraph 8 includes "Air Force, 4 years." In both cases, include the appropriate grade (normally E-5) and annexes. (Refer to **Attachment 2, Table A2.1**.) Paragraph 8a is for DEP-eligible applicants only. Include the projected EAD (or 365 days, if no class has been assigned prior to DEP), "Air Force," and "4 years and 0 weeks" for DEP enlistment.

6.13.2.3. On EAD, complete DD Form 4/3 for applicants in DEP. However, if applicant is a direct accession, do not complete DD Form 4/3. Verify the AFSC in AFRISS and update AF Form 1034, if necessary.

6.13.2.4. The MLS is responsible for breaking down and distributing the application.

6.13.2.5. A copy of the completed DD Form 368, with the EAD order attached, must be immediately forwarded to the losing reserve or guard unit and HQ AFRS/RSOCL. The MLS will ensure this is done on EAD.

6.13.2.6. For MEPS OTS shipper confirmations:

6.13.2.6.1. If a shipper's name does not appear in AFRISS shipper bucket, change the projected EAD by querying on the shipper's name in the "all applicants" bucket. Delete the projected EAD, type in the required EAD, and save the changes. Go back into shipper bucket and

confirm the applicant. The MLS is responsible for updating the projected EAD during the 15-day QC.

6.13.2.6.2. The MLS will ensure all OTS shippers are confirmed in AFRISS NLT the close of business on the EAD date.

6.13.2.6.3. If unable to confirm shippers on EAD, the MEPS will immediately contact HQ AFRS/RSOCL via e-mail ([afrsots@rs.af.mil](mailto:afrsots@rs.af.mil)) to ensure the applicant is confirmed no later than the EAD date.

**6.14. Physical Profiles (PULHESX)—General.** Mandatory PULHESX requirements for each AFSC are found in AFMAN 36-2108, *Enlisted Classification*; MilPDS; and applicable QC PGMs. For descriptions of specific profiles in this instruction, see paragraph **6.15.** (physical condition [P]), paragraph **6.16.** (upper extremities [U]), paragraph **6.17.** (lower extremities [L]), paragraph **6.18.** (hearing [H]), paragraph **6.19.** (vision [E]), paragraph **6.20.** (psychiatric [S]), and paragraph **6.21.** (strength aptitude test [x-factor]).

**6.15. Physical Condition (P).** The following serial profiles are for physical condition:

6.15.1. **P-1.** Free of any identified organic defect or systemic disease.

6.15.2. **P-2.** Presence of minimally significant organic defects or systemic diseases.

6.15.3. **P-3.** Significant defects or diseases under good control, not requiring regular and close medical support. Capable of all basic work commensurate with grade and position.

6.15.4. **P-4.** Severe organic defects or systemic and infectious diseases disqualifying by AFI 48-123.

**6.16. Upper Extremities (U).** The following serial profiles are for the upper extremities:

6.16.1. **U-1.** Bones, joints, and muscles normal. Able to do hand-to-hand fighting.

6.16.2. **U-2.** Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects that do not prevent hand-to-hand fighting and are compatible with prolonged effort.

6.16.3. **U-3.** Defects causing moderate interference with function, yet capable of strong effort for short periods.

6.16.4. **U-4.** Strength, range of motion, and general efficiency of hand, arm, shoulder girdle, and back, including cervical and thoracic spine, severely compromised or disqualifying by AFI 48-123.

**6.17. Lower Extremities (L).** The following serial profiles are for the lower extremities:

6.17.1. **L-1.** Bones, muscles, and joints normal. Capable of performing long marches and continuous standing, running, climbing, and digging without limitation.

6.17.2. **L-2.** Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects that do not prevent moderate marching, climbing, running, digging, or prolonged effort.

6.17.3. **L-3.** Defects causing moderate interference with function, yet capable of strong effort for short periods.

6.17.4. **L-4.** Strength, range of movement, and efficiency of feet, legs, pelvic girdle, lower back, and lumbar vertebrae severely compromised or disqualifying by AFI 48-123.



**6.18. Hearing (H).** Refer to Block 40 on the applicant's SF 88 or Block 71a on DD Form 2808 to determine profile. Do not change the profile on SF 88 or DD Form 2808. The MLS will ensure the CMO has profiled the applicant correctly according to the criteria in paragraphs 6.18.1. through 6.18.3. If the applicant has been profiled incorrectly, the MLS will make every effort to get the CMO to profile the applicant as follows:

6.18.1. **H-1.** Qualifies applicants for flying classes I and IA, initial flying class II, initial flying class III, and selected career fields as noted in AFMAN 36-2108. Applicants have an H-1 profile if they have an unaided hearing loss in either ear that is no greater than the readings shown in **Figure 6.1.**

**Figure 6.1. H-1 Profile.**

<b>Hz</b>	500	1000	2000	3000	4000	6000
<b>dB</b>	25	25	25	35	45	45

6.18.2. **H-2.** Qualifies applicants for Air Force enlistment and commission. Applicants have an H-2 profile if they have an unaided hearing loss in either ear that is no greater than the readings shown in **Figure 6.2.**

**Figure 6.2. H-2 Profile.**

<b>Hz</b>	500	1000	2000	3000	4000	6000
<b>dB</b>	35	35	35	45	55	NA

6.18.3. **H3 or H4.** Applicants whose hearing is determined to be less than H-2 (H-3 or H-4 according to AFI 48-123). These applicants are *not* cleared for further processing. Do not, under any circumstances, enter an HYB waiver code in AFRISS and reserve the applicant a job. If a waiver is desired, the MLS will forward the applicant's physical to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549, for waiver consideration and profile validation. (Refer to **Attachment 16** for a sample cover memorandum.) Waiver approval must be received before the applicant is allowed to process further. A good rule of thumb is to allow 30 days or more.

**6.19. Vision (E).** The following serial profiles are for vision (eyes):

6.19.1. **E-1.** Minimum vision of 20/200 correctable to 20/20 in each eye.

6.19.2. **E-2.** Vision correctable to 20/40 in one eye and 20/70 in the other eye, 20/30 in one eye and 20/100 in the other eye, or 20/20 in one eye and 20/400 in the other eye.

6.19.3. **E-3.** Vision worse than the E-2, but better than E-4.

6.19.4. **E-4.** Visual defects disqualifying by AFI 48-123.

**6.20. Psychiatric (S).** The following serial profiles are for psychiatric evaluations:

6.20.1. **S-1.** No psychiatric disorder.

6.20.2. **S-2.** Mild transient psychoneurosis.



6.20.3. **S-3.** Mild chronic psychoneurosis, moderate transient psychoneurotic reaction.

6.20.4. **S-4.** Psychosis and the psychoneuroses that are persistent or recurrent, requiring hospitalization or the need for continuing psychiatric care, or disqualifying according to AFI 48-123.

**6.21. Strength Aptitude Test (X-Factor).** The incremental lifting device (ILD) at each MEPS is used to determine the applicant's upper body strength factor. MEPS medical sections are not required to conduct ILD testing. However, they are authorized to proctor the strength test if they are willing to do so as a courtesy. In all other cases, MLSs or LNCOs are responsible for proctoring the ILD test. They are also responsible for validating and documenting applicant strength testing results. The following serial profile procedures are for the amount of weight an applicant can lift to a height of 6 feet:

6.21.1. With the applicant facing the ILD, have him or her grasp the handles with an overhand grip, palms down. Feet should be approximately a shoulder width apart. Have the applicant bend his or her knees slightly and keep the back as erect as possible.

6.21.2. Have the applicant perform an overhead press, lifting the weights as rapidly and as comfortably as possible and ensuring either they reach the Air Force level that is marked on the machine or to a full arm extension. They will not use their lower body during the press.

6.21.3. Be sure to start at level "G" (40 pounds) for all applicants. If they are able to lift this weight, go to the next level "H" and so on. Continue the test in this manner until one of the following events occur: (1) the applicant elects to stop, (2) the applicant is unable to raise the weight to the proper level, or (3) the applicant has lifted all the weights up to the 110 pound maximum allowed.

6.21.4. If the applicant at any time fails at a weight level, the previous lift level will be his or her x-factor.

6.21.5. The following are the serial profiles for letters F through P: (**Note:** The letter "F" represents a failing score and is disqualifying for entry into the Air Force. The letters "I" and "O" are excluded because they may be confused with numerals.)

6.21.5.1. F—Less than 40 pounds (failing).

6.21.5.2. G—40 pounds.

6.21.5.3. H—50 pounds.

6.21.5.4. J—60 pounds.

6.21.5.5. K—70 pounds.

6.21.5.6. L—80 pounds.

6.21.5.7. M—90 pounds.

6.21.5.8. N—100 pounds.

6.21.5.9. P—110 pounds.

6.21.6. Once the MLS or LNCO has obtained the maximum x-factor, he or she will annotate AFRS Form 1408 with the appropriate letter (serial profile) F through P. Place "x-factor\_\_" in the remarks section. **Note:** For MEPS who still have the medical section perform the x-factor and annotate it on the physical, it still must be annotated on the AFRS Form 1408.

**6.22. EAD Confirmation and Accession Designation Number (ADN):**

6.22.1. EA applicants will be confirmed in both AFRISS and MilPDS. **EXCEPTION:** Reserve and guard applicants applying for an EA program will not be confirmed in MilPDS.

6.22.2. BOT and COT applicants will only be confirmed in AFRISS. Use default MilPDS ADNs when confirming EA applicants.

6.22.3. **Table 6.3.** contains a list of ADNs used by AFRS and found in MilPDS.

**Table 6.3. Definition of Enlistment Options for ADN Assignments.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If term of enlistment is</b>	<b>and enlistment incentives given are</b>	<b>then the ADN is (note)</b>
<b>1</b>	4 years	AI option	<b>004.</b>
<b>2</b>	4 or 6 years	PS enlisting in RegAF DDA	<b>005.</b>
<b>3</b>	4 years	RegAF, all OTS (including pilots and navigators)	<b>008.</b>
<b>4</b>		guaranteed AFSC	<b>012.</b>
<b>5</b>	6 years	guaranteed AFSC, accelerated promotion to A1C	013.
<b>6</b>		guaranteed AFSC, accelerated promotion, base of choice	014.
<b>7</b>		AI with accelerated promotion	015.
<b>8</b>	4 years	guaranteed AFSC, accelerated promotion to Airman	016.
<b>9</b>		guaranteed AFSC, base of choice	017.
<b>10</b>		guaranteed AFSC, accelerated promotion, base of choice	018.
<b>11</b>			019.
<b>12</b>		RegAF enlistment from Youth Challenge Program	027.
<b>13</b>		RegAF enlistment with bonus	<b>028.</b>
<b>14</b>	guaranteed AFSC, base of choice	050.	
<b>15</b>		NPS applicant enlisting from AFRC; does not include DEP	051.
<b>16</b>		NPS applicant enlisting from ANG; does not include DEP	052.
<b>17</b>	6 years	NPS applicant enlisting from AFRC; does not include DEP	053.
<b>18</b>		NPS applicant enlisting from ANG; does not include DEP	054.
<b>19</b>		guaranteed AFSC, accelerated promotion, guaranteed retraining	055.
<b>20</b>		guaranteed AFSC, accelerated promotion, guaranteed retraining, base of choice	056.
<b>21</b>	4 years	NPS applicant enlisting from USAFA Prep School	057.
<b>22</b>	6 years		058.
<b>23</b>		guaranteed AFSC, accelerated promotion, enlistment bonus	<b>059.</b>
<b>24</b>		guaranteed AFSC, accelerated promotion, enlistment bonus, base of choice	060.
<b>25</b>	4 years	OTS CSEP	061.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If term of enlistment is</b>	<b>and enlistment incentives given are</b>	<b>then the ADN is (note)</b>
<b>26</b>	4 or 6 years	EAD from ANG or AFRC under Title 10, U.S.C. (Res-Res)	064.
<b>27</b>		PS enlisting in RegAF for retraining	066.
<b>28</b>		NPS or inactive ARC enlisting in RegAF (bypassing BMT)	068.
<b>29</b>	4 years	4-year applicant enlisting from IRR w/less 24 months TAFMS	069.
<b>30</b>	6 years	6-year applicant enlisting from IRR w/less 24 months TAFMS	070.
<b>31</b>	15 months NCS	15 months of AD after completion of initial entry training (to include skill training) computed from the date arrived station	<b>166.</b>
<b>32</b>	4 years	technical degree sponsorship program (OA)	167.
<b>NOTE:</b> ADNs in bold are the most commonly used.			

**6.23. DEP Identification Cards.** MLSs and LNCOs will create a DEP ID card for the applicant once he or she swears into the DEP.

## Chapter 7

### RECRUITING REQUIREMENTS FOR HEALTH PROFESSIONS (HP) AND CHAPLAIN SERVICES

#### *Section 7A—HP Accessions, Basic Requirements, and Eligibility Criteria*

**7.1. Specialties Needed by the Air Force, But Not Goaled by Annual FY Recruiting Requirements.** Overproduction requests will be submitted as ETPs.

#### **7.2. Qualitative Applicants:**

7.2.1. Quality applicants are those who have collectively high attributes of educational, aptitude, physical, and moral standards. Applicants must be medically qualified or medically acceptable with waiver according to AFI 48-123. The final medical qualification authority is HQ AETC/SG. Refer to [Attachment 17](#) of this instruction for medical prescreening.

7.2.2. Recruitment of these individuals is essential to the effective operation of the Air Force. Meeting commissioning qualifications does not guarantee acceptance. Applicants are considered on a best to least qualified basis. Recruiting commanders will ensure their recruiters adhere to the quality concept in mission accomplishment. Additional information on officer accessions is in AFI 36-2005, or AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*.

#### **7.3. Education Accreditation:**

7.3.1. Unless otherwise provided in this instruction, all college and university course credits must have been earned from a school accredited by one of the regional or national accrediting commissions. Additionally, the school must be listed by the National Center for Education Statistics (NCES) in its Education Directory. To qualify for an NCES listing, schools must offer at least a 1-year program of college-level studies leading toward a degree. Some schools, although regionally accredited, are not listed by NCES in the Education Directory because they do not meet this requirement.

7.3.2. If a school claiming regional accreditation is not listed in the current version of the Education Directory, call the NCES to determine whether the listing is pending or whether, in fact, the school does not qualify for listing. The NCES point of contact and phone number is on page iv of the Education Directory.

**7.4. Agreement.** In all cases, the Air Force reserves the right to deny entry on EAD to anyone, even if an agreement has been completed and that person has been given a projected EAD date. Additionally, the Air Force may change an agreement before an applicant's entry on EAD. In these instances, applicants must be immediately notified of the change and given a choice—to either accept the change or to not enter EAD.

**7.5. Application Submission.** Submit applications only when all required documentation, to include physical examination, is present and in accordance with the OA Annual Program Announcement.

**7.6. Basic Eligibility.** Applicants must meet all eligibility requirements identified in this instruction. [Table 1.1](#), of this instruction and [Table 2.2](#) of AFI 36-2005 list conditions that make applicants ineligible

for entry into the Air Force. Unqualified applicants will be tactfully dismissed or will be considered for a waiver or ETP, if appropriate (**Chapter 4**). See **Table 7.1.** for qualification standards, specific requirements, and waiver actions for HP applicants.

**Table 7.1. Qualification Standards.**

I T E M	A  Standard	B  Specific Requirement	C  Waiver Action	D  Notes
1	Citizenship	Must be a US citizen.	No waiver is authorized. See paragraph <b>7.11.</b> and <b>Chapter 2.</b>	1
2	Physical	Must meet commissioning standards established in AFI 48-123. Schedule applicants for examination at the MEPS, military installation, or private physician's office. Where no military facilities exist, physical examinations may be scheduled with private physician, using AFRS funds according to instructions from the flight chief, OA flight commander, or squadron commander.	The physical examination performed by the initial examining facility is a tentative qualification. A final determination of medical qualifications is made by HQ AETC/SG or the MEPS.	2
3	Drug abuse	See <b>Chapter 4.</b>	Waivers will be granted only as directed in <b>Chapter 4.</b>	
4	Moral and mental	Must have high moral character and personal qualification. Must meet standards according to this instruction.	Waivers are not normally granted, but may be requested in deserving cases. Process waivers according to <b>Chapter 4.</b>	
5	Dependents	See paragraph <b>7.18.</b> for guidance on applicants with dependents.		
6	Age	Refer to the maximum age on the appointment letter (accomplished each FY).	Authorized in unusual cases or based on the specific qualifications of an individual. HQ USAF/SGWP is the final waiver approval authority.	2, 3
7	Education	See applicable area in this chapter.	No waiver is authorized.	1

8	Personal security investigation	Required on all applicants upon notification of selection. Complete SF 86 Workflow in AFRISS and forward pages 10 and 11 of the SF 86 and DJFD 258 (fingerprint cards) to squadron operations. All applicants must complete AFRS Form 1430, Section I, for appointment before completion of the investigation. Squadron operations is the POC for all security clearances.		
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**NOTES:**

1. Do not submit a request for waiver of conditions where “No waiver is authorized” is shown in this table or when the individual has civil or criminal charges filed or pending.
2. Waivers may be requested in deserving cases for those conditions that indicate a waiver is authorized. All aspects of the application will be considered, with the overriding consideration being the best interest of the Air Force.
3. See the HQ USAF/SG annual policy letter on maximum age requirements (by program).

**7.7. Processing of Nonnative English Speaking (NES) Applicants.** Any COT applicant not proficient in the English language must complete the NES statement at [Attachment 12](#). If an NES applicant is selected, further testing may be required. Refer to AFI 36-2005 for NES evaluation and processing actions. Failure to qualify within 90 days of tentative selection notification may result in the selection being withdrawn.

**7.8. Substantiation of Eligibility Requirements:**

7.8.1. HP applicants must be able to prove they meet all eligibility requirements. They must furnish required substantiating documents in an original, a notarized true copy, or a certified true copy by the issuing agency. Applicants will not be required to surrender the documents to recruiting personnel, but they must be counseled on the need to have these documents in their physical possession for any required processing actions. Recruiters must make every effort to return original documents. Documents submitted with an application will not be returned unless requested. Ensure attempts to return applicant’s original documents are recorded in AFRISS.

7.8.2. Official (final) transcripts of all college work must include the day, month, and year the degree was awarded. Transcripts must be embossed with the school seal (raised or stamped). The transcript cannot be an “issued to student” transcript. For verification of academic course completion, the Certificate of Completion of Degree Requirements form letter found in the OA annual program announcement is optional in place of other authorized documents. If provided, the Certificate of Completion of Degree Requirements letter must be embossed with the school seal. The recruiter will hand-carry or mail the letter to the appropriate school. If the letter is mailed, the recruiter must include a preaddressed return envelope. The form will be forwarded to HQ AFRS/RSOCA in the application.

7.8.3. Written or telephone verification through the issuing source is required according to Chapter 4 of AFI 44-119, *Clinical Performance Improvement*, for the following documents (as applicable) on all health care providers: (**Note:** See paragraph 7.8.4. for a list of health care providers.)

7.8.3.1. Qualifying degree.

7.8.3.2. Certificates of training.

7.8.3.3. Board certifications.

7.8.3.4. Registrations or licensures.

7.8.3.5. Certification by the Educational Council for Foreign Medical Graduates (ECFMG).

7.8.3.6. National Practitioner Databank (NPDB) check. The NPDB web site is: <https://npdb-hipdb.com/>.

7.8.4. Health care providers include the following:

7.8.4.1. Physicians (all specialties). **Note:** Physicians also require the Federations of State Medical Board (FSMB) query results.

7.8.4.2. Dentists (all specialties).

7.8.4.3. Nurse anesthetists.

7.8.4.4. Nurse midwives.

7.8.4.5. Nurse practitioners, including pediatric nurse practitioners (PNP) and women's health care practitioners (WHCP).

7.8.4.6. Physician assistants. **Note:** Physician assistants also require FSMB query results.

7.8.4.7. Optometrists.

7.8.4.8. Podiatrists.

7.8.4.9. Clinical psychologists.

7.8.4.10. Clinical social workers.

7.8.4.11. Clinical dietitians.

7.8.4.12. Clinical pharmacists.

7.8.4.13. Physical therapists.

7.8.4.14. Occupational therapists.

7.8.4.15. Audiologists.

7.8.4.16. Speech pathologists.

7.8.5. Squadron recruiting personnel will:

7.8.5.1. Verify all current licenses through the issuing source. When verifying the license through the issuing source, the recruiter must ask the licensing agency (either by telephone, Internet, or in writing) whether the license is current, valid, unrestricted, or unencumbered. If verifying by telephone, complete the "licensure verification" form letter found in the OA annual program

announcement. Failure to annotate verification in exactly this manner will result in an application error.

7.8.5.2. Verify qualifying degree, certificates of training (internship, residency, and fellowship), board certification, and ECFMG certification through the issuing source according to Chapter 4 of AFI 44-119, Chapter 4.

7.8.5.3. Authenticate test scores, such as the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Medical College Admissions Test (MCAT), and National Dental Board scores, and any military service document furnished from an applicant or applicant's unit. "Authentication" is defined as evidence by a proper signature (by either an officer or NCO) or a seal of the issuing authority that a document is genuine and official. Failure to annotate authentication exactly in the following manner will result in an application error:

7.8.5.3.1. Only make authentication on original source documents that have an original signature, official seal, and/or official school stationery. Use notary public service procedures when verifying copies of original source documents (when an AFRS officer is not available to verify). AFRS officers must use the Certificate of Authenticity in **Attachment 18** when verifying copies against original source documents.

7.8.5.3.2. Authenticating copies from copies when original documents are not available is not authorized. However, telephone verification from the original source as to authenticity (or corresponding with the original source) is acceptable. Telephone verification must be recorded on the front of documents and include the following information: individual and organization contacted, date, and AFRS representative's signature block and signature.

**7.9. Interview and Qualification Restriction.** To prevent wasting time and money, recruiters will not process an application in any manner until it has been determined that the applicant has a SSN established in his or her name and is tentatively qualified under **Chapter 1 (Table 1.1.)**, **Chapter 4**, and this chapter.

**7.10. Interview and Qualification Procedures.** The following procedures are mandatory and must take place before any processing begins:

7.10.1. Inform applicants of the necessity to record their SSN and to ask specific personal questions about their background. Then brief them on the Privacy Act and give them an AF IMT 883.

7.10.2. Once this briefing is completed, begin the interview and document it on the proper PIR or in AFRISS. Completing of DD Form 2807-2 and AF IMT 2030 simultaneously with the PIR is highly encouraged but, in rare cases, may not be practical. However, ensure these documents are completed before any processing actions begin.

7.10.3. To screen applicants for any potential disqualifying factors, refer to **Table 1.1.** and **Chapter 4** of this instruction in addition to Table 2.2 of AFI 36-2005.

**7.11. Age, Citizenship, and Name Verification.** All documents must be original, notarized true copies, or certified true copies by the issuing agency. The burden of proof of US citizenship rests with the applicant. See **Chapter 2** and **Table 7.1.** for qualification standards.

7.11.1. **US Citizen:** (Note: See paragraph **2.19.** for additional guidance.)



7.11.1.1. To prove US citizenship, applicants must present one of the following: a birth certificate or DD Form 372 validated by local or state vital statistics office; DD Form 214 (age and name only); current, valid, unrestricted, and nontemporary US passport showing the holder as a US citizen; other official documents issued by a vital statistics office; or a court order for a name change only.

7.11.1.2. Canadian-born American Indians are exempt from having to apply for or carry an INS Form I-551, but they are considered aliens for assignment and classification purposes. These applicants may only be considered for the EA program. Applicants born abroad of US parents must have a government-issued birth certificate with raised seal, and one parent must be a US citizen. Applicants born in the Northern Mariana Islands must have a government-issued ID card.

7.11.1.3. An individual born abroad who acquired US citizenship at birth may use any of the following documents, issued by the specified agency, for verification:

7.11.1.3.1. From the Department of State (DS), a valid (nontemporary) US passport (5 years for minors, 10 years for adults), FS Form 240, FS Form 545, or DS Form 1350.

7.11.1.3.2. From the Immigration and Naturalization Service (INS), an INS Form N-560A or INS Form N-561.

7.11.1.4. An individual born abroad who derived US citizenship through the naturalization of his or her parents may use any of the following documents, issued by the specified agency, for verification:

7.11.1.4.1. From the DS, a valid (nontemporary) US passport (5 years for minors, 10 years for adults).

7.11.1.4.2. From the INS, an INS Form N-560A or INS Form N-561.

7.11.1.5. An individual born abroad who acquired US citizenship through his or her own naturalization may use any of the following documents, issued by the specified agency, for verification:

7.11.1.5.1. From the DS, a valid (nontemporary) US passport (5 years for minors, 10 years for adults).

7.11.1.5.2. From the INS, an INS Form N-550 or INS Form N-570.

7.11.1.6. Normally, US citizens will be appointed under the name that appears on their birth verification document. However, US citizen applicants may be commissioned with a preferred first and or middle name. In addition, US citizen applicants may elect a preferred surname if they are commonly known by that surname. Those electing to be commissioned with their preferred name must present their SSN card (showing their preferred name) to their recruiter to properly prepare the application and complete the NACLAC. Final acceptance of the preferred commissioning name rests with the recruiting officer. For those applicants who have been approved to be commissioned without a SSN card, their preferred name must be shown on the documents used in place of the SSN card.

7.11.2. **Dual Citizenship.** Applicants claiming dual citizenship are not authorized to apply for a commission ([Chapter 2](#), paragraph [2.21](#)).

**7.12. Verification of Previous Military Service.** See paragraph [9.1.](#) and [9.2.](#) (and referenced tables) to verify previous military service with the DMDC and to determine required documentation. (DMDC contains only prior regular enlistment and officer losses as well as reserve component losses.)

**7.13. Conditional Release or Resignation from Reserve Components:**

7.13.1. DD Form 368 (with expiration date) is required on any individual holding active or inactive (completing initial MSO) status with a reserve component of one service who is making an application to another service's regular AD component. All members requesting a conditional release, including commissioned officers in an ARC, should use a DD Form 368.

7.13.2. A request for a conditional tender of resignation applies only to those officers who are members of a US Army reserve component. Refer to [Attachment 19](#) for the correct memorandum format.

7.13.3. The interservice transfer process will be used by any individual holding status who is applying to go from one service's reserve component to another service's reserve component or from AD in one military service to AD in another service. Refer these officers to the rules and directives of their parent service.

7.13.4. The recruiter or flight management office is responsible for ensuring the applicant completes the appropriate request for release. A copy of the initial endorsement by the appropriate official in the order of the chain-of-command is requested with the application. Refer to paragraphs [9.1.](#) and [9.2.](#) and [Attachment 19](#) for conditional release determinations.

**7.14. Computation of Total Federal Commissioned Service Date (TFCSD).** Federal statutes require the termination of active status of reserve officers in the grade of lieutenant colonel and below after 28 years and 1 month of service. (See [Table 7.1.](#) for waiver information.) To determine TFCSD at retirement, the TFCSD, TAFMS date, and projected EAD date must be known. Use paragraph [7.12.](#) to determine TFCSD. AFI 36-2604 has additional information.

**7.15. Moral Character.** Qualify applicants using [Table 1.1.](#) of this instruction. HP applicants must be of sound moral character. Generally speaking, unacceptable moral character includes an established pattern of character and behavior disorders; defiance of rules, directives, and law; or when an individual, who was capable of making a decision between right and wrong in conduct, chooses to ignore generally accepted ethical standards. Refer to [Chapter 4](#) for details regarding moral waivers and eligibility determinations. The approval authority will maintain the original waiver documents, and a copy of the approved waiver (AFRS Form 1415 in AFRISS) will be sent with the selection and accession application documents.

**7.16. Preservice Marijuana and Drug Use.** Officer applicants must explain preservice marijuana use with a statement in the remarks section of AF IMT 2030. The AF IMT 2030 must be reviewed at the squadron commander level. If an applicant is selected for appointment, the agency responsible for AFSC classification will review AF IMT 2030. Refer to [Chapter 4](#) for drug waiver procedures.

**7.17. Height, Weight, BMI, and BFM Standards.** See the PGM for current accession height, weight, and BMI standards. See [Attachment 3](#) for BFM standards.

**7.18. Dependency.** Refer to [Chapter 4](#) for DEDs, EDs, waiver criteria, and procedures.

**7.19. Tentatively Qualified Applicants:**

7.19.1. If an applicant is tentatively qualified according to this section (**Section 7A**), continue to the specific program sections for further qualifying procedures. See **Section 7B** for the NC program, **Section 7C** for the MC program, **Section 7D** for the DC program, **Section 7E** for the BSC and MSC programs, and **Section 7F** for the HPSP.

7.19.2. Compare information on the AFRISS Quality Control Checklist against all source documents (or certified copies of source documents) to ensure continued qualification.

7.19.3. Squadron personnel will ensure the data on the applicable form is entered into AFRISS NLT the time the applicant is scheduled for a physical.

7.19.4. An AFRS Form 1385, *Officer Accessions Applications Status*, is required on all OA applications forwarded to HQ AFRS/RSOCA. The recruiter initiates and forwards the entire set to the appropriate flight commander or flight chief. After a quality review of the application and signing the form, the flight commander or flight chief will forward Copy 1 and 3 to HQ AFRS/RSOCA with the application and will retain Copy 2.

7.19.5. An AFRS Form 1437, *Personal Interview—USAF Health Professions Applicant*, is required on all HP applications sent to HQ AFRS/RSOCA for processing. Refer to the OA annual program announcements for the addendum to this form. Recruiters will use this form to provide information to evaluate applicants for an Air Force commission and entry on EAD.

**7.20. Length of EAD Tours.** Use Table 2 in AFI 36-2008 to determine EAD tour length for applicants. “Prior Service” means prior service as a commissioned officer on EAD. “EAD” is a tour of AD (normally more than 90 days) by a member of the ARC.

**7.21. Advanced Degree Credit.** Table 2.7 in AFI 36-2005 contains a list of advanced degrees that may warrant award of additional credit to HP officer candidates. The additional degree must add adjunctive skills to the primary specialty and must contribute directly to the applicant’s performance in the specialty he or she is being appointed to. AFPC is the approval authority for advanced degree credit.

**7.22. Service Creditable for Basic Pay Purposes.** Creditable service consists of prior commissioned or enlisted service in any of the uniformed forces, including the Coast Guard, Merchant Marines, or USPHS. The creditable time for basic pay is a day for a day.

***Section 7B—Air Force Nurse Corps (NC) Program***

**7.23. Overview of NC Program Requirements.** Refer to:

7.23.1. AFI 36-2005, Chapter 6, for appointment of nurses.

7.23.2. AFI 36-2005, Table 2.5, for service credit on an appointment or designation as an NC officer.

7.23.3. AFI 36-2005, Table 2.1, for grade determination.

7.23.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.23.5. The OA annual program announcement for specific NC AFSC target requirements. Use AFRS Form 1373, *Request for Professional Evaluation*, when requesting references from past or present employers. Two of the required three references must be from current immediate supervisors

for fully qualified applicants. New graduates may obtain references from nursing school instructors. For the Nurse Transition Program (NTP), references from three instructors are needed. Refer to OA annual program announcements for additional requirements.

7.23.6. AFI 36-2005 for required licensure, certification, and training requirements.

### ***Section 7C—Air Force Medical Corps (MC) Program***

#### **7.24. Overview of MC Program Requirements.** Refer to:

7.24.1. AFI 36-2005, Chapter 6, for appointing physicians.

7.24.2. AFI 36-2005, Table 2.4, for service credit on an appointment as a medical officer.

7.24.3. AFI 36-2005, Table 2.1, for grade determination.

7.24.4. Current Air Force pay scales to compute base pay, BAH, and BAS.

7.24.5. OA annual program announcement for specific MC AFSC target requirements.

7.24.6. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.

7.24.7. DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volume 7A, *Military Pay Policy and Procedures—Active Duty and Reserve Pay*, located at <http://www.defenselink.mil/comptroller/fmr/07a/index.html>, and the specialty pay letter furnished by HQ AFPC/DPAM to compute MC officer special pay rates. **Note:** The specialty pay letter may be found in the OA annual program announcement.

**7.25. Initial Qualifications.** Physicians with previous malpractice history or those who currently have a malpractice case pending will submit a curriculum vitae (CV); AF IMT 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*; and all available malpractice documents (including the insurance carrier's and lawyer's analysis and evaluation, depositions of the plaintiff and defendant, and all court documents to include the original complaint and the physician's response to it) to HQ AFRS/RSOCM. Do not begin an application on a physician with previous or pending malpractice until you receive approval to do so by HQ AFRS/RSOCM. Refer to AFI 36-2005, Chapter 3.

**7.26. Waivers.** There are no ETPs for license or actual engagement in practice for applicants applying for appointment. International medical graduates must have attained permanent certification by the ECFMG or Fifth Pathway Program prior to licensure.

**7.27. Air Force Financial Assistance Program (FAP).** The applicant must be in a residency program for which the Air Force has announced a critical need. The FAP is normally limited to 2 to 4 years, depending on the specialty. (Refer to the OA annual program announcement for program specifics.) Ensure each FAP resident applicant is aware that off-duty employment (moonlighting) is prohibited.

**7.28. Incentive Pay Rates for Flight Surgeons.** If an applicant is applying as a flight surgeon (AFSC 48G, Aerospace Medicine), refer to paragraph 7.24.7. to compute incentive hazardous duty pay (flight pay). The facility commander will consider candidates eligible for any specialty pay on their arrival at their duty station.

***Section 7D—Air Force Dental Corps (DC) Program*****7.29. Overview of DC Program Requirements.** Refer to:

- 7.29.1. AFI 36-2005, Chapter 6, for service credit on appointing dentists.
- 7.29.2. AFI 36-2005, Table 2.4, for service credit on an appointment as a dental officer.
- 7.29.3. AFI 36-2005, Table 2.1, for grade determination.
- 7.29.4. Current Air Force pay scales to compute base pay, BAH, and BAS.
- 7.29.5. The OA annual program announcement for specific DC AFSC target requirements.
- 7.29.6. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.
- 7.29.7. DoD 7000.14-R, Volume 7A, and the specialty pay letter furnished by HQ AFPC/DPAM to compute DC officer special pay rates. **Note:** DoD 7000.14-R, Volume 7A, is located at <http://www.defenselink.mil/comptroller/fmr/07a/index.html>. The specialty pay letter may be found in the OA annual program announcement.

**7.30. Air Force FAP.** The applicant must be in a residency program for which the Air Force has announced a critical need. The FAP is normally limited to 2 to 4 years, depending on the specialty. Refer to the OA annual program announcement for program specifics. Ensure each sponsored resident applicant is aware that off-duty employment (moonlighting) is prohibited.

***Section 7E—Air Force Biomedical Sciences Corps (BSC) and Medical Service Corps (MSC) Programs*****7.31. Overview of BSC and MSC Program Requirements.** Refer to:

- 7.31.1. AFI 36-2005, Chapter 7, for appointing MSC officers and Chapter 8 for appointing BSC officers.
- 7.31.2. AFI 36-2005, Table 2.5, for service credit on an appointment as a BSC or MSC officer.
- 7.31.3. AFI 36-2005, Table 2.1, for grade determination.
- 7.31.4. Current Air Force pay scales to compute base pay, BAH, and BAS.
- 7.31.5. AFI 36-2005 for required licensure, certification, training, educational, and postgraduate training requirements.
- 7.31.6. The annual program announcement for specific BSC and MSC AFSC target requirements.
- 7.31.7. DoD 7000.14-R, Volume 7A, and the specialty pay letter furnished by HQ AFPC/DPAM to compute BSC and MSC special pay rates. **Note:** DoD 7000.14-R, Volume 7A, is located at <http://www.defenselink.mil/comptroller/fmr/07a/index.html>. The specialty pay letter can be found in the OA annual program announcement.

***Section 7F—Air Force Health Professions Scholarship Program (HPSP)***

**7.32. Overview of HPSP Requirements.** Refer to the OA annual program announcement for specific HPSP criteria.

**7.33. Educational Requirements:**

7.33.1. Applicants must have a Baccalaureate of Science or Baccalaureate of Arts Degree. In addition, they must be currently enrolled in (or accepted for) admission to an accredited institution in the US or Puerto Rico in a course of study leading to a degree in a designated HP (doctor of medicine [MD] or doctor of osteopathy [OD]) for physicians and doctor of dental surgery [DDS] or doctor of dental medicine [DMD]) for dentists.

7.33.2. Use a letter of acceptance to obtain required information from the registrar of the school that has accepted the HPSP applicant. Include it with the initial application forwarded to HQ AFRS/RSOCM for processing. A new letter of acceptance must be completed and forwarded to HQ AFRS/RSOCM when an applicant is accepted to another school, up to the time of entering the HPSP program, or when an alternate's application will meet the following year's board.

7.33.3. Once an applicant is commissioned, contact AFIT/CIMJ for a training seat at COT.

**7.34. Appointment and Entry Grade Credit.** By public law and DoD directive, all participants hold the grade (AFRC) of second lieutenant (MSC) while in the scholarship program. On completion of their program, they are commissioned in the MC or DC. At that time, PS is considered when constructive credit is computed.

**7.35. AD Requirements.** Applicants will serve a 45-day period each year consisting of one of the following assignments:

7.35.1. COT (mandatory for medical students).

7.35.2. School of Aerospace Medicine.

7.35.3. Air Force clerkship.

7.35.4. Air Force externship (clinical or research).

***Section 7G—Air Force Chaplain Service***

**7.36. Application Inquiries.** Direct inquiries to HQ AFRS/RSOCC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527, phone: 1-800-803-2452 or (210) 652-4700; DSN 487-4700; fax (210) 652-8361 or 3935 or DSN 487-8361 or 3935.

**7.37. Eligibility Criteria:**

7.37.1. **Academic Requirements.** Chaplain applicants must possess a baccalaureate degree with not less than 120 semester hours from an accredited college or university and possess a Master of Divinity degree or equivalent with not less than 72 semester hours. (For further guidance on academic requirements, contact HQ AFRS/RSOCC.)

7.37.2. **Ecclesiastical Endorsement.** Qualified clergy must be endorsed by a valid endorsing official who submits the ecclesiastical endorsement on DD Form 2088, *Statement of Ecclesiastical Endorsement*, to HQ AFRS/RSOCC. The endorsing agency must be recognized by the Armed Forces Chap-



lain Board. The Executive Director, Armed Forces Chaplains Board, 4000 Defense, Pentagon, Washington DC 20301-4000, phone (703) 607-9015, stocks and issues DD Form 2088. HQ AFRS/RSOCC will ensure the DD Form 2088 is received before an applicant receives an application. (DD Form 2088 is prescribed in DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*. Refer to that publication for guidance on filling out the form.)

7.37.3. **United States Citizenship.** Chaplain applicants must be US citizens.

7.37.4. **Age.** The maximum age for a chaplain is less than age 40 and/or less than age 42 with two satisfactory years of PS. Waivers may be granted on an individual basis up to age 43 and for critical faith group needs.

7.37.5. **Commissioning Physical.** Applicants must complete a commissioning physical at a MEPS or an authorized MTF. **Note:** The physical must be less than 2 years old.

7.37.6. **National Security Clearance.** Applicants must pass a background security investigation. Those with military status may submit an official letter from their security monitor stating their current clearance type and the date it was granted.

7.37.7. **Ministry Experience.** For an active appointment, the applicant must have 2 years of religious leadership experience. This experience must be compatible with the duties of clergy in his or her respective religious organization and relevant to the settings of military chaplaincy.

### 7.38. Procedures:

7.38.1. On receipt of an ecclesiastical endorsement, HQ AFRS/RSOCC will send the applicant an application package. HQ AFRS/RSOCC will conduct a premedical screening and comprehensive review of the application with the applicant. HQ AFRS/RSOCC will contact the local OA flight commander or flight chief to begin the application process.

7.38.2. The OA flight commander or flight chief will contact the OA recruiter assigned to the applicant's geographical area. The recruiter will then contact the applicant within 72 hours to set up an initial appointment. The applicant will bring the completed application documents to the initial appointment with the OA recruiter.

7.38.3. The recruiter will enter all of the applicant's data in AFRISS and conduct QC, to include (but not limited to) reviewing all forms for initials, signatures, and accuracy. The recruiter will initiate and process all waivers and ETPs as stated in **Chapter 4** and ensure all required forms and documents are accounted for and indicated it on the recruiter checklist.

7.38.4. Once the application is completed, the recruiter will complete the recruiter evaluation provided by HQ AFRS/RSOCC. The recruiter will forward the completed application to HQ AFRS/RSOCC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

7.38.5. The recruiter will witness the signing of AF IMT 2030.

7.38.6. *(For all PS and current military personnel)* The recruiter will ensure the applicant has completed and sent SF 180, *Request Pertaining to Military Records*, to the appropriate agencies. If the applicant has not completed this action, the recruiter will initiate the SF 180 and mail it to the proper agencies to retrieve the member's PS records.

7.38.7. The recruiter will initiate a credit check, enter results in AFRISS, and initiate and process an FED if required.

7.38.8. The recruiter will schedule a physical at the nearest MEPS and provide transportation and accommodations (as with all other OA applicants). The recruiter will complete the required forms for this appointment.

7.38.9. The OA recruiter will review SF 86 for completeness and enter the data in AFRISS according to flight or squadron procedures.

7.38.10. The OA recruiter or MEPS liaison will forward the original and two copies of the physical to HQ AFRS/RSOCC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

### 7.39. Selection Notification and Commissioning:

7.39.1. **Board Results.** HQ AFRS/RSOCC will notify all applicants, OA recruiters, endorsers, and HQ AFPC/DPAH on the selection board results. **Note:** Selection information will be provided to persons on a need-to-know basis.

7.39.2. **Commissioning.** HQ AFPC/DPAH initiates the commissioning package. HQ AFRS/RSOCC will notify the OA flight commander, flight chief, or recruiter regarding which applicants have begun the commissioning process. The OA flight commander will ensure the recruiter recertifies the AF IMT 2030 and completes a height and weight check; DD Form 93, *Record of Emergency Data*; and AFRS Form 1317, *Commissioning Information - For All Health Professions Applicants*; before the applicant takes the oath of office. (DD Form 93 is prescribed in DoDI 1304.2. Refer to that publication for guidance on filling out the form.) The OA recruiter will initiate traffic management office (TMO) and other standard EAD briefs.

### 7.40. Selection Board Process:

7.40.1. Flight commanders or flight supervisors will perform a QC check on all applications prior to mailing them and validate their accuracy by signing the AFRS Form 1385.

7.40.2. A qualifying MEPS- or AETC-approved physical is mandatory for an application to meet a selection board.

7.40.3. All ETPs and waivers must flow through AFRISS and be approved for an application to meet a selection board.

7.40.4. Send completed applications to HQ AFRS/RSOCA, 550 D Street, West, Suite 1, Randolph AFB TX 78150-4527, error free through AFRISS.

7.40.5. On receipt, HQ AFRS/RSOCM will perform an initial QC review of applications and report errors, if any, via AFRISS.

7.40.6. While applications are still in the processing phase, flight management will direct all calls to HQ AFRS/RSOCM, *not* the program manager, at DSN 487-2532, commercial (210) 652-2532, or toll free 1-800-799-6987.

7.40.7. Application processors will forward error-free applications to the respective program manager via AFRISS when all errors have been corrected. (Program managers will return applications via AFRISS to the processors if additional errors are found.) Applications must be error free to meet a selection board. The respective program manager will then forward the application in AFRISS to the board support section making the application board ready after a final QC check.



**7.41. Board Support Section:**

- 7.41.1. The board support section will conduct officer selection boards.
- 7.41.2. Board schedules for all programs are published annually and include the application cutoff date.
- 7.41.3. The board support team will brief selection board members, and program managers will provide technical information concerning an application, if needed.
- 7.41.4. Once all board scoring has taken place (complete with final scores), the Chief, Officer Accessions Branch, will identify the Air Force "Quality Cut" line and recommend selection or nonselection to the AETC/CC (the selection authority).
- 7.41.5. Once AETC/CC has signed the board minutes, the board support section will return the applications to the program manager and release selections and nonselections to the field via AFRISS.
- 7.41.6. The applications for applicants not eligible for a second board will be immediately sent back to the squadrons.

**7.42. Letter of Acceptance or Declination:**

- 7.42.1. OA flight commanders will officially appoint those selected by memorandum (letter of acceptance). A letter of acceptance is mandatory within 7 calendar days of selection notification in AFRISS.
- 7.42.2. Letters of acceptance or declinations will be faxed to HQ AFRS/RSOC upon receipt.
- 7.42.3. Request for extensions must be requested through the appropriate program manager.
- 7.42.4. Selectees who do not return their letter of acceptance within 7 calendar days of selection notification in AFRISS will be withdrawn from select status.

**7.43. NACLAC:**

- 7.43.1. Upon selection notification, OA recruiters will forward the NACLAC in accordance with PGM guidance. This is mandatory within 15 days of selection notification in AFRISS.
- 7.43.2. Squadron operations will conduct a QC check to ensure all OA selectees have one submitted.

**7.44. Appointing or Commissioning Selectees:**

- 7.44.1. If eligible, selectees should be commissioned within 30 days of selection notification.
- 7.44.2. Selectees may be commissioned when they meet licensure and educational requirements and have a security clearance initiation receipt available.
- 7.44.3. Once an applicant meets commissioning requirements, the following original forms, IMTs, or other documents (commissioning package) are mandatory:
  - 7.44.3.1. AFRS Form 1317.
  - 7.44.3.2. AF IMT 133, *Oath of Office (Military Personnel)*.
  - 7.44.3.3. DD Form 93.
  - 7.44.3.4. An applicant briefing item on separation policy and restrictions on personal conduct in the Armed Forces. (See Attachment 4 of AFI 36-2005.)

7.44.3.5. Specified corps contracts or documents listed in the OA annual program announcement.

7.44.3.6. Preappointment checklist.

7.44.4. Send the original commissioning package to HQ AFRS/RSOCM. The program manager will forward the commissioning package for appointment orders.

7.44.5. When a selectee fails to accept an appointment, HQ AFRS/RSOCM will cancel the appointment by reason of nonacceptance. An individual is not eligible to reapply for 12 months from the date he or she declined the appointment.

#### **7.45. Resigning a Commissioning:**

7.45.1. Appointees who refuse to EAD after appointment must resign their commissioning.

7.45.2. A letter of resignation must be written by appointee, stating the reason for the resignation and sent to HQ AFRS/RSOCM.

7.45.3. The letter of resignation will be forwarded from HQ AFRS/RSOCM to HQ AFPC/DPAMF2 to revoke the applicant's EAD orders and initiate a discharge action from the inactive reserves.

#### **7.46. COT Attendance Policy:**

7.46.1. COT is mandatory for all newly commissioned officers who serve in the Medical or Chaplain Services who have never successfully completed a previous uniformed service COT course.

7.46.2. An exception exists for individuals who have successfully completed a uniformed service COT EAD directly to their permanent duty station.

## Chapter 8

### MARKETING, ADVERTISING, AND PUBLIC AFFAIRS PROGRAMS

#### *Section 8A—Management and Administration*

**8.1. Concept.** The marketing function helps Air Force recruiters meet production goals by generating quality leads, creating public awareness of Air Force programs and career opportunities, and fostering relationships with key influencers through national, grassroots, and community outreach programs.

**8.2. Mission:**

8.2.1. HQ AFRS/RSM is the Air Force executive agent for creating, producing, distributing, and implementing advertising products and services necessary to support Air Force military personnel procurement, including EA and OA, AFROTC, USAFA, and AD retention programs.

8.2.2. Specific duties and responsibilities are contained in AFI 36-2015, *Air Force Recruiting Advertising Program*. HQ AFRS/PA oversees recruiting service public affairs programs identified in AFI 35-101, *Public Affairs Policies and Procedures*. Public affairs provides trusted counsel to commanders, supports Airman morale and readiness, and builds community awareness and support through employee communication, media relations, and community outreach programming.

**8.3. National Marketing Program.** HQ AFRS/RSM consists of the following three branches, each responsible for major parts of the overall national marketing program:

8.3.1. **HQ AFRS/RSMS (Field Support Branch and Recruiting Operations Center).** This branch:

8.3.1.1. Provides oversight and assistance to national-level and grass-roots field marketing and special events by providing literature, sales promotional items (SPI), and personnel in support of planned events. It also provides recruiting tools and support for those tools to field recruiters (for example, RAPTOR sport utility vehicles [SUV], trailers, and minijets). They provide oversight, planning, and scheduling for the traveling exhibits, NASCAR show cars, and display engine, as well as oversight, planning, and support for NASCAR. This includes securing recruiting space, coordinating with local recruiting squadron, interacting with the race team, and obtaining general officer protocol support, as required.

8.3.1.2. Provides hands-on training for equipment to ensure maximum lead generation and performance as the lead branch to review and coordinate with national advertising agency to purchase national-level special events and sponsorships to provide national exposure and lead generation.

8.3.1.3. Serves as liaison between AFRS and MAJCOM demo teams, the aerial demonstration team (Thunderbirds), drill teams, Air Force bands, jump teams, air show coordinators, and other performance teams. Ensures coordination between local recruiters and teams to provide maximum exposure and media relations at field marketing events.

8.3.1.4. Manages the national convention program, providing displays, SPIs, and literature; buying display space; and coordinating recruiter support with local squadrons.

8.3.2. **HQ AFRS/RSMA (Advertising Branch).** This branch supports EA and OA programs with national advertising and branding activities and guidance to squadrons and groups for local or

regional marketing programs. The branch directs mail campaigns and telemarketing efforts, as well as recruiting Internet Web sites and advertising services. It is the primary liaison with the contracted civilian advertising agency for television, print, radio, convention, and Internet advertising efforts.

**8.3.3. HQ AFRS/RSMC (Creative Branch).** This branch is composed of broadcasters, designers, photographers, and writers working together as an integrated unit, as follows:

8.3.3.1. Broadcasters work on national paid and public service announcement advertising for radio and TV releases, produce radio and TV programming, and create informational videos to support recruiters.

8.3.3.2. Designers create proposals for national Air Force advertising and produce promotional products, brochures, fact folders, sheets, posters, information displays, and other products.

8.3.3.3. Photographers perform aerial, studio, and location photography worldwide to capture images used in Air Force advertising campaigns.

8.3.3.4. Writers produce copy used in Air Force recruiting products to support recruiting, retention and public awareness. They research current Air Force recruiting needs for USAFA, AFROTC, HP, etc., by conferring with subject matter experts, glean information from official Air Force publications, using Internet resources, and interviewing subjects in the field.

**8.4. AFRS Marketing Training Section.** This NCO:

8.4.1. Oversees, trains, and advises squadron-level marketing branches. He or she is responsible for providing training to squadron NCOs (AFSC 8R000). (If the group marketing NCO position is vacant, HQ AFRS/RSMU will assign a trainer.)

8.4.2. Advises the group commander and superintendent on all marketing matters, including planning and executing a group-level marketing plan (if the group has its own plan).

8.4.3. Acts as a liaison between squadrons and HQ AFRS/RSM to ensure squadrons follow HQ AFRS/RSM guidance.

8.4.4. Should attend marketing conferences and advertising council meetings.

**8.5. Marketing Flight (RSM) Function.** This function is comprised of a marketing NCO (AFSC 8R000), a public affairs NCO (AFSC 3N0X1), and an information manager NCO (AFSC 3A0X1). Because it is crucial that the marketing flight function as a team, the individuals assigned must be well versed in all aspects of flight responsibilities. Teamwork and high caliber individuals are imperative. Continuity and longevity are also key factors, not only in training issues but also in maintaining relationships with local communities. Individuals assigned to this function must be capable of conducting training with new recruiters. RSM responsibilities are as follows:

8.5.1. The marketing NCO (AFSC 8R000) has an important function, and should, therefore, be a successful recruiter with a working knowledge of marketing programs. Excellent communications skills are required. At least a 2-year assignment to this position is recommended.

8.5.2. The public affairs NCO (AFSC 3N0X1) brings a variety of skills to the recruiting squadron, including writing and editing skills, expertise in fostering relationships with the media, and knowing how to leverage the news media for maximizing exposure of Air Force opportunities.

8.5.3. The information management NCO (AFSC 3A0X1) provides expertise and experience in database and system administration. He or she gathers, tracks, and helps analyze data used in making marketing decisions.

8.5.4. Group and squadron RSM personnel must be resident experts on marketing in their units. Each quarter, they must analyze and evaluate marketing activities using AFRISS data collection, reports, analyses, and validation through field visits. They must identify and address findings and trends, both good and bad, to the squadron commander to ensure marketing efforts are of maximum benefit to the unit.

8.5.5. Squadron management is responsible for ensuring appropriate use of marketing tools. After squadrons have conducted their quarterly marketing analyses, they will forward a copy to the group marketing NCO, who will provide the group commander and superintendent an overview of the group's marketing health. The health overview and a compilation of best practices will be assembled and sent back to each squadron each quarter. This information will be in the format of the group commander's choosing, but should be kept on file for 2 years.

**8.6. Reference Materials.** Marketing personnel must maintain access to the following reference materials to effectively manage their marketing programs: (**Note:** The materials listed in paragraphs 8.6.6. through 8.6.16. may be obtained through the AFRS office indicated in parentheses following the item.)

8.6.1. AFI 35-101, *Public Affairs Policies and Procedures*.

8.6.2. AFMAN 36-2203, *Drill and Ceremonies*.

8.6.3. AFI 36-2015, *Air Force Recruiting Advertising Program*.

8.6.4. AFH 33-337, *The Tongue and Quill*.

8.6.5. AFRSI 90-201, *Air Force Recruiting Service (AFRS) Inspection Programs*.

8.6.6. Marketing inspection checklist (RSOT).

8.6.7. Recruiting service product summary (RSMS).

8.6.8. Collateral material package (RSMAL).

8.6.9. Marketing training checklist for recruiter training (RSMU).

8.6.10. Marketing continuity book outline (RSMU).

8.6.11. Minijet checklist (RSMS).

8.6.12. Direct mail guide (RSMAE).

8.6.13. Squadron local advertising plan (RSMAL).

8.6.14. Squadron advertising funds policy and guidance (RSMAL).

8.6.15. Squadron media list (squadron).

8.6.16. Squadron community and special event list (squadron).

## ***Section 8B—Marketing Training***

### **8.7. Requirements:**

8.7.1. In accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*, the true value of marketing training depends on its relevance to the recruiter's zone. Training must instruct the recruiter where, when, how, and why to use marketing tools to enhance production. This information must be presented in a hands-on, in-the-field environment. To aid in this effort, an overprint of AF IMT 623A has been developed. This HQ AFRS/RSM overprint (*In-Zone Marketing Training - EA Recruiter*) will be used to train new EA recruiters. **Note:** This overprint is available on the AFRS Xtranet.

8.7.2. HQ AFRS/RSM will provide continuity book guidance covering the five essential elements of marketing (**Section 8C**) to each marketing flight. Squadrons will use this guidance to produce continuity books for their recruiters. They may supplement the guidance with their own material.

8.7.3. The marketing NCO (AFSC 8R000) is the primary trainer. When squadron manning dictates, the task-certified 8R000 designee, senior trainer, flight chief, or AFRS trainer will be used to augment training.

8.7.4. Marketing training occurs in the following stages:

8.7.4.1. **Recruiting School.** Marketing training is presented as part of the recruiting school curriculum and by a presentation from HQ AFRS/RSM to new recruiters and flight chiefs.

8.7.4.2. **Squadron Introduction.** When new recruiters sign in, the marketing team will ensure they receive a current marketing continuity book tailored to their zone. The preferred method is a binder with inserts provided by HQ AFRS/RSM.

8.7.4.3. **Zone Training:**

8.7.4.3.1. This training comes out of the Air Force recruiting office. It is conducted one on one with the recruiter in his or her zone for at least 2 days, excluding travel time.

8.7.4.3.2. Zone training will be detailed on the HQ AFRS/RSM overprint to AF IMT 632A. Use of this IMT for demonstration training to new EA recruiters is mandatory. The purpose of zone training is to spend time with the recruiter in his or her recruiting area, not the office. Zone training integrates the five essential elements of marketing (**Section 8C**) into production objectives. Establishing relationships with key individuals within a zone is paramount to a successful program.

8.7.4.3.3. A recruiter's key influencer contacts are, in priority order: (1) members of the local news media who cover military and governments "beats"; (2) community and school leaders, such as principals, education board members, veterans, scout groups, and elected officials; and (3) COI vendors, such as, restaurants and caterers. Zone training helps put the new recruiter in personal contact with as many key influencers as possible. (See the HQ AFRS/RSM overprint to AF IMT 623A.)

8.7.4.3.4. Squadron marketing will bring documents (unless provided during in-processing) that provide a marketing history of the zone. This history will include, but not be limited to, organizations, POCs, phone numbers, types of support provided, and squadron-level or higher awards presented. The assigned trainer (marketing NCO 8R000 or designee) will use zone history to demonstrate how to solicit support from the local community.

8.7.4.3.5. At the conclusion of the new recruiter's training, the trainer will file the historical data in the recruiter's marketing continuity book. After certification, the new recruiter will be given a signed copy of AFRS Form 35, *AFRS Certified Air Force Recruiter*.

8.7.4.3.6. Additional field training may be requested at any time. Squadron marketing will keep abreast of recruiter general production standings and offer assistance via the flight chief if weak marketing activity is a possible contributing factor to poor production. In addition, squadron marketing will ensure additional training for specialty recruiters, flight chiefs, and program managers that is tailored to the needs of their programs.

8.7.4.4. **Quarterly Flight Training Meetings.** Past activities are reviewed and planning for upcoming activities takes place during these meetings. Training consists of common subjects and processes. Marketing team personnel will provide recruiter training at least twice a year during quarterly training meetings or annual training meetings.

8.7.4.5. **AFRS Workshops.** HQ AFRS/RSMU (or a designated representative) will provide marketing briefings and training during all AFRS-level workshops.

8.7.5. An overprint of AF IMT 623A will be used to document zone training (paragraph 8.7.1.). This overprint will also be used to document training provided by squadron marketing at any training meeting attended. Squadron-unique policies and procedures and activities that are not part of the five essential elements of marketing are best suited for training at these meetings. A copy of the AF IMT 623A generated by squadron marketing will be provided to the flight chief, squadron trainers, etc., as appropriate.

8.7.6. Following effective demonstration-performance training, the new recruiter should feel comfortable performing marketing tasks in his or her zone. The recruiter must have built a contact base by actually meeting people. He or she must show success in getting promotional or civic support as a result of zone training. Follow-on training must be made available to any recruiter identified as needing or wanting help with his or her zone marketing program.

### ***Section 8C—The Five Essentials of Marketing***

**8.8. Concept.** To have a successful marketing program, a squadron should employ the following five elements: recruiter-generated mail (RGM) (paragraph 8.9.), advertising programs (paragraph 8.10.), COI events (paragraph 8.11.), media relations (paragraph 8.12.), and community relations (paragraph 8.13.) through special events participation. Personnel must become knowledgeable of their zone to know which tools work and when to use them. The key to the use of these five essential marketing elements is an effective training program at the squadron level.

#### **8.9. Element 1—Recruiter-Generated Mail (RGM):**

8.9.1. RGM will be used only to supplement a recruiter's need to produce Priority 1 leads when leads are insufficient. RGM is targeted to a person, not an address. It is a high-quality, first-class, direct-mail product. EA recruiters will not exceed more than 100 pieces of RGM a month. Mass mailings, third class mailings, and trickle mailings (postcards) are not RGM. They should be used sparingly and targeted for a particular purpose. RGM objectives are (1) to motivate the prospective applicant to respond and ask for more information, and (2) to reinforce the Air Force image as a technologically advanced professional organization.

8.9.2. RGM may be an approved mailer or a letter, but it must include a mail-back response device. Squadrons receive a “formula-share” allocation of HQ AFRS/RSM-produced RGM mailers. Mailers are fact folders with tearout reply cards. Squadron marketing receives camera-ready copies of approved EA RGM letters and reply cards from HQ AFRS/RSM. (See the current AFRS Direct Mail Guide.) Squadrons may have copies printed, using squadron marketing funds in accordance with Government Printing Office (GPO) regulations. All RGM mailers and envelopes must be stamped with the recruiting office’s return address.

8.9.3. Squadron commanders have the authority to approve locally generated (or modified) EA RGMs, flyers, and mailers. Squadrons must send all locally produced (or modified) OA RGMs, flyers, and mailers to their respective group commanders for review and approval. **Note:** All commanders must ensure approved RGMs, flyers, and mailers maintain the professional quality of the Air Force and contain accurate, grammatically correct, and up-to-date information in accordance with the graphics standards manual and direct mail guide.

8.9.4. Squadron commanders may approve letters and flyers for one-time use to advertise Air Force participation at local events, but they must give careful consideration to current Air Force themes and messages. Commanders should consider consulting with HQ AFRS/RSM. Squadrons may locally reproduce direct mail letters from HQ AFRS/RSM if the letters are camera-ready slicks. The AFRS Direct Mail Guide has additional information.

8.9.5. An RGM will not be used to respond to a request for Air Force information. An RGM must have only one response device (reply card), and lead tracking will occur through the Air Force Opportunity Center (AFOC), a civilian contractor. Altering the reply card address or bar code is a violation of US Postal regulations and will result in increased postal costs and the possible loss of AFRS mailing permits.

8.9.6. To be effective, an RGM mailing plan must be thoroughly thought out. Before executing such a plan, the following issues will be considered: (**Note:** Once these issues have been considered, the mailing may be implemented, as needed, based on local policy.)

8.9.6.1. **Target Audience.** What is the target audience for this RGM (for example, students not returning to college)?

8.9.6.2. **Message.** Is this the best message for this target audience (for example, an RGM that addresses Air Force educational benefits)?

8.9.6.3. **Timing.** Is this a good time to reach this audience with this message (for example, 4 or 5 weeks before the end of the quarter or semester)?

8.9.6.4. **Synchronization.** Will this timing be able to take advantage of any other marketing activity (for example, increased awareness during radio-buy flights or in advance of a scheduled career day)?

8.9.6.5. **Message Saturation.** Will this mailing be competing with a national direct mail product? For example, will responses to one article make the other article appear ineffective?

8.9.7. Squadron marketing will work to ensure recruiters have sufficient RGM material to meet the needs of a properly applied RGM program. Planning and open communication between squadron marketing and flight chiefs will help ensure mailers are available and printing can be completed in time to meet field recruiters’ lead-generating requirements.



## 8.10. Element 2—Advertising Programs:

8.10.1. **Overview.** Effective advertising will target the recruiting message directly to qualified prospects and key influencers. Air Force advertising is composed of two campaigns—a national one (paragraph 8.10.2.) and a local one (paragraph 8.10.3.). The two campaigns are integrated to enhance the effect of each. The national advertising campaign is developed to maintain visibility, enhance the Air Force’s corporate image, and cultivate interest in the Air Force and the opportunities it offers via national media. In national advertising, lead-generation is a secondary mission.

### 8.10.2. National Advertising Campaign:

8.10.2.1. A national advertising plan is developed by HQ AFRS program managers, HQ AFRS/RSM, and AFOC, a contracted civilian advertising agency. HQ AFRS/RSM publishes the plan every year and provides copies to squadron marketing flights.

8.10.2.2. Internet marketing is used to electronically publicize Air Force opportunities and benefits and provide recruiters with leads. Lead information is distributed to the recruiter level through AFRISS. HQ AFRS/RSM maintains the electronic medium and is connected to every ad placed online via <http://www.AIRFORCE.com> and <http://www.AFROTC.com>. HQ AFRS/RSM also produces all online advertisements (banners, links, key words, etc.).

8.10.2.3. The objectives of <http://www.AIRFORCE.com> are to provide timely information to the general public about service in the Air Force and to prompt users to contact a recruiter via a secure electronic medium. This site should maintain a positive, high-tech image of the Air Force. It will be used to supplement a recruiter’s need for leads. HQ AFRS/RSM is responsible for maintaining the information displayed on the Web site.

8.10.3. **Local Advertising Campaign.** The local advertising campaign takes the interest generated by the national campaign and promotes action by prospective applicants that should result in leads and increased recruiting office traffic. Coordinating and integrating the national and local advertising campaigns conveys a consistent, unified message and image—one message, many voices. It ensures the AFRS message is consistent and communicated in a manner expected of stewards of government funds.

8.10.4. **Lead Tracking.** AFOC, a civilian contractor, receives leads from national and local advertising. These leads are transferred electronically through HQ AFRS to the recruiter. When training recruiters and supervisors, squadron marketing must be knowledgeable of the national lead program and must be able to explain its value and effectiveness.

8.10.5. **Local Advertising Budget.** Based on annual advertising funding levels, HQ AFRS/RSM (along with HQ AFRS/RSSF) develops an annual local advertising budget. These funds, managed by HQ AFRS/RSM, are spent through the squadron’s local advertising plans, which are developed by the squadron marketing team. Funds are monitored by HQ AFRS/RSSF, and guidance is provided to squadrons in an annual advertising funds policy or guidance letter.

8.10.6. **Local Advertising Management Program.** HQ AFRS/RSM assigns an advertising account executive to handle expenditures of the local advertising plan (paragraph 8.10.8.). The account executive advises the squadron marketing teams and key personnel on advertising strategy. The account executive places local advertising and serves as the liaison between the advertising contractor and the squadron.

8.10.7. **Local Advertising Requests.** The requests are made by faxing completed local advertising requests to HQ AFRS/RSMA.

8.10.8. **Local Advertising Plan:**

8.10.8.1. The local advertising plan will be developed to meet annual recruiting goals for each squadron. Squadron input and advertising analysis will be gathered at annual planning meetings. This information will be combined with data from HQ AFRS/RSMA, and a comprehensive plan will be built for each squadron, using agency expertise. HQ AFRS/RSM will forward the plan to each squadron every year. The squadron commander and production superintendent will sign the final plan within 30 calendar days.

8.10.8.2. The squadron marketing team will provide a copy of appropriate sections of annual national and local advertising plans to OA and EA flight chiefs.

8.10.8.3. Squadron marketing will conduct and document an annual review of the local advertising plan with key squadron personnel and send changes to HQ AFRS/RSMA. The review will determine if the local advertising plan is meeting the advertising needs of the squadron.

8.10.8.4. HQ AFRS/RSMA will provide squadron marketing a copy of the squadron's annual local advertising plan. Squadron marketing personnel will maintain a list of media advertised in, to include POCs and phone numbers. They should contact these POCs when visiting news media staff as part of media relations activities. They should attempt to broaden this contact base to include other media staff who might be influential in obtaining public service announcements (PSA) and news placement coverage.

8.10.9. **Squadron Marketing Funds:**

8.10.9.1. **O&M FY Funds Distribution.** The initial squadron operations and maintenance (O&M) FY funds distribution may contain squadron advertising funds (PE81712) to be used for list purchases and local advertising purchases not available through HQ AFRS. The squadron commander must ensure reconciliation is documented monthly on all marketing advertising funds with the unit financial analyst. The HQ AFRS financial management board (FMB) must approve the reprogramming or transfer of marketing funds (other than initial marketing) to squadron recruiter support (PE81711). The unit financial analyst must document this transfer in the FMB minutes. Transfer requests must be sent through the squadron financial management section to HQ AFRS/RSSF. Current FY policy is provided in the squadron advertising funds policy or PGM.

8.10.9.2. **Spending Plans.** Squadrons must have spending plans in place for the fiscal year (fund phased by quarters). By 30 June of each fiscal year, squadrons must submit their spending plan to HQ AFRS/RSMAL for any remaining squadron marketing funds (PE81712).

8.10.9.3. **Authorized Local Advertising Expenditures.** The Web site <http://www.Air-forceads.com> provides camera-ready ads and is the only authorized source of advertising. Submit written requests for modification and/or additions to HQ AFRS/RSMAL for review and possible production.

8.10.9.4. **Other Advertising and Support Expenditures.** Booth rentals and related services, transportation costs for tours and bands, and auditorium rental for Air Force bands, Tops in Blue, etc., are properly charged to squadron support (PE81711).

8.10.9.5. **Prohibited Advertising.** Each year, the squadron advertising funding policy or guidance letter will outline prohibited items. In no case will unprofessional platforms or images be used, even if there is no cost. Call HQ AFRS/RSM for a determination of questionable cases. Use of Air Force advertising to promote businesses is not authorized.

8.10.9.6. **Locally Produced Advertising and Sales Promotion Items.** Locally produced advertisements of any sort, including SPIs, must present a professional image, contain the 1-800 number or Web site address, and be approved by the squadron commander prior to purchase.

8.10.9.7. **Placing Advertisements.** Only HQ AFRS/RSMA and squadron marketing teams are authorized to place advertising for the Air Force. Recruiters will not place advertising in local media on their own. Out-of-pocket expenses or personal funds are not authorized for payment of advertising.

## 8.11. Element 3—Center of Influence (COI):

### 8.11.1. General Information:

8.11.1.1. A COI is a planned event where meals or snacks are served to provide a setting for Air Force personnel to make a sales presentation. All COI events are sales opportunities. Whether meeting with prospective applicants or with community influencers, the recruiter is trying to accomplish a specific sales goal. The goal may be to generate an application or accession or to “sell” the idea of public service support to a media outlet. In every case, the sales success of the COI can be measured.

8.11.1.2. A COI that merely generates leads is not necessarily successful. On the other hand, a COI is not necessarily effective just because there was a low cost per lead. The true value of a prospective applicant COI is measured by how many people enter the Air Force DEP for the EA program or how many attendees apply for an officer AD program. Influencer events that accomplish precise objectives with noticeable results are effective. The person planning the COI must have a well-defined objective before planning and executing the COI.

8.11.1.3. The legislative authority for sponsoring COI events is Title 37, U.S.C. 428. Due to the expenditure of appropriated funds involved in the COI program, public perception is an extremely sensitive issue. For example, if an event is perceived as inappropriate or distasteful, the program has caused more harm than good. Events must be well planned, in good taste, and done in a manner that cannot be interpreted as extravagant.

8.11.1.4. COI funds are exclusively for food, beverages (excluding alcoholic beverages), and gratuity expenses. Complimentary alcoholic beverages will not be, (or appear to be) accepted by AFRS personnel. COI funds will not be used to pay for such items as skate rental, greens fees, etc. In addition, COI funds will not be used to pay for participation in public or special events where admission, seating, or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex, or national origin.

8.11.1.5. Persons conducting COIs will use the format for a COI afteraction report ([Attachment 20](#)) to evaluate the event. The report is due to the squadron RSM within 2 workdays after a COI event. It will be kept on file in the squadron marketing section, along with vendor itemized receipts and other COI documents, to serve as documentation for what was purchased and what occurred.

8.11.1.6. **Disposition of Leads.** For tracking and refinement, enter all leads into AFRISS within 2 duty days following COI. Treat these leads as Priority 1 at the recruiter level. It is possible and practical to refine leads at the actual event if time permits one-on-one interaction. If leads are refined at the event, they must still be entered into AFRISS for tracking or disposition and accountability of COI rules. The example at [Attachment 21](#) is an effective tool for capturing lead information.

8.11.1.7. Squadron marketing will follow up on COI events and offer assistance, if needed, to enhance the effectiveness of future events.

8.11.1.8. The squadron RSOM will inform the squadron commander of ongoing COI activities.

8.11.1.9. HQ AFRS/PA will manage HQ AFRS COI activities and prepare annual budget requirements for these events.

8.11.2. **Minimum Requirements.** The squadron COI program should target participants in the following priority order:

8.11.2.1. Prospective applicants.

8.11.2.2. DEP and prospective applicant (must maintain a minimum ratio of one prospective applicant per DEP).

8.11.2.3. Reinforce sale (OA programs only).

8.11.2.4. Influencer (media, civic leader, educator, etc.).

8.11.3. **Categories of COI Attendees.** The *classification* of a COI attendee is determined by two factors, age and education. However, there are only two *categories* of COI attendees, a lead and a guest:

8.11.3.1. A lead is eligible for the Air Force program being presented and was not generated from another lead source. **Note:** This would include 16-year old juniors who attend a COI, but an event should not be planned to target this group. In some cases, high school underclassmen may be comingled with seniors. In these cases, proceed with the COI if the majority of the class is seniors.

8.11.3.2. A guest is not eligible for the Air Force program being presented or is currently at some level of the Air Force application or enlistment process (including influencers or media members).

8.11.4. **Squadron Representatives.** A squadron representative may be a flight commander, flight chief, certified OA recruiter, MEPS liaison, marketing team member, or any officer or recruiter at squadron, group, or AFRS headquarters. For the EA program, a squadron representative will attend each COI event for new recruiters and recruiters who have not successfully conducted a COI. For the OA program, a squadron representative will attend each event for newly assigned specialty team recruiters. Recruiters who attend a COI while on TDY status must either show the government-provided meal on their travel voucher or decline to eat at the COI.

8.11.5. **Sign-In Procedures:**

8.11.5.1. An organized sign-in procedure, using AFRS Form 1396, *COI Guest List - Prospective Applicant*, or AFRS Form 1397, *COI Guest List - Influencer*, must be followed for attendees at COI events. A list provided by a school (containing names, addresses, and/or phone numbers) may be used to document the sign-in of attendees. AFRS personnel (including those who do not eat) will sign in at all COI events.

8.11.5.2. Provisions of the Privacy Act of 1974 apply only in lead-generating, prospective-applicant events. When soliciting information subject to the Privacy Act of 1974, the following statement must be read, given, or shown to persons signing in:

“We will be happy to provide you more information about Air Force opportunities as authorized by Title 10 U.S.C. 503 and governing directives for Air Force Recruiting Service. The information solicited will be used to determine eligibility and allow follow-up contact. The routine use of this information will be for Air Force recruiting purposes only. Providing the information is voluntary; however, failure to provide sufficient information may prevent us from properly explaining the career opportunities available to you.”

8.11.6. **Disposition of Leads.** For tracking and refinement, enter all leads into AFRISS as soon as possible following a COI. Treat these leads as Priority 1 at the recruiter level. It is possible and practical to refine leads at the actual event if time permits one-on-one interaction. If leads are refined at the event, they must still be entered into AFRISS for tracking or disposition and accountability of COI rules. Squadron marketing NCOs should develop a method to capture as much information as possible at a COI event, making follow-up calls more effective by using the preapproach information collected. The example at [Attachment 21](#) is an effective tool for capturing lead information.

8.11.7. **Steps for Requesting a COI.** See [Table 8.1](#) for the steps required to request a COI. Forward all paperwork for the COI to squadron marketing within 2 workdays of completing the COI. Squadron marketing or a marketing representative will present training on how to complete all COI paperwork. Examples of how to correctly complete required forms will be provided to each recruiter.

**Table 8.1. Steps for Requesting a COI.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Information or Request</b>	<b>Originator</b>	<b>Send to</b>	<b>Send to</b>
<b>COIs Paid with a Government Charge Card or Conveyance Check</b>				
<b>1</b>	COI request form	Recruiter	flight chief	squadron RSM
<b>2</b>	COI request form (AFRS Form 1406)	Marketing	commander	
<b>3</b>	Guest sign-in (AFRS Forms 1396 or 1397)		recruiter	
<b>4</b>	After event/attach list of attendees or MFR (AFRS Forms 1396 or 1397)	Recruiter	marketing	RSSF
<b>5</b>	COI leads (AFRS Forms 1396 or 1397 copy)		flight chief	marketing
<b>6</b>	COI afteraction report ( <b>Attachment 20</b> )			
<b>7</b>	Number of applicants or DEPs/objectives met?			
<b>COIs Paid With a Recruiter's Government Travel Card</b>				
<b>8</b>	AFRS Form 1408	Recruiter	flight chief	squadron RSM
<b>9</b>		Marketing	commander	
<b>10</b>	Guest sign-in (AFRS Forms 1396 or 1397)		recruiter	
<b>11</b>	Government travel card	Recruiter	vendor	
<b>12</b>	After event/completed SF 1164		marketing	RSSF
<b>13</b>	COI leads (AFRS Forms 1396 or 1397 copy)		flight chief	marketing
<b>14</b>	COI afteraction report ( <b>Attachment 20</b> )		flight commander	squadron RSM

**8.11.8. Costs for COI Events:**

8.11.8.1. **Maximum Costs.** The maximum unit cost (including gratuity of no more than 15 percent of the total bill) for COI events must not exceed the following:

8.11.8.1.1. EA program events, \$10 per person (includes AFROTC).

8.11.8.1.2. OA program and influencer program events (including one-on-one events), \$20 per person.

8.11.8.1.3. Critical officer specialty (as determined in writing by the squadron commander) including one-on-one events, \$40 per person. Normally, only a single one-on-one event is authorized per prospective critical officer applicant (paragraph **8.11.8.4.1.**). The squadron commander may approve additional one-on-one events as needed to overcome objections or resolve other issues delaying the application process.

**8.11.8.2. Combining Events:**



8.11.8.2.1. When an event combines any of the cost limits listed in paragraphs **8.11.8.1.1.** through **8.11.8.1.3.**, the lesser limit will be the maximum allowable. For example, EA applicants and faculty members would have a maximum per person of \$10, not \$20. In cases where the dollar amounts are exceeded (number of guests previously confirmed did not show, etc.), the squadron commander will establish and sign an MFR stating the conditions for exceeding the allowable dollar value. (The MFR will be maintained with the COI paperwork.) The squadron commander will ensure these instances are reviewed and training is provided to prevent further occurrences.

8.11.8.2.2. The squadron commander must approve all COI events where the same individuals will be provided a meal when at least 6 months have not elapsed since their last COI attendance. **EXCEPTION:** The meal of a school faculty member may be purchased during an event involving a new class of students.

### 8.11.8.3. **No-Shows:**

8.11.8.3.1. “No-show” refers to a person invited to COI events who accepted the invitation, but did not attend (and the recruiter did not know in advance to adjust the number). Recruiters will negotiate COI events with vendors to obtain an agreement to not charge for no-shows. If a vendor will not agree to this and the recruiter believes it is still the best available offer, he or she will proceed with the offer. (This should be the *exception*, not the norm.)

8.11.8.3.2. After the event, on the AFRS Forms 1396 or 1397, the recruiter will list the total number of persons paid for and the actual cost per person. When accounting for no-shows, attach a list of all individuals who accepted the invitation to the AFRS Forms 1396 or 1397, clearly identifying no-shows. A no-show rate of 10 percent or less is acceptable. If the number of no-shows paid for exceeds 10 percent of the expected or guaranteed attendance, explain it in an MFR. Buffet and bulk purchase type events, such as OA residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain it fully in the MFR.

8.11.8.4. **One-on-One Events.** A one-on-one event is an arranged meeting with one applicant and one recruiter. It may also include the applicant’s spouse and the recruiter’s spouse. Normally, only a single one-on-one event is authorized per authorized applicant. The squadron commander may approve additional one-on-one events, as needed, for physician or other critical officer prospective applicants to overcome objections or resolve other issues delaying the application process. One-on-one COI events may be conducted with the following:

8.11.8.4.1. Critical officer specialty prospective applicants. In a memorandum to the OA flight, the squadron commander will identify these specialties based on squadron goals and AFRS needs at the beginning of the fiscal year and make changes as required. With squadron commander approval, another military member may be present to help with the sales presentation; for example, an Air Force physician, nurse, or other person whose profession or background is related to the prospective applicant’s and would further enhance the presentation.

8.11.8.4.2. Radio and television station owners, news directors, managers, public service directors, program directors, or other persons in media decision-making positions on a case-by-case basis.

8.11.8.4.3. Civic leaders, business persons, and educators with the squadron commander's approval.

#### 8.11.9. COI Payment:

8.11.9.1. The two methods of COI payment are:

8.11.9.1.1. **Government Purchase Card (GPC) Payment.** By prior arrangement through the vendor, squadron marketing pays for the event using the GPC card. (This is the preferred method.)

8.11.9.1.2. **Government Travel Card.** The recruiter pays for the event and forwards the receipt (showing the recruiter as vendor) and the SF 1164, *Claim for Reimbursement for Expenditures on Official Business (DoD Overprint 4/2002)*, through RSM to RSSF.

8.11.9.2. In all cases, provide an itemized and credit card receipt to squadron marketing. Complete all documentation from the COI and forward it to the squadron RSM within 2 duty days. The squadron RSM will review the COI paperwork and maintain it for at least 2 years. (AFRS Form 1406, *Request/Approval for Expenditures of COI Funds*, does not need to be sent to HQ AFRS.) The information from these documents will be used for tracking leads and fund-phasing for each squadron program.

8.11.10. **Reports and Analysis.** The person who executed the COI will complete the COI afteraction report ([Attachment 20](#)) and submit it, along with the other paperwork, within the 2 workdays.

8.11.10.1. Following each event, squadron marketing personnel must log into AFRISS to make sure the recruiter loaded the leads from the event. If not, they will up channel this information to the flight chief for action. Each quarter, the COI program must be completely analyzed by squadron RSM for effectiveness. This documented analysis, after review by the squadron commander and superintendent, should be sent to the flight chiefs for review and action.

8.11.10.2. Squadron marketing personnel will meet with the squadron finance NCO monthly to validate and document the COI account balance. They will accomplish quarterly COI account fund phasing with the squadron finance NCO and flight chiefs and will advise squadron key personnel of any changes.

**8.12. Element 4—Media Relations.** Media relations are comprised of two distinct avenues. One avenue includes activities normally performed by recruiters or the marketing NCO, such as promotional or public service announcements (PSA), proactive placement of Air Force messages, and awareness activities. The other avenue, normally performed by the public affairs NCO, includes news releases and responses to queries. Much of media relations has to do with support gained through personal contact between a recruiter and media personnel. Squadron marketing, flight commanders, flight chiefs, or production recruiters will establish, maintain, and track (via AFRISS) productive media contacts with major network affiliates, major independents, and cable outlets based on minimum requirements. Squadron marketing will designate at least one radio station with major influence in each metropolitan statistical area and work closely with that station.

8.12.1. **Minimum Requirements.** Recruiters must visit all radio stations in their zones. All other media outlet visits will be at the discretion of the flight chief. Productive media visits may include the following activities:

8.12.1.1. Introducing a new recruiter, marketing, or public affairs NCO.



- 8.12.1.2. Offering specific promotional activity support.
- 8.12.1.3. Requesting specific promotional activity support.
- 8.12.1.4. Coordinating or conducting a COI.
- 8.12.1.5. Soliciting specific PSA support.
- 8.12.1.6. Delivering or confirming receipt of a PSA or news release.
- 8.12.1.7. Soliciting or conducting an interview.
- 8.12.1.8. Presenting an award, usually in connection with a COI.

#### 8.12.2. **Public Affairs:**

8.12.2.1. Timely and accurate release of information to the news media is a responsibility usually delegated to the public affairs officer or NCO. Squadron commanders must be completely aware of any news release prior to the event. Squadron news releases intended for local release do not require HQ AFRS/PA coordination unless they are also being submitted to Air Force News Service (AFNEWS) for possible publication on Air Force Link.

8.12.2.2. Queries from news media representatives concerning Air Force recruiting will be coordinated with HQ AFRS/PA if they concern command policy or sensitive issues or are clearly beyond the scope of responsibility of the HQ AFRS/PA NCO to address. Using media memo format, report all media queries and interviews to HQ AFRS/PA in a daily summary. Media memo format includes the name of the media outlet, name of the reporter, interview or query subject, brief one or two-line synopsis, projected publication or air date, and whether coverage is expected to be positive, balanced, or negative.

8.12.2.3. Field recruiters should fax or e-mail print stories directly to HQ AFRS/PA on the day of publication and provide copies to their squadron marketing team.

#### 8.12.3. **Public Service Announcements (PSA):** (Note: Paid radio or TV requests will be referred to HQ AFRS/RSMAL.)

8.12.3.1. **Types of PSAs.** The following two types of PSAs will be used:

##### 8.12.3.1.1. **Custom Radio PSA (Spots):**

8.12.3.1.1.1. HQ AFRS/RSMC will produce custom radio PSAs and distribute them directly to requesting recruiters. Spots will be produced on CD-ROM and sent out by regular mail. Before ordering PSAs, recruiters or squadron marketing personnel will ensure radio stations give a verbal agreement to air the PSAs. Do not order "generic" spots; this is a *personalized* spot service.

8.12.3.1.1.2. HQ AFRS/RSMC will send the recruiter one CD-ROM of the spots recorded for each station.

8.12.3.1.1.3. Telephone answering machine messages are also available. They will also be produced on a CD-ROM.

8.12.3.1.2. **Custom Television PSAs.** HQ AFRS/RSMC will produce and mail custom television PSAs by regular mail directly to requesting recruiters. PSAs will be completed within 3 calendar weeks and sent by regular mail. Before ordering PSAs, recruiters or squadron marketing personnel will ensure stations verbally agree to air the PSAs.

8.12.3.2. **Ordering Spot Announcements.** There are two ways to request a spot announcement: by (1) faxing the request to commercial (210) 565-0707 or DSN 665-0707, or (2) sending an e-mail message to [rspsa@rs.af.mil](mailto:rspsa@rs.af.mil). E-mail is the preferred method. Use AFRS Form 72, *Localized Spot Request*, to request these announcements. When ordering spots, provide the following information:

8.12.3.2.1. Squadron.

8.12.3.2.2. Grade (SSgt, TSgt, etc.).

8.12.3.2.3. First and last name. Use the names as you want them on the spot. If calling in the request, be sure to clearly spell the name and explain how to pronounce a difficult name (for example, Czynicki, Villareal, Mostriani).

8.12.3.2.4. Mailing address, including street address, suite number, city, state, and ZIP code.

8.12.3.2.5. Complete commercial telephone number, including area code. Advise whether to use the area code in the script and if “call collect” should be mentioned.

8.12.3.2.6. Subject of spot. See the current PSA listing located in the AFRS Broadcasting public folder or send an e-mail request to [rspsa@rs.af.mil](mailto:rspsa@rs.af.mil).

8.12.3.2.7. Length of spot (normally 30 or 60 seconds).

8.12.3.2.8. Radio station format. This is the style of music or programs aired by the radio station. Typical formats include rock, adult contemporary, hip-hop, news or talk, and contemporary hit radio (Top 40).

8.12.3.2.9. Television tape format. Requests can support videotape formats Beta SP, 3/4-inch U-matic, S-VHS, or VHS.

8.12.3.2.10. Call letters. For radio and TV, this means the four letters assigned to the station (WXYZ, KABC, etc). If the PSA is for a TV or cable station, furnish the name (WWWW TV channel 2, Paragon Cable, etc.).

8.12.3.2.11. Slogan (how the station identifies itself). Common slogans include “KY-93,” “Radio 1210,” “Power Hits 101-Today’s Best Music,” or “TV-4 Eyewitness News Channel.”

8.12.3.2.12. Pronunciation tips. Provide guidance for pronouncing difficult recruiter names, street and city names, etc. For example, “My name is Lydel pronounced LIE-dell.” Or, “I work in Tittabawassee, Michigan. That’s Tit-ah-bah-wah-see.” Try to get as close as possible to avoid mistakes.

**8.13. Element 5—Community Relations.** Community relations programs are a functional responsibility of HQ AFRS/RSM and HQ AFRS/PA (AFI 35-101). Community relations activities increase Air Force awareness at little or no expense and are limited *only* by the imagination of the recruiter. These activities must include using the minijet as a static display in a mall or sports arena during a sporting event, entering a parade, or taking part in a high school homecoming as an escort or with the minijet at halftime. The squadron RSM will help determine the suitability of events.

8.13.1. **Minijet and Trailer.** Only AFRS personnel will tow or operate the minijet. Before doing so, they must be trained according to the AFRS minijet and trailer towing and operations checklist.

Where various types of minijets, trailers, and tow vehicles exist, separate training must be completed on each type. Responsibilities for the minijet program are as follows:

8.13.1.1. Squadron marketing personnel will provide training on operating and towing the minijet. They will provide guidance, when necessary, as to the appropriateness of activities involving the minijet. HQ AFRS/RSMS will provide standardized training checklists.

8.13.1.2. Logistics will coordinate all necessary maintenance for the minijet, trailer, and towing vehicle, using guidance provided by HQ AFRS/RSM in coordination with HQ AFRS/R SX (that is, using the contractor help desk or other avenues as deemed appropriate by HQ AFRS/RSM).

8.13.1.3. Squadron marketing personnel will schedule the minijet and make the schedule available to everyone in the squadron.

#### 8.13.2. **Civilian Events:**

8.13.2.1. Air Force participation in civilian events builds positive Air Force awareness and supports recruiters in their communities.

8.13.2.2. Squadrons, flights, recruiters, and specialty teams will maintain a list of civilian community events in their areas, indicating the events they participate in annually. Squadron marketing, flight chiefs or flight commanders, and recruiters will use the list to schedule marketing support for their respective units. Civilian events lists will contain the following information: the name and date of the event, name of the recruiter, POC name and telephone number, marketing support provided the previous year, and remarks column.

8.13.2.3. Review and update the list before the beginning of each FY. Recruiters will not commit Air Force resources until confirmed by the Air Force unit providing the support. AFI 35-101 contains additional information. The squadron RSM will maintain a list of only those events the squadron will directly support. However, they will provide new recruiters with information on their zone (such as that published by the state tourism bureau).

8.13.3. **Air Force Resources.** Resources for community events include bands, Air Force Thunderbirds (paragraph [8.13.3.2.](#)), jump teams, aerial demonstration teams (paragraph [8.13.3.3.](#)), color guards, drill teams, static display aircraft, flyovers, and military working dog demonstration teams. Some units need a 9- to 12-month notice for scheduling purposes. AFI 35-101 governs the band program and aerial demonstration teams. The attachments in AFI 35-101 provide approval levels for different events. See [Table 8.2.](#) of this instruction for a quick reference to community events support.

**Table 8.2. Community Events Support.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Resource (note)</b>	<b>Specific Requirements</b>	<b>When Appropriate</b>	<b>How To Request</b>	<b>Suspense</b>
<b>1</b>	Thunderbirds (COIs, etc.)	See paragraph <b>8.13.3.2.</b>	Use at COIs, DEP ceremonies, schools, hospitals, and media	Send DD Form 2535 to SAF/PA	15 August for following calendar year
<b>2</b>	Air Force band	Platform or stage with electricity	High school or college markets	Send DD Form 2536 to Air Force Band (paragraph <b>2.1.3.</b> )	3 to 9 months before event
<b>3</b>	USAF band	None	Special events	Send request directly to band	None
<b>4</b>	Field band	Check with the band	(See AFI 35-101)		Check with the band
<b>5</b>	Air Force honor guard, color guard, and drill team	None	Regional or national programs and ceremonies	Send DD Form 2536 to USAF Honor Guard, 50 Duncan Ave, Ste 1, Bolling AFB DC 80332-6458, or call DSN 297-9253 or commercial (202) 767-9253	As soon as possible
<b>6</b>	Field honor guard, color guard, and drill team	None	Local ceremonies	Contact local public affairs office; send info copy to HQ AFRS/PA	None
<b>7</b>	Orientation flights	Depends on MAJCOM and aircraft requirements	To allow influential civilian and media representative to publicize the Air Force mission		At least 45 days before the flight
<b>8</b>	Flyovers and static displays	None	Airshow and local events, NASCAR, and national level sporting events	Send DD Form 2535 to SAF/PAN (depending on type of request, aircraft, etc.)	
<b>9</b>	Military working dog demonstration	None	Local events	Contact local public affairs or security forces office	
<b>NOTE:</b> For current schedules, also refer to <a href="http://www.AIRFORCE.com">http://www.AIRFORCE.com</a> under the USAF Special Events button.					

8.13.3.1. Pre- and After-Action Reporting. Squadron marketing flights will provide pre- and after-action feedback to HQ AFRS/RSM, via <http://events.airforce.com>, for each event that uses national assets (for example, Thunderbirds, demonstration teams, jump teams, national advertising events, added values, NASCAR, etc.).

8.13.3.1.1. For the pre-show feedback, include the squadron and flight responsible, event name, location, dates, POC information, and other pertinent information (projected attendance, activities the local recruiters will be involved with, etc.) and forward the information to HQ AFRS/RSM 60 days before the event. Provide all updates or changes 30 days before the event.

8.13.3.1.2. When writing the afteraction report, include any problems encountered and recommended improvements for future activities and forward the report to HQ AFRS/RSM within 2 weeks of completion of the event. If the performance is at a base open house, submit a copy to the base open house POC. **Note:** Before sending the afteraction report to HQ AFRS/RSM, ensure the squadron commander and superintendent have coordinated. This will ensure the squadron leadership is aware of best practices and weaknesses.

#### 8.13.3.2. **Air Force Aerial Demonstration Squadron (Thunderbirds):**

8.13.3.2.1. Thunderbirds objectives are to support Air Force recruiting and retention programs, reinforce public confidence in the Air Force, demonstrate the professional competence of Air Force personnel to the public, strengthen morale and esprit de corps among Air Force personnel, and support Air Force community relations programs. Submit requests for the Thunderbirds via DD Form 2535, *Request for Military Aerial Support*. (DD Form 2535 is prescribed in DoDD 5410.18, *Public Affairs Community Relations Policy*. Refer to that publication for guidance on filling out the form.)

8.13.3.2.2. HQ AFRS/RSM is the OPR for all recruiting activities involving the Thunderbirds. Refer to AFI 35-101 for detailed instructions.

8.13.3.2.3. Squadron marketing flight personnel will attend all airshow committee meetings that involve planning for the Thunderbirds. If distance prevents attendance at these meetings, they will delegate this responsibility to the flight chief nearest the meeting site. Active participation at these meetings should ensure recruiting activities are given maximum consideration in developing the local plan.

8.13.3.3. **MAJCOM Aerial Demonstration Teams.** These teams comprise a variety of aircraft, including the A-10, F-15, F-16, F-117, and T-6. Military and civilian airshow sponsors will request the teams on DD Form 2535, submitted to OASD/PA. ACC and AETC send a monthly schedule of upcoming airshows to HQ AFRS/RSM, who, in turn, posts them on the Recruiting Operations Center database and the USAF Special Events section of <http://www.AIR-FORCE.com>.

#### 8.13.4. **Participation at Open Houses and Airshows on Air Force Bases:**

8.13.4.1. As a minimum, squadron marketing flight personnel will provide a quality exhibit or information booth at all open houses and airshows on Air Force bases. The host squadron at the geographic area of these events will plan for and participate in these events. The Commander's Guide to Special Event Recruiting provides information for planning recruiting support at these functions.

8.13.4.2. Civilian sponsors seeking Air Force participation often contact local recruiters or the squadron marketing flight. Additional guidance for obtaining support is in AFI 35-101. Also refer to DD Form 2535.

#### 8.13.5. **Convention Support:**

8.13.5.1. AFRS will participate in selected conventions to create awareness of Air Force opportunities, establish liaisons, and achieve rapport among professional, educator, and youth organizations. Lead generation is a secondary purpose.

8.13.5.2. HQ AFRS/RSM will fund booth space for selected national conventions and provide groups and squadrons with copies of the booth purchase convention instruction record when exhibit space is ordered and with a support memorandum 6 to 8 weeks before the convention.

8.13.5.3. HQ AFRS/RSM will schedule special support (displays, award presentations, etc.) as coordinated with convention officials and provide displays, promotional items, and literature to the squadron. Squadrons can verify if support materials for a specific convention were shipped by contacting HQ AFRS/RSM.

8.13.5.4. The squadron RSOM will provide exhibit display items as requested by HQ AFRS/RSM and ensure personnel are available to assemble and disassemble exhibit displays. In addition, the squadron RSOM will coordinate with the responsible flight to ensure adequate personnel are on hand to staff the booth during all exhibit hours. Refer to paragraph 8.32. for procedures on providing feedback to AFRS on convention support.

8.13.6. **Public Speeches.** AFRS members are encouraged to look for speaking opportunities. They should speak to influential civilian groups at every opportunity to introduce and maintain Air Force awareness. For large events where a senior officer (O-6) or chief master sergeant would be appropriate, contact the host base public affairs office for assistance or guidance on obtaining a speaker. If a general officer speaker is being hosted, notify HQ AFRS/PA who, in turn, will notify the AFRS Commander.

#### 8.13.7. **Invitations to Distinguished Visitors:**

8.13.7.1. Coordinate requests for distinguished visitors for AFRS group commanders and above through the squadron public affairs NCO to the squadron commander. Prepare letters to members of Congress according to AFI 90-401, *Air Force Relations with Congress*, and AETCI 90-402, *AETC Relations with Congress*.

8.13.7.2. Keep the AFRS Commander aware of field activities, particularly those involving distinguished visitors. Inform HQ AFRS/PA when inviting or learning of the possibility of a visit by a general officer or SES-1 and above. By the most expedient means available, provide the full name and duty title of the visitor, his or her estimated arrival and departure dates, and the purpose of the visit.

#### 8.13.8. **AFRS-Sponsored Tours:**

8.13.8.1. The AFRS Commander will annually determine scope of the national tour program. Distinguished educator tours are normally conducted at Randolph and Lackland AFBs between January and March. Each tour will consist of approximately 35 to 38 high school educators, counselors, and administrators.

8.13.8.2. The group commander will appoint a lead squadron to coordinate with HQ AFRS/PA and provide the escort during the tour.

8.13.8.3. Recruiters will nominate educators through their squadron marketing section. Squadrons will select attendees from these nominations and forward the names to HQ AFRS/PA, who will select primary attendees from the nominations.

8.13.8.4. Tour procedures are outlined in the Distinguished Educator Tour Guide published by HQ AFRS/PA. Following the tours, squadron commanders will contact participants to invite them to participate in a COI event. This should take place within 30 days after the educators return to their respective schools.

8.13.8.5. Tours of local area Air Force bases or medical facilities afford potential applicants an opportunity to see the Air Force in action. Recruiters will coordinate local tours with the squadron RSM, OA flight (if appropriate), and host base public affairs office.

### ***Section 8D—Civilian Awards and Certificates***

#### **8.14. Overview:**

8.14.1. The purpose of the civilian awards program is to recognize people for their contributions to the recruiting mission. These awards are presented to the local community and approved and awarded by the appropriate level, based on the amount of support given to recruiting. The program is based on support gained through personal contact between a recruiter and the community.

8.14.2. HQ AFRS/RSM and PA will provide oversight for and production recruiters take the lead on establishing and maintaining productive community contacts. Recruiters spend valuable time working with and cultivating cooperative members of the community, from media outlets to school officials. The awards and certificates outlined in paragraphs 8.15. through 8.25. recognize those individuals and organizations for assistance in the recruiting effort:

#### **8.15. American Spirit Award:**

8.15.1. This award is the highest form of recognition for contributions to the recruiting mission. It is presented to a civilian or civilian organization for consistent national support and exhibition of patriotism and service to country. Each group may submit one nomination to HQ AFRS/PA 28 February and 31 August of each year, on AF IMT 1206, *Nomination for Award*, using a single-page narrative.

8.15.2. The group commander will solicit nominations from each squadron. He or she will select the nomination HQ AFRS/PA will forward to an AFRS selection board that makes a recommendation to the AFRS/CC. When possible, the AFRS/CC will present the American Spirit Award. When he or she cannot present the award, a designated AFRS representative will be appointed.

#### **8.16. Air Force Recruiting Service Commander's Award:**

8.16.1. This award is presented annually to a civilian or civilian organization whose local or regional support of recruiting efforts and patriotism has been of major importance over an extended period of time. The award is also presented to deserving members of national youth organizations who have demonstrated outstanding support of the American way of life.



8.16.2. Squadrons will submit nominations to their group commander. The group commander is the final approval authority for this award, and he or she establishes all suspense dates and format.

### **8.17. Air Force Public Service Award:**

8.17.1. This award is presented to a civilian or civilian organization (normally a member of the media) who has provided important support to the AFRS mission. Recipients must have previously been awarded an Air Force Recruiting Salutes Award plaque (paragraph 8.18.). An F-22 or other currently available model airplane is a prestigious public service award and should be presented to a television station, radio station, or other media outlet with a long-term, sustained record of public service support to the Air Force.

8.17.2. Nominations will originate at the recruiter level or higher and be forwarded to HQ AFRS/RSM by the squadron RSM for approval. Include dates of all previous awards presented and a brief justification in bullet format NLT 45 days before the desired presentation date.

**8.18. Air Force Recruiting Salutes Award.** This award is a plaque presented to a civilian or civilian organization who has provided important support to the AFRS mission. Recipients must have previously been awarded a Certificate of Appreciation and an Honorary Recruiter Certificate. The approving authority may consider exceptions on a case-by-case basis. Nominations will originate at the recruiter level or higher. The squadron commander or a designated representative will approve these nominations. The squadron RSOM will order plaques from HQ AFRS/PA annually.

**8.19. We Are All Recruiters (WEAR) Program Recognition.** Each group commander will select one commander's award plaque quarterly in support of the WEAR Program. This is not a civilian award, but it is presented to a wing or base for outstanding WEAR Program support. Group commanders will submit nominations to HQ AFRS/PA at the end of each fiscal quarter for the CSAF-level WEAR award. HQ AFRS/PA will generate the CSAF-level WEAR plaque.

**8.20. AFRS Form 1334, *Recruiting Service Honorary Recruiter Award.*** This prestigious award is for individuals (including DoD civilian and military personnel and organizations) who have contributed significantly to the accomplishment of the AFRS mission. Nominations will originate at the recruiter level or higher, with the next level as the approval authority. For example, if the nomination is submitted by a recruiter, the flight chief will approve and present the award. If the nomination is submitted at squadron level, the commander will approve and present the award. The approving authority will sign the AFRS Form 1334. (The form will be ordered through online publishing channels by the authorized squadron information management NCO.)

**8.21. AFRS Form 1333, *Air Force Recruiting Service Certificate of Appreciation.*** This award is presented to an individual or organization (including DoD civilian and military personnel and organizations) who has assisted and supported the recruiting mission. Nominations will originate and be approved at the nomination level. For example, whoever originates the award (such as a recruiter) may approve, sign, and present the award. (The form will be ordered through online publishing channels by the authorized squadron information management NCO.)

### **8.22. DELETED.**

8.22.1. DELETED.



### 8.22.2. DELETED.

**8.23. AFRS Form 1703, *Recruiting Service Mathematics and Science Award*.** This award is used to recognize significant achievements by high school students. The high school staff should determine the categories and recipients of the award. The recruiter is the approving authority and will sign and present the award. (Order the form through online publishing channels by the authorized squadron information management NCO.)

**8.24. AFRS Form 1354, *Air Force Recruiting Certificate of Recognition*.** This certificate is used to recognize significant achievements by high school students in categories other than math and science. The high school staff should determine the categories and recipients of the award. The recruiter is approving authority and will sign and present the award. (Squadron marketing will order and request forms through HQ AFRS/PA.

**8.25. AFRS Form 1350, *Community College of the Air Force Certificate of Acceptance*.** This certificate is used to recognize individuals who have fulfilled the requirements for enlistment into the US Air Force and entered the Delayed Entry Program (DEP). The certificate indicates acceptance into the Community College of the Air Force to pursue an Associate in Applied Science degree. (Order the form through HQ AFRS/PA.

### **8.26. Administrative Requirements for Plaques and Certificates:**

8.26.1. Unless otherwise specified, in June each squadron will submit requests for its annual allocation of Air Force Public Service Award and Air Force Recruiting Salutes Award plaques to HQ AFRS/PA. Based on the requested allocation, HQ AFRS/PA will order plaques from the contract vendor.

8.26.2. Air Force Public Service Award plaques are available in print media, television media, and radio media styles. Air Force Recruiting Salutes Award plaques are available in three styles: a generic salute plaque suitable for presentation to any individual or organization, a health professions salute, and an outstanding student salute. Plaques are shipped directly from the vendor to squadrons to arrive before the start of the following FY. On receipt of the plaques, squadron marketing will examine the shipments for damage, etc., and immediately notify HQ AFRS/PA of delivery.

8.26.3. Older versions of some certificates and plaques may still exist in some offices and may be used. In cases where previous editions of the honorary recruiter, certificate of appreciation, and math and science certificate call for the commander's signature, forward these certificates through the RSM for the commander's signature.

8.26.4. In flights where laser printers are available, the recruiter or flight secretary will print the awards. In squadrons where laser printers are not available, send the request to squadron information management personnel who will print the award and return it to the requester (with the appropriate signatures when necessary).

8.26.5. The nominator is responsible for ensuring nominees have not received an award within 6 months. He or she must also ensure the information for the award nomination is not collected directly from prospective recipients unless a Privacy Act statement is provided. Information from newspapers and other public sources may be used without Privacy Act statement. The squadron awards request letter must be maintained in the file plan at the recruiting office to help determine the length of time since the last award. An appropriate presentation ceremony should be conducted for all awards pre-

sented. Squadron marketing personnel will arrange for a presentation ceremony and publicity for the Recruiting Service Commander's Award and the American Spirit Award. They may also make arrangements for all other awards, as appropriate.

### ***Section 8E—Direct Marketing Program***

**8.27. National Direct Mail.** Direct mail will provide the recruiter with leads using products with mail-back mechanisms distributed through the US Postal Service. HQ AFRS/RSM will produce direct mail materials and conduct the national direct mail campaigns when funds are available and production needs require it.

**8.28. Mailing Lists.** Recruiters will obtain mailing lists for sending out RGM.

**8.29. Lead Management.** Leads generated by direct mail campaigns are considered Priority 1 leads.

### ***Section 8F—Collateral Materials Program***

**8.30. Types of Materials.** Collateral materials include brochures, fact folders, direct mail products, posters, and sales promotion items. As a rule, collateral materials have a 5-year shelf life. Squadrons will ensure the products in their possession are current. Minor pen-and-ink changes are acceptable and may be used as effective sales tools to show an improvement in a feature or benefit (for example, to correct Montgomery GI Bill values, etc.).

#### **8.31. Requisition and Distribution:**

**8.31.1. Recruiter Account Numbers (RAN).** Most collateral materials are distributed through the Air Force Publication Distribution Center (AFPDC). RAN accounts will be established with AFPDC to provide shipping addresses and contact information for distribution locations. These accounts have been established for all squadrons. (Flight office accounts may also be created if requested by squadron marketing). Requests for new accounts or changes to existing ones will be coordinated through HQ AFRS/RSMSP.

**8.31.2. Advertising Material Projected Availability Report (AMPAR).** HQ AFRS/RSMSP will send an AMPAR to each squadron marketing flight monthly. The AMPAR will identify new projects available for distribution from AFPDC as well as the remaining inventory of previously released projects. Squadron marketing personnel will submit requests via e-mail to HQ AFRS/RSMSP who will then place orders with AFPDC.

**8.31.3. Shipments and Order Tracking.** AFPDC delivers products via contract carrier. The receiving squadron flight is notified of incoming shipments and tracking information and is responsible for unloading trucks when necessary. Squadrons will report all shipment discrepancies to HQ AFRS/RSMSP.

**8.31.4. Open Stock Projects.** HQ AFRS/RSM will determine when a project will be designated as an open-stock project at AFPDC. All projects placed in open stock will be identified on the HQ AFRS/RSMSP AMPAR.

8.31.5. **RAN Tracking Summary.** This online system has an ID number and ordering date. A copy will be made and faxed to the squadron marketing office. Squadron marketing personnel can track any shipment by using the information on their copies.

8.31.6. **Sales Promotional Items (SPI):**

8.31.6.1. SPIs will be ordered quarterly by authorized squadron personnel, using the National Institute for the Blind (NIB) database. When ordering SPIs, squadrons must ensure they consider airshows and other special events projected in their area so they order appropriate items and quantities to support these events. Squadrons may use portions of their marketing budgets to purchase locally produced SPIs. The squadron commanders is the approval authority for these SPIs.

8.31.6.2. Squadrons will follow the two steps below to request that an SPI be developed: (**Note:** Documentation for all locally produced SPIs will be kept on file for at least 2 years from the date of purchase.)

8.31.6.2.1. **Step 1.** Provide the following information to the squadron RSM: the costs and how many SPI to be produced, sample or prototype of the SPIs, how the SPI will be used, the target audience, and specifications for the product.

8.31.6.2.2. **Step 2.** Send one copy of the item to HQ AFRS/RSMAE for evaluation of possible national production.

**8.32. Evaluating Advertising Materials.** Field feedback regarding the quality and content of any product produced by AFRS/RSM, the advertising agency, or the NIB is encouraged and may be accomplished in one of two ways:

8.32.1. Recruiters should use AFRS Form 1381, *Evaluation of Recruiting Advertising Materials*, via <http://www.e-publishing.af.mil>, to determine the effectiveness and quality of advertising materials (literature, posters, SPIs, etc.). These forms provide important feedback to HQ AFRS/RSMA on field reaction to or effectiveness of literature or SPIs.

8.32.2. Positive and negative feedback may also be channeled to HQ AFRS/RSM through members of the National Advertising Council.

**8.33. Recruiting Service Product Summary.** This document contains project sheets for every advertising project scheduled during the fiscal year, and it is provided annually to squadrons by HQ AFRS/RSMA. Changes to projects are provided as needed.

***Section 8G—Public Affairs Programs and Procedures***

**8.34. Recruiter Magazine.** HQ AFRS/PA publishes the *Recruiter* magazine to provide commanders an internal information and management tool and to recognize accomplishments of AFRS personnel and their families. Squadron marketing should submit articles and photographs of newsworthy unit events. The monthly deadline for submitting articles to the editor is the fifth of the month preceding publication. Squadron marketing personnel must ensure the squadron commander has approved all news releases before sending them to HQ AFRS/PA.

**8.35. New Airman Magazine:**

8.35.1. HQ AFRS/PA publishes a monthly *New Airman* magazine in conjunction with AFNEWS. *New Airman* is a special reprint of the Air Force's flagship publication, *Airman* magazine, with a DEP News insert. The purpose of *New Airman* is to help keep DEP members energized about their decision to enlist.

8.35.2. The *New Airman* is mailed directly to the home of each DEP member. Like advertising literature, *New Airman* is distributed via RAN down to the flight chief level. Annually (in the fall) and whenever a flight office relocates, squadron marketing or public affairs NCOs should verify mailing addresses and numerical *New Airman* magazine requirements for each RAN. They will provide updates to HQ AFRS/PAI and to each flight for distribution to recruiters.

### **8.36. Hometown News Release Program:**

8.36.1. Squadron marketing will provide AFRS personnel the opportunity to complete DD Form 2266, *Information for Hometown News Release*, for individual newsworthy accomplishments. Group commanders will appoint a person to monitor this recognition program for group headquarters personnel. This monitor will submit hometown news releases to the host base public affairs office for release. The host base public affairs office, not the group, will maintain a log.

8.36.2. Squadron marketing personnel will ensure DD Form 2266 meets the specifications of AFI 35-101. Enter the squadron address in the block titled "For Releasing Public Affairs Office Use Only" and the appropriate squadron code in the PAO Code block. Each squadron marketing flight will maintain a log of hometown news releases submitted, to include the name, SSN, date sent, and story subject. Submit completed DD Forms 2266 to the Air Force News Service (AFNEWS/HN, Kelly AFB TX 78241-6105) to arrive within 60 days of the date in block 9 (Event).

8.36.3. Recruiters will offer each person entering DEP the opportunity to have a news release accomplished via DD Form 2266. This offer will be documented in the applicant's PIR. If an individual declines, the recruiter will annotate this decision in the applicant's PIR. When the person actually enters AD, another news release will be encouraged.

**8.37. Distributing News Releases.** The squadron RSOM will maintain a log of submitted news releases. If the requirement to accomplish DEP or EAD news releases is delegated to flight or program level, the requirement to maintain the log is also delegated. The log will include the release number (year, month, and number of the release for the month indicated), subject, number of photos, date released, and name of the media outlets to which the release was sent. The log will be a permanent part of the news release files.

**8.38. Master Distribution List.** Squadron marketing flight personnel will maintain a current master distribution list of all news media (daily and weekly newspapers, college and high school papers, and radio and TV stations) in their geographical areas with a cross-reference to the nearest recruiting office. This list will serve as a helpful reference and training aid.

**8.39. Biographies.** AFRS groups and squadrons will prepare biographies on commanders, superintendents, and first sergeants. They will submit the biographies to HQ AFRS/PA within 30 days of a new commander's assumption of command or the arrival of a new superintendent or first sergeant. A revised biography will be submitted when significant changes occur (promotion, decorations, etc.).

**8.40. Authority To Release Information.** The squadron commander has the authority to release information for matters within the squadron. For routine matters, he or she may delegate this authority to the public affairs NCO. All other AFRS personnel will obtain guidance and clearance from squadron marketing personnel before releasing information to the media. Squadron news releases intended for local release do not require HQ AFRS/PA coordination unless they are also being submitted to AFNEWS for possible publication on Air Force Link.

**8.41. Freedom of Information Requests.** Immediately forward public requests for information under the Freedom of Information Act through channels to the information management section, HQ AFRS/RSI. The Director and the Deputy, Communications and Information (HQ AETC/SC), are the designated denial authorities (DoD 5400.7-R/AF Sup, *DoD Freedom of Information Act Program*).

**8.42. Answering News Queries:**

8.42.1. Information that is sensitive in nature, deals with matters other than strictly local policy, or might be publicized beyond the local area must be cleared through channels with HQ AFRS/PA before release. Use AF IMT 39, *Response to Query*, to record public inquiries and higher headquarters coordination.

8.42.2. AFI 35-101 provides detailed guidance on responding to queries. If the news media query is of regional or national concern (that is, beyond the local area) or is from a member of the national media, contact HQ AFRS/PA for guidance.

8.42.3. Using the media memo format, report all media queries to HQ AFRS/PA in a daily summary. The media memo format includes the name of the media outlet, name of the reporter, interview and query subject, brief one- or two-line synopsis, projected publication or air date, and whether coverage is expected to be positive, balanced or negative.

**8.43. Publicity on Visits by the AFRS Commander, AFRS Vice Commander, Other Senior Officers, and HQ AFRS/CCC.** When the AFRS Commander, Vice Commander, or CCC is scheduled to visit a local unit, plan media activities to enhance recruiting activities with the prior coordination of HQ AFRS/PA. Also coordinate with HQ AFRS/PA to determine appropriate media activity for other senior officer visitors. Forward all press, Internet, and video clippings to HQ AFRS/PA in a daily summary using the media memo format (paragraph 8.42.3.).

***Section 8H—We Are All Recruiters (WEAR) Program***

**8.44. Overview.** HQ AFRS/PA oversees the WEAR program. This program is designed to augment recruiter resources by developing a sense of commitment in every Air Force member that he or she has a stake in the recruiting mission; enhancing recruiter access to high schools and college campuses; and enhancing the quality of recruits and their awareness of Air Force opportunities. Each squadron should provide HQ AFRS/PA with the name of the squadron WEAR POC who will act as a liaison between supporting base WEAR POCs and local recruiters. Consider local retirees in awareness efforts.

**8.45. Role Models:**

8.45.1. Role models are AD spokespersons of all grades and AFSCs who volunteer to assist recruiters, visit high schools, and talk with students and community leaders about their Air Force experi-

ences. They may also help recruiters conduct base tours for prospective applicants, parents, and educators.

8.45.2. The owning commander must approve the role model's participation. Permissive TDY for participation in the role model program is covered in AFI 36-3003. Squadrons may provide TDY funding for role model speakers from supporting bases. Role model visits using squadron fund cites should carry emergency and special program (ESP) code "VR" on TDY orders. Direct funding questions to HQ AFRS/FM through the squadron finance NCO.

#### **8.46. General Officer Visits in Support of Recruiting:**

8.46.1. Senior officers are often afforded access to schools and colleges where recruiters are unwelcome. The purpose of general officer visits is to leverage recruiter access to schools and speak with school and community leaders, students, JROTC and ROTC detachments, Civil Air Patrol members, youth organizations, community groups, and the media. General officers may also perform swear-ins for DEP members and participate in sporting events and other high impact awareness activities.

8.46.2. When contacted by a general officer's staff, squadron commanders will appoint a local recruiter POC to suggest speaking venues and arrange visit details. Squadrons commanders may also request general officer participation at school and awareness events in their zones. Recruiters should accompany general officers during visits and provide them with such information as location, audience size, assessment of local attitudes and recruiting environment, and school-access challenges.

8.46.3. Provide itineraries in advance to HQ AFRS/PA (Fax (210) 652-6397 and DSN 487-6397). Within two duty days following a visit, forward an afteraction report to HQ AFRS/PA to highlight visit activities, results, and lessons learned. Squadron commanders will coordinate on this report.

8.46.4. Visits by the AETC Commander or Vice Commander will be worked by the local AFRS squadron commander and recruiter directly with a member of the AETC Commander's Action Group (HQ AETC/CCX) at (210) 652-5844 or DSN 487-5844.

**8.47. Retirees.** Air Force retirees are often civic leaders in their own right and will often volunteer to assist recruiters by speaking to influencers in the community.

## Chapter 9

### PROCESSING PROCEDURES FOR PS, RES RES, AND BROKEN SERVICE REENLISTMENT PROGRAM (BSRP)

**9.1. Basic Eligibility.** The applicant must meet all eligibility requirements identified in this instruction and be qualified in accordance with [Table 1.1.](#), [Table 9.1.](#), [Table 9.2.](#), and [Attachment 3](#). Question the applicant to determine whether he or she meets any of the conditions in [Table 1.1](#). If so, tactfully dismiss him or her. Refer to [Chapter 4](#) for EEDs and waivers for applicable disqualifying conditions.

#### 9.2. Substantiation of Eligibility Requirements:

9.2.1. The burden of proof for eligibility requirements is on the applicant regarding his or her age, name, citizenship, education, dependency, and PS or reserve component status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency.

9.2.2. Recruiters will refer to [Table 9.1](#) for required documents and [Table 9.2](#) for specific conditional release information. They will send copies of authenticated documents to squadron operations for validation. LNCOs and squadron operations will use these documents to verify eligibility. Make every effort to return surrendered personal documents to applicants when their purpose has been served. Document these efforts in AFRISS.

**Table 9.1. Verification of PS.**

R U L E	A	B	C	D
	If applicant was	And	then the following documents are required	Notes
1	separated from any regular component	had no subsequent active reserve service	DD Form 214 or 215 (undeleted).	1 thru 7
2		has active reserve service or is holding IRR status completing his or her MSO	DD Form 214 or 215 (undeleted), DD Form 368 (with expiration date), and AF Form 526 <i>or</i> MilPDS SURF report if serving in AFRC or ANG. Sister service reserve component members must have a statement of service or point summary validating AD credit.	1 thru 9
3		has active reserve service and was separated	DD Form 214 or 215 (undeleted), statement of service, AF Form 526 if served in AFRC or ANG, discharge orders (AFRC members only), and NGB Form 22 (ANG members only).	1 thru 7, 9, and 10

R U L E	A	B	C	D
	If applicant was	And	then the following documents are required	Notes
4	never in a regular component, but has AD with US reserve forces	is still serving or is holding IRR status (under MSO)	DD Form 368 (with expiration date), DD Form 214, and AF Form 526 if serving in AFRC or ANG. Sister service reserve component members must have a statement of service or point summary validating AD credit.	1 thru 9
5	was separated		Statement of service, discharge orders (AFRC members only), NGB Form 22 (ANG members only), and DD Form 214.	1 thru 10

**NOTES:**

1. Each document must be an original or a certified true copy of the original by issuing agency. It must include the last period of AD and/or reserve service. If the applicant does not have required documents, they may be obtained from the appropriate military records center. Recruiters will provide applicants with SF 180, *Request Pertaining to Military Records*, and request that applicants authorize the military records center to release the military records to the recruiter. (The request must specify the information desired; that is, an undeleted copy of DD Form 214 containing the RE code and separation designator, separation program number or the SPD, and a narrative reason for separation.) An applicant's Copy 4 of DD Form 214 is authorized for verification purposes. An undeleted DD Form 214 must accompany all requests for waivers and EDs.
2. If reassigned to the AFRC or ARPC Nonaffiliated Reserve Section, but still in inactive ready reserve (IRR), status, a copy of documents may be obtained from ARPC/DPFC, Denver CO 80280-5000.
3. See **Attachment 10** for instructions on obtaining PS records on applicants who have been discharged from any branch of AD or reserves.
4. The state adjutant general of the appropriate state for ANG personnel must sign appropriate documents.
5. All other requests should be sent to the address on the back of the SF 180.
- 6 In some instances, such as reservists performing initial AD for training and members of the Coast Guard, a DD Form 214 is not furnished. In these cases, a statement of service from the respective component is required. Contact HQ AFRS/RSOPA for unusual circumstances.
7. If the applicant's record contains unfavorable information that he or she disputes, the applicant may submit a DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*. (This form is prescribed in 10 U.S.Code 1552. Refer to that directive for guidance on filling out the form.)
8. The applicant's DD Form 368 (with expiration date) or a conditional release memorandum with the unit commander's signature recommending enlistment or appointment is required. The applicant must have his or her MPF or sister-service equivalent verify there are "no adverse personnel or disciplinary actions pending on the applicant." The name, grade, title, signature, and telephone number of the individual validating this information will be placed on the DD Form 368 along with the expiration date.



9. AF Form 526 is required only when needed to adjust the DOS or age.
10. When requesting a statement of service, the applicant should also request the narrative reason for separation, primary specialty code, and grade held at time of separation. NGB Form 22 (undeleted) may be used to verify service for the pay and grade in which separated and the reason for separation if it is in a narrative form.

**Table 9.2. Conditional Release or Resignation From a Reserve Component.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If applicant is</b>	<b>then request for conditional release or resignation is submitted by applicant</b>	<b>to the release agency</b>	<b>Notes</b>
<b>1</b>	a member of any US Army Reserve (USAR) component	through reserve channels	HQ US Army Reserve Command, ATTN: AFRC-PRR-OM, 3800 N. Campcreek Parkway S.W., Atlanta GA 30331-5099.	1, 2, 3
<b>2</b>	assigned to a control group (inactive USAR) (IRR)	NA	NA	4
<b>3</b>	an Army National Guard of the United States (ARNGUS) officer	through guard channels	state adjutant general.	1, 2, 3
<b>4</b>	an enlisted member of ARNGUS	Directly	unit commander.	1, 2
<b>5</b>	a Navy officer in an active or inactive reserve status	through Commander, Bureau of Naval Personnel, ATTN: PERS 911, Dept of the Navy, Washington DC 20370-5910	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 25, New Orleans LA 70149-7800.	
<b>6</b>	a Navy enlisted member, regardless of status	via DD Form 368 (with expiration date)	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 40, New Orleans LA 70149-7800.	
<b>7</b>	a Marine Corps officer in an active reserve status	through the unit and appropriate chain of command	Director, Marine Corps, Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207.	
<b>8</b>	a Marine Corps officer in an inactive reserve status	Directly		

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If applicant is</b>	<b>then request for conditional release or resignation is submitted by applicant</b>	<b>to the release agency</b>	<b>Notes</b>
<b>9</b>	a Marine Corps enlisted member in an inactive reserve status	via DD Form 368 (with expiration date)	Commandant, Marine Corps, ATTN: MMSR-5, Washington DC 20380-1775.	
<b>10</b>	a Marine Corps enlisted member in an active reserve status	NA	unit commander.	1, 2, 5
<b>11</b>	assigned reserve status with the USPHS	through appropriate administrative channels	Division of Commissioned Personnel, 5600 Fisher's Lane, Room 4-35, Rockville MD 20857-0002.	1, 2
<b>12</b>	an Air Force officer in the AFRC or ANG, active or inactive	DD Form 368 (with expiration date)	local unit commander.	4
<b>13</b>	an enlisted nonunit member in the IRR	NA	HQ ARPC/DPPS, 6760 E. Irvington Place, #1700, Denver CO 80280-1700, or via fax at DSN 926-6979 or commercial at (303) 676-6979 (72-hour turnaround). If you have questions, call DSN 926-6326/62 or 1-800-525-0102, ext. 71261.	6
<b>14</b>	an enlisted member in the AFRC or ANG, active and on pay status	via DD Form 368 (with expiration date)	local unit commander.	3

**NOTES:**

1. A commissioned officer or warrant officer must initiate a letter requesting a conditional release or resignation through his or her reserve unit to be forwarded through the appropriate reserve channels. DD Form 368 (with expiration date) will be used for enlisted personnel and both officer and enlisted in any status with the Naval Reserve. The approved conditional release must be sent to HQ AFRS/RSOC.
2. If determination is pending at the time the application is mailed to HQ AFRS/RSOC, submit a copy of the original request and initial unit endorsement.
3. Ensure the recommendation for approval from the unit clearly states that all ADT requirements have been satisfactorily performed.

4. Flight management will ensure a copy of AF IMT 133, DD Form 368 (with expiration date) (bottom certification signed), oath of office (military personnel), and EAD orders are sent to the losing agency.
5. Unit commanders (or commanding officers) may either issue the release or forward the request to the Director, Marine Corps Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207. In turn, the director may either issue the release or forward the request to the Commandant, Marine Corps, ATTN: MSSR-5, Washington DC 20380-1775, for a final determination.
6. A copy of the applicant's orders will be mailed or faxed to HQ ARPC/DPPS on the EAD date.

**Table 9.3. Verification of PS With DMDC.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the interservice reenlistment (IRE) code is</b>	<b>then applicant may</b>	<b>Notes</b>
<b>1</b>	1 or 2	enlist, if otherwise qualified.	1, 2
<b>2</b>	other than 1, 2, or "not on file"	not enlist.	1, 2, 3, 4, 5

**NOTES:**

- Squadron operations will validate the IRE (a one-digit extract of the two-character RE code submitted by the respective service) and the interservice separation code (ISC) (a direct conversion from the separation program designator [SPD] code provided by the respective service) from DMDC and qualify applicants according to this table. The applicant's RE and SPD will be verified from his or her undeleted DD Form 214 and DMDC check. ASVAB scores and test ID on applicants will also be verified, when available, by squadron operations and given to the LNCO. If there are any discrepancies between the DMDC check and the applicant's DD Form 214, an EED must be completed by the squadron commander. If a conflict exists in any of the previous service data verification sources, refer to **Chapter 4, Table 4.3**. If an EED or waiver is required, the IRE and ISC must be included in the waiver request. Refer to **Chapter 4** for waiver procedures. Applicants with ISCs of 60 through 87, inclusively, are ineligible. ISC 87 will be considered on a case-by-case basis.
- Applicants in an active reserve or guard component who have never served in a regular component, will not be on file with DMDC. These applicants do not require an EED.
- A waiver may be applicable for persons who have certain types of discharges (existed prior to service (EPTS), hardship, dependency, nonfulfillment of contract, etc.). However, a discharge must not have been due to punitive or administrative actions that involve defective character traits, unsuitability, or nonperformance of duty. Recruiting squadrons will evaluate all factors, using the whole-person concept, and forward applicant waiver requests to HQ AFRS/RSOP for those who are otherwise fully qualified for enlistment. **Note:** HQ AETC/SGP-approved physical examination are not required except for EPTS discharges for physical reasons other than pregnancy. Refer to **Chapter 4** for waiver procedures.
- Previous service or PS applicants who last served in the Air Force and whose DD Form 214 shows an RE code of 2 (with or without suffix) are ineligible. In addition, previous service Air Force applicants with an RE code of 2I issued from 1982 through 1987 who gained US citizenship may request an ED for enlistment consideration.

5. If the previous branch of service was not Air Force and the applicant does not have an undeleted DD Form 214 or 215, obtain an undeleted copy of DD Form 214 or 215. (See [Table 9.1](#), Note 3). Be specific in the request. Ask for the DD Form 214 or 215, specific reason for separation, RE code, and any additional information needed. On receipt of the documents, verify the data with DMDC. Previous service Air Force applicants do not need an undeleted DD Form 214 if their separation data can be verified from DMDC. However, a deleted copy of DD Form 214 is still required. If the DMDC check indicated IRE 5, 9, 0, or “not in file,” incorrect information may have been provided. Validate the SSN, date of service, and Service branch, and then make an additional DMDC check. If the additional DMDC check remains IRE 5, 9, or 0 or “not in file,” refer to [Chapter 4](#).

**9.3. Place of Enlistment.** The place of enlistment is at the MEPS through AFRS. Overseas enlistment is not authorized except where both MEPS processing and AFRS support are available. Send requests for exceptions through the group to HQ AFRS/RSOPA.

**9.4. Definitions and Processing Procedures (Previous Service, Res Res, NDT, PS, and BSRP Applicants).** See the specific procedures for processing previous service (paragraph [9.5](#)), Res Res (paragraph [9.6](#)), NDT (paragraph [9.7](#)), PS (paragraph [9.8](#)), and BSRP (paragraph [9.9](#)) applicants. **Note:** Res Res, NDT, PS, and BSRP programs will be implemented at the discretion of HQ USAF/DPLAA.

**9.5. Previous Service:**

- 9.5.1. If active, this program applies to applicants for enlistment in the RegAF who are credited with less than 24 months TAFMS in the Armed Forces. (For classification and tracking purposes, these applicants are classified under NPS.)
- 9.5.2. Individuals who have accessed to a reserve component (reserve or guard), have not gone to basic training or skills training, and have attended “*paid*” training days (verified on the point summary). This applies to applicants who have been discharged.
- 9.5.3. Individuals separated as service academy cadets or disenrolled from ROTC who were on ADT or received pay for reserve component drill.
- 9.5.4. Reservists whose TAFMS consists of ADT.
- 9.5.5. Individuals who have AD time, but do not meet the PS criteria.

**9.6. Res Res:**

- 9.6.1. If active, this program applies to applicants for enlistment in the RegAF who are current members in active or inactive status (no pay, no drill) of the ANG or AFRC. Applicants in this status do not have prior RegAF active service other than for ARC training purposes and maintaining a qualifying AFSC.
- 9.6.2. ARC members with 24 months TAFMS or more (regardless of regular or reserve component) are considered PS for processing purposes.
- 9.6.3. Res Res applicants must meet the same eligibility requirements as NPS applicants. However, individuals enlisting in a previously awarded AFSC (holding 3, 5, or 7 skill-level AFSC status in an ARC) listed on the prior service required skills list (PSRL) do not have to meet current aptitude (mechanical, administrative, general, electronic) score requirements.

9.6.4. Current ASVAB AFQT score requirements must still be met. Qualified members of sister service reserve components who have completed an Air Force 3 skill-level basic technical training course for their MOS conversion AFSC within the last 2 years and otherwise meet the definition of a Res Res indicated in paragraph 9.6.3. will have an ETP processed through the chain of command to HQ USAF/DPLAA for a Res Res accession approval via AFRISS. An example of this would be an Army, Navy, or Marine Corps reserve member who successfully completed Air Force 3P031 Security Forces Apprentice training and is currently working in this skill in his or her reserve component.

**9.7. NDT.** If active, this program applies to an applicant for enlistment in the RegAF who has successfully completed BMT with any branch of service, is going to attend an Air Force technical training course, has less than 24 months of TAFMS, has been separated for less than 6 years, and is otherwise qualified for the NPS program.

**9.8. PS.** If active, this program applies to any applicant who has 24 months of TAFMS or more without regard to regular component or continuous service. HQ USAF/DPLAA is the publishing authority of the PSRL. HQ AFRS/RSOPB will post the most current PSRL as a PGM and will notify HQ AFRS/RSO of the new list.

**9.9. BSRP.** The objective of the BSRP is to supplement the Career Airmen Reenlistment Reservation System program by giving former RegAF first-term Airmen who have been separated less than 12 months (from projected EAD) to reenlist without any MEPS processing. However, accession credit will be given for reenlisting them onto AD. Application for the BSRP may be made with any AD recruiter.

9.9.1. An applicant for the BSRP must:

9.9.1.1. Be a former RegAF first-term Airman who was serving in the grade of Senior Airman or higher at time of discharge or separation and whose break in AD does not exceed 12 months since discharge or separation. The 12-month period begins on the day following the date of discharge or separation and ends with the day of the month 12 months later that corresponds with the date of discharge or separation. For example, for an applicant who was discharged on 9 December to be eligible for reenlistment under the BSRP, he or she must reenlist on or before 9 December of the following year.

9.9.1.2. Be eligible for immediate reenlistment. An applicant's RE status code at time of discharge or separation may be verified from the member's copy of the DD Form 214 and must be equal to RE 1J or 1R.

9.9.1.3. Not have received disability compensation and had no change in medical status since discharge or separation. **Note:** The applicant's previous medical clearance for discharge or separation attests to the physical eligibility because less than 12 months have elapsed from discharge date or separation from the Air Force.

9.9.1.4. Reenlist in the previously awarded AFSC at the 5 skill-level (3 skill-level where no 5 skill-level is authorized) possessed at the time of discharge or separation and that AFSC is on the current PSRL.

9.9.1.5. Have completed 36 consecutive months TAFMS on his or her first RegAF enlistment as a 4-year enlistee or 60 consecutive months TAFMS as a 6-year enlistee.

9.9.2. If the applicant referenced above has joined a reserve component since discharge or separation, he or she must obtain a DD Form 368 (with expiration date) or a discharge from the reserve component to which he or she is assigned before application can be made for the BSRP.

9.9.3. If the applicant's RE code is other than 1J or 1R or his or her physical or moral status (except minor traffic offenses) has changed since discharge or separation from AD or AFSC is not on the PSRL, he or she is not eligible for the BSRP. The applicant must apply through the normal PS program.

9.9.4. If any type of waiver or ETP is required, the applicant is not eligible for BSRP.

9.9.5. If the applicant's financial status has not changed (filed bankruptcy, defaulted on loan, acquired new debt, etc.) since discharge or separation, a credit check is not required. If his or her status has changed, a credit check is required. If an FED is required, the applicant is not eligible for BSRP.

9.9.6. The recruiter will:

9.9.6.1. Complete a personnel interview record in AFRISS, AF IMT 2030, and DD Form 2807-2. When completing the DD Form 2807-2, use only the information since the separation or discharge physical.

9.9.6.2. Advise the applicant his or her reenlistment grade under the BSRP will be the same grade held at time of discharge or separation from AD.

9.9.6.3. Have the applicant list a minimum of five bases of preference.

9.9.6.4. Have an applicant who denies any change in his or her physical, moral, or financial status sign and date the following statement: *"This is to certify that during the period since my discharge or separation from the Regular Air Force, I have had no criminal or traffic offenses (other than minor traffic violations) or changes to my physical, dependency, use of illegal drugs, or financial status."* Keep the original copy of this statement in the recruiting office and send a copy to squadron operations.

9.9.6.5. Send the applicant's AFRISS file with assignment preferences listed in the "Application Remarks," a copy of the applicant's statement denying any changes in status, an undeleted DD Form 214, and a copy of the signed DD Form 368 (with expiration date), if applicable, to squadron operations.

9.9.6.6. Squadron operations will:

9.9.6.6.1. Validate the applicant's qualifications for the BSRP.

9.9.6.6.2. Complete all AFRISS workflows establishing a record with qualifying physical information for the AFSC and official ASVAB scores from a MilPDS SURF request or DMDC check. The information is in the first MilPDS SURF report named "Enlisted/Officer Personnel Data." **Note:** Failing to complete the AFRISS workflows (with a passing QC) may cause a MilPDS EAD confirmation failure.

9.9.6.6.3. Forward the assignment request AFRS Form 1326 and applicant data or QC report with a copy of the applicant's statement denying any changes in status and a copy of SURF MilPDS record to HQ AFRS/RSOPB and request an assignment via AFRISS. Once the assignment is received, send the applicant to the squadron RSSP representative.

9.9.6.6.4. Confirm enlistment in AFRISS only after the applicant has sworn onto AD.

9.9.6.6.5. Fax a copy of the enlistment orders to HQ AFRS/RSOPB on the day of enlistment.

9.9.6.7. The squadron RSSP will:

9.9.6.7.1. Verify that all requirements have been met and determine if the applicant is entitled to a selective reenlistment bonus (SRB). The current SRB list is located on the AFPC Web site (<http://www.afpc.randolph.af.mil/>).

9.9.6.7.2. Complete AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*; DD Form 93; and DD Form 4, Copies 1 and 2. (AF IMT 901 is prescribed in AFI 36-2606, *Reenlistment in the United States Air Force*. Refer to that publication for guidance on filling out this IMT.)

9.9.6.7.3. Ensure the grade in which the applicant is reenlisting is the same grade shown on the DD Form 214 issued at the time of his or her separation or discharge.

9.9.6.7.4. Adjust the applicant's DOR based on what is shown on his or her DD Form 214. The DOR must be adjusted by the number of days of the break in service. For example, if a member shows that he or she had 5 months of time in grade (TIG) prior to separation, subtract 5 months from the reenlistment date to determine the DOR. The member will not be given TIG credit for separation time.

9.9.6.7.5. Cut orders to the gaining unit.

9.9.6.7.6. Ensure all enlistment forms, IMTs, and statements are forwarded (or hand-carried) to the gaining MPF in a sealed envelope. The applicant must have his or her DEERS enrollment information (marriage licenses, birth certificates of children, etc.) upon in-processing at the gaining organization.

9.9.6.7.7. Give squadron operations a copy of the signed DD Form 4 series, validating enlistment for EAD confirmation.

**9.10. Age Requirements.** The applicant must be less than 28 years old as of the date of entry on AD. Compute the maximum age, using the sample at [Attachment 2](#). **Note:** The Air Force has no obligation to enlist persons who become ineligible due to the passage of time.

### **9.11. ASVAB Testing Requirements:**

9.11.1. PS applicants who last served in the RegAF, AFRC, or ANG may enlist, using their original scores if they are not applying for retraining and did not test before October 1984. All applicants (regardless of regular or reserve component) applying for retraining must retest and meet current ASVAB AFQT and aptitude score standards. Applicants who tested in ASVAB before October 1984 must retest on a current ASVAB version.

9.11.2. DMDC line scores are valid for a sister-service MOS conversion (direct duty) reenlistment as long as the scores meet the AFRS AFQT standard. If they do not, the PS applicant must retest or apply for an AFRS ASVAB score waiver. As long as the PS member holds the AFQT and at least a 3 skill-level in an AFSC, the line scores do not have to match AFSC prerequisites. **Note:** PS members must be retested if valid scores cannot be found for them.

9.11.2.1. One example is a sister-service MOS conversion to 3C031 with a G58 (G60 required) and a 41QT. This applicant is qualified for reenlistment in that AFSC.

9.11.2.2. Another example is an Air Force Reserve 2A153 Senior Airman with a 32 QT and an E57. This applicant needs to either retest for a 40+ QT or apply for an AFRS ASVAB waiver.

**9.12. Education Requirements.** Previous service, Res Res, NDT, and PS applicants must meet current NPS high school graduate educational requirements. See [Table 1.1](#). (Line 40) and the information on educational credentials in [Chapter 2](#), paragraph [2.12.5.](#), for additional guidance.

**9.13. Physical Standards:**

9.13.1. Each applicant must be physically qualified according to USMEPCOM Regulation 40-1 and AFI 48-123. Physicals are valid for 24 months from the date of the physical.

9.13.2. When required, the MEPS completes a modified flying class III physical, and the liaison NCO mails a copy of the physical with class III results (for example, heterophoria, val salva) according to current procedural guidance for certification to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549.

**9.14. Determining an AFSC and a Skill-Level:**

9.14.1. Use the applicant's latest DD Form 214, 215, or 368 (with expiration date); NGB Form 22; or current MilPDS SURF report to obtain the primary AFSC (PAFSC). Applicants who last separated from the RegAF may also be considered for enlistment in a secondary AFSC provided it is shown on a DD Form 214, 215, or 368 (with expiration date); NGB Form 22; or current MilPDS SURF report.

9.14.2. Direct duty applicants must possess a minimum 3 or 5 skill-level in the AFSC for which they are enlisting unless no 5 skill-level exists in the AFSC career ladder. (This does not apply to those going to technical school). Direct duty applicants enlisting in pay grade E-6 (technical sergeant) or E-7 (master sergeant) must possess a minimum 7 skill-level in the AFSC for which they are enlisting. This does not apply to an applicant who has recently retrained.

9.14.3. The downgrade and withdrawal of an AFSC skill level for loss of proficiency due to nonperformance will be according to AFI 36-2101.

9.14.4. AFSCs awarded at the 5 skill-level held at the time of separation will be downgraded to the 3 skill level when individuals enlist on or after the fourth anniversary of their DOS.

9.14.5. AFSCs awarded at the 7 or 9 skill-level will be downgraded to the 3 skill-level on or after the sixth anniversary of their DOS.

9.14.6. AFSCs downgraded to the 3 skill-level under the guidance in paragraphs [9.14.4.](#) and [9.14.5.](#) will be withdrawn after two additional years of nonperformance.

**9.15. PS MOS of Job Code Conversion to AFSC.** Sister-service (24 or more TAFMS only unless the applicant completed either a DoD joint service technical school or an Air Force technical school) MOS-to-AFSC conversions may be found in AFMAN 36-2108 in the applicable career field attachment. If authorized, non-Air Force MOS or rating conversions will be to the 3 skill-level only. Without exception, applicants with an MOS that is not listed as an AFSC conversion in AFMAN 36-2108 will be processed for retraining.

**9.16. Applicant Counseling Instructions:**



9.16.1. The recruiter will tell each applicant that:

9.16.1.1. Processing does not obligate the Air Force.

9.16.1.2. He or she should not to terminate his or her employment or sell possessions before enlistment approval.

9.16.1.3. He or she must remain fully qualified once the assignment has been issued. Recruiters will give sister service applicants a copy of the most current PS sister-service orientation course handout as soon as the applicant has an AFRISS reservation. (**Note:** A copy of the handout is available at <http://xtranet/portal/portal.htm> under the Enlisting Programs Management Branch.) Applicants are responsible for securing their own billeting arrangements.

9.16.2. Applicants are prohibited from applying for retraining until they have completed at least 3 years of AD (4-year enlistee) or at least 5 years of AD (6-year enlistee).

9.16.3. Applicants are not entitled to any special consideration for promotion, skill, or NCO status advancement based upon any previous military service.

**9.17. Direct Duty Assignment (DDA).** Applicants authorized to enlist who have an AFSC or approved MOS conversion for which a requirement exists on the PSRSL must enlist in that skill if otherwise qualified. In **Attachment 14**, see the sample orders in **Figure A14.1.** (AF DDA) thru **Figure A14.6.** (MOS Conversion PS Sister-Service Enlistee [PSSSE] and DDA).

#### **9.18. Retraining:**

9.18.1. Applicants authorized enlistment who cannot enlist in their previous skill may enlist for formal retraining, when available, if they are otherwise qualified. The Air Staff authorizes retraining and delegates responsibility to AETC. AETC then announces program availability through HQ AFRS to AFRS personnel.

9.18.2. Applicants who are retraining must meet all prerequisites for the desired training and must be qualified on a current version of the ASVAB. Waivers for mandatory aptitude scores (M, A, G, and E) or physical requirements will be processed in accordance with **Table 4.3.**, Rule 4.

9.18.3. The enlistment validity period in the authorized enlistment month for formal school assignments is usually sufficient to permit applicants to enlist and take permissive TDY (as authorized) before reporting to technical training. Because early reporting is not authorized, applicants may either delay enlistment or request advance leave. Recruiters can access technical training information at Web site <http://etca.randolph.af.mil>. Once on the Web site, type the applicant's retraining AFSC course number (complete and exactly as it is in AFRISS) in the "Course ID" field as well as the course number. Then hit "GO" for instructions.

9.18.4. An orientation course is mandatory for all PSSSE. Recruiters will give sister-service applicants a copy of the PSSSE course fact sheet immediately following their reservation. The fact sheet will be published through a PGM. Members will attend this course prior to reporting for technical training or their permanent duty station. The PSSSE orientation course was developed based on a recommendation from the 2AF/CC to provide a general orientation for new enlistees to the US Air Force from sister services who have already completed initial entry (basic military) training with their service.

9.18.5. The PSSSE course is not intended to duplicate the initial entry training that PSSSE students already received from their former military service or to duplicate the training conducted in Air Force BMT. Instead, the intent of this course is to orient PS service members to Air Force practices, policies, and procedures and to provide them limited initial medical, financial, clothing, and records processing support while they are en route to their first duty station or to a technical training school.

9.18.6. The training content for the PSSSE course is developed and managed by the 737th Training Group, which is also responsible for BMT. PSSSE students are not intermingled with the BMT population for training or any other purposes. They are housed in billeting quarters for the duration of the course and are treated as any other TDY en route students—distinctly separate from the BMT population.

9.18.7. The methods of instruction for this orientation course are lecture and demonstration. Instruction focuses on subjects specifically relevant to the US Air Force and are based on the contents of AFPAM 36-2241, Volume 1, *Promotion Fitness Examination (PFE) Study Guide*. In addition to this student study guide, PSSSE students will also receive copies of the AFMAN 10-100, *Airman's Manual*, and AFPAM 36-2705, *Discrimination and Sexual Harassment*, for future reference. Students will be processed for the creation of the unit personnel record group, ID card, and emergency data card (DD Form 93); enrollment into DEERs and SGLI systems; initial issue of Air Force uniforms; and basic medical, dental, and immunization. The course is unclassified. Figures A15.4 and A15.5 are sample orders for those attending the PSSSE course with a follow-on assignment to either technical training or permanent duty station.

9.18.8. The following applies to assignment following retraining:

9.18.8.1. When the training period is 20 weeks or more, the applicant is assigned PCS to the base where the technical training is located. On graduation, his or her assignment is based on Air Force needs. Figure A15.2 is a sample order.

9.18.8.2. When the training period is less than 20 weeks, the applicant is given an assignment at the time the school assignment is obtained. Training is conducted in a TDY en route status. Figure A15.3 is a sample order.

## 9.19. Assignment:

9.19.1. Recruiters will not make any direct or implied assignment assurance, guarantee, or promise to the applicant.

9.19.2. Recruiters, squadron operations, and MEPS are responsible for qualifying all applicants prior to requesting an assignment for them. Once an applicant is qualified, the MEPS loads his or her pertinent information in AFRISS (PULHESX, scores, assignment preferences, retraining AFSC preferences, etc.). Once the information is loaded, the MEPS or squadron operations submits an assignment request via AFRISS to HQ AFRS/RSOPB, e-mailing or faxing the mandatory support documents.

9.19.3. HQ AFRS/RSOPB will then validate receipt of the documents in AFRISS, coordinate training and/or assignment availability with HQ AFPC, and post assignment instructions in AFRISS.

9.19.4. MEPS LNCOs will refer to [Attachment 14](#) for completing PS orders and [Chapter 6](#) for accession procedures.

## 9.20. Pay and Shipment of Household Goods:

9.20.1. Once confirmed, all PS accessions will in-process through their gaining MPF employment and base finance sections. Members with dependents who are TDY or at their permanent duty station are authorized a dislocation allowance. Current allowance rates can be found at <http://perdiem.hqda.pentagon.mil/perdiem/dla.html>.

9.20.2. Once the member has in-processed the servicing MPF, it will take anywhere from 30 to 90 days for pay records to update in MilPDS. During this period, the member may receive payments (manual) from the servicing finance office.

9.20.3. The member must ensure all of his or her source documents are available to the MPF (DD Form 214, AF IMT 526, marriage license, birth certificates of children, etc.). Shipment of household goods, personal property, or do-it-yourself (DITY) moves must be arranged through the nearest military installation TMO. If a DITY move is not approved in advance by the TMO, reimbursement will not be made.

**9.21. Term of Enlistment (TOE).** The TOE for all PS and previous service enlistments is either 4 or 6 years.

**9.22. Enlistment Documents.** Refer to Table 2.6 for required enlistment documents.

**9.23. Grade and DOR for PS Enlistees.** Use [Table A2.1](#) in [Attachment 2](#) to determine the enlistment grade.

**9.24. PS Enlistee DOR Determination.** Use the effective date of the pay grade on the applicant's DD Form 214 to determine the TIG he or she possessed at the time of separation. Determine the applicant's TIG as follows: (**Note:** Applicants who are entitled to enlist in a pay grade higher than the grade they last held in the RegAF due to ARC service are not authorized to retain the TIG accrued in the higher grade.)

9.24.1. When enlisted before the fourth anniversary of DOS, all TIG will be restored.

9.24.2. When enlisted on or after the fourth anniversary and before the sixth anniversary, one-half of the previous TIG will be restored.

9.24.3. When enlisted on or after the sixth anniversary, the DOR will be the date of enlistment (DOE).

**9.25. Assigning PS Personnel Directly to Recruiting Duty.** The authority for assigning PS Air Force applicants to recruiting duty is HQ AFRS/RSSHR. NCOs are eligible to apply if they are otherwise qualified per this instruction. Recruiting duty is considered a DDA. The criteria and application procedures are available through current PGMs posted in the AFRISS under the help menu.

**9.26. Prescribed Forms and IMTs.**

9.26.1. AFRS Form 5, *Liability Release and Express Assumption of Risk – Delayed Entry Program (DEP)*.

9.26.2. AFRS Form 6, *Discrimination and Sexual Harassment Briefing*.

9.26.3. AFRS Form 7, *Liability Release and Express Assumption of Risk – Physical Ability and Stamina Test (PAST)*.

9.26.4. AFRS Form 35, *AFRS Certified Air Force Recruiter*.

- 9.26.5. AFRS Form 52, *Delayed Entry Program Membership Card*.
- 9.26.6. AFRS Form 72, *Localized Spot Request*.
- 9.26.7. AFRS Form 1307, *Recruiter Interview Worksheet*.
- 9.26.8. AFRS Form 1317, *Commissioning Information - For All Health Profession Applicants*.
- 9.26.9. AFRS Form 1319, *Personal Interview Record*.
- 9.26.10. AFRS Form 1319A, *Personal Interview Record (Continued)*.
- 9.26.11. AFRS Form 1325, *Financial Status of Applicant*.
- 9.26.12. AFRS Form 1326, *Prior Service/Reserve Data*.
- 9.26.13. AFRS Form 1327, *Application for Participation in the Recruiter Assistance Program*.
- 9.26.14. AFRS Form 1328, *Statement of Understanding for Single Member Parent Having Dependent(s) in the Custody of Another*.
- 9.26.15. AFRS Form 1329, *Language Preference Questionnaire*.
- 9.26.16. AFRS Form 1333, *Air Force Recruiting Service Certificate of Appreciation*.
- 9.26.17. AFRS Form 1334, *Recruiting Service Honorary Recruiter Award*.
- 9.26.18. AFRS Form 1339, *School Program Folder*.
- 9.26.19. AFRS Form 1340, *Lead Refinement Record*.
- 9.26.20. AFRS Form 1348, *Case File Checklist*.
- 9.26.21. AFRS Form 1349, *MEPS Quality Control Results*.
- 9.26.22. AFRS IMT 1350, *Community College of the Air Force Certificate of Acceptance*.
- 9.26.23. AFRS IMT 1354, *Air Force Recruiting Certificate of Recognition*.
- 9.26.24. DELETED.
- 9.26.25. AFRS Form 1356, *Applicant Waiver Worksheet*.
- 9.26.26. AFRS Form 1360, *Commissioning/Appointment Application Checklist*.
- 9.26.27. AFRS Form 1368, *Officer Accessions Market Survey*.
- 9.26.28. AFRS Form 1371, *Nonprior Service Data*.
- 9.26.29. AFRS Form 1373, *Request for Professional Evaluation*.
- 9.26.30. AFRS Form 1375, *Request for Courtesy Enlistment*.
- 9.26.31. AFRS Form 1381, *Evaluation of Recruiting Advertising Materials*.
- 9.26.32. AFRS Form 1385, *Officer Accessions Applications Status*.
- 9.26.33. AFRS Form 1389, *Market Survey Information*.
- 9.26.34. AFRS Form 1396, *COI Guest List - Prospective Applicant*.
- 9.26.35. AFRS Form 1397, *COI Guest List – Influencer*.
- 9.26.36. AFRS Form 1406, *Request/Approval for Expenditure of COI Funds*.

- 9.26.37. AFRS Form 1408, *Job Screening Worksheet*.
- 9.26.38. AFRS Form 1413, *Verification of Scheduled Graduation*.
- 9.26.39. AFRS Form 1415, *Waiver Request/Authorization*.
- 9.26.40. AFRS Form 1419, *Request for Evaluation and Information*.
- 9.26.41. AFRS Form 1430, *Statement of Understanding – Applicant for Extended Active Duty – USAF Health Professions*.
- 9.26.42. AFRS Form 1431, *Medical Service Grade and Pay Computation Worksheet (Estimated)*.
- 9.26.43. AFRS Form 1437, *Personal Interview—USAF Health Professions Applicant*.
- 9.26.44. AFRS Form 1484, *Recruiter Daily Activity Log*.
- 9.26.45. AFRS Form 1703, *Recruiting Service Mathematics and Science Award*.
- 9.26.46. AFRS Form 3, *AFRS 15-Day QC Checklist*.
- 9.26.47. AFRS Form 11, *Certificate of Enlistment*.

## **9.27. Adopted AF Forms and IMTs:**

- 9.27.1. **AFRS Forms.** AFRS Form 1399, *AF Recruiting Service Authorization Change Request*.
- 9.27.2. **AF Forms and IMTs:**
  - 9.27.2.1. AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*.
  - 9.27.2.2. AF IMT 174, *Record of Individual Counseling*.
  - 9.27.2.3. AF IMT 485, *Application for Enlistment - US Air Force Band*.
  - 9.27.2.4. AF Form 526, *ANG/USAFR Point Credit Summary*.
  - 9.27.2.5. AF IMT 623A, *On-the-Job Training Record-Continuation Sheet*.
  - 9.27.2.6. AF IMT 883, *Privacy Act Statement - US Air Force Application Record*.
  - 9.27.2.7. AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*.
  - 9.27.2.8. AF IMT 1034, *Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve*.
  - 9.27.2.9. AF IMT 1613, *Statement of Service*.
  - 9.27.2.10. AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*.
  - 9.27.2.11. AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force*.
  - 9.27.2.12. AF Form 3006, *Enlistment Agreement—Prior Service/Active AFRES/ANG—United States Air Force*.
  - 9.27.2.13. AF Form 3007, *Guaranteed Training Enlistment Agreement - Nonprior Service - United States Air Force*.
  - 9.27.2.14. AF Form 3008, *Supplement to Enlistment Agreement-United States Air Force*.

- 9.27.2.15. AF IMT 3010, *USAF Statement of Understanding, Dependent Care Responsibility.*
- 9.27.2.16. AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force.*
- 9.27.2.17. AF IMT 39, *Response to Query.*
- 9.27.2.18. AF IMT 133, *Oath of Office (Military Personnel).*
- 9.27.2.19. AF IMT 357, *Family Care Certification.*
- 9.27.2.20. AF IMT 1206, *Nomination for Award.*

### 9.27.3. DD Forms:

- 9.27.3.1. DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States.*
- 9.27.3.2. DD Form 93, *Record of Emergency Data.*
- 9.27.3.3. DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, US Code, Section 1552.*
- 9.27.3.4. DD Form 214, *Certificate of Release or Discharge From Active Duty.*
- 9.27.3.5. DELETED.
- 9.27.3.6. DD Form 220, *Active Duty Report.* (DD Form 220 is prescribed in AR 135-210, *Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization.* Refer to that publication for guidance on filling out the form.)
- 9.27.3.7. DD Form 368, *Request for Conditional Release.*
- 9.27.3.8. DD Form 369, *Police Record Check.*
- 9.27.3.9. DD Form 372, *Request for Verification of Birth.*
- 9.27.3.10. DD Form 785, *Officer Candidates-Type Training Record of Disenrollment From.*
- 9.27.3.11. DD Form 1304.12K, *ASVAB Worksheet for Computing Scores.*
- 9.27.3.12. DD Form 1966, *Record of Military Processing - Armed Forces of the United States.*
- 9.27.3.13. DD Form 2005, *Privacy Act Statement – Health Care Records.*
- 9.27.3.14. DD Form 2088, *Statement of Ecclesiastical Endorsement.*
- 9.27.3.15. DD Form 2266, *Information for Hometown News Release.*
- 9.27.3.16. DD Form 2535, *Request for Military Aerial Support.*
- 9.27.3.17. DD Form 2536, *Request for Armed Forces Participation in Public Events (Non Aviation).* (DD Form 2536 is prescribed in DoDD 5410.18. Refer to that publication for guidance on filling out the form.)
- 9.27.3.18. DD Form 2644, *Voter Registration Application.*
- 9.27.3.19. DD Form 2645, *Voter Registration Information.*
- 9.27.3.20. DD Form 2807-1, *Report of Medical History.*
- 9.27.3.21. DD Form 2807-2, *Medical Prescreen of Report of Medical History.*

9.27.3.22. DD Form 2808, *Report of Medical Examination*.

9.27.3.23. DD Form 2863, *National Call to Service (NCS) Election of Options*.

9.27.3.24. DD Form 2760, *Qualification to Possess Firearms or Ammunition*.

**9.27.4. Standard Forms (SF):**

9.27.4.1. SF 86, *Questionnaire for National Security Positions*.

9.27.4.2. SF 88, *Medical Record-Report of Medical Examination*.

9.27.4.3. SF 93, *Report of Medical History*.

9.27.4.4. SF 180, *Request Pertaining to Military Records*.

9.27.4.5. SF 1164, *Claim for Reimbursement for Expenditures on Official Business (DoD Overprint 4/2002)*.

9.27.4.6. SF 1199A, *Direct Deposit Sign-Up*.

**9.27.5. Other Forms:**

9.27.5.1. FS Form 240, *Consular Report of Birth Abroad of a Citizen of the United States of America*.

9.27.5.2. FS Form 545, *Certification of Birth*.

9.27.5.3. DS Form 1350, *Certificate of Report of Birth*.

9.27.5.4. INS Form I-551, *Alien Registration Receipt Card*.

9.27.5.5. INS Form N-560A, *Certificate of Citizenship*.

9.27.5.6. INS Form N-561, *Certificate of Citizenship* (replacement for INS Form N-560A).

9.27.5.7. INS Form N-550, *Certificate of Naturalization*.

9.27.5.8. INS Form N-570, *Certificate of Naturalization* (replacement for INS Form N-550).

9.27.5.9. INS Form G-845, *Document Verification Request*.

9.27.5.10. INS Form I-94, *Arrival-Departure Record*.

9.27.5.11. IRS Form W-2, *Wage and Tax Statement*.

9.27.5.12. USMEPCOM Form 40-8-R-E, *Drug and Alcohol Testing Acknowledgment Form*. (This form is prescribed in USMEPCOM Regulation 40-1. Refer to that publication for guidance on filling in the form.)

9.27.5.13. USMEPCOM Form 40-8-1-R-E, *HIV Antibody Testing Acknowledgment Form*.

9.27.5.14. USMEPCOM Form 601-23-5-R-E, *Introductory Preaccession Interview*. (This form is prescribed in USMEPCOM Regulation 601-23. Refer to that publication for guidance on filling out the form.)

9.27.5.15. USMEPCOM Form 601-23-4-E, *Request for Examination*. (This form is prescribed in USMEPCOM regulation 611-1. Refer to that publication for guidance on filling out the form.01-23. Refer to that publication for guidance on filling out the form.)

9.27.5.16. DELETED.

9.27.5.17. USMEPCOM Form 680-3A-E, *Request for Examination*. (This form is prescribed in USMEPCOM Regulation 611-1. Refer to that publication for guidance on filling out the form.)

9.27.5.18. NGB Form 22, *Report of Separation and Record of Service*.

EARL S. CHASE, Colonel, USAF  
Vice Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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- DoDI 1304.2, *Pre-enlistment Forms*, 14 March 1975
- DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*, 11 June 2004
- DoDI 1336.1, *Certificate of Release or Discharge From Active Duty (DD Form 214/5 Series)*, 6 January 1989
- DoDD 1344.13, *Implementation of the National Voter Registration Act (NVRA)*, 16 November 1994
- DoD 5400.7-R/AF Sup 1, *DoD Freedom of Information Act Program*, 16 November 1994
- DoDD 5410.18, *Public Affairs Community Relations Policy*, 20 November 2001
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- AFH 33-337, *The Tongue and Quill*, 1 August 2004
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFI 35-101, *Public Affairs Policies and Procedures*, 29 November 2005
- AFPD 36-20, *Accession of Air Force Military Personnel*, 13 March 2001
- AFI 36-2001, *Officer Training Program Examining Centers (OTPEC)*, 14 September 1998
- AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 April 1999
- AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*, 15 May 2003
- AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002
- AFI 36-2012, *Record of Disenrollment From Officer Candidate-Type Training - DD Form 785*, 31 July 1998
- AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECP)*, 11 July 2006
- AFI 36-2015, *Air Force Recruiting Advertising Program*, 22 April 2008
- AFJI 36-2016, *Armed Services Military Personnel Accession Testing Programs*, 1 October 1994
- AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 March 2006

AFMAN 36-2105, *Officer Classification*, 30 April 2001

AFI 36-2110, *Assignments*, 20 April 2005

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AFI 36-2604, *Service Dates and Dates of Rank*, 2 December 2004

AFI 36-2605, *Air Force Military Personnel Testing System*, 14 November 2003

AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001

AFI 36-2626, *Airman Retraining Program*, 1 July 1999

AFPAM 36-2705, *Discrimination and Sexual Harassment*, 28 February 1995

AFI 36-2907, *Unfavorable Information File (UIF) Program*, 17 June 2005

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

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### ***Abbreviations and Acronyms***

**A1C**—Airman first class

**AA**—aptitude area, academic aptitude

**AB**—Airman basic

**ABM**—air battle manager

**ACC**—Air Combat Command

**ACOD**—adjournment in contemplation of dismissal

**ACT**—American College Test

**ADN**—accession designation number

**ADSC**—active duty service commitment

**AFIT**—Air Force Institute of Technology

**AFJROTC**—Air Force Junior Reserve Officer Training Corps

**AFNEWS**—Air Force News Service

**AFOC**—Air Force Opportunity Center

**AFOQT**—Air Force Officer Qualification Test

**AFPC**—Air Force Personnel Center

**AFPT**—Air Force Personnel Test

**AFQT**—Armed Forces Qualification Test

**AFRC**—Air Force Reserve Command

**AFRISS**—Air Force Recruiting Information Support System

**AFROTC**—Air Force Reserve Officer Training Corps  
**AFRS**—Air Force Recruiting Service  
**AFRT**—Armed Forces Radio and Television  
**AFSC**—Air Force specialty code  
**AI**—aptitude index  
**ALCPT**—American Language Course Placement Test  
**ALO**—academy liaison officer  
**AMPAR**—advertising material project availability report  
**ANG**—Air National Guard  
**ARC**—air reserve component  
**ARNGUS**—Army National Guard of the United States  
**ARPC**—Air Reserve Personnel Center  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**AWOL**—absent without leave  
**BAH**—basic allowance for housing  
**BAS**—basic allowance for subsistence  
**BFM**—body fat measurement  
**BMI**—body mass index  
**BMT**—basic military training  
**BOT**—basic officer training  
**BSC**—Biomedical Sciences Corps (Allied Health)  
**CAFSC**—control Air Force specialty code  
**CAP**—Civil Air Patrol  
**CAST**—Computer Adaptive Screening Test  
**CCT**—combat controller  
**CEU**—continuing education unit  
**CHAPA**—Congressman Hebert Advanced Placement Award  
**CHSPE**—California High School Proficiency Examination  
**COI**—center of influence  
**CONUS**—continental United States  
**COT**—commissioned officer training  
**CSEP**—College Senior Engineering Program

**CSP**—college scholarship program

**DAT**—drug and alcohol test

**DC**—Dental Corps

**DDA**—direct duty assignment

**DDALVP**—direct duty assignment leave program

**DDM**—doctor of dental medicine

**DDS**—doctor of dental surgery

**DED**—dependency eligibility determination

**DEERS**—Defense Enrollment Eligibility Reporting System

**DINFOS**—Defense Information School

**DITY**—do-it-yourself (move)

**DLAB**—Defense Language Aptitude Battery

**DLIELC**—Defense Language Institute English Language Center

**DMDC**—Defense Manpower Data Center

**DOE**—date of enlistment

**DOR**—date of rank

**DOS**—date of separation

**DRED**—drug-related eligibility determination

**DSN**—Defense Switched Network

**EA**—enlisted accession

**EAD**—extended active duty

**ECFMG**—Educational Council for Foreign Medical Graduates

**ECG**—electrocardiogram

**ECLT**—English Comprehension Language Test

**ED**—eligibility determination

**EDPT**—Electronic Data Processing Test

**EED**—enlistment eligibility determination

**EPR**—enlisted performance report

**EPSQ**—electronic personnel security questionnaire

**EPTS**—existed prior to service

**EST**—Enlistment Screening Test

**ETP**—exception to policy

**FAP**—Financial Assistance Program  
**FED**—financial eligibility determination  
**FMB**—financial management board  
**FOUO**—for official use only  
**FSMB**—Federations of State Medical Board  
**FY**—fiscal year  
**GED**—general education development  
**GPC**—government purchase card  
**GPO**—Government Printing Office  
**GRE**—Graduate Record Examination  
**GTEP**—Guaranteed Training Enlistment Program  
**HOR**—home of record  
**HP**—health professions  
**HPSP**—Health Professional Scholarship Program  
**HSG**—high school graduate  
**IG**—Inspector General  
**ILD**—incremental lifting device  
**INS**—Immigration and Naturalization Service  
**IRC**—Interservice Recruitment Committee  
**IRE**—interservice reenlistment eligibility  
**IRR**—inactive ready reserve  
**ISC**—interservice separation code  
**LNCO**—liaison noncommissioned officer  
**LSD**—lysergic acid diethylamide  
**MAW**—maximum allowable weight  
**MC**—Medical Corps (physicians)  
**MCAT**—Medical College Admissions Test  
**MD**—doctor of medicine  
**MED**—moral eligibility determination  
**MEPS**—military entrance processing station  
**MFR**—memorandum for record  
**MilPDS**—Military Personnel Data System (formerly PROMIS)

**MIRC**—mid-level interservice recruitment committee  
**MLS**—MEPS liaison supervisor  
**MOS**—military occupational specialty  
**MPF**—military personnel flight  
**MS**—master of science  
**MSC**—Medical Services Corps (hospital administration)  
**MSO**—military service obligation  
**NACLAC**—national agency check or local agency check (Replaces NAC and ENTNAC)  
**NATB**—not across the board (on net reservation goal)  
**NC**—Nurse Corps  
**NCES**—National Center for Education Statistics  
**NCO**—noncommissioned officer  
**NCS**—National Call to Service (program)  
**NDT**—NPS direct technical training  
**NES**—nonnative English speaking  
**NET**—no earlier than  
**NGB**—National Guard Bureau  
**NLT**—no later than  
**NPRC**—National Personnel Records Center  
**NPS**—nonprior service  
**NVRA**—National Voter Registration Act  
**OA**—officer accession  
**OCS**—officer candidate school  
**OI**—operating instruction  
**OPR**—office of primary responsibility  
**OTPEC**—Officer Training Program Examining Center  
**OTS**—officer training school  
**O&M**—operations and maintenance  
**PAFSC**—primary Air Force specialty code  
**PAS**—personnel accounting symbol  
**PAST**—Physical Ability and Stamina Test  
**PCP**—phencyclidine (“angel dust”)

**PCS**—permanent change of station  
**PE**—production evaluation  
**PG**—postgraduate  
**PGM**—procedural guidance message  
**PIF**—personal information file  
**PIR**—personal interview record  
**PJ**—pararescue  
**PNP**—pediatric nurse practitioner  
**POC**—point of contact  
**PPL**—private pilot's license  
**PRG**—personnel records group  
**PS**—prior service  
**PSA**—public service announcement  
**PSRSL**—prior service required skills list  
**PSSSE**—prior-service sister-service enlistee  
**QC**—quality control  
**RAL**—recruiter avoidable loss  
**RAN**—recruiter account number  
**RAP**—Recruiter Assistance Program  
**RAT**—reading aloud test  
**RDA**—regional director of admissions  
**RE**—reenlistment eligibility  
**RegAF**—Regular Air Force  
**Res Res**—reserve reservation  
**RGM**—recruiter-generated mail  
**RIC**—recruiter identification code  
**ROI**—report of investigation  
**RZM**—recruiter zone map  
**S**—psychiatric  
**SAAM**—special assignment airlift mission  
**SAT**—Scholastic Aptitude Test  
**SG**—surgeon general



**SJC**—sensitive job code  
**SPD**—separation program designator  
**SPI**—sales promotional item  
**SRB**—selective reenlistment bonus  
**SSB**—special separations benefit  
**SSN**—Social Security number  
**SUNT**—specialized undergraduate navigator training  
**SUPT**—specialized undergraduate pilot training  
**SURF**—single unit retrieval format  
**TAFMS**—total active federal military service  
**TCO**—test control officer  
**TDQ**—temporarily disqualified  
**TFCS**—total federal commissioned service  
**TFCSD**—total federal commissioned service date  
**TIG**—time in grade  
**TMO**—traffic management office  
**TOE**—term of enlistment  
**TR**—transportation request  
**UCMJ**—Uniform Code of Military Justice  
**URT**—undergraduate rated training  
**US**—United States  
**USAFA**—United States Air Force Academy  
**USAR**—US Army Reserve  
**U.S.C.**—United States Code  
**USMC**—United States Marine Corps  
**USMEPCOM**—United States Military Entry Processing Command  
**USPHS**—United States Public Health Service  
**VSI**—voluntary separation incentive  
**WEAR**—We Are All Recruiters (program)  
**WHCP**—women’s health care practitioner

### *Terms*

**Active duty (AD)**—Full-time duty in the active military service of the United States, performed while assigned to a regular component or full-time duty with the ANG. This term should not be confused with extended active duty (EAD).

**Active duty for training (ADT)**—A tour of AD under orders that provide for automatic return to ANG AFRC unit on completion. It includes annual training, school, or special tours. Unit training assemblies (drill) are not ADT. May also be referred to as initial AD for training (IADT).

**Administrative contractual errors**—Any enlistment contract that must be reaccomplished or corrected due to erroneous preparation (missing or incorrect signatures, incorrect or missing job titles or areas, incorrect names, etc.) on the following forms: (*Note:* When appropriate, AF Forms 3005, 3006, 3007, and 3008, may be also be referred to as “AF Form 300X-series.” in this instruction.)

DD Form 4, *Enlistment/Reenlistment Document, Armed Forces of the United States of America.*

AF Form 3005, *Guaranteed Aptitude Area Enlistment Agreement—Non-Prior Service—United States Air Force.*

AF Form 3006, *Enlistment Agreement—Prior Service/Active AFRES/ANG—United States Air Force.*

AF Form 3007, *Guaranteed Training Enlistment Agreement—Non-Prior Service—United States Air Force.*

AF Form 3008, **Supplement to Enlistment Agreement—United States Air Force.**

**Air Force health care practitioners or providers**—As defined in this instruction and DoD directives, including, but not limited to, the following persons: physicians (all specialties), dentists (all specialties), podiatrists, nurse anesthetists, nurse midwives, nurse practitioners (PNP and OB/GYN), physician assistants, optometrists, clinical psychologists, clinical social workers, clinical dietitians, clinical pharmacists, physical therapists, occupational therapists, audiologists, and speech pathologists.

**Air Force Institute of Technology (AFIT)**—The institution responsible for Air Force graduate degree and conversion programs.

**Air Force Officer Qualifying Test (AFOQT)**—A written test administered to applicants who are applying for OTS or AFROTC. Test results are used for qualification and classification. The test consists of five parts: pilot, navigator, academic aptitude, verbal, and quantitative.

**Air Force Reserve Command (AFRC)**—A component of the ARC under federal control.

**Air Force Reserve Officer Training Corps (AFROTC)**—A program by which fully qualified and selected 4-year college students can earn a commission in the United States Air Force Reserve while completing undergraduate studies.

**Air National Guard (ANG)**—A component of the ARC under state control and subject to federal mobilization.

**Air reserve component (ARC)**—All units, organizations, and members of the ANG of the United States and the AFRC.

**Alternate**—An applicant who, after meeting a selection board, is selected as a possible substitute for a primary AD position if one becomes available. (In BSC programs, alternate status is for 12 calendar months.)

**American medical graduate (AMG)**—A graduate of an American medical school (allopathic or osteopathic).

**Applicant**—A person who applies for an enlistment, appointment, or commissioning program. Also, a person who has been enlisted in the DEP or commissioned in any ARC remain in an applicant status until he or she enters AD or EAD. Applicants for the enlisted or OTS programs who have been selected, but not enlisted in DEP, remain in an applicant status until they enter AD. Applicant status terminates upon withdrawal of selection, disqualification, or applicant-initiated termination of processing.

**Aptitude area (AA) enlistment option**—Enlistment in either the mechanical, administrative, general, or electronics AA. (Also, aptitude index [AI]).

**Armed Services Vocational Aptitude Battery (ASVAB)**—A series of 12 tests (battery) administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB is graded in five areas: mechanical (M), administrative (A), general (G), electronic (E), and Armed Forces qualification test (AFQT).

**Basic Officer Training (BOT)**—See officer training school (OTS).

**Board certification**—Recognition by a board of peers, certifying that an individual's professional skills meet the standards set by that particular American specialty board.

**Chargeable application errors**—Other discrepancies on enlistment documents that should have been identified and corrected by the Air Force LNCO prior to EAD. This includes incorrect PS enlistment orders with minor administrative errors.

**Clerkship**—A rotation in a specialty area served by a third- or fourth-year medical student under a preceptor for which the student receives credit toward degree completion.

**Commission**—When a selectee has been administered the oath of office.

**Commitment**—For Air Force accession purposes, the act of taking an oath of office or enlistment for the inactive reserves or RegAF. For DEP-ineligible applicants, commitment is a signature on the enlistment agreement.

**Conditional release**—An approval from a reserve component of the Armed Forces or USPHS releasing the individual from that particular branch of service for the purpose of enlisting or accepting a commission in another branch. (DD Form 368 is only valid for enlisted members.)

**Conscientious objector**—An individual who has a firm, fixed, and sincere objection to participation in war in any form or to the performance of military service because of religious training or belief.

**Curriculum vitae**—A professional resume.

**Declination**—An applicant who, after being selected, turns down the AD position he or she has been offered.

**Defense Manpower Data Center (DMDC)**—A DoD agency that collects and reports separation and discharge information to authorized requesters. The agency also interfaces with other data centers such as HQ USMEPCOM.

**Delayed Entry Program (DEP)**—The period of time (not to exceed 365 consecutive days per U.S.C. Title 10, Chapter 31, paragraph 513) an applicant spends in an inactive reserve status that immediately precedes entry on AD. DEP time is not creditable for longevity pay increases, but it does count against an

8-year MSO. The DEP is only open to selected OTS and enlisted applicants, and they must be administered an enlistment oath to enter the DEP.

**Direct duty assignment (DDA)**—Assignment to an initial duty station in a previously awarded AFSC without attending technical training school.

**Enlistment**—Voluntary enlisted status entry into military service from civilian or reserve military status.

**Enlistment programs**—See nonprior Service (NPS), previous service, reserve reservation (Res Res), NPS direct technical training (NDT), and prior service (PS).

**Enlistment screening test (EST)**—A test given to enlisted program applicants to determine their probability of success on the ASVAB. The EST is neither a qualification nor classification test. It is administered by the recruiter, normally in the recruiting office.

**Erroneous enlistments**—Any enlistment that is a result of either a training deficiency or an unintentional violation of AFRS directives and could result in an individual electing a discharge option or requiring an ETP to allow him or her to remain in the Air Force. In addition, individuals who are not qualified for enlistment because of basic criteria (age, moral, physical, dependency, ASVAB, etc.) or would have required a waiver or an ETP prior to enlistment for enlistment grade or specific GTEP option.

**Extended active duty (EAD)**—AD (normally more than 90 days) performed by a reservist for whom strength accountability changes from the reserve to the regular military component.

**Externship**—Same as clerkship, except no credit is received toward degree completion.

**Fellowship**—Postresidency subspecialty training.

**Fifth Pathway Program**—An academic year of supervised clinical training in an approved undergraduate program in medical education before entrance into the first year of approved graduate medical education. This program is available to graduates of foreign medical schools listed in the *World Directory of Medical Schools* and may substitute for ECFMG certification. This year is not creditable to grade determination or specialty pay credit.

**Final transcript**—An official transcript that indicates the type of degree, date awarded, major, and school seal imprint.

**Flight surgeon**—An aerospace medicine physician (AFSC 48G4).

**Grade point average (GPA)**—The actual average of all academics recorded on official college transcripts from all schools attended.

**Guaranteed Training Enlistment Program (GTEP)**—The preenlistment selection of a specific AFSC in which applicants will receive technical training (in residence) with follow-on assignment in that specialty.

**Health Professions (HP)**—The professional disciplines of the health science careers (versus the technical disciplines). Examples include registered nurses, physicians, dentists, physical and occupational therapists, and dietitians. Examples of disciplines that would *not* be classified as HPs are licensed practical or vocational nurses, emergency medical technicians, nurses aides, orderlies, and x-ray technicians.

**Health Professions Scholarship Program (HPSP)**—A program of medical school scholarships.

**High school testing program**—Also referred to as the student testing program, this program allows students the opportunity to take the ASVAB. This student version of the ASVAB is administered on campus and is normally given to high school students, although it may be given at other schools. The high school testing program comes under the operational control of HQ USMEPCOM and is supported by the recruiting command as well as the Army, Navy, Air Force, Marine Corps, and Coast Guard.

**Home of record (HOR)**—The place recorded as the home of the individual when commissioned, reinstated, reappointed, enlisted, inducted, or ordered into the relevant tour of AD. Travel and transportation allowances are based on the officially recorded HOR. A member's HOR cannot be changed except under very limited circumstances, such as when there has been a bonafide error or a definite break in service greater than 1 day.

**Institutional testing program**—See high school testing program.

**Internship**—The first year of postmedical school training; the first year of any postgraduate (PG) professional training.

**Interservice reenlistment eligibility (IRE) and interservice separation code (ISC)**—Codes provided to the DMDC in Monterey CA by all branches of the Armed Forces for use by recruiters to determine enlistment eligibility of PS applicants.

**Interservice transfer**—The movement of an officer from AD in one branch of the Armed Forces to AD in another branch of the Armed Forces. (For the Air Force, this refers to HP only.)

**Junior Reserve Officer Training Corps (JROTC)**—A volunteer program offered in high schools where students can participate in military preparatory studies. Completion of this program incurs no commitment, but does offer incentives for enlistment in the RegAF.

**Licensure**—Professional authorization or certification to practice a particular health care specialty.

**Medical College Admission Test (MCAT)**—Required to enter most medical or osteopathic schools.

**National agency check/local agency check (NACLAC)**—A manual process that verifies information about a person's criminal history. NACs are processed through the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI), and they require fingerprints. A LAC is a police record check submitted to all of the applicant's previous and current addresses.

**Nonprior Service (NPS)**—A person who has never served a day of AD in the Armed Forces.

**Nonselect**—An applicant who, after meeting a selection board, is not selected for an AD position.

**Notary Public Service**—

Recruiting personnel (all grades) who are notary publics will not use their status as notaries to administer oaths or authenticate copies of substantiating documents for any Armed Forces enlistment, commissioning, or appointment applicant. Additionally, AFRS personnel will not use other Armed Forces personnel who are also notaries to authenticate copies of documents used for Air Force accession.

AFRS personnel who are commissioned officers are authorized by Title 10, U.S.C. 936, to take and administer oaths. Air Force commissioned officers may also authenticate copies of substantiating documents by administering a sworn statement to the applicant. (Typing "True Copy" on a document with the officer's signature is not permitted.) The applicant swears under oath, administered by the officer, to the authenticity of the copied document. The certificate is at [Attachment 18](#) and will be used to certify document copies. It may cover more than one document but, in all cases, the copies must be

attached to the certificate. The officer does not have to see the original. The applicant is liable for making a false sworn statement if the copies prove to be falsified.

**NPS Direct Technical Training (NDT)**—A program that allows former members of the Armed Forces who have successfully completed BMT, have less than 24 months of active service, and have been separated for less than 4 years to be assigned to a technical training school based on AFSC qualifications and requirements.

**Nurse**—Fully qualified registered nurse (RN).

**Nurse anesthetist**—A nurse specializing in anesthesia. (Also, a certified registered nurse anesthetist.)

**Officer training program examining centers (OTPEC)**—These are facilities, other than MEPS, where qualifying examinations are processed and interviews and drug abuse briefings are administered to applicants for training leading to a commission in the Air Force.

**Officer Training School (OTS)**—Approximately 13 1/2 weeks in length for board-selected college graduates. Successful completion leads to a commission as a second lieutenant in the Air Force.

**Osteopath (DO)**—A graduate of an accredited school of osteopathic medicine.

**Physician**—Fully qualified physician.

**Practitioner or provider**—Professional personnel, including military and civilians, who independently provide direct healthcare services to patients.

**Previous service**—A person who has served less than 24 months as a member of a regular component of the Armed Forces. The following is also considered as previous service: (1) an applicant who separated as a service academy cadet, but did not complete the obligation; (2) an applicant who served with a college ROTC unit (any branch) under a scholarship with no AD time and has a signed DD Form 785 (release from obligation); and (3) an applicant serving in a reserve guard component who did not complete any AD service (no BMT or technical training), but was paid for drill.

**Prior service (PS)**—Persons who have served at least 24 months of AD service without regard to regular component or continuous service in the Armed Forces.

**Processing**—Actions taken by recruiters to effect the enlistment, commissioning, appointment, or selection of an Air Force applicant. Such actions include, but are not limited to, production testing (other than the student testing program and EST) and completion of applications or application documents. *Note:* Completion of AF IMT 883, AF IMT 2030, and DD Form 2807-2 are considered qualifying procedures, not processing procedures.

**Production testing**—ASVAB and AFOQT tests are scheduled for individual applicants by recruiters. The production ASVAB test is administered in authorized locations only, such as mobile examining team (MET) sites, MEPS, or other locations approved by the USMEPCOM sector commander. The AFOQT is normally administered at the MEPS or at an MPF.

**Rated applicant**—This is an applicant for UFT, either SUPT or SUNT.

**Recall**—The voluntary or involuntary entry on EAD of ARF officers who have previously served on AD as commissioned officers. May also include enlisted members.

**Reserve reservation (Res Res)**—A special enlistment program for applicants who are active participating members or in an inactive status (no pay, no drill) of the ANG or AFRC. Applicants in this

status do not have prior RegAF active service (other than for ARC training purposes) and must be otherwise qualified for the NPS program.

**Residency**—Postmedical specialty training that does not include the internship year.

**Satisfactory service**—Includes both the service performed as a member of a regular component and as a member of an ARC unit. (*Note:* Fifty (50) or more points per year are required for a satisfactory year.) Regular component service is the active service recorded on DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 by his or her service in the regular component. Satisfactory reserve service accrues in 1-year increments only.

**Select**—An applicant who, after meeting a selection board, is offered a primary AD position.

**Six-year enlistment**—A 6-year TOE that offers accelerated promotion to the pay grade E-3 on successful completion of BMT in selected GTEP AFSCs.

**Specialized undergraduate navigator training (SUNT)**—Follows graduation and commissioning from one of the three commissioning sources; USAFA, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of navigator.

**Specialized undergraduate pilot training (SUPT)**—Follows graduation and commissioning from one of three commissioning sources; USAFA, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of pilot.

**Special tests**—Given to applicants who are applying for specialized skill training. There are many varieties, and they are administered at the MEPS.

**Sponsored resident**—A recruited physician who is completing residency training in an AD status at a civilian training location.

**Student testing program**—See high school testing program.

**Technical Degree Sponsorship Program (TDSP)**—Places junior and senior college students on AD prior to college-degree completion. Once accepted into the program, the TDSP select will enlist into the RegAF AD as an E-3, be issued an ID card, and be entitled to full benefits (to include dependents) except tuition assistance in accordance with existing laws. Following graduation, TDSP trainees will attend OTS, and those who complete OTS will be commissioned as Air Force second lieutenants.

**Total federal commissioned service date (TFCSD)**—Used to compute retirement eligibility. This date is computed by backdating the date of an officer's acceptance by the amount of time credited as prior commissioned service.

**Undergraduate flying training (UFT)**—Includes SUPT and SUNT.

**Uniformed Services**—Includes the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, Public Health Service, and Merchant Marines.

**United States Military Entrance Processing Command (USMEPCOM)**—A DoD support agency that provides Armed Forces recruiting commands and uniformed services with testing, medical examination, and administrative actions through its MEPS located throughout the US and at some oversea locations.

**US Nationals**—The following persons are considered US nationals, but not US citizens at birth: (*Note:* US Nationals are not required to hold lawful permanent residence status and do not possess an alien registration.)

Persons born in an outlying US possession on or after the date of formal acquisition of such possession. This includes persons born in American Soma and Swains Islands.

Persons born outside the US (and its outlying possessions) of parents who are both US nationals, but not US citizens, and have had residence in the US or one of its outlying possessions before the birth of such persons.

Persons of unknown parentage found in outlying US possessions while under the age of 5 years until shown, before attaining the age of 21 years, not to have been born in such outlying possessions.

**Withdrawal**—A preboard loss initiated by AFRS or the applicant.



## Attachment 2

## AGE, DATE OF SEPARATION (DOS), GRADE, DATE OF RANK (DOR), AND PAY DATE COMPUTATIONS FOR PS AND BOT

**A2.1. Age Computation for PS:**

A2.1.1. When subtracted from the applicant's present age, his or her AD time in a regular component must be less than 35 and the total satisfactory years of service in ARC must reduce the present age to less than 28. This is a two-step computation, and both criteria must be met.

A2.1.2. The applicant's personal copy of AF Form 526 or official MilPDS record is used to determine satisfactory years of service. (NGB Form 22 or DD Form 214 will not be used in this computation.) The bottom entry on AF Form 526 will show the total service (active and reserve). Satisfactory service only accrues in 1-year increments; months and days do not count for satisfactory service. **Note:** Satisfactory reserve service is determined by reducing the total satisfactory service on an individual's most recent AF Form 526 by his or her service in the regular component.

A2.1.3. Compute age for PS eligibility as follows: Subtract TAFMS and total satisfactory reserve service from current age (at time of enlistment). (See paragraph [A2.1.4.](#)) Only ARC service may be used with TAFMS when computing total satisfactory service. (**Note:** Service in other reserve components is unacceptable for adjusted age computation.) For example:

	<u>Eligible</u>	<u>Ineligible</u>	<u>Ineligible</u>
Current age (year, month, day)	37 00 20	37 00 20	37 00 20
Minus TAFMS (year, month, day)	<u>-11 00 00</u>	<u>-04 00 00</u>	<u>-02 00 00</u>
Subtotal	26 00 20	33 00 20	35 00 20
Minus total satisfactory AFRC/ANG service (from AF Form 526 only)	<u>- 2 00 00</u>	<u>- 2 00 00</u>	<u>None</u>
Adjusted Age	= 24 00 20	31 00 20	35 00 20

A2.1.4. To perform subtractions, it may be necessary to convert 1 year to 12 months and 1 month to 30 days; for example, 3 years, 2 months, and 4 days converts to 2 years, 13 months, and 34 days. For example:

Current date	2003 04 03 (YYYY MM DD)
Converted date	2003 03 33 (Months are in 30-day increments)
Minus date of birth	<u>- 1966 03 13</u>
Equals current age	37 00 20

**A2.2. DOS Adjustment for Active ARC Service (PS).** The following is an example of how to compute an adjusted DOS for persons with active ARC service. NGB Form 22 will not be used in this computation. (**Note:** This formula is used to determine the applicant's eligibility for enlistment purposes.) For example:

DOS from the regular component taken from the DD Form 214 or 215	1997 01 31
Plus years of satisfactory ARC service (from the AF Form 526 only)	+ 2003 00 00
Equals adjusted DOS. <b>Note:</b> Enter this date on AETC Form 1326 when a PS active ARC service.	= 2000 01 31

**A2.3. Recomputing Age and DOS (PS).** Both age and DOS dates must be recomputed, as required, to ensure the applicant is eligible on the date of entry in RegAF AD. **Note:** Although an applicant may be tentatively qualified when the application is initiated, the Air Force has no obligation to enlist the applicant if his or her eligibility status changes because of time factors.

**A2.4. Total Satisfactory Reserve Service.** Do not round off years of reserve service; count only full years. For example, an applicant with 11 months and 29 days of reserve service gets no years of credit. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 or MilPDS report by his or her service in the regular component.

**A2.5. Grade and DOR (PS or BOT):**

A2.5.1. **Enlistment Grade Determination.** Use [Table A2.1](#) to determine the enlistment grade for PS enlisted programs and PS BOT applicants.

**Table A2.1. Enlistment Grade Determination for PS Enlistees.**

L I N E	A	B	C
	If applicant	then the grade will be	Notes
1	is not qualified for a higher enlistment grade	AB.	1, 2, 3, 4
2	was credited with over 90 days AD service and last separated in pay grade E-2 or higher	Airman.	1, 2, 3, 4
3	is a former service academy cadet with over 90 days as a cadet corps member	Airman.	1, 2, 3, 5
4	was credited with more than 12 months of AD service and last separated in pay grade E-3 or higher	A1C.	1, 3, 4
5	is an ARC member who qualifies and enlists for 6 years	A1C.	1
6	Last separated from the <u>RegAF</u> , the grade will be the grade in which the applicant last separated from RegAF or in which currently serving in the ARC (maximum MSgt)	NA.	6, 7, 8, 9

L I N E	A	B	C
	If applicant	then the grade will be	Notes
7	Last separated from a <u>sister service regular component</u> , the grade will be grade in which the applicant last separated from that component or in which he or she is currently serving in the ARC (maximum TSgt; minimum SSgt—provided SSgt was held at time of separation from a regular component or in the ARC and meets current TAFMS requirements)	NA.	6, 7, 8, 9, 10

**NOTES:**

1. Documents presented after enlistment may not be used as a basis for changing the authorized enlistment grade except through application to the Air Force Board for Correction of Military Records.
2. Applicants electing 6-year enlistment options will enlist as in the grade of AB (unless authorized a higher grade) and will be promoted to A1C as stated on their AF Form 3008, *Supplement to Enlistment Agreement United States Air Force*.
3. TAFMS of over 90 days or 12 months must be verified. Use DD Form 214 or 215; AF IMT 1613, *Statement of Service* (or other sister service equivalents); NGB Form 22; or AF Form 526. Pay grade will be validated by HQ AFRS/RSOPB prior to reservation. (AF IMT 1613 is prescribed in AFI 36-2604, *Service Dates and Dates of Rank*. Refer to that publication for guidance on filling out this IMT.)
4. If the grade of Airman or higher is not indicated on the DD Form 214, the pay grade will be determined by HQ AFRS/RSOPB prior to reservation, using a valid source document.
5. To verify service, obtain DD Form 785 from the appropriate service academy. (See [Attachment 8](#).)
6. Adjust the date of separation (DOS) in accordance with paragraph [A2.2](#). for satisfactory years of ARC service (full years of satisfactory service) since separation from the regular component. Use the adjusted DOS to determine anniversaries. See [Attachment 1](#) for the definition of satisfactory service. If the applicant's adjusted DOS is over 6 years, the applicant is ineligible for enlistment.
7. The date of rank (DOR) adjustment is computed according to paragraph [A2.5.2](#).
8. If enlisting in the pay grade of E-4, the applicant will enlist in the grade of Senior Airman (SrA).
9. Minimum TAFMS requirements for enlistment in a higher pay grade than last held in the regular component are:
  - 9.1. Two years for SrA (E-4). **Note:** If a sister service applicant loses a grade (for example, goes from E-5 with the USMC to E-4 with the Air Force), a copy of his or her E-4 promotion order will be required to give the appropriate TIG credit.
  - 9.2. Five years and 6 months for staff sergeant (E-5).
  - 9.3. Ten years for technical sergeant (E-6).
  - 9.4. Fifteen years for master sergeant (E-7).
10. Applicants who were former warrant officers with less than 5 years and 6 months of TAFMS will be reduced to E-4 if they are eliminated from BOT, request and receive approval to remain on AD in enlisted status.

**A2.5.2. DOR Computation.** After authorized enlistment grade is determined in accordance with **Table A2.1.**, compute the adjusted DOR. (Refer to AFI 36-2604, *Service Dates and Dates of Rank.*) HQ AFRS/RSOPB will determine DOR as follows:

A2.5.2.1. PS enlistees in the following categories will receive a DOR equal to the date of enlistment in the RegAF:

A2.5.2.1.1. NPS enlistees (members who have served less than 24 months TAFMS).

A2.5.2.1.2. Former members of a regular component enlisting on or after the sixth anniversary of their DOS.

A2.5.2.1.3. Reservists who enlisted in a pay grade higher than their last grade held in a regular component.

A2.5.2.1.4. Reservists who never served in a regular component. (They must meet the TAFMS criteria for grade.)

A2.5.2.2. For PS RegAF members enlisting in the same grade and in an AFSC at the 3 skill-level or higher for a DDA or retraining into a designated AFSC, compute the DOR in accordance with **Figure A2.1.** and as follows:

A2.5.2.2.1. Adjust the DOR by the number of days break in AD if break is less than 4 years. These PS members receive credit for all time in grade (TIG) accrued prior to separation from regular component.

A2.5.2.2.2. Take one-half of the member's previous TIG when the enlistment date is on or after the fourth anniversary and before the sixth anniversary of the DOS. These PS members receives half TIG credit accrued prior to separation from regular component.

A2.5.2.2.3. The DOR equals the date of enlistment when the adjusted DOS is on or after the sixth anniversary of the DOS. These PS members do not receive any TIG credit.

A2.5.2.3. If the member was serving in a regular component other than RegAF and enlists in a lower grade due to TAFMSD, DOR will be computed from the original DOR for the enlistment grade and years separated from DOS. For example, a PS Marine Corps E-5 must enlist as an E-4 due to TAFMS requirements. He or she is authorized TIG credit as of the date he or she was promoted to E-4 in the Marine Corps based on a promotion order or official personnel document and as indicated above based on the amount of time separated from a regular component. Refer to **Figure A2.1.** for an example of a DOR computation.

A2.5.2.4. If the member received a promotion in a reserve component and enlists in lower grade due to TAFMS and the enlistment grade was previously held in a regular component, the DOR will be computed from the original DOR for the enlistment grade and years separated from the DOS. For example, a PS Army member separated as an E-5 and is now an E-6 in the Army reserves. The member meets TAFMS requirements to enlist as an E-5 (previously held) and will retain TIG as an E-5, based on amount of time separated from the regular component. If the enlistment grade was not held in a regular component, the DOR will be equal to the DOE. Refer to **Figure A2.1.** for an example of a DOR computation.

**Figure A2.1. Example of DOR Computation.**

Date RegAF enlistment	2003-03-20
Minus DOS + 1 (Block 12b on DD Form 214)	- 1998-01-12
Equals break in service between regular components	= 05-02-08
DOS + 1 (Block 12b on DD Form 214)	95-01-12
Converted for subtraction purposes	94-12-42
Minus DOR (Block 12h on DD Form 214)	- 93-09-19
TIG at time of discharge from regular component	= 1-03-23
TIG credit as indicated above. Multiply by .5 for half credit (between 4 and 6 years from DOS) and "1" for full credit	1-03-23
	x .5
Computed TIG for new DOR	0-07-27
<b>NOTE:</b> Months are computed as 30 days. Fractions in day column are rounded up to next whole number.	

A2.5.2.5. Reserve members serving on EAD with the RegAF who are discharged from an ARC for immediate reenlistment in the RegAF will adjust the DOR as above and credit time served on the current EAD if they meet the TAFMS criteria for the grade in which they are serving. Refer to [Figure A2.1.](#) for an example of a DOR computation.

A2.5.2.6. Former Air Force commissioned officers with reenlistment rights under Title 10, U.S.C., 8258, will receive the same DOR they held on discharge from enlisted status to serve on EAD as a commissioned officer if they reenlist within 6 months after release from commissioned officer status.

A2.5.2.7. For prior Air Force enlistees who enlist for DDA AFSC (minimum 3 skill-level) held at the time of separation from RegAF or who have the necessary prerequisite AFSC and skill level and enlist from retraining into a lateral AFSC, TIG is retained as follows:

A2.5.2.7.1. When an applicant enlists before the second anniversary of DOS, one-half of his or her TIG will be restored.

A2.5.2.7.2. When an applicant enlists on or after the second anniversary of DOS and before the fourth anniversary, one-fourth of his or her previous TIG will be restored.

A2.5.2.7.3. When an applicant enlists on or after the fourth anniversary, his or her DOR will be the date of enlistment (DOE).

A2.5.2.7.4. Applicants who are entitled to enlist in a pay grade higher than the grade they last held in the RegAF due to ARC service are not authorized to retain TIG accrued in the higher grade.

A2.5.2.7.5. The effective date of pay grade on the DD Form 214 will be used to determine the TIG possessed at the time of separation.

A2.5.2.7.6. If the enlistment is for direct duty in an AFSC other than the one that was held at the time of separation from the RegAF, the DOR will be the DOE. For all others, the DOR will be the DOE.

**A2.6. Pay Date (PS/BOT):**

A2.6.1. For entry in Block 18b of the DD Form 1966, Copy 1 (applicants with previous AD service including ADT with a reserve unit), obtain years, months, and days from the DD Form 214, NGB Form 22, or reserve discharge orders and compute as follows: date of current enlistment minus total active service equals AD service date.

A2.6.2. To determine the pay entry date for entry in block 18c of DD Form 1966, Copy 1, enter the EAD for applicants with no previous active military service. For other applicants, enter the DOE shown on the DD Form 214, NGB Form 22, DD Form 368, statement of service, MilPDS report, or reserve discharge orders (when applicant was transferred to the reserves for completion of his or her military service obligation [MSO]), if the termination date on the DD Form 214 or NGB Form 22 has not expired before the scheduled AD enlistment (no break in service). Enter the DOE minus the MSO if the applicant originally enlisted before 1 January 1985. Compute the DOE by subtracting the MSO date from the original date of entry on AD. For applicants who enlisted in the DEP on or after 1 January 1985, compute the DOE by subtracting the MSO date from the original date of entry on AD but do not include DEP time for computing pay date.

## Attachment 3

## BODY FAT MEASUREMENT (BFM) STANDARDS

**A3.1. Accession Height and Weight Standards.** The procedural guidance message (PGM) for current accession height and weight standards.

**A3.2. BFM Standards.** **Table A3.1.** lists BFM standards above or below maximum allowable weight (MAW) in the Air Force. (The notes in the table contain information from HQ USAF/DP-directed policy for Air Force accessions.)

**Table A3.1. Applicant BFM Standards.**

R U L E	A	B	C	D	E	F
	If applicant's age is	and sex is	and current weight is	with BFM of	then applicant	Notes
1	29 or less	male	at or below MAW	(not required)	passes.	1
2			above MAW	20 or less		2, 3
3				21 or above	fails.	4
4		female	at or below MAW	(not required)	passes.	1
5			above MAW	28 or less		2, 3
6				29 or above	fails.	4
7	30 or above	male	at or below MAW	(not required)	passes.	1
8			above MAW	24 or less		2, 3
9				25 or above	fails.	4
10		female	at or below MAW	(not required)	passes.	1
11			above MAW	32 or less		2, 3
12				33 or above	fails.	4

**NOTES:**

1. If an applicant is at or below MAW, a BFM is not required and processing may continue.
2. If an applicant is above their maximum MAW, a BFM is required and may only be administered by approved medical personnel.
3. If the applicant passes the BFM, processing may continue and if, during subsequent processing, his or her weight is found to be at or below MAW, no further BFM is required.
4. If applicant fails the initial BFM, he or she will be temporarily disqualified for period of time determined by the MEPS CMO and until such time as the MAW or the BFM standard is met.

**Attachment 4****AUTHORIZED CREDENTIAL EVALUATION AGENCIES**

**A4.1. Authorized Agencies.** Applicants applying for enlistment must meet other conditions listed in paragraph **2.12.3**. Those applying for commission must meet all other application conditions listed in **Chapter 3**. Applicants must pay any fees involved. The following Web site contains a current list of authorized credential evaluations agencies: <http://www.naces.org/>. **Figure A4.1.** contains a partial list of these age

**Figure A4.1. Authorized Credential Evaluation Agencies.****Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 20348

Long Beach, CA 90801

Phone: (562) 430-1105

Fax: (562) 430-8215

e-mail: [evalcaree@earthlink.net](mailto:evalcaree@earthlink.net)

**Educational Credential Evaluators, Inc.**

P.O. Box 514070

Milwaukee, WI 53203-3470

Phone: (414) 289-3400

Fax: (414) 289-3411

e-mail: [eval@ece.org](mailto:eval@ece.org)

<http://www.ece.org>

**Education Evaluators International, Inc.**

P.O. Box 5397

Los Alamitos, CA 90720-5397

Phone: (562) 431-2187

Fax: (562) 493-5021

email: [garyeei@ix.netcom.com](mailto:garyeei@ix.netcom.com)



**Education International, Inc.**

29 Denton Road

Wellesley, MA 02482

Phone: (781) 235-7425

Fax: (781) 235-6831

email: [edint@gis.net](mailto:edint@gis.net)

<http://www.educationinternational.org>

**Educational Records Evaluation Service, Inc.**

777 Campus Commons Road, Suite 200

Sacramento, CA 95825-8309

Phone: (916) 565-7475

Fax: (916) 565-7476

email: [edu@eres.com](mailto:edu@eres.com)

<http://www.eres.com>

**Evaluation Service, Inc.**

P.O. Box 85

Hopewell Jct., NY 12533

Phone: (914) 223-6455

Fax: (914) 223-6454

email: [esi2@frontiernet.net](mailto:esi2@frontiernet.net)

<http://www.evaluationservice.net>

**Foreign Academic Credential Service, Inc.**

P.O. Box 400

Glen Carbon, IL 62034

Phone: (618) 288-1661

Fax: (618) 288-1691

<http://www.facsusa.com>

**Foreign Educational Document Service**

P.O. Box 4091

Stockton, CA 95204

Phone: (209) 948-6589

**Foundation for International Services, Inc.**

19015 North Creek Pkwy, #103

Bothell, WA 98011

Phone: (425) 487-2245

Fax: (425) 487-1989

email: [fis@mail.com](mailto:fis@mail.com)

<http://www.fis-web.com>

**Global Services Associates**

2554 Lincoln Boulevard #445

Marina del Rey, CA 90291

Phone: (310) 828-5709

Fax: (310) 828-5709

email: [global@iccas.com](mailto:global@iccas.com)

**International Consultants of Delaware, Inc.**

109 Barksdale Professional Center

Newark, DE 19711-3258

Phone: (302) 737-8715

Fax: (302) 737-8756

email: [icd@icdel.com](mailto:icd@icdel.com)

<http://icdel.com>

**International Education Research Foundation, Inc.**

P.O. Box 3665

Culver City, CA 90231-3665

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Fax: (310) 342-7086

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<http://www.ierf.org>

**Josef Silny & Associates, Inc.**

**International Education Consultants**

P.O. Box 248233

Coral Gables, FL 33124

Phone: (305) 273-1616

Fax: (305) 273-1338

Fax: (305) 273-1984 (Translations)

email: [info@jsilny.com](mailto:info@jsilny.com)

<http://www.jsilny.com>

**SpanTran Educational Services, Inc.**

7211 Regency Square Blvd., Suite 205

Houston, TX 77036-3197

Phone: (713) 266-8805

Fax: (713) 789-6022

<http://www.spantran-edu.com>

**World Education Services, Inc.**

P.O. Box 745

Old Chelsea Station

New York, NY 10113-0745

Phone: (800) 937-3895

Fax: (212) 966-6395

email: [info@wes.org](mailto:info@wes.org)

<http://www.wes.org>

## Attachment 5

## REGISTRATION OFFICES OF BIRTH AND DEATH IN THE US AND ITS POSSESSIONS

**A5.1. Registration Offices.** Figure A5.1. contains a listing by place of birth (state, etc.) showing where to send the DD Form 372, Request for Verification of Birth. Prior to mailing the form, verify the mailing address to include ZIP + 4.

**Figure A5.1. State Registration Offices.**

<u>Place of Birth</u>	<u>Registration Office</u>
Alabama	Bureau of Vital Statistics State Department of Health Montgomery 36104
Alaska	Bureau of Vital Statistics Dept of Health and Welfare Pouch H Juneau 99801
American Samoa	Office of Territorial Registrar Government of American Samoa Pago Pago 96799
Arizona	Division of Vital Statistics State Department of Health Phoenix 85018
Arkansas	Bureau of Vital Statistics State Board of Health Little Rock 72201
California	Division of Vital Statistics State Department of Public Health Sacramento 95814
Colorado	Bureau of Vital Statistics State Division of Public Health Denver 80202
Connecticut	Bureau of Vital Statistics State Department of Health Hartford 06115
Delaware	Bureau of Vital Statistics State Board of Health Dover 19901
District of Columbia	Bureau of Vital Statistics Office of the Health Department Washington 20001

<b><u>Place of Birth</u></b>	<b><u>Registration Office</u></b>
Florida	Bureau of Vital Statistics State Board of Health Jacksonville 32201
Georgia	Division of Information and Statistics State Department of Health Atlanta 30323
Guam	Office of Vital Statistics Dept of Public Health and Social Services P. O. Box 2816 Agana 96910
Hawaii	Research and Statistics Office State Department of Health P.O. Box 3378 Honolulu 96801
Idaho	Division of Vital Statistics State Department of Public Health Boise 83701
Illinois	Division of Vital Statistics State Department of Public Health Springfield 62706
Indiana	Division of Public Health Statistics State Board of Health Indianapolis 46207
Iowa	Division of Vital Statistics State Department of Health Des Moines 50319
Kansas	Division of Vital Statistics State Board of Health Topeka 66612
Kentucky	Division of Vital Statistics State Department of Health Louisville 40202
Louisiana (except New Orleans)	Division of Public Health Statistics State Department of Health New Orleans 70107
Louisiana (New Orleans)	Bureau of Vital Records City Health Department New Orleans 70112
Maine	Division of Vital Statistics State Department of Health and Welfare Augusta 04330

<b><u>Place of Birth</u></b>	<b><u>Registration Office</u></b>
Maryland (except Baltimore)	Bureau of Vital Statistics State Department of Health Baltimore 21218
Maryland (Baltimore)	Bureau of Vital Statistics City Health Department Baltimore 21230
Massachusetts (except Boston)	Division of Vital Statistics Office of the Secretary Boston 02133
Massachusetts (Boston)	City Registry Department City Hall Annex Boston 02108
Michigan	Bureau of Records and Statistics State Department of Health Lansing 48904
Minnesota	Division of Vital Statistics State Department of Health St Paul 55101
Montana	Division of Vital Statistics State Board of Health Helena 59601
Nebraska	Bureau of Vital Statistics State Department of Health Lincoln 68509
Nevada	Division of Vital Statistics State Department of Health Carson City 89701
New Hampshire	Division of Vital Statistics State Department of Health Concord 03301
New Jersey	Bureau of Vital Statistics State Department of Health Trenton 08625
New Mexico	Division of Vital Statistics State Department of Public Health Santa Fe 87501
New York (except New York City)	Division of Vital Statistics State Department of Health Albany 12208

<b><u>Place of Birth</u></b>	<b><u>Registration Office</u></b>
New York (New York City)	Division of Record Bureau of Records and Statistics 125 Worth Street New York 10013
North Carolina	Division of Vital Statistics State Board of Health Raleigh 27602
North Dakota	Division of Vital Statistics State Department of Health Bismarck 58505-0200
Ohio	Division of Vital Statistics State Department of Health Columbus 43215
Oklahoma	Bureau of Vital Statistics State Department of Health Oklahoma City 73105
Oregon	Division of Vital Statistics State Board of Health Portland 97204
Pennsylvania	Bureau of Vital Statistics State Department of Health Harrisburg 17120
Puerto Rico	Division of Demographic Registry and Vital Statistics Department of Health San Juan 00908
Rhode Island	Division of Vital Statistics State Department of Health Providence 02902
South Carolina	Bureau of Vital Statistics State Board of Health Columbia 29201
South Dakota	Division of Vital Statistics State Department of Public Health Pierre 57501
Tennessee	Division of Vital Statistics State Department of Public Health Nashville 37219
Texas	Bureau of Vital Statistics State Board of Health Austin 78702

<b><u>Place of Birth</u></b>	<b><u>Registration Office</u></b>
Utah	Division of Vital Statistics State Department of Health Salt Lake City 84113
Vermont	Clerk, town or city where birth occurred ( <b>Note:</b> This may be obtained from Office of Secretary of State, Montpelier 05602)
Virginia	Bureau of Vital Statistics State Department of Health Richmond 23219
Washington	Division of Central Administration State Department of Health Olympia 98501
West Virginia	Division of Vital Statistics State Department of Health Charleston 25305
Wisconsin	Division of Vital Statistics State Department of Health Madison 53702
Wyoming	Bureau of Vital Statistics State Department of Public Health Cheyenne 82002



## Attachment 6

**OBTAINING DD FORM 785, RECORD OF DISENROLLMENT FROM  
OFFICER CANDIDATE-TYPE TRAINING**

**A6.1.** Applicants applying for the NPS or PS program (except those released from Air Force OTS or BOT within the last 2 years) will request DD Form 785 from the applicable address listed in **Table A6.1**.

**Table A6.1. Addresses for Requesting DD Form 785.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If an individual has been disenrolled or eliminated from</b>	<b>and</b>	<b>then send request to</b>	<b>Notes</b>
<b>1</b>	AFROTC	has been disenrolled for 3 years or less	AFROTC/RRF Maxwell AFB AL 36112-3336.	1, 2, 3
<b>2</b>		has been disenrolled for over 3 years	NPRC/MPR 9700 Page Blvd St Louis MO 63132-5200.	
<b>3</b>	Air Force OTS or the academic portion of the Airman Education and Commissioning Program	is on AD with the Air Force	the member's servicing MPF.	1, 2, 3, 4
<b>4</b>		is not on AD with the Air Force and has no military status or obligation	(See note 5 for an explanation.)	
<b>5</b>		is in the reserves	ARPC/DPRP 6760 E. Irvington Place Suite 1000 Denver CO 80280-5000.	
<b>6</b>		is in the ANG and is not on EAD	The adjutant general of the appropriate state, District of Columbia, or Commonwealth of Puerto Rico.	
<b>7</b>	USAFA		Superintendent, USAFA Cadet Registrar Air Force Academy CO 80840-5000.	

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If an individual has been disenrolled or eliminated from</b>	<b>and</b>	<b>then send request to</b>	<b>Notes</b>
<b>8</b>	US Military Academy		Personnel Office US Corps of Cadets USMA, West Point NY 10997-1692.	
<b>9</b>	US Army Officer Candidate School (OCS)		Commandant of OCS attended.	1, 2, 3, 6
<b>10</b>	US Army ROTC	has been disenrolled for 5 years or less	Pipeline Management System of the school individual last attended when disenrolled.	1, 2, 3
<b>11</b>		has been disenrolled for over 5 years	NPRC/MPR 9700 Page Blvd St Louis MO 63132-5200.	7
<b>12</b>	US Naval Academy		Superintendent, USNA Cadet Registrar 121 Blake Road USNA, Annapolis MD 21402-5000.	
<b>13</b>	Navy ROTC		Chief, Naval Education & Training (Code N-5312) Naval Air Station Pensacola FL 32508-5202.	
<b>14</b>	Naval OCS		Navy Recruiting Command (Code N-3112) 4015 Wilson Blvd Arlington VA 22303-5000.	
<b>15</b>	Naval Aviation Reserve Officer Course (AVROC)		Officer in Charge, Personnel Support Action Detachment.	

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>U L E</b>	<b>If an individual has been disenrolled or eliminated from</b>	<b>and</b>	<b>then send request to</b>	<b>Notes</b>
<b>16</b>	Aviation Officer Candidate Course		Student Office Control 421 Saufley St, Suite B	
<b>17</b>	Naval Flight Officer Candidate Course		Naval Air Station Pensacola Fl 32508-5202.	
<b>18</b>	Aviation Maintenance Duty Officer Course			
<b>19</b>	Naval Officer Candidate (Aviation Intel Course)			
<b>20</b>	US Coast Guard Academy		Superintendent US Coast Guard Academy 15 Mohegan Ave New London CT 06320-4195.	
<b>21</b>	US Coast Guard OCS		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000.	
<b>22</b>	US Merchant Marine Academy		Registrar US Merchant Marine Academy Steamboat Road Kings Point NY 11024-1699.	
<b>23</b>	Any US Marine Corps officer candidate-type training program		Commanding General Marine Corps Recruiting Command (MRO) Headquarters, USMC Washington DC 20380-1775. Headquarters, USMC Washington DC 20380-1775.	

**NOTES:**

1. Refer to paragraph **2.46**.
2. Include the applicant's date of birth, SSN, and date of discontinuance or disenrollment from previous program in the request.
3. If the agency is unable to provide a DD Form 785, a letter is acceptable if it contains all information normally provided on the DD Form 785 and states that the DD Form 785 is unavailable.
4. For applicants whose status does not fit under other rules, use the agency in Rule 4.
5. If the individual was disenrolled or eliminated prior to 1994, send the request to Air Force NPRC Liaison, 1222 Spruce St, Room 10.314, St Louis, MO 63103-2813. If the individual was disenrolled or eliminated after 1994, send the request to HQ AFPC/DPSAMI, Randolph AFB TX, via fax (210) 565-4021/DSN 665-4021.
6. If the individual has been eliminated from OTS or BOT for less than 2 years, submit the request to HQ AFRS/RSOC, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.
7. If the individual has been eliminated from OCS for more than 5 years, submit the request to NPRC/ Army Section, 9700 Page Blvd, St Louis MO 63132.

**Attachment 7****APPLICANT STATEMENT OF UNDERSTANDING****MANDATORY STATEMENT FOR APPLICANTS APPLYING CONCURRENTLY FOR A COMMISSIONING PROGRAM AND AN ACTIVE DUTY ENLISTMENT**

**INSTRUCTIONS FOR THE RECRUITER:** Have the applicant read and sign this statement. After completion, file the original statement in the applicant's PIR and include one in his or her application for the MEPS.

I am interested in enlistment opportunities in the United States Air Force in addition to being selected for one of the following commissioning programs: AFROTC College Scholarship Program, the Air Force Academy, Basic Officer Training, Health Profession Scholarship Program, Financial Assistance Program, Medical Corps, Biomedical Science Corps, Medical Service Corps, or Joint Service Graduate Medical Education.

Furthermore, I fully understand that:

- I am an applicant for a program that leads to a commission as an officer in the United States Air Force. If I am not selected for the commissioning program to which I have applied (including the US Air Force Academy [USAFA] and AFROTC), I agree to enter the Air Force as an enlisted member under the terms of my enlistment contract.
- My interest concerning enlistment opportunities is voluntary and enlistment is not required for submitting a commissioning program application. Entering the delayed entry program (DEP) will not increase my odds of being selected for a commissioning program.
- The commissioning program and the Nonprior Service (NPS) DEP are separate programs that have no relationship to each other. Officer program applicants are under no obligation to enlist in the DEP.
- To enlist into the DEP, I am required to take the Armed Services Vocational Aptitude Battery (ASVAB) test and complete a physical at the Military Entrance Processing Station (MEPS). However, I understand that these are only NPS enlistment requirements and do not apply to a commissioning program application.
- If I am selected for a commissioning program, I will be released from my DEP commitment if I choose to accept the scholarship, appointment, or selection being offered.
- If I enter enlisted active duty (EAD) before my commissioning program application has met selection board, I will not be released from my active duty commitment and my select status will be withdrawn. It is recommended I accept an enlistment AD date after my applicable selection board has met and results released.

**APPLICANT'S VERIFICATION**

I have read the above information prior to entering the DEP and understand how it applies to me. Any questions I have raised have been answered to my full satisfaction.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RECRUITER'S VERIFICATION**

I verify the above information has been explained to the applicant and he or she acknowledged understanding of this statement.

Recruiter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 8****VOICE AUDITION FOR DINFOS**

**A8.1. DINFOS Broadcast Audition Script.** The following scripts will be used for the DINFOS voice audition:

A8.1.1. **Introduction Script.** “GOOD EVENING. FROM THE WIRES OF THE ASSOCIATED PRESS AND THE W-D-I-S NEWSROOM, HERE IS FIVE MINUTES OF THE LATEST NEWS, (*Applicant’s Grade and Name*) REPORTING.”

A8.1.2. **News Script:**

“A GROUP OF MERCHANTS AT A SHOPPING MALL IN ORLANDO, FLORIDA, PUT ON A DRIVE TO GET PENNIES FROM PENNY PINCHERS. THE MERCHANTS OFFERED A DOLLAR-25 FOR EVERY 100 PENNIES TURNED IN. PENNIES WERE HAULED TO THE MALL IN WHEELBARROWS, GROCERY CARTS, CIGAR BOXES, JARS, LITTLE RED WAGONS, PAPERBAGS, AND BABY CARRIAGES. WHEN THE PENNY EXCHANGE CLOSED FOR THE WEEKEND, TWO AND A HALF MILLION PENNIES HAD BEEN COLLECTED, COUNTED, AND SACKED BY AUTOMATIC MACHINES. AN ARMORED TRUCK CARRIED AWAY 25-THOUSAND DOLLARS IN PENNIES. MORE NEWS IN JUST A MINUTE, BUT FIRST THIS WORD FROM SPECIAL SERVICES . . . .”

A8.1.3. **Spot Script:**

“HOW WOULD YOU LIKE TO SPEND THIS WEEKEND FISHING? SPECIAL SERVICES CAN PROVIDE YOU WITH ALL THE EQUIPMENT FOR AN EXCITING WEEKEND OF FISHING—EVERYTHING FROM LURES AND BAIT, TO POLES AND REELS. ALONG WITH THIS, A FEW TIPS ON WHERE TO CATCH THE BIG ONES. YOU DON’T HAVE TO BE A PROFESSIONAL TO ENJOY FISHING. CONTACT YOUR NEAREST SPECIAL SERVICES CENTER AND MAKE THE ARRANGEMENTS.”

A8.1.4. **Five-Sentence Read:**

1. “BOTH MOTHER AND DAUGHTER DRESSED UP IN A BROWN JACKET AND SHOES FOR THE BIRTHDAY PARTY.”
2. “TAKE THE BRIDGE ACROSS THE RIVER TO THE BIG OLD HOUSE WITH SEVERAL THICK TREES.”
3. “WHEN MEN GO SINGING IN THE RAIN, THEY OFTEN END UP COUGHING AND SNEEZING ALL NIGHT.”
4. “DO YOU LIKE CHOCOLATE SAUCE POURED OVER MANY SCOOPS OF ICE CREAM SUCH AS VANILLA?”
5. “THE DIRECTOR SAID, ‘EVERY ACTOR ALWAYS ASKS IF THEY CAN AUDITION FOR TELEVISION AGAIN.’”

**A8.2. Request for Evaluation of a Voice Audition Tape.** See **Figure A8.1.** for a sample memorandum to request an evaluation of a voice audition tape.

**Figure A8.1. Sample Request for Evaluation of a Voice Audition Tape.**

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RECRUITING SERVICE

*(Date)*

MEMORANDUM FOR COMMANDANT, DEFENSE INFORMATION SCHOOL

ATTN: Voice Audition/BWAS

FROM: *(Recruiter Name, Squadron, Flight)*  
*(Recruiter's mailing address, including ZIP code)*

SUBJECT: Voice Audition Submissions

1. The enclosed tape(s) is/are forwarded for evaluation to qualify the following individual(s) for admission into the Basic Broadcaster Course:

*(Name[s] of Applicants.) Note: If more than one voice is recorded on the cassette, list the applicants in the order the voices are recorded.*

2. The POC for this action is *(recruiter's name, phone number, fax number[s], and e-mail address).*

3. Special comments: *(if applicable)*

*(Recruiter's Signature)*

---

*(Typed Grade, Name, and Title)*



## Attachment 9

## SAMPLE REQUEST FOR DEP DISCHARGE ORDERS

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RECRUITING SERVICE

*(Date)*

MEMORANDUM FOR 346 RCS/RSRI

FROM: 346 RCS/RSO

SUBJECT: Discharge From the Air Force Reserve Delayed Entry Program (AB Ira M. Smith)

1. Request discharge orders be issued for the following individual:

<u>Grade</u>	<u>Full Name</u>	<u>SSN</u>	<u>DEP Category</u>	<u>DOE</u>	<u>Effective Date</u>
AB	IRA M. SMITH	123-45-6789	NPS	1 Jan 04	1 Jan 04

2. Airman Smith was found disqualified for enlistment in the Regular Air Force in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*. Specific reasons for disqualification are as follows:

Did not show on shipping day (ZBE). *(Be specific--don't give general reasons.)*

JOHN J. JONES, SMSgt, USAF  
Operations Supervisor

**5 Attachments:**

1. DD Form 4
2. DD Form 1966
3. SF 88
4. SF 93
5. AB Smith's Statement

## Attachment 10

### INSTRUCTIONS FOR OBTAINING PS RECORDS ON APPLICANTS WHO HAVE BEEN DISCHARGED

#### A10.1. Obtaining PS Records by Mail:

A10.1.1. For applicants who have received a final discharge from all service obligation, mail a properly completed SF 180 to Air Force NPRC Liaison, 1222 Spruce Street, Room 10.314, St Louis MO 63103-2813.

A10.1.2. This service is designed specifically to expedite processing requests for information on Air Force AD and reserve applicants. Do not release the above address to anyone other than Air Force AD and reserve recruiters or request records on anyone other than bonafide applicants. Other veterans may obtain PS records by mailing a completed SF 180 to the National Personnel Records Center (NPRC) address indicated on the back of the SF 180.

**A10.2. Obtaining Records by Telephone.** Do not attempt to obtain PS information or documents by telephone. The liaison does not have direct access to NPRC files and must have a completed and signed SF 180 to obtain a record. A completed SF 180 may be faxed to (314) 331-5936 or DSN 555-5936. Do not call the 345 RCS operations to request records or inquire about delays. Direct followup calls to DSN 555-4006 or (314) 331-4006. You will be asked to leave a recorded message, and the Air Force liaison will return your call.

#### A10.3. Instructions for Completing SF 180:

A10.3.1. **Section I, Item 5.** If the applicant had service prior to 1971, he or she may have had a service number. If so, include it.

A10.3.2. **Section II, Item 1.** Type the following statement in this block: "Review of records to include the making of photocopies of extracted information." Also list specific documents required, such as DD Form 214 and performance reports.

A10.3.3. **Section II, Item 4.** Type the specific reason for the request.

A10.3.4. **Section II, Item 5.** Ensure the applicant signs the request.

A10.3.5. **Section II, Item 6.** Place an "X" in the block labeled "Other." The block must contain the typed name, grade, and signature of the requesting recruiter.

A10.3.6. **Section II, Item 7.** Enter the complete address and telephone number of the requesting recruiter.

A10.3.7. **All Other Items.** Self-explanatory.

**Attachment 11**

**SAMPLE ORDERS FOR EXTENDED ACTIVE DUTY (EAD) FOR BOT  
DELETED.**

**Attachment 12**

**INFORMATION REGARDING NONNATIVE ENGLISH SPEAKING (NES) APPLICANTS**

**A12.1. Sample NES Identification Statement.** See a sample at [Figure A12.1](#).

**Figure A12.1. Sample NES Identification Statement.**

<p>1. This applicant (<i>is/is not</i>) an NES. During the course of my interview with (<i>applicant's name</i>), I have determined this applicant (<i>does/does not</i>) demonstrate English speaking (<i>and/or</i>) comprehension abilities at a level that will allow (<i>him/her</i>) to function effectively as an Air Force officer.</p> <p><i>(Note: Complete paragraph 2 only if paragraph 1 indicates "is" and "does not.")</i></p> <p>2. I have advised (<i>him/her</i>) of this determination and that if (<i>he/she</i>) is selected for the Air Force Basic Officer Training (BOT) (OTS), (<i>he/she</i>) must first achieve a score of 90 or above on the English Comprehension Language Test (ECLT) and then achieve a score of 2 (<math>\pm</math> 2) on a Defense Language Institute English Language Center (DLIELC) interview. I have also advised the applicant that failure to achieve these qualifications within 90 days of the selection notification will result in the selection being withdrawn.</p>	
<p>_____</p> <p><i>(Signature)</i></p> <p><i>(Typed name and grade of reviewing officer)</i></p>	<p>_____</p> <p><i>(Signature)</i></p> <p><i>(Typed name of applicant)</i></p>

**A12.2. NES Evaluation and Processing Actions.** See [Table A12.1](#).

**Table A12.1. NES Evaluation and Processing Actions.**

<b>I T E M</b>	<b>A</b>	<b>B</b>
<b>Actions</b>	<b>Responsible Unit or Person</b>	
<b>1</b>	During the application interview, complete the NES statement on AF Form 56, Section III. If the applicant is determined to be NES with an English speaking and/or comprehension difficulty, he or she will be briefed according to paragraph 1.4.2.	The applicant's unit commander, recruiting officer, or interviewer.
<b>2</b>	Immediately notify the applicant of his or her tentative selection. For an Air Force applicant, arrange with the TCO at the nearest military site that offers the ECL test to administer, score, and send the answer sheet to DLIELC for filing. For a civilian applicant, ask the TCO at the applicant's MEPS to administer, score, and process the ECL. Withdraw tentative selection for those scoring below 90 or waive the minimum score requirement (see note).	The appropriate selection notification agency.

I T E M	A	B
	Actions	Responsible Unit or Person
3	Contact DLIELC/LEAX (Operations Branch) to schedule an oral telephonic proficiency interview. Call DSN 473-3342 or COM (210) 671-3342, extension 212 or 209, for scheduling.	
4	Advise the selection notification agency of the results.	DLIELC.
5	Withdraw tentative selection for those with a DLIELC score of less than 2 ( $\pm 2$ ) or waive the minimum score. Confirm final selections.	The appropriate selection notification agency.
<p><b>NOTE:</b> Within 90 days of being notified of tentative selection, the selection agency will withdraw the selection of applicants who fail to qualify on both the ECL and the DLIELC oral proficiency interview.</p>		

Attachment 13

**SAMPLE ORDERS FOR REGULAR AIR FORCE ENLISTMENT—NPS ASSIGNED TO BMT**

**A13.1. Instructions.** Complete enlistment orders according to applicable AFIs. Use **Figure A13.1.** as the basic guide. The Air Force representative is responsible for reviewing and ensuring the accuracy of enlistment orders.

A13.1.1. NPS enlistment travel orders issued by MEPS may be corrected for the following reasons: Errors in enlistment date, DEP discharge date, or SSN. Return a copy of the orders to the enlisting MEPS and request an amendment to the orders to correct the error.

A13.1.2. Other errors such as a misspelled name, missing middle initials, incorrect ZIP codes, etc., may be corrected by striking the erroneous data and entering the correct data. Annotate the order as corrected and have the member initial the correction. Ensure the member receives a copy of the corrected order. Further, ensure all copies in member’s PRG are corrected.

**Figure A13.1. Sample Order for Enlistment in RegAF—NPS Assigned to BMT.**

DEPARTMENT OF THE AIR FORCE MILITARY ENTRANCE PROCESSING STATION AJAX FEDERAL BUILDING, SAN ANTONIO, TX	
SPECIAL ORDER: _____	(Date)
1. Having enlisted this date in the Air Force under the authority of AFI 36-2002 and AFRSI 36-2002, you are hereby assigned to Active Duty. Comply with the instructions in paragraph 3 of this special order and, if applicable, other supplemental instructions attached to these orders.	
2. Government transportation is authorized in connection with these orders and is chargeable to PCS TDN 57_ 3500 32_ 5841.0M 503725 ( <i>see note 1</i> ). Travel of dependents, transportation of a mobile home, or shipment of household goods is not authorized. Travel by government transportation request (TR) with 1-day travel time is permitted ( <i>see note 2</i> ).	
3. You are transferred from this activity effective this date and are directed to proceed and report to the 737th Training Wing, Lackland AFB TX, NLT ( <i>date</i> ).	
(Name/Social Security Number)	(Remarks/Special Instructions)
<b>NOTES:</b>	
1. Insert the appropriate number for the FY. For example, the proper fund citation for FY 03 is 573_ 3500 3235841.0M 503725.	
2. For overseas MPF: DoD FMR, Volume 2A, Ch 2&3, <i>MILPERS &amp; O&amp;P Budget Exhibit Guidance</i> . Transportation in kind and meal tickets will be furnished. If available transportation or meal tickets are not used, reimbursement is not authorized. If transportation or meal tickets are not available, enlistee will be furnished a statement of explanation.	

**Attachment 14****SAMPLE ORDERS FOR REGULAR AIR FORCE ENLISTMENT—PS**

**A14.1. Preparing Orders.** Complete enlistment orders according to the applicable sample (**Figure A14.1.** thru **Figure A14.6.**). The applicable MLS, recruiting, and group operations are responsible for reviewing and ensuring the accuracy of enlistment orders. For any errors in PS orders, return a copy of the orders to the enlisting MEPS and request an amendment or correction to the error. MPF are only authorized to amend PS orders to include authorization for a second privately owned vehicle. Special order numbers are obtained from the applicable MEPS operations section.

**Figure A14.1. Sample Order for PS Enlistment or Assignment (DDA).**

DEPARTMENT OF DEFENSE  
MILITARY ENTRANCE PROCESSING STATION  
123 MAIN ST  
YOUR CITY, ST 95834

SPECIAL ORDER: 183-1

18 February 2005

PERSONNEL DATA: NAME DOE, EDWARD A., SSN 123-45-1223, Rank A1C (E-3), PAFSC 1A251, ADN 005, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 01 HOR 5705 RANDOLPH DR., SACRAMENTO, CA 95819 (*see note 1*)

ASSIGNMENT: Assigned to 60 OPS GP, TRAVIS AFB, CA 94536-5000 PAS code TP1LFHVZ in CAFSC 1A251 MPF code TP.

REPORTING DATA: 15 DAYS DIRECT DUTY ADVANCED LEAVE AUTHORIZED (*see note 2*): Report to Commander's support staff at 60 OPS GP, TRAVIS AFB, CA NLT 29 OCT 05. Enlistment records will be sealed and hand-carried by member to the gaining MPF.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC submitted by MEPS on date clearance request receipt validated.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit your travel voucher within 5 workdays after completion of travel.

TRANSPORTATION: PCS TDN 5733500 323 5841. 0\* 525725 (\*Insert M, D, H, I, T, or Y.) (*See note 3.*) Shipment of household goods is authorized, or member elects transportation of a mobile home in lieu of shipment of household goods. Travel of the following dependents is authorized. (*Put dependent's names and DOB here or NONE if the applicant has no dependents.*) Travel by privately owned conveyance with \_\_\_ days travel time permitted (*see note 4*); or travel by government TR with 1-day travel time permitted.

FOR THE COMMANDER:

\*\*\*\*\*  
\* OFFICIAL COPY \*  
\* DEPARTMENT OF DEFENSE \*  
\* SACRAMENTO MEPS \*  
\*\*\*\*\*

MARK D. RIPLEY  
Captain, USA  
Operations Officer

DISTRIBUTION:

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- SEALED ENLISTMENT PACKET FOR MPF (7)
- HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)
- USAF RCTG SQ (3)
- TRAVEL SECTION (1)
- FILE (1)



**NOTES:**

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.
2. Direct duty assignment leave program (DDALVP) pertains to leave en route allowed. PS applicants are allowed 15 days or less. For example, AFRISS 15 DDALVP refers to 15 days leave allowed en route.
3. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the sub-project field in the fund citation will be "3"; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.
4. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILP-ERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)*.

**Figure A14.2. Sample Order for PS Enlistment—(NDT) Going to Technical Training School First and Then to Permanent Duty Station (Prior Air Force, AFRC, or ANG).**

DEPARTMENT OF DEFENSE  
MILITARY ENTRANCE PROCESSING STATION  
123 MAIN ST  
YOUR CITY, ST 95834

SPECIAL ORDER: 183-2

DATE: 18 February 2005

PERSONNEL DATA: NAME DOE, EDWARD A., SSN 123-45-1223, Rank A1C (E-3), PAFSC 1A251, ADN 066, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 05 HOR 5705 RANDOLPH DR., SACRAMENTO, CA 95819 (*see note 1*).

ASSIGNMENT: Assigned to 35 OPS GP, TRAVIS AFB, CA 94536-5000 PAS code TP1LFHVZ in CAFSC 1A251 MPF code TP, with TDY's en route to Sheppard AFB to attend course JABRS123-001, CSD 2 Mar 05 CGD 6 May 05. TLN XXXXXXXXXXXX. *Put meal statement here for the TDY location. All other subsequent TDYs go here with CSD, CGD, TLN number, and meal statements for each TDY location.*

REPORTING DATA: Check into billeting at (*TDY location*) next duty day report to (*squadron where member is attending tech school*). After TDY, member is allowed up to 15 days of leave. Report to Commander's support staff at 35 OPS GP, TRAVIS AFB, CA NLT 18 Jun 05. Enlistment records will be sealed and hand-carried by member to the gaining MPF.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC submitted by MEPS on date clearance request receipt validated.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit the travel voucher within 5 workdays after completion of travel. Student must reserve on base lodging. Should the student be placed in off-base lodging, he or she must check daily on availability of onbase lodging. When onbase lodging is available, the student must move on base within 24 hours according to AETC supplement 1 to AFI 34-246. The MPF has the authority to amend orders due to changes in training schedule and/or end assignment. ALL changes in schedule, assignment, classes, courses, etc., must be coordinated and processed through 12 CPTS/FMFLT Randolph AFB, TX (210) 542-2971 \*1 or DSN 487-2971 \*1 for "funds certification." Ask for the "TDY to School" section to amend the fund cite.

TRANSPORTATION:

PCS TDN: 5733500 323 5841. 0\* 525725 (\*insert M, D, H, I, T, or Y). (*See note 2.*)

TDY FUND CITE: (*HQ AFRS/RSOPB will provide a fund cite and a financial control number.*)

Shipment of household goods is authorized upon completion of TDY, or member elects transportation of a mobile home in lieu of shipment of household goods. Travel of the following dependents is authorized (*put dependent's names and DOB here or NONE if the applicant has no dependents*). Travel by privately owned conveyance with \_\_\_ days travel time permitted (*see note 3*); or Travel by government TR with 1-day travel time permitted.

REMARKS: Member understands that if he or she doesn't graduate from tech school, the Air Force has the option to discharge him or her.

FOR THE COMMANDER:

\*\*\*\*\*  
 \* OFFICIAL COPY \*  
 \* DEPARTMENT OF DEFENSE \*  
 \* SACRAMENTO MEPS \*  
 \*\*\*\*\*

MARK D. RIPLEY  
 CAPTAIN, USA  
 Operations Officer

DISTRIBUTION:

APPLICANT (1)

SEALED ENLISTMENT PACKET FOR MPF (7)

HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)

USAF RCTG SQ (3)

TRAVEL SECTION (1)

FILE (1)

NOTES:

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.

2. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "3"; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.

\*3. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILPERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)*.

**Figure A14.3. Sample Order for PS Enlistment—Sister Service Direct Duty with TDY to the PSSSE Orientation Course.**

DEPARTMENT OF DEFENSE  
MILITARY ENTRANCE PROCESSING STATION  
123 MAIN ST  
YOUR CITY, ST 95834

SPECIAL ORDER: 183-3

18 February 2005

PERSONNEL DATA: NAME DOE, EDWARD A., SSN 123-45-6789, Rank A1C (E-3), PAFSC 1A251, ADN 005, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 01 HOR 5705 SANDBURG DR., RANDOLPH, CA 95819 (*see note 1*).

ASSIGNMENT: Assigned to 60 OPS GP, TRAVIS AFB, CA 94536-5000 PAS code TP1LFHVZ in CAFSC 1A231 MPF code TP, with TDY en route to Lackland AFB, TX to attend course LMAQM9T000 000, CSD 21 Feb 05 CGD 28 Feb 05. TLN XXXXXXXXXX. All government meals are available and directed.

REPORTING DATA: Check into Billeting at Lackland. On Sunday on CSD, report to Building 7065, DORM A3, at 0800, at Lackland AFB. After TDY, member is allowed up to 15 days of leave. Report to Commander's support staff at 60 OPS GP, TRAVIS AFB, CA NLT 18 Mar 05. Enlistment records will be sealed and hand-carried by the member to the gaining MPF.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC submitted by MEPS on date clearance request receipt validated.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel. Student must reserve onbase lodging. Should the student be placed in off base lodging, he or she must check daily on availability of onbase lodging. When onbase lodging is available, the student must move on base within 24 hours according to AETC supplement 1 to AFI 34-246. Submit travel voucher within 5 workdays after completion of travel. MPF has the authority to amend orders due to changes in training schedule and/or end assignment. ALL changes in schedule, assignment, classes, courses, etc., must be coordinated and processed through 12 CPTS/FMFLT Randolph AFB, TX (210) 542-2971 \*1 or DSN 487-2971 \*1 for "funds certification." Ask for the "TDY to school" office to amend the fund cite.

TRANSPORTATION: PCS TDN: 5733500 323 5841. 0\* 525725 (\*Insert M, D, H, I, T, or Y.) (*See note 2.*)

TDY FUND CITE: (*HQ AFRS/RSOPB will provide a fund cite and a financial control number.*)

Shipment of household goods is authorized, or member elects transportation of a mobile home in lieu of shipment of household goods. Travel of the following dependents is authorized (*put dependent's names and DOB here or NONE if the applicant has no dependents*). Travel by privately owned conveyance with \_\_\_ days travel time permitted (*see note 3*); or Travel by government TR with 1-day travel time permitted.

REMARKS: Member understands that if he or she doesn't graduate from tech school, the Air Force has the option to discharge him or her.

FOR THE COMMANDER:

\*\*\*\*\*  
 \* OFFICIAL COPY \*  
 \* DEPARTMENT OF DEFENSE \*  
 \* SACRAMENTO MEPS \*  
 \*\*\*\*\*

MARK D. RIPLEY  
 Captain, USA  
 Operations Officer

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- HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)
- USAF RCTG SQ (3)
- TRAVEL SECTION (1)
- FILE (1)

NOTES:

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.
2. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "3"; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.
- \*3. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILPERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)*.

**Figure A14.4. Sample Order for PS Enlistment—Sister Service (Going TDY to PSSSE, TDY to Technical Training School, and Then PCS to the Permanent Duty Station).**

DEPARTMENT OF DEFENSE  
MILITARY ENTRANCE PROCESSING STATION  
123 MAIN ST  
YOUR CITY, ST 95834

SPECIAL ORDER: 183-5

18 February 2005

PERSONNEL DATA: NAME DOC, EDWARD A., SSN 123-45-1223, Rank A1C (E-3), PAFSC 1A251, ADN 066, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 01 HOR 5705 SANDBURG DR., RANDOLPH, CA 95819 (*see note 1*)

ASSIGNMENT: Assigned to 60 OPS GP, TRAVIS AFB, CA 94536-5000 PAS code TP1LFHVZ in CAFSC 1A251 MPF code TP, with TDYs en route to Lackland AFB, TX to attend course LMAQM9T000 000, CSD 21 Feb 05 CGD 28 Feb 05, TLN XXXXXXXXX. All government meals are available and directed. Follow on to Sheppard AFB to attend course JABRS123-001, CSD 2 Mar 05 CGD 6 May 05, TLN XXXXXXXXX. (*Put meal statement here for the TDY location. All other subsequent TDYs go here with all pertinent information such as CSD, CGD, TLN, and meal statements.*)

REPORTING DATA: Check into Billeting at Lackland. on Sunday on CSD, report to Building 7065, Dorm A3, at 0800, at Lackland AFB. At next TDY, Report to billeting at (*next TDY location*) next duty day report to (*squadron where member is attending tech school*). After TDY, member is allowed up to 15 days of leave. Report to Commander's support staff at 60 OPS GP, TRAVIS AFB, CA NLT 18 Jun 02. Enlistment records will be hand-carried.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC submitted by MEPS on date clearance request receipt validated.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit a travel voucher within 5 workdays after completion of travel. Student must reserve onbase lodging. Should the student be placed in off-base lodging, he or she must check daily on availability of on base lodging. When onbase lodging is available, the student must move on base within 24 hours according to AETC supplement 1 to AFI 34-246. The MPF has the authority to amend orders due to changes in training schedule and/or end assignment. ALL changes in schedule, assignment, classes, courses, etc., must be coordinated and processed through 12 CPTS/FMFLT Randolph AFB, TX (210) 542-2971 \*1 or DSN 487-2971 \*1 for "funds certification." Ask for the "TDY to school" office to amend the fund cite.

TRANSPORTATION: (*See note 2.*)

PCS TDN: 5733500 323 5841. 0\* 525725 (\*insert M, D, H, I, T, or Y).

TDY fund cite: (HQ AFRS/RSOPB will provide a fund cite and a financial control number.)

Shipment of household goods is authorized upon completion of TDY, or member elects transportation of a mobile home in lieu of shipment of household goods. Travel of the following dependents is authorized (*put dependent's names and DOB here or NONE if the applicant has no dependents*). Travel by privately owned conveyance with \_\_\_ days travel time permitted (*see note 3*); or travel by government TR with 1-day travel time permitted.

REMARKS: Member understands that if he or she doesn't graduate from tech school, the Air Force has the option to discharge him or her.

FOR THE COMMANDER:

\*\*\*\*\*  
\* OFFICIAL COPY \*  
\* DEPARTMENT OF DEFENSE \*  
\* SACRAMENTO MEPS \*  
\*\*\*\*\*

MARK D. RIPLEY  
Captain, USA  
Operations Officer

DISTRIBUTION:

APPLICANT (1)

SEALED ENLISTMENT PACKET FOR MPF (7)

HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)

USAF RCTG SQ (3)

TRAVEL SECTION (1)

FILE (1)

**NOTES:**

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.
2. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the sub-project field in the fund citation will be "3"; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.
3. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILP-ERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)*.



**Figure A14.5. Sample Order for PS Enlistment—Members Going to Technical Training School for More Than 20 Weeks.**

**INSTRUCTIONS:** Add the PSSSE Course information for sister service members. Those attending the Combat Control Course at Lackland AFB are not in TDY status. They report to their technical training squadron, attend the PSSSE course, and then the Combat Control Course. Those attending the Pararescue course are TDY to Lackland for the PSSSE course and then PCS to Kirtland AFB NM. Pararescue retrainees are not authorized to drive their POVs due to the numerous courses they will be attending.

DEPARTMENT OF DEFENSE  
MILITARY ENTRANCE PROCESSING STATION  
123 MAIN ST  
YOUR CITY, ST 95834

SPECIAL ORDER: 183-8

18 February 2005

PERSONNEL DATA: NAME DOE EDWARD A., SSN 123-45-1223, Rank A1C (E-3), PAFSC 1A231, CAFSC 1A2X1. ADN 005, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 01 HOR 5705 RANDOLPH DR., SACRAMENTO, CA 95819 (*see note 1*).

ASSIGNMENT: Assigned to 342 TRG, LACKLAND AFB, TX to attend the following course L3ABRIT231 001 Pararescue Apprentice, CSD 22 OCT 05, TLN: XXXXXXXXXX. PAS: DM1LFHS1 MPF: DM

REPORTING DATA: 0 DDALVP. Member will report to billeting. Next duty day, member will report to the Commander's support staff at 342 TRG LACKLAND AFB, TX NLT 28 FEB 03 for in-processing. Enlistment records will be sealed and hand-carried by the member to the gaining MPF.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC submitted by MEPS on date clearance request receipt validated.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit a travel voucher within 5 workdays after completion of travel. The MPF has the authority to amend orders due to changes in training schedule. ALL changes in schedule, assignment, classes, courses, etc., must be coordinated and processed through 12 CPTS/FMFLT Randolph AFB, TX (210) 542-2971 \*1 or DSN 487-2971 \*1 for "funds certification." Ask for the "TDY to school" office to amend the fund cite.

TRANSPORTATION: PCS TDN 5733500 323 5841. 0\* 525725 (\*Insert M, D, H, I, T, or Y.) (*See note 2.*)

Shipment of household goods is authorized upon completion of course, or member elects transportation of a mobile home in lieu of shipment of household. Travel of the following dependents is authorized (*put dependent's names and DOB here, or NONE if the applicant has no dependents*). Travel by privately owned conveyance with \_\_\_ days travel time permitted (*see note 3*); or travel by government TR with 1-day travel time permitted.

REMARKS: Member understands that if he or she doesn't complete the course, the Air Force has the option to discharge him or her.

FOR THE COMMANDER:

\*\*\*\*\*  
 \* OFFICIAL COPY \*  
 \* DEPARTMENT OF DEFENSE \*  
 \* SACRAMENTO MEPS \*  
 \*\*\*\*\*

MARK D. RIPLEY  
 Captain, USA  
 Operations Officer

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- HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)
- USAF RCTG SQ (3)
- TRAVEL SECTION (1)
- FILE (1)

**NOTES:**

1. Enter enlistee’s primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.
2. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the sub-project field in the fund citation will be “3”; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.
3. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILP-ERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)*.

Figure A14.6. Sample Order PS Enlistment—Sample BSRP Order.

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RECRUITING SERVICE (AETC)  
369TH RECRUITING SQUADRON  
123 MAIN ST.  
YOUR CITY, ST 95834

SPECIAL ORDER: 001 (Start with 001)

18 February 2005

PERSONNEL DATA: NAME DOE, EDWARD A., SSAN 123-45-1223, Rank A1C (E-3), PAFSC 1A251, ADN 005, DOE 18 Feb 05, TOE 4 years, DOR 11 OCT 01 HOR 5705 SANDBURG DR., RANDOLPH, CA 95819 *(see note 1)*.

ASSIGNMENT: Assigned to 60 OPS GP, TRAVIS AFB, CA 94536-5000 PAS code TP1LFHVZ in CAFSC 1A251 MPF code TP.

REPORTING DATA *(see note 2)*: 15 DAYS DIRECT DUTY ADVANCED LEAVE AUTHORIZED: Report to Commander’s support staff at 60 OPS GP, TRAVIS AFB, CA NLT 14 Mar 05. Enlistment records will be sealed and hand-carried by member to the gaining MPF.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. NACLAC not submitted by the MEPS.

SPECIAL INSTRUCTIONS: Report to the base housing referral office servicing your new duty station before entering into a rental, lease or purchase agreement for off-base housing. Submit a travel voucher within 5 workdays after completion of travel.

TRANSPORTATION: *(See note 3.)*

PCS TDN 5733500 323 5841. 0\* 525725 (\*Insert M, D, H, I, T, or Y.)

Shipment of household goods is authorized, or Member elects transportation of a mobile home in lieu of shipment of household goods. Travel of the following dependents is authorized *(put dependents names and DOBs here or NONE if the applicants has no dependents)*. Travel by POV with \_\_\_ days travel time permitted *(see note 4)*; or Travel by government TR with 1-day travel time permitted.

REMARKS: Member authorized up to 10 days delay in route for the purpose of moving household goods.

FOR THE COMMANDER:

\*\*\*\*\*  
\* OFFICIAL COPY \*  
\* DEPARTMENT OF DEFENSE \*  
\* 369th Recruiting Squadron \*  
\*\*\*\*\*

MARK D. RIPLEY  
Captain, USA  
369th RCS Operations Officer

**DISTRIBUTION:**

APPLICANT (1)

SEALED ENLISTMENT PACKET FOR MPF (7)

HQ AFRS/RSOPB, RANDOLPH AFB, TX 78150

(1)

USAF RCTG SQ (3)

TRAVEL SECTION (1)

FILE (1)

**NOTES:**

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on the latest DD Form 214 or as downgraded according to AFI 36-2101. If the non-Air Force skill does not convert to an Air Force specialty, enter the AFSC at the 1 skill-level in which the enlistee is retraining. For a control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1 skill-level in the retraining AFSC.
2. Direct duty assignment leave program (DDALVP) pertains to leave en route allowed. PS applicants are allowed 15 days or less. For example, AFRISS 15 DDALVP refers to 15 days leave allowed en route.
3. Insert appropriate number for the FY. For example, in FY03 proper fund citation is 5733500 323 5841.0\* 503725. If the DOE and the reporting date are in different FYs, the first portion of the sub-project field in the fund citation will be "3"; for example, 5733500 323 5841.3\* 503725. Only one PCS fund citation will appear in the order.
4. Enter the appropriate number of travel days according to DOD FMR, Volume 2A, Ch 2&3, *MILPERS & O&P Budget Exhibit Guidance, Official Table of Distances (Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico)* can be found at <https://dtod.sddc.army.mil/default.aspx>.

Attachment 15

SAMPLE MEMORANDUM—REQUEST FOR COMPLETION OR REACCOMPLISHMENT OF ENLISTMENT AGREEMENT

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

(Date)

MEMORANDUM (Recruiter's Office Symbol)
FOR

ATTN: (Recruiter's Grade and Name)

FROM: (MEPS office symbol)

SUBJECT: Request for Completion or Reaccomplishment of AF Form 1034, 3005, 3006, 3007, or 3008 (as appropriate) for (applicant's name and SSN)

1. According to AFRSI 36-2001, the applicant's enlistment agreements must be completed or reaccomplished for the following reasons:

- a. Change of job or initial job reservation.
b. Change in grade.
c. Change in TOE.
d. Other:

(Specify)

2. Complete the attached enlistment agreements according to the instructions on the back of the applicable form. Note: Ensure the remarks section is completed with applicable information.

3. Request you comply with the above and return the form to this office within 30 days from the date of this memorandum.

FOR THE COMMANDER

(Signature)

(MLS Signature Block)

2 Attachments:

- 1. Enlistment Agreements
2. Job Description

CC: Flight Chief

## Attachment 16

**SAMPLE MEMORANDUM—REQUEST FOR WAIVER OF PHYSICAL STANDARDS OR  
REQUEST FOR JOB CERTIFICATION**

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

(Date)

MEMORANDUM FOR HQ AETC/SGPS

FROM: *(Appropriate MEPS Office Symbol)*  
*(Street Address or PO Box)*  
*(City, State, and ZIP Code)*

SUBJECT: Request for Waiver of Physical Standards or Request for Job Certification for *(applicant's name and SSN)*

1. Request a waiver of physical standards be granted for *(full name and SSN)* to allow enlistment in the RegAF. This request is based on the medical evaluation and recommendation of the MEPS medical officer on the DD Forms 2808 and other documents attached.

2. The following additional tests and or consultations regarding the physical defect were accomplished:

3. Request job certification for \_\_\_\_\_  
(AFSC) (EAD)

FOR THE COMMANDER

*(Signature)*  
\_\_\_\_\_  
*(MLS Signature Block)*

2 Attachments:

1. SF Forms 88 and 93 or DD Forms 2807-1 and 2808
2. Other medical documents (specify as required)

CC: Flight Chief

**NOTE:** LNCOs should check with the MEPS medical officer to ensure sufficient medical information is provided so HQ AETC/SGPS can adequately evaluate the waiver request. Do not use this memorandum for PS applicants who do not meet AFSC prerequisites. (See [Chapter 4](#).)

## Attachment 17

### GUIDE FOR PROCESSING AND REVIEWING A MEDICAL EXAMINATION FOR AN AIR FORCE COMMISSION

#### A17.1. Introduction:

A17.1.1. Individuals being processed for an Air Force commission will require a medical examination according to AFI 48-123, *Medical Examination and Standards*.

A17.1.2. A completed SF Form 88 or DD Form 2808, *Report of Medical Examination*, and SF Form 93 or DD Form 2807-1, *Report of Medical History*, must be forwarded in original and two copies with each application.

**A17.2. Medical Reports.** The following guidance is provided to clarify requirements for physical examinations with special emphasis for HP applicants: (**Note:** AFI 48-123, Chapter 7, contains the medical standards for commission, including HPSP applicants.)

A17.2.1. The following conditions require medical reports (documentation from the physician, hospital, etc.):

A17.2.1.1. Almost any surgery other than an uncomplicated appendectomy or hernia repair, or ligation of tubes, male or female. Absolutely any surgery of the brain, back, spinal cord, chest, upper abdomen, pelvis, and joints. A tissue report is required in the case of most biopsies (skin, breast, etc.) of tumors and lumps.

A17.2.1.2. Any history of hospitalization other than the exceptions listed in paragraph [A17.2.1.1](#), even if only 1 or 2 days for tests.

A17.2.2. Even though they are not treated in a hospital, the following conditions require medical records:

A17.2.2.1. Asthma (see paragraph [A17.5.2](#)).

A17.2.2.2. Skin diseases other than mild acne and athlete's foot.

A17.2.2.3. Allergies if more than mild.

A17.2.2.4. Back sprains.

A17.2.2.5. Severe joint sprains.

A17.2.2.6. Heart conditions.

A17.2.2.7. Hepatitis, mononucleosis.

A17.2.3. The most useful medical records are hospital records. Generally, they are the most easily obtained, of better quality, and are kept available for a longer time. Generally, the information needed is:

A17.2.3.1. Discharge summary.

A17.2.3.2. Surgeon's report.

A17.2.3.3. Pathologist's report.

A17.2.3.4. History and physical.

A17.2.3.5. X-ray and laboratory reports.

A17.2.4. Most doctor's letters are inadequate. The standard MEPS request form, if used appropriately, lists the required information. Be aware that all too many civilian doctors:

A17.2.4.1. Are unaware of current military rules.

A17.2.4.2. Have no concept of what military training and duty is like.

A17.2.4.3. Will be strongly biased in favor of the applicant.

**A17.3. Accomplishment of Medical Examination.** To save unnecessary expense and delay, prescreen applicants before they receive their physical examination. Also, quality control the package before it is submitted, using the following guidance:

**A17.3.1. SF Form 93 or DD Form 2807-1:**

A17.3.1.1. SF 93 is accomplished by the applicant in ink or indelible pencil (common error). Blocks 1 through 9 may be typewritten, but the remainder of the form must be handwritten. The applicant must print his or her name in block 24a and sign the form in block 24b. An original and two copies are required.

A17.3.1.2. DD Form 2807-1 is accomplished by placing an "X" or checkmark in the appropriate column following each item. All items checked "Yes" must be commented on by the examining physician, with a reasonably complete summary. (Failure to do this is a common error.) For surgical procedures, the type and date of surgery, complications, and subsequent progress should be noted. In general, the following notations should be considered for each affirmative answer:

A17.3.1.2.1. What was the medical condition?

A17.3.1.2.2. Was it a confirmed or self-made diagnosis?

A17.3.1.2.3. When did it occur? Enter date of first and last occurrence.

A17.3.1.2.4. Duration of disease.

A17.3.1.2.5. Severity and disability.

A17.3.1.2.6. Treatment, if any.

**A17.3.2. SF Form 88 or DD Form 2808.** An original and two copies of these forms are required. Additional requirements are as follows:

A17.3.3. A digital examination of the rectum and prostate is required of male examinees age 40 and older.

A17.3.4. A pelvic examination and Pap smear is required for all female applicants. Nurse Corps (NC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Dental Corps (DC) applicants not holding status, but who received their physical examination at a MEPS, may have this requirement waived if the MEPS does not have the capability. Ensure the female applicant is aware of the pelvic examination requirement. Refusing this examination at the support facility may result in missing the selection board. A Pap smear alone is not a substitute for the pelvic examination.



A17.3.5. Enter a check in the appropriate column—"abnormal" or "normal." When the finding is "abnormal," describe it in the "notes" block.

A17.3.6. Active orthodontic appliances are not acceptable. Waivers may be considered for an individual who will complete the regimen of care (including removal of appliances) before entering on EAD. Artificial dentures, removable or fixed, are acceptable.

A17.3.7. A routine urinalysis, checking for albumin and sugar, must be performed on all examinees at MEPS or at civilian contract physicals. If performed at an AD installation, specific gravity and microscopic study are also required. (Specific gravity must be 1.012 or above.)

A17.3.8. If x-ray results are used, enter the date and result of film. Include the name and location of the x-ray facility. This is required for all applicants. (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability.) Do not send the x-ray films.

A17.3.9. All positive results for sexually transmitted diseases must be repeated. A history of syphilis must show proof of adequate treatment. This is required for all applicants.

A17.3.10. An exercise tolerance test (treadmill) is required if the applicant is 40 years of age or older.

A17.3.11. HTLV-III is required on all applicants. Hematocrit, hemoglobin, and tuberculin skin tests are required on all applicants. (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability.) Hemoglobin-S is required for all flying class III physicals. Cholesterol is required for all flying class III and applicants over 40 years of age. Fasting blood sugar is required on all applicants with a positive family history of diabetes. Other hematologic or blood chemistry studies are at the discretion of the examining physician. Record actual values when possible. Hematocrit normals for females are 37 to 47 and 40 to 45 for males. If the hematocrit varies, report the laboratory normals for the support facility.

A17.3.12. Record height to the nearest quarter of an inch. Waivers for height of less than 58 inches cannot be granted.

A17.3.13. Record weight to the nearest pound. Medical waivers for being overweight cannot be granted. Refer to paragraph [7.17.](#) and [Attachment 3.](#)

A17.3.14. A blood pressure value of 159/90 and above or 99/60 and below requires recheck. (Failure to do this is a common error.) If disqualifying blood pressures are found on any examination, include the sitting blood pressure for 5 days.

A17.3.15. A sitting pulse of more than 100 requires a recheck. Only the sitting pulse is needed for nonflying examinations.

A17.3.16. Vision requirements are as follows:

A17.3.16.1. Vision must be at least E-2 on profile. Contact lenses will not be worn during or for 3 days preceding initial examination for flying class III.

A17.3.16.2. A refractive error of more than -8.00 or +8.00 diopters spherical equivalent is cause for rejection (Failure to do this is a common error.) This is required when eyes are worse than 20/20 uncorrected. Do not send contact lens prescription.

A17.3.16.3. There is no standard for uncorrected near vision, but it must be correctable to 20/40 in the better eye. (Failure to measure this is a common error.) If the uncorrected near vision is less than 20/20, the refractive prescription that gives the best corrected near vision will be determined.

A17.3.16.4. Esophoria, Exophoria, and Hyperphoria examinations are required on all commission applicants. (Failure to do this is a common error.) A cover test should also be entered. Prism divergence, pupillary distance, and point of convergence is not required.

A17.3.16.5. Verified night blindness is a cause for rejection. This test must be done if there is reason to suspect a night vision deficiency because of family or personal history, fundus changes, behavior in a dim light, etc.

A17.3.16.6. Glaucoma is a cause for rejection. Determine intraocular tension on all applicants over 40 years of age.

#### **A17.4. General Information About Physicals, Medical Rechecks, and Medical Histories:**

A17.4.1. The use of civilian contract physicians is authorized, but the same services must be provided as at a military facility. Whenever possible, the MEPS will be used.

A17.4.2. MEPS has the responsibility for applying the applicable standards and appropriate profiling. If an applicant is placed in a medical recheck status at the MEPS, he or she should return as requested for final determination of acceptability before forwarding the application to HQ AFRS/RSOCP.

A17.4.3. Route requests for review of partial medical examination for medical opinion through the HQ AFRS/RSOCP.

A17.4.4. If, in your opinion, the examiner has not adequately explained the applicant's medical history, suggest further elaboration be included on a separate sheet. A signed statement by the examinee is usually beneficial in explaining minor medical defects.

#### **A17.5. Specific Items or Defects:**

A17.5.1. **Maintenance Medication.** Waivers for hypothyroidism are frequently considered with current evaluation and thyroid function studies.

A17.5.2. **Asthma.** Reactive airway disease, exercise-induced bronchospasm, or asthmatic bronchitis reliably diagnosed at any age is disqualifying.

A17.5.3. **Mitral Valve Prolapse.** Mitral valve prolapse are favorably considered only if asymptomatic, no history of tachyarrhythmias, and the cardiology evaluation demonstrates no other pathology.

A17.5.4. **Ulcers.** Waiver requests for history of uncomplicated stomach ulcers, asymptomatic for at least 1 year, and requiring no medication should include results of a current upper gastrointestinal (UGI) series and internal medicine evaluation. Waiver requests for history of gastrointestinal bleeding are discouraged.

A17.5.5. **History of Surgical Procedures.** History of knee surgery is disqualifying. A history of surgery correction of a pilonidal cyst requires a 1-year observation period (AFI 48-123). Waivers prior to 180 days post-op are seldom granted.

A17.5.6. **Scoliosis.** When lateral deviation of the spine (scoliosis) is detected, the degree of curvature must be reported, using the Cobb method. Scoliosis in excess of 30 degrees (lumbar scoliosis) or 20

degrees (dorsal scoliosis) is disqualifying. Waivers for minor deviations are considered on an individual basis with consultation and spine series x-rays.

A17.5.7. **Seizure Disorders.** Waivers for a verified seizure disorder within the past 5 years or medication for the same cannot be granted.

A17.5.8. **Psychiatric Histories.** Waivers for a history of psychiatric disturbances requiring hospitalization or prolonged treatment are discouraged. Minor disturbances, such as counseling, situational reactions, and divorce proceedings are considered. It is hard to justify a waiver for a verified history of suicide attempt.

A17.5.9. **Pelvic Examinations and Pap Smears:**

A17.5.9.1. A current pelvic examination is required for all female applicants. A Pap smear alone does not satisfy the requirement for the pelvic examination. A lack of understanding of these requirements causes more delay and confusion than any other item.

A17.5.9.2. Each applicant should have a pelvic examination on the day of, and by the facility responsible for, completing the examination. The medical examination should be rescheduled if the applicant is menstruating.

A17.5.9.3. The report of the completed pelvic examination may be forwarded for certification pending the Pap results.

A17.5.9.4. When a vaginal examination is not appropriate, a rectal examination is acceptable.

A17.5.10. **Endometriosis.** The Air Force consultant in obstetrics and gynecology (OB/GYN) has advised not to grant waivers for history of endometriosis unless the applicant has had a hysterectomy and bilateral oophorectomy, (which is considered the only curative measure).

A17.5.11. **Orthodontic Appliances.** Waivers may be considered for active orthodontic treatment (braces). Retainers are acceptable if active treatment is complete. Premature removal of appliances solely to qualify for the Air Force is a matter between the applicant and his or her private dentist.

A17.5.12. **Malignancies.** Malignancies are normally a cause for rejection. Waivers for history of carcinoma of the cervix are considered with proof of adequate treatment and normal followup Pap smears. A history of basal cell carcinoma (skin cancer) may be considered with proof of adequate treatment.

A17.5.13. **Height and Weight Rechecks.** An original disqualifying height and/or weight check that has been marked through or "whited out" and changed to reflect as qualified should make a reviewer highly suspicious. We recommend any subsequent height or weight change be reflected as an addendum to the physical or on a separate sheet. The same applies to BFM.

A17.5.14. **Elevated Blood Pressure or Tachycardia.** Waivers for elevated blood pressure requiring medication are discouraged. To be considered for waiver, a pulse rate of more than 100 must be correlated with a cardiology consultation.

A17.5.15. **Vision Problems.** Waivers for substandard corrected vision are considered on an individual basis. Waivers for excessive refractive error are considered if the error is between 8 and 10 diopters with a "clean bill of health" from an ophthalmologist.

**A17.6. Other Medical Rejections.** Be sure to check for the following conditions because failure to do so is a common error:

- A17.6.1. Verified history of sleepwalking after age 12.
- A17.6.2. A history of inflammation or discharging sinus within 2 years.
- A17.6.3. A history of psoriasis, chronic eczema, or atopic dermatitis.
- A17.6.4. Coronary disease.
- A17.6.5. Other conditions as specified in AFI 48-123, Chapter 7.

**A17.7. Special Examination Requirements for Medical Service Applicants.** Use [Table A17.1.](#) to determine medical examinations required by HQ AFPC/DPAM for certain types of applicants. Refer to AFI 48-123 for more specific screening items.

**Table A17.1. Special Examination Requirements for Medical Service Applicants.**

<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Examination Type (note)</b>	<b>Applicant Type</b>
<b>1</b>	Chest x-ray	All
<b>2</b>	Cholesterol, triglycerides, and HDL	Flying Class III and all over 25
<b>3</b>	Color vision	All
<b>4</b>	ECG	
<b>5</b>	Exercise tolerance test	All over 40
<b>6</b>	Fasting blood sugar	Family history of diabetes
<b>7</b>	Hemoglobin	All
<b>8</b>	Hemoglobin-S	Flying Class III
<b>9</b>	HTLV-III	All
<b>10</b>	Pap smear	All females
<b>11</b>	Pulmonary function studies	All over 35
<b>12</b>	Rectal examination	All over 40
<b>13</b>	Refraction	If vision less than 20/20
<b>14</b>	Stool guiac and prostate	All over 40
<b>15</b>	Tonometry	

**NOTE:** These special examination requirements apply to physicians and any other applicant currently holding medical status.

**Attachment 18**

**CERTIFICATE OF AUTHENTICITY**  
***(FORMAT—DO NOT REPRODUCE)***

I, \_\_\_\_\_, do hereby certify and swear, to the best of my knowledge and belief, that the document appended to this certificate (Attachment 1) is a true, correct, and complete copy of the original \_\_\_\_\_.

\_\_\_\_\_  
*(Applicant's Signature)*

Subscribed and sworn to before me by the above named person, whose identity has been personally verified by me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ in the performance of my duties.

\_\_\_\_\_  
*(Recruiting Officer's Signature)*  
*Title 10, U.S.C., Section 936*

## Attachment 19

## REQUEST FOR A CONDITIONAL TENDER OF RESIGNATION OR RELEASE

**A19.1. Conditional Tender of Resignation.** **Figure A19.1.** contains a sample memorandum for requesting a conditional tender of resignation.

**Figure A19.1. Sample Request for a Conditional Tender of Resignation.**

<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RECRUITING SERVICE (AETC)</p>	<p>(Date)</p>
<p>MEMORANDUM FOR <i>(Appropriate Chain of Command)</i></p> <p>FROM: <i>(Applicant's Name, Grade, and SSAN)</i></p> <p>SUBJECT: Conditional Tender of Resignation</p> <p>1. I <i>(Applicant Name, Grade, Corps, SSN XXX-XX-XXXX)</i>, hereby submit a conditional tender of resignation as a Reserve officer of the <i>(Army, USAR)</i>, under the provisions of Section II, paragraph 6-4, AR 135-175.</p> <p>2. I am submitting this conditional tender of resignation for the purpose of applying to the US Air Force for Active Duty as a <i>(AFSC, Title, and Corps)</i>.</p> <p>3. My reason(s) for applying for appointment in another service <i>(is/are)</i> _____</p> <p>4. I am presently assigned to _____ <i>(add the following, if applicable)</i> and attached to _____.</p> <p>5. I understand that my conditional tender of resignation will not be effective until I have been appointed in the gaining service and executed an oath of office for such appointment.</p> <p style="text-align: center;"> <i>(Signature)</i>            _____  <i>(Applicant's Signature Block)</i> </p>	

**A19.2. Sample Request for a Conditional Release.** **Figure A19.2.** and **Figure A19.3.** contain sample memorandums for requesting a conditional release.

Figure A19.2. Sample Request for a Conditional Release—Army National Guard.

DEPARTMENT OF THE AIR FORCE AIR FORCE RECRUITING SERVICE (AETC)		(Date)
MEMORANDUM FOR <i>(Appropriate Chain of Command [note])</i>		
FROM:	<i>(Applicant's Name, Grade, and SSN)</i>	
SUBJECT:	Request for Conditional Release	
1. I <i>(Applicant Name, Grade, Corps, SSN XXX-XX-XXXX)</i> , hereby submit a request for conditional release as a Reserve officer of the <i>(Army, USAR, [State] National Guard)</i> .		
2. I am submitting this request for the purpose of applying to the US Air Force for Active Duty as a <i>(AFSC, Title, and Corps)</i> .		
3. My reason(s) for applying for appointment in another service <i>(is/are)</i> _____ _____		
4. I am presently assigned to _____ <i>(add the following, if applicable)</i> and attached to _____.		
5. I understand my conditional release request will not be effective until such time as I have been appointed in the gaining service and executed an oath of office for such appointment.		
		_____ <i>(Signature)</i> _____ <i>(Applicant's Signature Block)</i>
(Note: The state adjutant general is the approval authority.)		

**Figure A19.3. Sample Request for a Conditional Release—US Marine Corps Reserve and US Public Health Service.**

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

*(Date)*

MEMORANDUM FOR *(Appropriate Chain of Command)*

FROM: *(Applicant's Name, Grade, and SSN)*

SUBJECT: Request for Conditional Release

1. I (*Applicant Name, Grade, Corps, SSN XXX-XX-XXXX*), hereby submit a request for conditional release as a Reserve officer of the (*component*).

2. I am submitting this request for the purpose of applying to the US Air Force for Active Duty as a (*AFSC, Title, and Corps*).

3. My reason(s) for applying for appointment in another service (*is/are*) \_\_\_\_\_

4. I am presently assigned to \_\_\_\_\_ (*add the following, if applicable*) and attached to \_\_\_\_\_.

5. I understand my conditional release request will not be effective until I have been appointed in the gaining service and executed an oath of office for such appointment.

*(Signature)*  
\_\_\_\_\_

*(Applicant's Signature Block)*



Attachment 20

FORMAT FOR A COI AFTERACTION REPORT

COI AFTERACTION REPORT

Date of Event: \_\_\_\_\_

Event Number: \_\_\_\_\_

Actual number of prospective applicants: \_\_\_\_\_

Actual number of educators or influencers: \_\_\_\_\_

All leads loaded in AFRISS? Yes \_\_\_\_\_ No \_\_\_\_\_

Positive: *(What occurred during your presentation? Give details.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Negative: *(What would you do differently? Give details.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military members present for the event: *(Grade, Name, and Duty Title)*

\_\_\_\_\_  
\_\_\_\_\_

Actual cost per person: *(Amount spent divided by actual number of attendees)* \_\_\_\_\_

Validation by the flight chief that no unauthorized items were purchased *(initials)*: \_\_\_\_\_

Typed Name and Signature of Recruiter:

Typed Name and Signature of Flight Chief:

Typed Name and Signature of Squadron RSM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachment 21**

**AIR FORCE PRESENTATION SURVEY**

Thank you for attending today's presentation. The Air Force is committed to providing accurate, up-to-date information about its recruiting programs. Please take a moment to provide feedback on today's presentation.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of School \_\_\_\_\_ Current Grade and Year \_\_\_\_\_

What did you enjoy most about my presentation?

---



---

Are there things in my presentation I should change?

---



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Do you know anyone who has served in the Air Force? \_\_\_\_\_

Have you ever heard of the Air Force's Delayed Entry Program? \_\_\_\_\_

Have you ever visited an Air Force installation? \_\_\_\_\_ Would you like to? \_\_\_\_\_

If you were going to consider joining the Air Force, what factors would have the biggest influence on your decision?

\_\_\_ Financial \_\_\_ Advancement \_\_\_ Job Training \_\_\_ Recreation \_\_\_ Medical benefits

\_\_\_ Travel opportunities \_\_\_ Leadership development \_\_\_ Educational opportunities

\_\_\_ Self-confidence \_\_\_ Working on a high-tech team \_\_\_ Humanitarian relief efforts

I'm interested in finding out more. Please call on the following date and time: \_\_\_\_\_

I'm not interested at this time. Maybe later (*initial here*) \_\_\_\_\_