

# SCHEDULE (NON-PRIOR)

## **FIRST STEP: Contact a recruiter and fill out the pre-screening form**

The first thing you should do is find a recruiter who actively works with officer applicants. Recruiters do not specialize in enlisted vs. officer applicants, so it may take a few attempts to find a recruiter who can accept an officer applicant. Use resources like <http://www.airforce.com/contact-us/recruiter-locator/> to find recruiters nearest to you.

Below is an example timeline for non-priors (active duty personnel must reach out to their BESO counselor for their applications). The actual timeline you have to work with your recruiter will depend on a number of variables, such as submission cut-off date and when you first contact your recruiter. The example timeline below assumes you have 2 months (60 days) before the application cut-off date.

## **Days 1 - 10:**

### **1) Schedule the AFOQT**

Applicants should work with their recruiter to schedule the AFOQT immediately, to be taken at your nearest MEPS. If your recruiter cannot schedule it, you can reach out to local ROTC units who may be able to help you get scheduled. Scores for the AFOQT are generally released in about a week, and will determine whether you are qualified to apply.

### **2) Gather all important documents**

Before you can schedule your future appointments, you need to gather some critical documents:

- Medical documents (for significant injuries, allergies, medications, etc.)
- Birth certificate
- College transcripts (Official copies)
- Social security card

### **3) Schedule MEPS Physical**

Having your MEPS physical scheduled as soon as possible will help determine whether you can apply for military service and can proceed with your application. It is a required step before you can submit your application. Some recruiters may not schedule this physical until after your AFOQT scores are released.

### **4) Start Letters of Recommendation**

As soon as possible, you should reach out to people who would be willing to write letters of recommendation for you. They will need advanced notice to write the best letters that reflect your character, ability, and what you can provide for the Air Force.

### **5) Complete personal profile and statement**

Your recruiter should have several forms for you to complete the application and to kick-off your background investigation should you be accepted. Additionally, you must complete a personal statement about why you want to become an Officer in the Air Force before you can interview with the recruiting squadron commander.

## **Days 11 - 30:**

### **1) Reach out to Letter of Recommendation writers, schedule delivery**

Make sure the people recommending you for the Air Force have had sufficient time to write their letters, and let them know that the letters should be mailed to the recruiter when possible. To allow your interviewing commander to review the letters before you meet him/her, make sure they are mailed within a reasonable time of your interview date (about 2 weeks before).

### **2) Schedule interview with recruiting unit commander**

When you have your scores, biographies, statements, and critical documents complete and gathered, it is time to interview with the commander of your recruiting squadron. Work with your recruiter to schedule the interview. Commanders can be very busy and unable to accommodate ideal interview times; it helps to be flexible when working with your recruiter to schedule this date.

### **3) (Pilot candidates only) Schedule TBAS**

The Test of Basic Aviation Skills (TBAS) is a required test for all pilot candidates. You can work with your recruiter to get this scheduled, or (like with the AFOQT) a local ROTC unit may be willing to work with you.

## **Days 30-45:**

### **1) Interview with Commander**

Ideally, you should have an interview with your recruiting squadron commander by this timeframe.

### **2) Submit application**

Upon completion of all previous items and necessary paperwork, your application is ready for submission. Confirm with your recruiter that your application is “board ready” status to verify. Most recruiters will mail this out themselves; some will require you to mail out your application yourself. Work with your recruiter to determine the best method to get your application submitted and received by the Air Force in an expeditious timeframe.