



Personnel

AFROTC SPECIAL ACTIONS PROGRAM

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This instruction provides guidance for managing and administering the senior Air Force ROTC (AFROTC) special programs. It implements or explains provisions of numerous Air Force directives and complements several AFROTC publications. It applies to all AFROTC senior units.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Chapter 33. System of records notice F045 AETC C, *Cadet Records*, applies.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1 (Attachment 9). These changes delete paragraph 5, Euro-NATO Joint Jet Pilot Training Program, renumber several paragraphs, incorporate additional guidance for completing the AF Form 133, **Oath of Office**, implement the Initial Duty Assignment In-Processing Package, clarify procedures for commissioning at Field Training or location other than the unit, and include a page insert, Figure 7.1, Initial Duty Assignment In-Processing Package Checklist (at attachment 1). A star (★) indicates changed information from the previous version.

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Chapter 1

AFROTC LAW PROGRAMS

1.1. General Information. This chapter covers the AFROTC Undergraduate Educational Delay Program and AFI 51-101, *Judge Advocate Accession Program*, which prescribes the graduate law program (GLP).

1.2. Objective. To assist the Air Force in obtaining adequate numbers of commissioned legal officers, AFROTC is tasked to supplement the funded legal education program (FLEP) and the excess leave program (ELP) in the procurement of future Air Force judge advocates (JA) through the AFROTC Undergraduate Educational Delay Program and AFI 51-101.

1.3. Educational Delay to Pursue Law School Following AFROTC. The AFROTC Educational Delay Program is a three year program for officers commissioned through AFROTC who want to delay their entry on extended active duty to study law. Applicants into this program must successfully obtain an educational delay and must compete for entry into the Judge Advocate General department. Applicants into this program are not guaranteed a position as an Air Force judge advocate. Reference AFI 51-101 and AFI 36-2009, *Delay in Active Duty for AFROTC Graduates* for application and educational delay procedures.

1.4. Judge Advocate Duty. The central HQ USAF/JAX board reviews applications of AFROTC undergraduate and educational delay law school students during their third year of law school. If selected, the candidate is called to EAD in the JA career field and is awarded the grade approved by the laws and instructions then in effect. In the event of subsequent licensing failure following Judge Advocate General (JAG) selection, the AFROTC commissionee is not discharged, but must serve initially on extended active duty (EAD) as a second lieutenant in a line Air Force specialty code (AFSC).

1.5. Graduate Law Program (GLP). The GLP is available to law students attending an American Bar Association (ABA) accredited law school and who are accepted into an AFROTC program on that campus or through an AFROTC cross-town agreement. The GLP guarantees JA duty following commissioning before enlistment into the AFROTC Professional Officer Course (POC). This guarantee is contingent upon the individual's successful completion of all law school and AFROTC requirements, passing the applicable bar requirements, and admission to any highest state or a federal court.

1.6. Eligibility for the GLP. The applicant must have completed and graduated from an accredited 4-year academic program, be enrolled as a first-year law student at a law school accredited by the ABA, and have 2 academic years remaining in their law program curriculum. **NOTE:** Second-year law students who are willing to program an additional academic year in order to complete the POC can also qualify as candidates for the GLP. It is recommended in such cases that the applicants pursue a Master of Laws (LLM), Master of Business Administration (MBA), or comparable advanced degree following award of the Juris Doctor degree. In this instance, the application folder should include a copy of the AFROTC Form 48 (or equivalent), **Planned Academic Program**, and the transmittal memorandum should clearly identify the applicant as a second-year law student.

1.7. Procedures for GLP Students. The following procedures outline the actions necessary to administer the GLP.

1.7.1. Enrollment Allocations. Applicants compete for GLP enrollment allocations through HQ USAF/JAX. Update the cadet advanced personnel system (CAPS) and process the cadet for an officer candidate allocation and field training. If selected by the HQ USAF/JAX Board, HQ AFROTC/RRFP updates CAPS to reflect the law ("L" designation) enrollment category.

1.7.2. Application. The completed application must be received at HQ USAF/JAX NLT 1 April. The application includes the following:

1.7.2.1. The unit commander's memorandum of evaluation or recommendation.

1.7.2.2. A copy of the AFROTC Form 48.

1.7.2.3. AF Form 1759, **Air Force Attorney Application** Instructions and Forms, which can be obtained directly from HQ USAF/JAX by writing to them or calling 1-800-524-8723 (in Virginia, call (703) 614-5941).

1.8. Selection Process for GLP Students. A HQ USAF/JAX selection board is convened annually to evaluate the applicants using a "best qualified" criteria. The selection board makes recommendations for selection or nonselection to the Judge Advocate General of the Air Force who makes the final selection. Applicants selected to participate in the GLP normally attend field training during the summer following selection. Upon successful completion of field training, applicants may enter the POC.

1.9. Enlistment for GLP Students. Procedures for enlistment in the Obligated Reserve Section (ORS) are the same as those required of other individuals entering AFROTC with the following exception: execute a law addendum in the format shown in AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, figure 4.3 and attach it to the AF Form 1056, **AFROTC Contract**.

6.4. Educational Delay for Legal Licensing. To apply for an educational delay for legal licensing, submit an AF Form 478, **Application for Delay to Complete Licensing Requirements**, according to AFI 36-2009, while in the third year in law school. At the same time, submit an AF Form 477, **Application for Delay from Entry on Extended Active Duty**, with all blocks in the left-hand column completed except "Member of College Scholarship Program" and "Distinguished Graduate," and all blocks in the right-hand column completed except "Name of School I Will Attend," "Type of Monetary Support," and "Monetary Value." In all law school-related educational delay requests, it is essential to complete appropriate procedures addressed in AFI 36-2009.

1.11. Commissioning for GLP Students.

1.11.1. Individuals meeting all commissioning requirements are commissioned as line officers in the grade of second lieutenant. Upon successful completion of all GLP requirements, the candidate is called to EAD in the JA career field and awarded the grade approved by the laws and instructions in effect at the time of call to EAD. The minimum active duty service commitment (ADSC) is 4 years.

1.11.2. In the event of licensing failure, the GLP contractee is not discharged, but must serve on EAD in a line AFSC in the initial grade of second lieutenant.

NOTE: Do not enter the JA category on the AF Form 133, **Oath of Office**.

1.12 Scholarships for GLP Students. The scholarship program for graduate school is currently in a test phase, contact AFROTC/RRUA for the current status of this program.

1.13. One Year-College Program (OYCP). Refer to AFROTCI 36-2019, *AFROTC Scholarship Programs*, AFI 51-101, and paragraph 1.12 of this instruction.

1.14. Additional Information. Units may obtain additional information concerning the Air Force Law Program by contacting HQ USAF/JAX at 1-800-524-8723 (in Virginia, call (703) 614-5941).

Chapter 2

AFROTC NURSE PROCUREMENT

2.1. Description of Program. Students engaged in the pursuit of a nursing-related baccalaureate or higher degree from a national league of nursing (NLN) school of nursing or from certain schools recognized by the United States Department of Education and acceptable to the United States Air Force Surgeon General (see attachment 7 for state accrediting approval agencies) may be enrolled in AFROTC, apply for a scholarship, and be commissioned in the United States Air Force Nurse Corps.

2.2. Procedures. The following procedures outline the actions necessary to administer the nurse procurement and scholarship program:

2.2.1. Enlistment. Procedures for enlistment in the ORS are the same as those required of other individuals entering AFROTC with the following exception: execute an addendum in the format shown in AFROTCI 36-2011, *Administration of Senior AFROTC Cadets*, figure 4.8 and attach it to the AF Form 1056. Follow the notes of instruction on the bottom of the AF Form 1056 for nurse candidates.

2.2.2. Nurse Scholarships. Nurse candidates may apply for 2- or 3-year AFROTC nurse scholarships. Nurse candidates must meet the eligibility requirements of AFROTCI 36-2019. **NOTE:** A 3-year scholarship designee must be enrolled in a school with a bona fide 3- or 4-year nursing program, which meets the accreditation requirements listed in this chapter. They must also meet the 4-year program requirements outlined in AFROTCI 36-2011.

2.2.3. Retention. Nurse cadets (scholarship and nonscholarship) are governed by all procedures and requirements applicable to regularly enrolled cadets and must maintain the academic retention standards IAW AFROTCI 36-2019.

2.3. Nurse Selection Board. Cadets pursuing a nursing career in the Air Force must meet the Nurse Selection Board, normally at the end of their freshman or sophomore year. Reference AFROTCI 36-2019 for nomination procedures. Successful applicants will be recategorized to "Q" in CAPS. All other applicants will be placed on an alternate list and may be recategorized "Q" as attrition occurs from the primary selection list.

2.4. Commissioning. Upon meeting all 4-year baccalaureate nurse degree requirements, nurse category candidates are commissioned into the United States Air Force Nurse Corps in the same manner as is presently done with other AFROTC categories, and before taking the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A nurse is eligible for commissioning only after the unit receives written certification from the Registrar or other institutional official authorized to confirm degree requirements that the cadet has completed degree requirements. Upon receipt, forward a copy of this memorandum to HQ AFPC/DPAMN.

2.5. Nurse Transition Program (NTP). Senior nursing students and all registered nurses with less than 6 months full-time (minimum 24 hours per week) experience in inpatient (acute care) clinical nursing will attend the NTP as their first duty assignment. The NTP is a 12-week transition program at one of the six medical centers (Andrews, Keesler, Scott, Travis, Wilford Hall, or Wright-Patterson). Following successful completion of the NTP, the applicant will stay at that facility (reference paragraph 2.6 for exception guidance). Proof of RN licensure will be required prior to starting the NTP.

2.6. Assignment and Accession to EAD. Each nurse commissionee will receive formal written assignment location from HQ AFPC/DPAMN. Entry on active duty is determined after written receipt and proof that the nurse has successfully passed the licensing examination. Contact HQ AFPC/DPAMN for join-spouse or special needs of the Air Force assignments. Nurses with the entry level AFSC 46N1 will not be assigned to overseas locations.

2.7. Licensing. Nurse cadets apply for licensing delays under AFI 36-2009. Nurse commissionees who fail the NCLEX-RN initially are required to retest at the next offering. Scholarship nurse commissionees who twice fail the licensure exam remain on EAD as line officers. Nonscholarship nurse commissionees who twice fail the licensure exam are afforded the option of requesting active duty as a line officer in lieu of mandatory discharge. The cost of the licensure exam is paid by the individual and is at no expense to the government. Units must inform their nurse candidates that a copy of their test results must be sent to HQ AFPC/DPAMN immediately upon receipt.

2.8. Additional Information. Units may obtain additional information concerning the Air Force Nurse Program by contacting HQ AFPC/DPAMN (DSN 487-3226/6320 or toll free 1-800-531-5811).

Chapter 3

HEALTH PROFESSIONS PROGRAM (HPP)

3.1. General Information. This chapter describes how AFROTC awards and administers HPP appointments and scholarships to certain qualified students who intend to attend a medical school under the provisions of AFI 41-110, *Applying for Medical School and Medical Programs*. This chapter also provides application procedures for Uniformed Services University of the Health Sciences (USUHS).

3.2. Description of Programs.

3.2.1. Pre-Health Professions Program (Pre-HPP) Scholarships. The Pre-HPP interfaces with the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP) in that Pre-HPP cadets (category "R") are guaranteed an AFHPS/FAP scholarship, provided they obtain acceptance to an accredited medical school inside the United States or Puerto Rico before their commissioning date. Cadets are not guaranteed selection for admission to USUHS. However, Pre-HPP cadets can simultaneously apply to USUHS (which selects approximately 50 medical students each year for the Air Force) and other medical schools for completion of their studies.

3.2.2. Non-Pre-HPP. Cadets who are not designated as an AFROTC Pre-HPP cadet (category "R"), but who desire an Air Force career as a physician, may enlist in AFROTC as a line officer candidate. Upon acceptance to an accredited medical school, the cadet, through their unit, must send a copy of the memorandum of acceptance into an accredited medical school to HQ AFPC/DPAME to apply for the AFHPS/FAP (reference paragraph 3.5.5). Cadets in this category may also request an application to USUHS (reference paragraph 3.8). **NOTE:** Prospective dentists or podiatrists may apply for an educational delay (at individual expense) for appropriate graduate-level health professions schooling and upon completion, are reappointed into the Air Force Dental Corps or Biomedical Sciences Corps. Individuals who have acceptances to schools of optometry or for clinical psychology at the doctorate level may apply for either an educational delay or assistance under the AFHPS/FAP. Cadets accepted into dental school may also apply for an educational delay or assistance under AFHPS/FAP.

3.3. Age Requirements. Cadets scheduled for commissioning before turning 35 years old are eligible to compete for the AFHPS/FAP program. However, for Pre-HPP scholarship consideration, only applicants who are less than 27 years old as of 30 June of the calendar year of commissioning are eligible to activate the scholarship. Applicants with prior military service can have the age extended 1 year for each year's service on a one-for-one basis, up to 3 years (before age 30 on 30 June of the calendar year of commissioning).

3.4. Application and Eligibility. AFROTC Pre-HPP application and eligibility standards are provided in AFROTCI 36-2019. Academic and course requirements are contained in table 3.1. Any premedical academic major in biology, microbiology, zoology, chemistry, biochemistry, etc., is eligible.

3.5. Procedures. The following procedures outline the actions necessary to administer the AFROTC Pre-HPP and non-Pre-HPP.

3.5.1. Enrollment Allocations. Pre-HPP candidates will receive a category "R" allocation from HQ AFROTC. After enlistment, send one copy of each Pre-HPP AF Form 1056 contract (including addendums) and DD Form 4, **Enlistment/Reenlistment Document-Armed Forces of the United States**, to HQ AFPC/DPAME. **NOTE:** Send the AF Form 1056 and DD Form 4 if an individual converts from any type of AFROTC scholarship to a Pre-HPP scholarship.

3.5.2. Enlistment. Procedures for enlistment in the ORS are the same as those required by other individuals entering AFROTC. Follow the notes of instruction at the bottom of the AF Form 1056 for health professions candidates.

3.5.3. Retention. Pre-HPP cadets qualify similarly to other AFROTC cadets with the following exceptions:

3.5.3.1. The Pre-HPP cadet must maintain GPA requirements as specified in table 3.1. Reference AFROTCI 36-2019 for failure to meet and maintain academic standards.

3.5.3.2. A Pre-HPP cadet who is removed from scholarship status and subsequently accepted to an appropriate health professions school may apply for an AFHPS/FAP scholarship.

3.5.4. Memorandum of Acceptance. Pre-HPP cadets must notify the unit commander upon acceptance to medical school (including USUHS). The unit commander, in turn, will send a copy of the cadet's acceptance memorandum to HQ AFPC/DPAME to initiate contract processing with that office.

3.5.5. Non-Pre-HPP Cadets. AFROTC cadets who are not category "R" must apply and compete for sponsorship through a medical school under the AFHPS/FAP. AFHPS/FAP selection boards (4-year scholarships) are held on a monthly basis from October through April of each year. Non-Pre-HPP cadets who are accepted to an accredited medical school and wish to apply for the AFHPS/FAP should notify their unit. The unit commander will send a copy of the cadet's acceptance memorandum to HQ AFPC/DPAME. HQ AFPC/DPAME will advise the unit of application procedures. Cadets must submit a letter of approval to apply to, and have it approved by, HQ AFPC/DPPAO prior to meeting a selection board. Written confirmation, contracts, and required forms should be completed by the selectee and returned to HQ AFPC/DPAME as soon as possible.

3.6. Commissioning. The following procedures apply for the commissioning of AFROTC Pre-HPP designated cadets, as well as for cadets (scholarship and nonscholarship) not designated as AFROTC Pre-HPP cadets, who desire a career as an Air Force physician.

3.6.1. AFROTC Pre-HPP scholarship cadets who:

3.6.1.1. Complete AFROTC and receive a baccalaureate degree before beginning medical school are commissioned as a line officer in the United States Air Force Reserve. The day after cadets are commissioned into the line, the unit will recommission them into the Medical Service Corps, per instructions from HQ AFPR/DPAME. Copies of the line appointment and appointment orders, as well as a copy of the oath of office for the Medical Service Corps, will be sent to HQ AFPC/DPAME. Cadets in this situation incur an ADSC as specified in AFI 36-2107, to be served consecutively with the ADSC incurred through participation in AFROTC.

3.6.1.2. Are not accepted to medical school prior to completing their undergraduate degree must request a change of category via an AFROTC Form 22, **Cadet Personnel Action Request**, package according to AFROTCI 36-2011, chapter 5. Cadets in this situation are commissioned as line officers and incur a 4-year ADSC.

3.6.1.3. Are accepted to medical school, but decline the AFHPS/FAP linkup and request an educational delay, are commissioned as line officers, incur a 4-year AFROTC ADSC and retain the line commission through medical school.

3.6.1.4. Are selected for the USUHS are commissioned as a line officer and recommissioned the following day into the Medical Service Corps per instructions from HQ AFPC/DPAME. These cadets incur a 4-year AFROTC ADSC. The AFROTC ADSC, plus the specified ADSC cited in the current USUHS contract, are served consecutively.

TABLE 3.1. AFROTC Pre-Health Professions (Pre-HPP) Academic Requirements

If the student is	then the minimum GPA based on a 4.00 is	and the following courses must be completed by the end of the junior year:	and maintain following “R” designation
applying for a 3-year scholarship	3.65 cumulative and 3.50 term	two semesters (minimum 6 semester hours or 9 quarter hours) in each of the following: English, general or inorganic chemistry (with lab), organic	term GPA of 3.50 (note 3)
applying for a 2-year scholarship	3.50 cumulative	chemistry (with lab), physics (with lab)(note 1), general biology or zoology (with lab), mathematics (analytical geometry and differential and integral calculus, or equivalent)(note 2)	
Note 1: Equivalent to mechanics, heat, light, sound, and electricity.			
Note 2: Of the 36 semester hour or 54 quarter hour basic requirement, at least 12 of the minimum hours must be completed by the end of the freshman year to apply for a 3-year scholarship, and at least 24 of the minimum hours must be completed by the end of the sophomore year. Completion of all minimum hours must be projected by the end of the junior year.			
Note 3: Refer to AFROTCI 36-2019 if a term GPA falls below 3.50 following designation as a 2- or 3-year Pre-HPP cadet.			

3.6.2. Non-Pre-HPP cadets who:

3.6.2.1. Subsequent to undergraduate completion, apply independently and are selected for USUHS, are commissioned and incur a 4-year AFROTC ADSC, plus the specified ADSC cited in the current USUHS contract.

3.6.2.2. Subsequent to undergraduate completion, are accepted to a medical school and approved for AFROTC educational delay, are commissioned as line officers, incur a 4-year AFROTC ADSC, and retain the line commission through medical school.

NOTE: Only AFROTC Pre-HPP ("R" designation) cadets are guaranteed the AFHPS/FAP and only if accepted into a medical school before undergraduate graduation and commissioning according to the AF Form 1056. Current HQ AFPC/DPAME policy is not to grant an extension to cadets who fail to meet this contractual requirement, even if they are subsequently admitted to medical school.

3.7. USUHS Information. USUHS was formed in 1972 to educate medical students for careers as physicians in the Army, Navy, Air Force and US Public Health Service. The F. Edward Hebert School of Medicine is a fully accredited, 4-year institution dedicated to academic excellence, scientific rigor, humanism, professionalism, and the advancement of military medicine. USUHS is located on the grounds of the Naval Medical Center in Bethesda, Maryland. USUHS is the only fully government-sponsored medical school. Students receive full officer pay and allowances as a second lieutenant and free tuition and books. USUHS does not provide a direct linkup with AFROTC. Non-Pre-HPP cadets must apply through their commander requesting release from their line commission (Pre-HPP are contracted as a nonline commission and therefore, do not need to request release). Contact HQ AFPC/DPAME for a sample memorandum to apply for relief of their line commission. The commander will forward the request to HQ AFPC/DPPAO. If approved, then non-Pre-HPP cadets may apply for USUHS. Pre-HPP and non-Pre-HPP must contact the admissions office at USUHS for application instructions. USUHS will notify HQ AFPC/DPAME of cadets accepted into their program and DPAME will ensure the appropriate contracts are mailed to the detachments. Cadets should complete the contract package and mail it back to DPAME as soon as possible.

3.8. Additional Information. Contact HQ AFPC/DPAME (DSN 487-6331, commercial (210) 652-6331, or 1-800-531-5800) for additional information.

Chapter 4

DISTINGUISHED GRADUATE AND BLUE CHIP PROGRAM

4.1. General Information. This chapter covers the AFROTC distinguished graduate (DG) and AFROTC Blue Chip program.

4.2. Objective. To ensure that only the best-qualified current fiscal year (FY) commissionees are selected as DGs and Blue Chip.

4.3. DG Program Selection. The unit commander appoints a committee to consider and recommend cadets from the current FY commissioning class for designation or nomination for DGs. *Cadets must have a minimum cumulative GPA of 2.50 on a 4.00 scale. Suspense for submitting earned, carry-over and aggregate DG nominations to respective regions is determined by the respective region. The regions' suspense to HQ AFROTC/RRFP is the last duty day in November.*

4.3.1. The nomination package for earned, carry-over and aggregate DGs shall include an AFROTC Form 68, **AFROTC Nomination Form** and AFROTC Form 708, **Cadet Field Training Performance Report**.

4.3.2. Units earn one DG quota for each group of ten FY commissionees they have as of 31 October (if you do not have at least 10 commissionees see paragraph 4.3.2.3.). For example, if you have 18 commissionees you receive one DG quota. Units must ensure all CAPS data is correct and validated prior to 31 October. Units must turn in any unused quotas to their region commanders as determined by the respective region commander.

4.3.2.1. Units with earned DGs must notify their region of selection via memorandum and attach the forms listed in paragraph 4.3.1.

4.3.2.2. Units with earned DG quotas may also submit additional DG nominations for a carry-over board. There is no limit on the number of nominations a unit can submit. However, all nominations must meet the 2.50 GPA requirement and commanders must ensure only their most truly deserving cadets are submitted to the carry-over board. Attach a memorandum to the forms, listed in paragraph 4.3.1, indicating who the carry-over nominations are in rank order.

4.3.2.3. Units that do not earn a DG quota may nominate one cadet for an aggregate board. These cadets will compete against other units who also did not earn a DG quota. Those not selected by the aggregate board will compete again at a carry-over board. Attach a memorandum indicating the aggregate nomination to the forms listed in paragraph 4.3.1.

4.3.2.4. Units that do not earn a DG quota may submit additional DG nominations for consideration at a carry-over board. There is no limit on the number of nominations a unit can submit. However, all nominations must meet the 2.50 GPA requirement and commanders must ensure only their most truly deserving cadets are submitted to the carry-over board. Attach a memorandum to the forms, listed in paragraph 4.3.1, indicating who the additional nominations are in rank order.

4.3.3. Cadets are designated as DGs by memorandum prepared by the unit commander as deemed appropriate (e.g. those selected by the unit commander as well as those selected at the regions' carry-over and aggregate boards). Present the memorandum and the AFROTC Form 402, **AFROTC Distinguished Graduate Certificate**, during the commissioning ceremony. Include a duplicate copy of the DG memorandum with the commissioning documents (reference paragraph 8.13.1).

4.4. Blue Chip Program. The purpose of this program is to identify cadets upon commissioning for future AFIT consideration between their third and eighth year of service on active duty. Blue Chip will allow future officers to receive preferential consideration for AFIT, however, it does not guarantee that an officer will be selected for AFIT.

4.4.1. Eligibility Criteria.

4.4.1.1. 3.00 minimum cumulative GPA. All college course work attempted must be used in calculating the GPA. This requirement is not waivable.

4.4.1.2. Demonstrated excellence in both military training, academic training and leadership.

4.4.1.3. Ranked in the top 15 percent of all FY commissionees at their unit for this program. Multiply the actual number of projected FY commissionees by .15 and round up decimal numbers of .5 or more to the next whole number, round decimal numbers of less than .5 down to

the next whole number. All units receive at least one Blue Chip allocation regardless of class size.

4.4.2. Notify HQ AFROTC/RRFP not later than **1 October** of Blue Chip selects via memorandum with cadet's name and SSN. HQ AFROTC/RRFP will forward a congratulatory memorandum to units for presentation to cadet at commissioning or for forwarding if they have already been commissioned.

4.4.3. Units must attach a copy of the congratulatory memorandum to the cadet's transcript when forwarding to AFIT (reference paragraph 8.13.3). AFIT will use the memorandum and transcript to code the commissionee as an AFROTC Blue Chip.

Chapter 5

★ AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) DIRECT ACCESSION PROGRAM

5.1. AFIT Direct Accession Program. This chapter prescribes policy and assigns responsibilities for the selection of officers to go immediately from an AFROTC program into an AFIT master's program.

5.2. References. AFI 36-2302, *Professional Development*, and AFCAT 36-2223, *USAF Formal Schools*.

5.3. Purpose of the AFROTC Direct Accession Program. The purpose of the AFROTC Direct Accession Program is to permit selected AFROTC graduates the opportunity to go directly into an AFIT master's degree program (in hard-to-fill Air Force advanced academic degree requirements), as their initial active duty assignment. Their purpose is to supplement the active duty force in meeting its FY graduate education quotas. HQ AFROTC/RRFP will normally announce quotas and nomination suspense in November of each year.

5.4. Eligibility Criteria. Pilot and navigator category cadets are ineligible to apply. Specific academic qualifications are determined by AFIT Admissions.

FIGURE 5.1 Cadet's Request for Evaluation/Statement of Understanding

(Date)
MEMORANDUM FOR AFIT/RRE
FROM: (Name and SSN) 123 Your Street Montgomery AL 36117
SUBJECT: Request for Evaluation/Statement of Understanding - AFROTC AFIT Direct Accession Program
1. I hereby apply for Direct Accession into AFIT to pursue a master's degree. I understand that if accepted I will incur an additional active duty service commitment (ADSC) three times the length of training (not to exceed 4 years) which will be added to my ADSC received from ROTC. Additionally, I further understand that selection for this program is contingent upon my

★OTHER SPECIAL PROGRAMS

6.1. Special Interest Cadets. Units must keep HQ AFROTC Command Section informed (AFROTC/CC and region commanders) as needed of any cadet who is the dependent of, relative of, or is sponsored by any general officer (active or retired), high-level government civilian (Secretary of Defense, Secretary of the Air Force, senior executive service (SES) grade civil servant, etc.), US Congressman, or any other individual of high national visibility. Please notify the command section by phone, fax or e-mail.

6.2. Dietitian Internship. Applications must be submitted directly to HQ AFPC/DPAMW, to arrive not later than 01 February. Refer to AFCAT 36-2223, 50B04211 - *USAF Dietetic Internship*, for application procedures. For additional information, contact HQ AFMPC/DPAMW (DSN 487-3821, or commercial (210) 652-3821).

6.3. Biomedical Sciences Corps (BSC) and Medical Service Corps (MSC). The BSC is a nonline resource, which usually has a minimum *mandatory* educational entry requirement of a master's degree in a specific field such as audiology, social work, speech therapy, biochemistry, etc. In addition, some require doctoral degrees for entry, such as clinical psychology. On the other hand, the bioenvironmental engineer career area requires only a bachelor's degree in an engineering field, as opposed to engineering technology. BSC specialties of physical therapist, occupational therapist, physician assistant and pharmacist also require only a bachelor's degree. Since the number required in each field are quite small (less than 2 percent) and most members are granted direct commissions as Air Force officers, the allocations are given to Recruiting Service to fill and not AFROTC. The same limiting and cost effective factors apply to MSC procurement. *Cadets already categorized as a pilot or navigator are ineligible to apply for this program unless they have an approved waiver from HQ AFROTC*

6.3.1. Application procedures for BSC/MSC. Seniors must have an appropriate academic degree according to AFMAN 36-2105 for BSC/MSC duty. All other application procedures will be identified via ARMS in the fall of each year.

6.3.2. Approvals are based upon applicants own merit but are specifically driven by production goals and Air Force needs.

6.3.3. Qualified cadets may independently apply for an Air Force dietitian internship (reference paragraph 7.2), a medical technology internship (reference AFCAT 36-2223, 50Z09151 - Medical Technology Program, for application procedures), or other selected allied health education programs (reference AFCAT 36-2223 for other allied health programs).

6.4. Combat Controller Application Procedures. The combat control career field offers qualified male officers a unique opportunity for field leadership. The mission of a combat control team is to rapidly establish tactical and expeditionary assault zones in austere and non-permissive environments. Applications will be accepted during the month of January each year. *Cadets already categorized as a pilot or navigator is ineligible to apply for this program unless they have an approved waiver from HQ AFROTC.*

6.4.1. Eligibility Criteria. Cadets must:

- a. Be able to obtain a Top Secret Security Clearance.
- b. Have three years retainability.
- c. Be a volunteer for hazardous duty, parachute duty and combat diver (scuba) duty.
- d. Have an outstanding military resume.

e. Be able to obtain a class III physical for static line parachute, military free-fall parachute, combat diver, and air traffic control duty.

f. Be in excellent physical condition. As a minimum, an applicant must satisfactorily complete the minimum number of Physical Ability and Stamina Test (PAST) exercise repetitions and run/swim in less than the maximum times.

g. Be male. This program is currently not available to females IAW DOD policy.

6.4.2. Please refer interested cadets to the address below for further application and physical fitness requirements:

720 Special Tactics Group
223 Cody Ave
Hurlburt Field, FL 32544-5309
DSN: 579-3346/2281 Commercial (904) 884-3346 or 1-800-831-8723

6.5. Basic Meteorology Program (BMP). The BMP is an AFIT program that provides AFROTC cadets the opportunity for an assignment in the 15W1 career field. Refer questions pertaining to BMP to AFIT/CIGW (DSN 785-3291 x2022 or commercial (513) 255-3291 x2022). ***Cadets already categorized as a pilot or navigator is ineligible to apply for this program unless they have an approved waiver from HQ AFROTC***

6.5.1. BMP is an opportunity for newly accessed officers to pursue a post-baccalaureate program, with follow on inclusion into the weather officer career field (15W) The program is managed by AFIT Civilian Institutions Programs, averages approximately 11 months in length and consists of a minimum of 24 semester hours of junior and senior (possibly some graduate) courses in meteorology, with three full semesters of course work in meteorology being the norm (on the order of 45 credits of course work). Collateral study in mathematics may be included and study in computer science will constitute an integral part of the program.

6.5.2. Cadets wishing to be considered for this program should possess a bachelors degree in a technical field such as mathematics or physics upon commissioning. Students can, however, be accepted with degrees in other areas provided minimum prerequisites in math and physics are met. Contact the POC listed in paragraph 7.5 for minimum eligibility requirements.

6.5.3. Cadets who wish to apply should list 15W as their first AFSC preference in block 15 of their AFROTC Form 53 **Academic Information**. In addition, the cadet must include a statement in the remarks section, block 17 that he/she wishes to be considered for the Basic Meteorology Program.

6.6. Air Force Office of Special Investigation (AFOSI) Application Procedures

6.6.1 AFROTC cadets desiring entrance into AFOSI must first participate in Operation Air Force with AFOSI, set up a shadow program on their own and at their own expense, and/or obtain an interview with at an AFOSI detachment prior to applying. Cadets applying for Computer Crime Investigator (CCI) positions must also interview with an AFOSI CCI agent. Applicants are evaluated for their potential for AFOSI duty after this criteria is met. **Cadets already categorized as a pilot or navigator is ineligible to apply for this program unless they have an approved waiver from HQ AFROTC.**

6.6.2. Cadets must then send a copy of their AFROTC Form 53 (the original goes to HQ

AFPC/DPPAO), resume, and three letters of recommendation to:

OSI Officer Assignments
AFPC/DPASB, 550 C Street West, Suite 33
Randolph AFB, TX 78150.

All complete packages will be boarded by an AFOSI selection board. Those selected will then undergo an extensive background check. Successful completion of this background check entails acceptance into AFOSI.

6.6.3. Winter graduates/commissionees are required to have their packages in during June prior to graduation; the selection board convenes in July. Spring graduates/commissionees are required to have their packages in by early November prior to graduation; this selection board convenes in early December.

6.7. AFIT-Sponsored Fellowships, Scholarships and Grants. The AFIT-sponsored fellowship, scholarships and grants program allows new commissionees to continue their education, as long as they are the recipients of a fellowship, scholarship or grant. The program is governed by AFI 36-2302, *Professional Development*, and allows five AFROTC winners of eligible scholarships to pursue their education as AFIT students. Thus, an individual enrolled in the program is on active duty, must be engaged in full-time study or research, and agrees in writing to serve the active duty service commitment (ADSC) after completing the education for the period specified in AFI 36-2107. The difference in this program is that funding for the individual's education must be from an AFIT-sponsored fellowship, scholarship, or grant from an eligible donor, not AFIT itself.

6.7.1. Eligible donors include non-foreign tax-exempt corporations, foundations, funds, or educational institutions organized primarily for scientific, literary, or educational purposes. A simple offer of employment, e.g., as a teaching assistant, does not qualify as a scholarship, fellowship or grant.

6.7.2. Participation will require the cadet to apply for the scholarship from a particular donor, and for AFIT's permission to both compete for and accept the scholarship, two separate actions. It is solely the applicant's responsibility to research and locate such scholarships. The annual Aerospace Education Foundation's von Karman Graduate Scholarship qualifies for consideration under this program; however, cadets must apply separately for **both** the von Karman **and** this AFIT program.

6.7.3. Complete the application to compete (figure 7.1) and a memorandum of recommendation from the unit commander. Forward to AFIT/CIS, 2950 P Street West, Wright-Patterson AFB OH 45433-6583.

FIGURE 6.1. Application to Compete

MEMORANDUM FOR AFIT/CIS	(Letterhead)	(Date)
FROM: (Individual's name and address)		
SUBJECT: Application to Compete for a Fellowship, Scholarship, or Grant		
I, (Name, Grade and SSN), request permission to compete for the following award:		

- a. The fellowship/scholarship/grant is (include complete information on the type of fellowship, scholarship, or grant).
- b. The sponsoring agency, school, or research project is (name of agency).
- c. Award covers the period (date) to (date).
- d. I will be conducting my research or studies at (institution/location).

Signature
(Typed Name and Rank)

Attachments:

- 1. Memorandum of Recommendation from the Unit Commander
- 2. Transcripts of Previous Academic Work (Attach any information on the fellowship, scholarship, or grant if available, e.g., announcements, bulletins, etc.)

6.7.4. Upon notification of award selection, send an application for acceptance and a financial statement (figure 7.2) to be received at AFIT/CIS not later than 15 March.

6.7.5. Contact AFIT/CIS at 1-800-543-3577 or DSN 785-3152 for additional information.

FIGURE 6.2. Application for Acceptance.

(Letterhead)

(Date)

MEMORANDUM FOR AFIT/CIS

FROM: (Individual's name and address)

SUBJECT: Application to Accept a Fellowship, Scholarship, or Grant

1. I (Name, Grade and SSN), request permission to accept the following award:

- a. The fellowship/scholarship/grant is (include complete information on the type of fellowship, scholarship, or grant offered).

- b. The sponsoring agency, school, or research project is (name of agency).

- c. Award covers the period (date) to (date). (If this period does not cover the entire period necessary to complete the program, include a statement from the sponsoring agency as to its willingness to offer an extension contingent upon successful completion of the initial program.)

- d. I will be conducting my research or studies at (institution/location).

e. Successful completion of this offer results in the granting of a (indicate degree level and academic discipline when applicable) degree.

f. The sponsoring agency desires to be informed of decision to accept this offer no later than _____.

2. Acceptance of this offer obligated me to serve the active duty service commitment referenced in AFI 36-2107.

Signature
(Typed Name and Rank)

Attachments:

1. Financial Statement
2. Copy of Offer of Award (if available)
3. Narrative Outline of Work to Be Undertaken

FIGURE 6.2. Continued.

Financial Statement Format

1. (Name of fellowship, scholarship, grant, or stipend) was proffered to me on (date). Total amount is (note whether in cash or in kind) for the period _____ to _____.

2. Indicate date of first class and date of last scheduled exam.

3. The following are covered by the fellowship, scholarship, or grant:

a. Tuition:

Fees:

Books:

Directly related expenses (itemize):

Total:

b. Travel:

Transportation of Household Goods:

Oversea Cost-of-Living Allowance:

Housing Allowance (Quarters):

Subsistence:

Other (itemize):

Total:

Grand Total (3a and b):

4. I understand that 10 U.S. C. 2603, DoD Directive 1322.6, and AFI 36-2302 limit the benefits I may accept under a fellowship, scholarship, grant, or stipend to an amount not exceeding the cost of sending me to the same school at government expense. I further understand that if the total value of the benefits (in cash or in kind) exceeds the cost of sending me to the same school at government expense, I may not accept the excess.

5. If funds listed in paragraph 3a do not cover the full cost of tuition and fees, AFIT will pay the difference.

6. I understand that if I receive funds from the fellowship, scholarship, grant, or stipend for items listed in paragraph 3b, I may not receive reimbursement from the Air Force for the same expenses. For example, if I accept a travel allowance from the scholarship, my Air Force travel allowance will be withheld.

(Signature)

Chapter 7

★ PRECOMMISSIONING/COMMISSIONING

7.1. General Information. This chapter outlines precommissioning requirements, programs, and actions required for entry onto EAD.

Section A - Precommissioning

7.2. Classification and Accession to EAD. A unit officer must counsel each cadet that classification and assignments are primarily based on the needs of the Air Force at the time of entry onto EAD (exceptions are nonline categories). Refer to attachment 1; AFMAN 36-2105, *Officer Classification*; AFVA 36-211, *Officer Classification Structure Chart*; and AFCAT 36-2223, *USAF Formal Schools*, for utilization requirements and Air Force specialty codes (AFSC). All AFSCs must reflect the entry level only (for example, 34M1 rather than 34M4), with the appropriate suffix if applicable. Units must report, by exception, any time they do not receive orders for commissionees at least 30 days before EAD or notification of assignment at least 60 days before commissioning. HQ AFPC Officer Accessions will provide EAD Orders. Units should report this information to their regions, who in turn, will report a region tally to HQ AFROTC/RRFP. Upon assignment notification units must complete an AF Form 60, **Request for Sponsor**, and attach an AF Form 74, **Communication Status Notice/Request**, and forward to the gaining base INTRO manager. This will ensure cadets receive a sponsor in a timely manner. The base INTRO manager will return the receipt card within 5 duty days with the assigned sponsor's name, DSN and commercial phone number.

7.3. AFROTC Form 53, Academic Information. Cadets in all categories must complete the AFROTC Form 53 in two copies (reference attachment 2). Forward the original of the Form 53 to **HQ AFPC/DPPAO NLT 15 June** for the cadets commissioning between 1 October and 31 March and **15 December** for cadets commissioning between 1 April and 30 September and file the copy in the Unit Personnel Record Group (UPRG). If this suspense cannot be met for **valid** reasons (i.e., pending DOG/DOC change, disenrollment, etc., **((NOTE: Still deciding on an AFSC is not a valid reason), (notify HQ AFPC/DPPAO by memorandum with the cadet's name, SSN, reason for delay and anticipated submission date.))**) In addition, submit an EAD Letter on each of your commissionees when you forward their AFROTC Form 53. The most current version of the EAD Letter can be found on the Officer Accessions home page. To get to the letter, go to the HQ AFPC home page (www.afpc.af.mil), then click on Line Officer

Accessions in the navigational tool bar on the left. Once you're in the Officer Accessions page, click on the AFROTC Extended Active Duty (EAD) Letter link and it will open the letter.

7.4. Changes to AFROTC Form 53. When significant changes occur (DOC/DOG, category, AFSC or assignment preference, etc.), submit a copy of the AFROTC Form 53 with changes. Changed AFROTC Forms 53 do not have to be original. "White out" the changes on the UPRG copy, type in the new information, underline the changes in red and annotate the word "CHANGE" in red in the upper margin of the front side of the form. Update CAPS as applicable.

7.5. Educational Delays. Educational delays are governed by AFI 36-2009. Brief each cadet on applying for an educational delay 8 to 12 months before their DOC. Ensure all application packages are submitted to AFIT/CISC, not earlier than 240 days but not later than 90 days before commissioning. Upon receipt of graduate school acceptance, the cadet must immediately provide a copy of the acceptance letter to AFIT/CISC.

7.6. Administrative Delays. Cadets may apply for an administrative delay. An administrative delay is merely an agreement by HQ AFPC that a cadet is not called to EAD during the delay; *however, this is not guaranteed.* Cadets are normally brought onto EAD within 60 days of DOC; therefore, if they want to delay EAD, they must submit a request for an administrative delay. The maximum length of approval is 12 months from the date of commissioning.

7.6.1. The cadet submits the request for administrative delay by memorandum to the unit commander, who endorses the request and forwards it to HQ AFPC/DPPAOS for consideration.

7.6.2. Submit the request between 60-120 days before commissioning. Include, as a minimum, the cadet's name, SSN, DOC, reason for delay and length of delay sought.

7.7. Legal Licensing Delay Requirements and Internships. Procedures for requesting these programs are covered in AFI 36-2009.

7.8. Application for Appointment. Each cadet scheduled for commissioning must complete an AF Form 24, **Application for Appointment as Reserve of the Air Force or USAF Without Component.** The following procedures apply:

7.8.1. Preparation. Prepare the AF Form 24 in triplicate as prescribed in attachment 5. Obtain original signatures on all copies. Staple the cadet records in the upper left-hand corner of the AF Form 24 in the order listed below:

★7.8.1.1. Standard Form 88, Report of Medical Examination (one copy from the medical approval authority certifying the examination).

★7.8.1.2. DD Form 2005, Privacy Act Statement-Health Care Records (one copy).

★7.8.1.3. Standard Form 93, Report of Medical History (one copy).

7.8.1.4. All other medical documents associated with the cadet's commissioning examination (original). This includes but not limited to, the EKG, dental x-rays, supplemental medical records, consultation sheets, DD Form 2480, DODMERB Report of Dental Corrections, etc.

★7.8.1.5. AF Form 1056 (original). Attach copies of current and superseded AF Forms 1056 and any addendums to each copy.

7.8.1.6. DD Form 4, Enlistment/Reenlistment Document-Armed Forces of the United States (original). For prior service/previously disenrolled cadets also send the prior service/previous disenrollment DD Form 4 to help AFPC verify service dates.

7.8.1.7. DD Form 214, Certificate of Release or Discharge from Active Duty (for prior service cadets only (one copy)).

7.8.2. Retention of Records. File and maintain copies of all documents in the cadet's UPRG for 1 year. Final disposition instructions for AFROTC student records are contained in AFI 37-138, Disposition of Air Force Records-Records Disposition Standards, table 45-1, rules 7, 8, 9, and 10. Do not retire any student records to the staging area.

★7.8.3. Forwarding Application. Before submitting the application for appointment, use Attachment 5 to ensure the AF Form 24 is correctly prepared and signed. Forward one AF Form 24 (with attachments) in accordance with paragraph 7.13.1 within 3 workdays after appointment, provide one AF Form 24 (with attachments) to the commissionee in accordance with paragraph 7.12.10, and retain the third AF Form 24 (with attachments) in the cadet's UPRG.

7.9. Review of Cadet Qualifications. During the weeks before the scheduled commissioning date, ensure the cadet meets the prerequisites for appointment. If the cadet is found not to meet all commissioning prerequisites, take appropriate action to change the DOC, qualify the cadet, obtain waivers, or disenroll if applicable.

7.9.1. Medical. Each cadet must have a *current* medical examination certified for their AFSC by HQ AETC/SGPS. ***Do not commission a cadet on medical recheck or without a current certified physical for their category.***

7.9.2. Security Clearance. Each cadet must have a security clearance before commissioning. Counsel in writing at least **45 days** before scheduled commissioning, any cadet without a clearance that commissioning is not possible until a clearance is granted.

7.9.3. Character. Do not commission individuals who have criminal charges pending against them or are pending waiver of any involvement with civil, military, or school authorities. Review the AFROTC Form 35 and supporting documents of each cadet to ensure all actions specified in AFROTCI 36-2011, chapter 1, are accomplished. If criminal charges are pending against the cadet, forward an AFROTC Form 22 package to HQ AFROTC/RRFP (reference AFROTCI 36-2011, chapter 5).

7.9.4. Program Completion. Cadets must successfully complete the entire AFROTC program. Program completion is not applicable to those disenrolled for the purpose of early entry into a graduate-level health professions school (reference paragraph 3.6).

7.9.5. Graduation. A cadet is eligible for commissioning only after the unit receives written certification from the Registrar or other institutional official authorized to confirm degree requirements that the cadet has completed degree requirements. For nurse cadets, forward a copy of this memorandum to HQ AFPC/DPAMN. **Additionally, ensure cadets complete Block 6 of the AFROTC Form 48 certifying degree completion.**

7.9.6. DOG/DOC. Ensure the DOG and DOC are correct in CAPS.

7.10. Failure to Meet Commissioning Requirements. If a cadet is not commissioned on the date scheduled, but will meet commissioning requirements within the fiscal year, the commander may change the DOC according to AFROTCI 36-2011, chapter 2. Ensure a changed AFROTC

Form 53 (reference paragraph 8.4) is submitted to HQ AFPC/DPPAO and CAPS is updated. Also, ensure the certified medical examination is valid for the new DOC.

7.11. Declination of Appointment. If for any reason a cadet declines appointment as a commissioned officer, initiate disenrollment action according to AFROTCI 36-2011, chapter 6. Change the DOC in CAPS to an anticipated completion date of disenrollment.

Section B - Commissioning

7.12. Commissioning Actions.

7.12.1. Brief cadets on the provisions of AFROTC Form 500, Restrictions on Personal Conduct in the Armed Forces.

★7.12.2. Completion of AF Form 133. Complete the AF Form 133 according to AFI 36-2006 and the instructions contained on the form. The grade entered is "Second Lieutenant, USAFR." (Reference paragraphs 1.12 for GLP, 2.4 for nurses and 3.6 for Pre-HPP commissionings.) Pharmacy and Physical Therapy cadets are commissioned as nonline in their appropriate category. The oath of office is not signed by the individual being commissioned or by the officer administering the oath until *after* the oath has been administered. The date the AF Form 133 is signed is the effective date of appointment. Annotate in the top margin of the AF Form 133 the date the DD Form 1AF, **Certificate of Commission**, was presented or mailed to the commissionee.

7.12.3. Prepare a memorandum of appointment according to attachment 4 for all AFROTC commissionees. Present the original to the cadet at the commissioning ceremony and forward two reproduced copies with commissioning documents (reference paragraph 8.13.1).

★7.12.4. Presentation of DD Form 1AF, **Certificate of Commission**. Prepare the DD Form 1AF according to AFI 36-2006 for each commissionee and present to the cadet at time of commissioning. Annotate in the top margin of the AF Form 133, **Oath of Office**, the date the DD Form 1AF was presented or mailed to the commissionee.

7.12.5. Prepare a Reserve of the Air Force appointment order.

7.12.6. Presentation of unit commander's DG memorandum and AFROTC Form 402. The unit commander prepares the memorandum as deemed appropriate. Forward a copy of the memorandum with commissioning documents (reference paragraph 8.13.1).

7.12.7. Instructions for the Graduate. Provide each graduate an information memorandum (attachment 6).

7.12.8. Presentation of reserve appointment order. Ensure the Source of Commission (SOC) codes on this order are correct. The SOC codes are listed in attachment 8.

★7.12.10. Initial Duty Assignment In-Processing Package. Each commissionee must hand-carry one **copy** of AF Form 133, one **copy** of the AFOATS Form 88 (if applicable), one **copy** of the memorandum of appointment, one **copy** of the Reserve of the Air Force appointment order, one **copy** of the DG memorandum (if applicable), and one **original** AF Form 24 (with attachments; reference paragraph 7.8) to their initial duty assignment. These hand-carried documents are to be placed in a sealed envelope marked "TO BE OPENED BY EMPLOYMENT SECTION ONLY" and given to the Employment Section of their servicing Military Personnel Flight during in-processing. Include the **original** Initial Duty Assignment In-Processing Package Checklist (Figure 7.1) in the envelope and retain a **copy** in the cadet's UPRG.

★**Figure 7.1. Initial Duty Assignment In-Processing Package Checklist**

INITIAL DUTY ASSIGNMENT IN-PROCESSING PACKAGE CHECKLIST			
All items indicated "YES" should be included in this package.	YES	NO	N/A
AF Form 133, Oath of Office - one copy			
Extended Active Duty Order (# _____, dated _____) - one copy			
AFOATS Form 88, Extended Terms of Scholarship Entitlements Acknowledgment and Certification - one copy			
Memorandum of Appointment - one copy			
Reserve of the Air Force appointment order (# _____, dated _____) - one copy			
Distinguished Graduate memorandum - one copy			
AF Form 24, Application for Appointment as Reserve of the Air Force or USAF Without Component , with attachments - one original:			
SF 88, Report of Medical Examination - one copy (forward to MTF)			
DD Form 2005, Privacy Act Statement-Health Care Records - one copy (forward to MTF)			
SF 93, Report of Medical History - one copy (forward to MTF)			
Other medical documents - one copy (forward to MTF)			
AF Form 1056, Air Force Reserve Officer Training Corps Contract , with addendums (if applicable) - one copy (to include any superseded versions)			
DD Form 4, Enlistment/Reenlistment Document-Armed Force of the United States (if prior enlisted, should include all DD Forms 4) - one copy			
DD Form 214, Certificate of Release or Discharge from Active Duty (prior service only)/NGB Form 22, Report of Separation and Record of Service (prior National Guard only) - one copy			
If any items marked "YES" are not included or you have any questions, please contact _____ at commercial (_____)			
All items marked "YES" were received on _____ .			
Rank, Name _____		Organization _____	
Please return this checklist to: AFROTC DET XXX/DP YOUR UNIVERSITY YOUR ADDRESS YOUR CITY, STATE ZIP CODE			

7.13. Post-Commissioning Actions.

7.13.1. Transmittal of Commissioning Documents and AF Form 24 Package. Within 3 workdays after appointment, forward the original AF Form 133, AFROTC Form 88 (if applicable), two copies of the memorandum of appointment, one copy of Reserve of the Air Force appointment order, a copy of the DG memorandum (if applicable) and the original and one copy of AF Form 24 (with attachments) to HQ AFPC/DPPAOR (USAF/JAX for GLP; HQ AFPC/DPAMN for nurses; HQ AFPC DPAME for Pre-HPP). Prepare a memorandum of transmittal and include the following: name, category, SSN, DOC, source of commission (SOC), CSP status, CSP terms completed, and CSP termination date. *Forward a copy of the memorandum, without attachments, to HQ AFROTC/RRFP.*

7.13.2. Update CAPS with CSP termination date, CSP status, terms completed and DOG/DOC NLT three workdays after appointment.

7.13.3. Submission of Transcripts to AFIT. AFIT is required to establish an academic file for all newly commissioned officers. The unit must forward an official, legible copy of each graduate's final college transcript indicating the degree awarded with appropriate seals, embossments, or authentication, to AFIT/RRE, as soon as possible, but not later than 90 days after commissioning. Include in the memorandum of transmittal the name, SSN, and year of birth. Also ensure that AFROTC Blue Chip select congratulatory letter is attached to the transcripts (reference paragraph 4.4.3).

★7.14. **Commissioning at Field Training (FT) or Location Other Than Unit.** Cadets requesting to commission at FT or location other than their assigned detachment must have prior permission of the detachment commander and the agency to perform the commissioning. The detachment and commissioning agency responsibilities are as follows:

7.14.1. Detachment Responsibilities.

7.14.1.1. If the cadet will commission at FT, include in the FT folder a letter addressed to the FT/CC, signed by the detachment commander, certifying the cadet is commission eligible after completing AS300 and/or FT requirements and authorizing commissioning at FT. Indicate on the letter the date the commissioning package was/will be mailed to the FT encampment and the certified mail package number, if available. If the cadet will commission at another agency, include in the commissioning package a letter addressed to the commissioning agency, signed by the detachment commander, certifying the cadet is commission eligible.

7.14.1.2. The commissioning package will be prepared as follows:

7.14.1.2.1. Provide the original AFOATS Form 500, **Restrictions on Personal Conduct in the Armed Forces**, to the commissioning agency. Maintain a copy in the cadet's UPRG. Provide instructions for the proper completion of this form, to include returning the completed form to the detachment with the completed, **original** AF Form 133.

7.14.1.2.2. Prepare the Initial Duty Assignment In-Processing Package (IDAIPP) in accordance with paragraph 7.12.10 with the following exceptions:

7.14.1.2.2.1. Place all required forms except the AF Form 133, **Oath of Office**, and the IDAIPP Checklist into a properly marked envelope (reference paragraph 7.12.10), but do not seal the envelope; this is the responsibility of the commissioning agency.

7.14.1.2.2.2. Complete the AF Form 133 in accordance with paragraph 7.12.2, except for the location of administration, signatures and the administering official's information. This information will be completed by the commissioning agency. The AF Form 133 cannot be signed until the oath is administered. Type the statement, "DD Form 1AF presented/mailed on:" in the top margin of the AF Form 133. The commissioning agency will annotate the date the DD Form 1AF is presented after the colon (typed or printed in ink). Provide a copy of AFI 36-2006 to the commissioning agency (except FT; FT will have a copy) to use when completing the AF Form 133.

7.14.1.2.3. DD Form 1AF, **Certificate of Commission**. Prepare the DD Form 1AF in accordance with paragraph 7.12.4 with the following exception: do not complete Rule 6 of Table 1 in AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission*. The commissioning agency will complete this rule. Place the DD Form 1AF in the appropriate presentation binder.

7.14.1.2.4. Airman's Coin. Include an Airman's Coin, in a sealed envelope labeled "Airman's Coin."

7.14.1.2.5. Extended Active Duty (EAD) Orders. If EAD orders have been published, include the appropriate number of copies with the items being forwarded to the commissioning agency. Do not place the EAD orders in the IDAIPP envelope; the commissionee must have hands-on possession of EAD orders to accomplish appropriate travel and in-processing actions. The commissioning agency will issue the EAD orders to the commissionee after the Oath of Office has been administered.

7.14.1.3. Mail the IDAIPP envelope (properly marked, unsealed, with documents inside), the incomplete AF Form 133, the IDAIPP Checklist, a postage-paid envelope addressed to the cadet's detachment (to be used by the commissioning agency to return the completed **original** AF Form 133, AFOATS Form 500 and a **copy** of the completed IDAIPP Checklist), and the DD Form 1AF (in its presentation binder) to the commissioning agency via registered, certified mail. Be sure to allow sufficient lead-time for the package to arrive prior to the scheduled commissioning. **Cadets are not authorized to hand-carry these items to the commissioning agency.**

7.14.2. Commissioning Agency Responsibilities.

7.14.2.1. The commissioning agency will certify receipt of the commissioning paperwork according to postal/carrier procedures.

7.14.2.2. The commissioning agency will verify all items indicated on the IDAIPP Checklist were provided by the cadet's detachment. If any items are missing, the commissioning agency must contact the cadet's detachment immediately for assistance. The cadet may not be commissioned until all indicated items are on-hand.

7.14.2.3. AFOATS Form 500, **Restrictions on Personal Conduct in the Armed Forces**. The commissioning agency will have the commissionee recertify the AFOATS Form 500 on the day of, but prior to, commissioning. The commissionee must read the AFOATS Form 500 and complete the Date of Commission line at the bottom prior to commissioning. If the cadet refuses to sign the AFOATS Form 500, do not administer the oath and contact the cadet's detachment immediately.

7.14.2.4. The Oath of Office administering official will administer the Oath of Office to the commissionee in accordance with AFI 36-2006 and the instructions printed on the AF Form 133.

7.14.2.5. The commissioning agency will enter the location the oath was administered, the administering official's information, the date of administration, and obtain the signatures of the commissionee and the administering official in the appropriate locations on the AF Form 133.

7.14.2.6. Complete the DD Form 1AF in accordance with AFI 36-2006, Table 1, Rule 6.

7.14.2.7. Present the DD Form 1AF to the commissionee after the oath has been administered.

7.14.2.8. Present the Airman's Coin to the commissionee.

7.14.2.9. Annotate the date the DD Form 1AF was presented to the commissionee in the top margin of the AF Form 133 after the colon in the statement, "DD Form 1AF presented/mailed on:" (typed or printed in ink).

7.14.2.9. Make a copy of the completed AF Form 133 and place the **copy** in the envelope labeled "TO BE OPENED BY EMPLOYMENT SECTION ONLY." Annotate on the IDAIPP Checklist to show the AF Form 133 was included. Make a copy of the IDAIPP Checklist and place the **original** checklist in the envelope labeled "TO BE OPENED BY EMPLOYMENT SECTION ONLY." Seal the envelope and give it to the commissionee. Explain to the commissionee that they are to hand-carry the envelope to their Employment Section at their initial duty assignment. This envelope is to be hand-carried, **not mailed or placed in checked airline baggage**.

7.14.2.10. If Extended Active Duty Orders were included in the package received from the commissionee's detachment, issue the orders to the commissionee after the oath has been administered.

7.14.2.11. Mail the completed, **original** AF Form 133, completed AFOATS Form 500, and the **copy** of the completed IDAIPP Checklist back to the commissionee's detachment in the postage-paid, pre-addressed envelope provided.

7.15. Commissioning Irregularities. If an individual is commissioned and later discovered not to be eligible for a commission, immediately notify HQ AFROTC/RRFP.

7.16. Air Force Appointment of ROTC Graduates From Another Service. An ROTC graduate of another service may request consideration for appointment as a commissioned officer in the Air Force, provided the individual meets the eligibility requirements listed below and is granted a conditional release from the releasing service. Approved applicants are ordered to active military service with the Air Force as Reserve of the Air Force officers and are required to serve at least 4 years of active service before becoming eligible for separation or release from active duty. Applicants for flying training incur 6 years (navigator) or 10 years (pilot) of active duty service commitment after award of aeronautical rating.

7.16.1. Eligibility. An applicant must meet minimum AFROTC eligibility requirements for an Air Force commission as outlined in AFI 36-2005 and this instruction. Applicant must provide proof of 1 year of service on active duty in the Air Force, or the applicant's parent or spouse is an active or retired member of the Air Force (or had died while an active or retired member).

7.16.2. Application Procedures. A cadet who desires appointment in the Air Force must apply under the instructions of the releasing service. However, before commissioning and entry on active duty, the Air Force requires:

7.16.2.1. An AF Form 24 in duplicate.

7.16.2.2. SFs 88 and 93 in duplicate. Note: Flying training applicants must be administered a flight physical by an Air Force flight surgeon or flight medical officer (class 1 for pilot, 1A for navigator).

7.16.2.3. Results of the AFOQT.

7.16.2.4. Transcripts of college work as evidence of the applicant's educational level.

7.16.2.5. A security clearance. If a cadet is classified into AFSC 13S1X, you must submit the cadet for a Top Secret (SBI) clearance. If a cadet is classified into AFSC 14N1 you must submit the cadet for a Top Secret (SCI) clearance

7.16.2.6. AF Form 1145, Evaluation of Commissioning Applicant, completed by the applicant and AFROTC unit commander. The form, along with instructions for completion can be obtained from HQ AFPC/DPMAPP.

7.16.2.7. Recommendation of the professor of military science (PMS) or professor of naval science (PNS).

7.16.2.8. A statement of reasons for requesting transfer dated and signed by the applicant.

7.16.3. Processing Procedures. Forward applications to HQ AFROTC/RRFP for recommendation and transmittal to HQ AFPC/DPPAOS. Approved applications will be returned to the parent service to obtain a conditional release. Instruct the parent service to send the approved application and conditional release to HQ AFROTC/RRFP.

J.C. MANN
Colonel, USAF
Registrar, Air Force ROTC

Attachments:

1. Glossary of References
2. AFROTC Form 53 Instructions
3. Instructions for Preparation of 62E1C Officer Resume
3. Sample Memorandum of Appointment
4. AF Form 24 Instructions
5. Memorandum of Instructions to Commissionee
6. Addresses
7. Source of Commission (SOC) Codes
8. Interim Change 2002-1 to AFROTC Special Actions Program

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****REFERENCES**

Title 10, *United States Code*
Department of Defense Directive 1322.6
AFI 37-138, *Disposition of Air Force Records*
AFI 40-502, *The Weight Management Program*
AFI 41-110, *Applying for Medical School and Medical Programs*
AFI 51-101, *Judge Advocate Accession Program*
AFI 36-2005, *Appointment in Commissioned Grades and Assignments in Professional Categories – Reserve of the Air Force and United States Air Force*
AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commissioning*
AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*
AFI 36-2107, *Active Duty Service Commitment (ADSC) and Specified Period of Time (SPTC)*
AFI 36-2302, *Professional Development*
AFI 36-2903, *Dress and Personal Appearance of AF Personnel*
AFCAT 36-2223, *USAF Formal Schools*
AFMAN 36-2105, *Officer Classification*
AFVA 36-1, *Officer Classification Structure Chart*
AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*
AFROTCI 36-2017, *The College Program*
AFROTCI 36-2019, *Air Force Reserve Officer Training Corps (AFROTC) Scholarship Program*

SUPPORTING FORMS

AF Form 10, Unit Personnel Record Group
AF Form 24, Application for Appointment as Reserve of Air Force without Component
AF Form 60, Request for Sponsor
AF Form 74, Communication Status Notice
AF Form 133, Oath of Office
AF Form 477, Application for Delay from Entry on Extended Active Duty
AF Form 478, Application for Delay to Complete Licensing Requirements
AF Form 1056, Air Force Reserve Officer Training Corps Contract
DD Form 4, Enlistment/Reenlistment Document – Armed Forces of the United States
DD Form 214, Certificate of Release or Discharge from Active Duty
DD Form 2005, Privacy Act Statement-Health Care Records
DD Form 2480, DOD Medical Examination Review Board (DODMERB) Report of Dental Examination
SF 88, Report of Medical Examination
SF 93, Report of Medical History
AFROTC Form 22, Cadet Personnel Action Request
AFROTC Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials
AFROTC Form 40, Cadet Training Record

AFROTC Form 48, Planned Academic Program
AFROTC Form 53, Academic Information
AFROTC Form 66, AFROTC Nomination Form
AFROTC Form 111, Student Status Statement of Understanding
AFROTC Form 402, AFROTC Distinguished Graduate Certificate
AFROTC Form 500, Restrictions on Personal Conduct in the Armed Forces
AFROTC Form 708, Field Training Performance Report

ABBREVIATIONS AND ACRONYMS

ABA – American Bar Association
ACT - American College Testing Assessment
ADSC - Active Duty Service Commitment
AFIT – Air Force Institute of Technology
AFOATS – Air Force Officer Accession and Training Schools
AFOQT – Air Force Officer Qualifying Test
AFOSI - Air Force Office of Special Investigations
AFPC – Air Force Personnel Center
AFROTC – Air Force Reserve Officer Training Corps
AFSC – Air Force Specialty Code
APAS – Assistant Professor of Aerospace Studies
ARMS – Automated ROTC Mail System
AS – Aerospace Studies
BA – Baccalaureate of Arts
BAT – Blood and Alcohol Test
BMP – Basic Meteorology Program
BSC – Biomedical Service Corps
CAPS – Cadet Advanced Personnel System
CCI – Computer Crime Investigator
CS – Computer Science
CSP – College Scholarship Program
DG – Distinguished Graduate
DOB – Date of Birth
DOC – Date of Commissioning
DOD – Department of Defense
DODMERB - Department of Defense Medical Examination Review Board
DOG – Date of Graduation
EAD – Extended Active Duty
ELP – Excess Leave Program
ENJJPT – Euro NATO Joint Jet Pilot Training
ENTNAC – Entrance National Agency Check
FLEP – Funded Legal Education Program
FT – Field Training
FY – Fiscal Year
GLP – Graduate Law Program
GMC – General Military Course
GPA - Grade Point Average

GRE - Graduate Record Exam
HPP – Health Professions Program
JA – Judge Advocate
JAG – Judge Advocate General
JSUNT – Joint Service Undergraduate Navigator Training
LLM – Masters of Law Degree
LON – Letter of Notification
MBA – Master of Business Administration
MPF - Military Personnel Flight
MSC – Medical Service Corps
MSO – Military Service Obligation
NAS – Naval Air Station
NCLEX-RN – National Council of Licensure Examination-Registered Nurse
NLN – National League of Nursing
OPEX – Operational Experience Tour
ORS - Obligated Reserve Section
OYCP – One Year College Program
PAS – Professor of Aerospace Studies
PAST – Physical Ability Stamina Test
POC – Professional Officer Course
POCI – Professional Officer Course Incentive
RN – Registered Nurse
ROTC – Reserve Officer Training Corps
SAT - Scholastic Aptitude Test
SBTPEN - State Board Test Pool Examination in Nursing
SES – Senior Executive Service
SOC- Source of Commission
SPTC- Specific Period of Time Contract
UPRG – Unit Personnel Records Group
UPT – Undergraduate Pilot Training
USAF – United States Air Force
USPHS - United States Public Health Service
USUHS - Uniformed Services University of Health Sciences
YR – Year

TERMS EXPLAINED

Academic Term. A semester, trimester, quarter, or other comparable unit of an academic year.

Academic Year (AY). Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Aerospace Studies (AS). The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

AFROTC Graduate. A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

AS 100 Cadets. Contract (scholarship) or noncontract (nonscholarship) cadets enrolled in the first (freshman) aerospace studies course and LLAB. They remain AS 100 cadets until disenrolled (contract only), dismissed from LLAB (noncontract only), dropped (noncontract), or entered into the AS 200 course.

AS 200 Cadets. Contract (scholarship) or noncontract (nonscholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS 200 cadets until disenrolled (contract only), dismissed from LLAB (noncontract only), dropped (noncontract), or entered into the POC.

AS 300 Cadets. Scholarship or nonscholarship cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC and are attending the third (junior) year of aerospace studies course and are participating in LLAB. They remain AS 300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS 400 class.

AS 400 Cadets. Scholarship or nonscholarship cadets on contract with AFROTC who are enrolled as a member of the second year of the POC and are attending the fourth (senior) year of the aerospace studies course and are participating in LLAB. They remain AS 400 cadets until disenrolled, commissioned, or entered into completed cadet status.

AS 700 Cadets. Contract cadets who have completed all AS and Leadership Lab commissioning requirements but has not graduated.

AS 800 Cadets. Same as AS 700 cadets but still receiving additional scholarship entitlements.

AS 900 Cadets. Noncontract (nonscholarship) cadets who have either completed the GMC and did not compete for POC selection the previous year or are preparing for membership in the POC. These cadets may participate in LLAB. They remain AS 900 cadets until dropped or entered into the POC.

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or College Scholarship Program (CSP).

Cadet. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

Category. Classification used to identify applicants and cadets with a potential career area utilization. The contract categories used in AFROTC are: O (officer candidate); P (pilot); N (navigator); Q (nurse); R (prehealth); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); and L (lawyer).

Completed Cadets. Contract cadets who have successfully completed all aerospace studies academic requirements and all LLAB training requirements, including Field Training (FT), but who have not completed institutional degree requirements.

Contract Cadet. An AFROTC cadet who has executed an AF Form 1056, Air Force Reserve Officer Training Corps Contract, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Cross-town Agreement. An agreement between AFROTC, a host institution, and a nonhost institution which either is accredited and grants bachelors degrees or is a 2-year institution not authorized to grant bachelors degrees. The agreement permits students from the nonhost institution to enroll in the AFROTC program conducted by the host institution.

Disenrollment. The elimination of a contract GMC or POC cadet from program membership.

Distinguished Graduate. A cadet recognized as having graduated in the top 10 percent of his AFROTC fiscal year group commissioning class.

Enrollment. Admission of students into AS courses which entitles them to neither AFROTC membership nor subsistence allowance.

Four-Year Program. The GMC and POC (includes 4 years of AS classroom instruction, attended or accredited, LLAB and a standard encampment).

Full-Time Student. An individual enrolled in other than correspondence courses who is taking at least the minimum number of credit hours specified in the institutional catalog for designation as a full-time student. If the institution does not specify minimum criterion, the student will enroll in at least the minimum number of credit hours specified by AFROTC.

General Military Course (GMC). The first and second years of the 4-year program consisting of AS 100 and AS 200.

Good Academic Standing. Academic performance for any particular point in time that meets or exceeds the minimum guidelines of the host institution for good academic standing. Grade requirements are published in the catalog or other official school publication or document. The individual's academic record must not indicate academic deficiency (probation, warning, etc.) as determined by the host university.

Member. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards.

Nonattendance. A period (other than an institutional vacation period) in which a contract cadet not in completed status is excused from attending AS courses and LLAB.

Obligated Reserve Section (ORS). The reserve element against which AFROTC cadets are assigned.

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program and the first and second year of the 2-year program consisting of AS 300 and AS 400 as prescribed under 10 U.S.C. 2104.

Attachment 2

AFROTC FORM 53 INSTRUCTIONS

All cadets being commissioned require an AFROTC Form 53. Type all entries and forward the original to HQ AFPC/DPPAO NLT **15 June** for the cadets graduating between 1 October and 31 March and **15 December** for the cadets graduating between 1 April and 30 September.

Cadet Rankings: For the class rank area of the AFROTC Form 53, you must rank your cadets by fiscal year of commission. (Rank cadets for the June and December cycles together in one group.)

ITEM 4: Top Candidate Program: The commander may select their "Top Candidate" for the upcoming fiscal year. Cadets will be given priority consideration as follows:

- Officer candidate cadets will be given priority consideration in classification (based on needs of the Air Force).

- Pilot cadets will be given priority consideration for undergraduate pilot training (UPT) base of choice.

NOTE: The "Top Candidate" does not have to be the number one ranked cadet. Also, once a cadet's AFSC has been finalized by HQ AFPC, the "Top Candidate" slot *cannot* be changed to another cadet.

ITEM 10: Enter number of terms of CSP entitlements completed or anticipate completing (including PO CI). Specify whether semesters or quarters.

ITEM 15: The unit assists cadets in completing this item by referring to the current FY accessions requirement listing (sent via ARMS), AFMAN 36-2105, Officer Classification, and AFVA 36-1, Officer Classification Structure Chart. Verify eligibility for the AFSCs requested. All AFSCs must reflect the entry level only (for example, 34M1 rather than 34M4), with the appropriate suffix if applicable.

- Pilot and navigator category cadets: Not applicable, leave blank.

- Cadets with technical majors listed below must list at least two specific AFSCs for their academic major (if the current FY accession requirements listing has only one applicable AFSC, they don't have to list a second AFSC).

ACADEMIC MAJOR CODE(S)	AFSC CAREER FIELDS	ACADEMIC MAJOR CODE(S)	AFSC CAREER FIELDS
0BXX, OCXX	33XX	4KXX	32XX, 63SS
2CXX	32XX	4LXX, 4MXX	32XX, 62XX, 63XX
4AXX, 4BXX	62XX, 63XX	4NXX	32XX, 63XX
4DXX	32XX	4QYY	61XX, 63XX
4EXX	62XX, 63XX	4TXX, 4WXX	61XX, 62XX, 63XX
4FXX	NO APPLICABLE AFSCs	4YXX, 6EXX	NO APPLICABLE AFSCs
4GXX	61XX, 63XX	6YXX	32XX, 61XX, 62XX, 63XX
4HXX	32XX, 63XX	8FXX	15W1 (only applicable AFSC)
4IXX	32XX, 62XX, 33XXA, 63XX	8HXX	61XX
4JXX	32XX, 62XX, 63XX	8IXX	61XX, 62XX, 63XX

NOTE 1: A resume is required for the 62E1C career field. See attachments 2 and 3 for guidance.

NOTE 2: Operational Experience (OPEX) and Operations Space and Missile Training (OSMT) tours. Cadets qualified for 61SX, 62EX, and 63AX may also volunteer for OPEX or OSMT. These are four-star AFMC/CC initiatives designed to provide individuals identified as acquisition accessions an opportunity to experience an operational assignment prior to entering the acquisition career fields. Each fiscal year, approximately 50 acquisition second lieutenant accessions are selected for each program. Participating operational career fields are: OPEX - 14NX, 21AX, 21MX, and OSMT 13SX. The initial operational tour will be between 3 and 5 years, followed by an acquisitions tour in the initial classified AFSC.

Interested cadets should annotate "OPEX or OSMT" and their operational career field interests in block 14 (i.e., OPEX - 21AX or OSMT - 13SX).

- Cadets with nontechnical majors must list at least two specific AFSCs in the following career fields: 13XX, 14XX, 21A1, 21G1, 21S1, 21T1, 31P1, 34M1, 35P1, 36P1, 38M1, 63A1, 64P1, 65XX, 71S1.

- Non-line cadets must list the AFSC applicable for their category (e.g., Nurses - 46N1, Pre-HPP - 92MO, Law - 51J1, etc).

ITEM 16: Cadets (except pilots and navigators) should indicate CONUS base or state preferences. Enter the two-digit code for the CONUS or region if available and also type the base name (e.g., TA Randolph). Type overseas locations and any base names not listed below.

<u>CODE</u>	<u>CLEAR TEXT</u>	<u>CODE</u>	<u>CLEAR TEXT</u>	<u>CODE</u>	<u>CLEAR TEXT</u>
01	ALABAMA	39	OHIO	EF	EGLIN AFB
02	ALASKA	40	OKLAHOMA	EG	HURLBURT FIELD
04	ARIZONA	41	OREGON	SB	ELLSWORTH AFB
05	ARKANSAS	42	PENNSYLVANIA	UX	FAIRCHILD AFB
06	CALIFORNIA	44	RHODE ISLAND	DC	FALCON AFB
08	COLORADO	45	SOUTH CAROLINA	WZ	F.E. WARREN AFB
09	CONNECTICUT	46	SOUTH DAKOTA	PQ	GRAND FORKS AFB
10	DELAWARE	47	TENNESSEE	NC	GRIFFIS AFB (ROME LAB)
11	WASHINGTON DC	48	TEXAS	HV	HANSCOM AFB
12	FLORIDA	49	UTAH	UA	HILL AFB
13	GEORGIA	50	VERMONT	MU	HOLLOMAN AFB
15	HAWAII	51	VIRGINIA	KN	KEESLER AFB
16	IDAHO	53	WASHINGTON	SU	KELLY AFB
17	ILLINOIS	54	WEST VIRGINIA	MV	KIRTLAND AFB
18	INDIANA	55	WISCONSIN	SV	LANGLEY AFB
19	IOWA	56	WYOMING	SX	LAUGHLIN AFB
20	KANSAS	X3	NORTH (USA)	BE	LITTLE ROCK AFB
21	KENTUCKY	X2	NORTHEAST (USA)	AS	LUKE AFB
22	LOUISIANA	X4	NORTHWEST (USA)	EL	MACDILL AFB
23	MAINE	X6	SOUTH (USA)	LB	MALMSTROM AFB
24	MARYLAND	X1	SOUTHEAST (USA)	AF	MAXWELL AFB
25	MASSACHUSETTS	X5	SOUTHWEST (USA)	AE	MAXWELL-GUNTER AFB
26	MICHIGAN	QG	ALTUS AFB	GK	MCCONNELL AFB
27	MINNESOTA	HR	ANDREWS AFB	UZ	MCCHORD AFB
28	MISSISSIPPI	SA	ARNOLD ANGR DEV CTR	MN	MCGUIRE

29	MISSOURI	GX	BARKSDALE AFB	PR	MINOT AFB
30	MONTANA	DZ	BOLLING AFB	FC	MOODY AFB
31	NEBRASKA	SN	BROOKS AFB	FK	MT HOME AFB
32	NEVADA	MT	CANNON AFB	MA	NELLIS AFB
33	NEW HAMPSHIRE	RS	CHARLESTON AFB	CM	TRAVIS AFB
34	NEW JERSEY	KM	COLUMBUS AFB	EQ	TYNDALL AFB
35	NEW MEXICO	AP	DAVIS-MONTHAN	DL	USAF ACADEMY
36	NEW YORK	DV	DOVER AFB	QL	VANCE AFB
37	NORTH CAROLINA	SQ	DYESS AFB	CN	VANDENBERG AFB
38	NORTH DAKOTA	TB	REESE AFB	KS	WHITEMAN AFB
LP	OFFUTT AFB	FD	ROBINS AFB	PZ	WRIGHT-PATTERSON AFB
CL	ONIZUKA AFB	FR	SCOTT AFB		
EP	PATRICK AFB	PD	SEYMOUR JOHNSON AFB		
UQ	PENTAGON ADM	RV	SHAW AFB		
DK	PETERSON AFB	TC	SHEPPARD AFB		
PB	POPE AFB	QK	TINKER AFB		
TA	RANDOLPH AFB	BP	EDWARDS AFB		

- Pilot cadets can only indicate the following UPT bases: Columbus AFB MS, Laughlin AFB TX, Vance AFB OK and Whiting NAS FL.

- Navigator cadets indicate the site of the training track they were selected for at the rated categorization board, i.e., Pensacola NAS FL for Strike Fighter or Randolph AFB TX for Airlift/Tanker/Maritime.

- Nurse cadets must list at least two of the following medical centers: Andrews AFB DC, Keesler AFB MS, Scott AFB IL, Travis AFB CA, Wilford Hall TX or Wright-Patterson AFB OH. Contact HQ AFPC/DPAMN for join-spouse or special needs of the Air Force assignments not at a medical center (reference paragraph 2.6).

ITEM 17: Cadet should enter any information which is beneficial in assisting HQ AFPC in determining classification and initial assignments. If applicable, enter further information concerning previous items (e.g., cadet is planning on getting married shortly after commissioning and wants join-spouse, etc.). The AFROTC Form 53 must be signed and dated by the cadet.

ITEM 18: Not applicable for pilot and navigator cadets - leave blank. If a course is not specified on the form, select the most closely related title.

- Hours Taken. Enter total number of credit hours taken within each major heading. Include only those courses which have been completed for credit and for which a grade has been received. If other courses have been taken on a noncredit basis, identify them in item 17.

- Average Grade. Enter a numerical grade point average for courses which fall within the major academic headings. Use a standardized 4.0 system to compute the average grade. Do not enter letter grades.

- Hours Remaining. Enter total number of credit hours for courses currently in progress or those which the cadet intends to take and complete before commissioning.

- Engineering and Physical Sciences. Provide descriptive academic titles; for example, "Electronic Circuit Design" rather than "EE 606" or "Electronic Engineering."

ITEM 19: The unit commander must sign the AFROTC Form 53; comments are optional.

Attachment 3

INSTRUCTIONS FOR PREPARATION OF 62E1C OFFICER RESUME

A3.1. General. The resume format contains two parts. Part I is designed to give a quick picture of an officer's skills, interests, and desires and should normally require one single-spaced typewritten page. Part II is an education and experience summary that could take one or two single-spaced pages to complete. Brevity, with descriptive terms, is important. Most resumes should not cover more than three single-spaced typewritten pages. **NOTE:** To be considered viable for a 62E1C assignment, the requester must have a computer science (CS) degree or any college degree with a minimum of three CS courses, or programming experience, or be a graduate of Control Data Institute (CDI) or its equivalent, courses in CS programming and operations or a strong math or science degree if fewer than three CS courses.

A3.2. Part I.

A3.2.1. Description. Tell it like you are, or think you are - as a generalist, specialist, etc. There are lots of ways to describe yourself and lots of ways to misunderstand what you are saying, so use "plain English" and be as concise as possible. This part of the resume should be the composite, short sentence, view of yourself.

A3.2.2. Skills. List the skills you think are important to you as a potential 62E1C/33XX officer. This should be supported by the education and experience listed in part II.

A3.2.3. Functions. List the active duty functions (if any) in which you have worked.

A3.2.4. Equipment/Systems. List the computer and systems associated with that equipment in one-line entries. Examples are: IBM/360/65, programmer, ops research systems, tactical AF model; IBM 360/85, systems analysis; B3500, operator, manager; B3500, systems analysis; B5500, programmer, U418, programmer. The emphasis here should be on equipment and unique equipment options along with the systems you are familiar with, not necessarily your skill at this time. List all equipment you have worked with, including special purpose equipment like the integral parts of a radar system, switching networks, etc.

A3.2.5. Language. List languages in which you are competent. You can relate language to equipment where applicable, such as assembly language, JCL, etc. Include such items as GPSS, Simscript, COMET, etc., in this category.

A3.2.6. Special Interests. This is the place to list your research projects, thesis material, dissertation, area of interest, etc. Examples are: Analog/digital hybrid interfaces paper and 2 years of research; DMS experience and technical writing on subject; accounting for control of project, comparative operating systems; computer security; real-time systems handlers; algorithms for core mapping; use of OR in business environments, etc. Be sure to indicate whether this is something you "would like to do" when you actually don't have some experience in the area. Try to use accepted terminology such as that used in current professional publications, Air Force circles, etc., to describe your interests.

A3.3. Part II:

A3.3.1. Education. List your education here, using computer terminology. College course titles generally are not very descriptive so you may have to improvise for this entry. List courses in three basic categories: computer science education; computer-related courses; and basic courses that would be helpful for you as a 62E1C officer. You should summarize here, grouping like courses together by total hours. Examples are: COBOL programming in business problems - 6

hours; FORTRAN for engineers, programming basic engineering problems - 4 hours; in subroutine linkage - 8 hours. Basic course might be: management theory - 16 hours; math through differential equations - 16 hours; physics - 12 hours; etc. Begin each education section with the degree earned (or hours taken if no degree), major field, school, and year completed. List courses under each degree line. List courses that are not typically 62E1C prerequisites in AFMAN 36-2105, if they support "description," "function," "skills," or "interests" given above.

A3.3.2. Experience. This is a key section for your future assignments. Your experience in the civilian world, while a student, or in the job market is not a part of your military records and this is the only place such experience can be reflected. This is the place to summarize experience and let it work in your behalf. List experience in a summary form, just as you did with your education.

FIGURE A3.1 SAMPLE RESUME

Date Prepared: April 19XX

Part I

1. Description. I am a computer specialist with a primary interest in scientific applications to mathematical problems, especially operations research and math modeling techniques. I have a secondary interest in systems programming.

2. Skills:

Programmer	- Scientific and general applications
Operator	- Batch-oriented systems
Systems Analyst	- Novice

3. Functions. As a new officer in the Air Force with no prior service, I have not had any duty functions to date.

4. Equipment/systems:

DPEC SYSTEM 10	- Student Programmer
PDP-11/20	- Programmer, Operating System Study
PDP-8/e	- Programmer
CDC 6600/6400	- Student Programmer

5. Languages:

Fortran IV	- 4 years as student programmer
COBOL	- 1 year as student programmer
Basic	- 4 years as student programmer
PL/1	- 1 year as student programmer
PDP-11	- Assembly language programmer
PDP-8	- Assembly language programmer
DEC SYSTEM 10	- Assembly language programmer
IBM 360	- Assembly language introductory course

6. Special Interests: I am currently doing work on a thesis to be completed in July 19XX. Its topic is that of designing an assembler for the PDP-8 assembly language on a PDP-11. The approach used allows the paper to be used as material for an undergraduate course in systems programming. I would like to do work in the general area of math model building and simulation problems in addition to my interest in systems programming.

Part II

1. Education:

Computer Sciences:

Fortran IV Scientific Programming - 6 hours
COBOL Business Programming - 3 hours
Assembly Language - 6 hours
Systems Programming - 3 hours
Compiler Theory - 3 hours

Computer-Related:

Statistics (including programming) - 12 hours
Numerical Analysis (including programming) - 3 hours
Management Information Systems - 3 hours
Operations Research - 3 hours
Math Models and Applications - 3 hours

Basic Courses:

BS double major in math and in computer science. I expect to receive a math master degree in July 19XX

Math - 36 hours undergraduate
- 18-hour graduate

2. Experience:

September 19XX - Present. Mathematics instructor at Indiana University. Duties include teaching basic math and college algebra, preparing lesson plans, lecturing, administering tests, making and grading assignments, etc.

December 19XX - September 19XX. Computer operator at Indiana University. Duties include scheduling and running batch jobs, ensuring proper maintenance of equipment, maintaining systems files and programs, and assisting students with programming problems.

Attachment 4

SAMPLE MEMORANDUM OF APPOINTMENT

(Letterhead)

(Date)

MEMORANDUM FOR 2D LT KURT N. ROD, 123-45-6789FV, Res AF [(NC)]¹

FROM: AFROTC Detachment 215/CC
814 E. Third Street
Bloomington IN 47405-5701

SUBJECT: Appointment as a Reserve of the Air Force

1. By authority of the Secretary of the Air Force, the Commander, AFROTC, has directed me to inform you that, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown above. Appointment is effective on date of acceptance.
2. Execution of the accompanying Oath of Office constitutes acceptance of your appointment; no other evidence is required. You are requested to do this at once. If you do not accept this Tender of Appointment within the month in which this memorandum is dated, it is canceled and must be returned with an explanation immediately.
3. You will not perform the duties of an officer under this appointment until specifically ordered.
4. Authority for this appointment is 10 U.S.C., chapter 103.

JAMES E. BILTZ, Colonel, USAF
Commander

¹ If nurse commissionee (category Q), enter (NC)

Attachment 5**AF FORM 24 INSTRUCTIONS**

All cadets being commissioned require an AF Form 24 (reference paragraph 8.8) which is due 3 workdays after commissioning (reference paragraph 8.13.1). All entries must be typed.

Place an "X" in the "APPOINTMENT AS A RESERVE MEMBER OF THE AIR FORCE."

ITEM 1: Address application to: HQ AFPC/DPPAOR (USAF/JAX for GLP; HQ AFPC/DPAMN for nurses; or HQ AFPC/DPAME for Pre-HPP).

ITEM 2: Enter the AFSC the cadet was classified in. For approved educational delays, enter "N/A, Educational Delay".

ITEM 6: The HOR does not have to be the same address as recorded on their DD Form 4.

ITEM 8: Annotate an address where the cadet plans to be *after* commissioning if other than their HOR.

ITEM 13: Place an "X" in the first block ("To fill an active force...") and leave remaining blocks blank *EXCEPT* last three blocks for cadet's initials.

ITEM 14: High school and colleges attended. Month and year of attendance is acceptable. If attended a university or college but did not obtain a degree, indicate academic major. Also, indicate academic major in which degree is awarded. Indicate any military schools attended.

ITEM 15: Enter "N/A."

ITEM 17: Enter the following information in the order indicated:

- Periods of prior military service (show active and inactive periods as separate entries).
- Period of attendance at field training and all advanced training programs (ATP).
- Periods of contract cadet status according to the following:
 - From date: Date of enlistment in the Obligated Reserve Section (ORS).
 - To date: Date of Commission (DOC).
 - Highest grade: Enter grade cadet was enlisted in the ORS (reference their DD Form 4).
 - Organization: Enter your unit (e.g., AFROTC Det 219).
 - Active Duty or Reserve: Enter "Inactive."
 - If the cadet was disenrolled from the ORS and was later contracted again in the ORS, use two lines to show inclusive dates.
 - If the cadet was a pursuing student or if time as a special student was accredited, explain and give inclusive dates in the remarks section, item 33.

ITEM 18: Check "Yes" and enter "AFRes (ORS)."

ITEM 19: Enter "N/A" unless cadet has prior service.

ITEMS 20 - 24: All entries should be checked "No."

ITEM 25: Enter "N/A."

ITEM 26: Transcribe all civil involvements recorded on AFROTC Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials.

ITEM 27: If cadet answers "yes," process for disenrollment according to AFROTCI 36-2011, paragraph 6.8.6.12.

ITEM 33: Disregard the preprinted remarks as they are for Recruiting Service Use Only.

HAVE CADET SIGN **FULL** NAME ON ALL COPIES. WHEN FORWARDING THE AF FORM 24, ENSURE YOU **STAPLE** ALL REQUIRED ATTACHMENTS TO THE UPPER LEFT HAND CORNER.

Attachment 6**MEMORANDUM OF INSTRUCTION TO COMMISSIONEE**

(Letterhead)

(Date)

MEMORANDUM FOR 2D LT JOAN B. SMITH

FROM: AFROTC Detachment 215/CC

SUBJECT: Memorandum of Instruction

1. On behalf of the unit staff, I want to take this opportunity to congratulate you on your appointment as a second lieutenant in the United States Air Force and to wish you success in your career.

2. Although you are assigned to the Headquarters Air Reserve Personnel Center in Denver, Colorado, your records are maintained at the Headquarters Air Force Personnel Center (HQ AFPC). If you have questions concerning your assignment or any changes occur in your status (for example, serious civil involvements (i.e., felony charge), changes of address, telephone number, or a potential disqualifying physical condition), you must contact HQ AFPC immediately at:

HQ AFPC/DPPAOS
550 C Street West, Suite 10
Randolph AFB TX 78150-4712 Toll Free 1-800-531-5507

Nurse, Pre-HPP, Physical Therapy, Pharmacy and all other BSC/MSC commissionees contact:

HQ AFPC/ DPAMN (Nurse, Toll Free 1-800-531-5811)
DPAME (Pre-HPP, Toll Free 1-800-531-5800)
DPAMW (For all others, Commercial (210) 652-3821))
550 C Street West Suite 27
Randolph AFB TX 78150-4729

3. Pending actual receipt of your extended active duty (EAD) orders, we advise that you not make any major personal decisions such as terminating employment or canceling a lease. You should have orders 60-90 days before EAD. Do not report to your assigned duty location until the dates specified in your orders. You are also cautioned not to begin travel until the effective travel date specified in your orders. To do so will subject you to forfeiture of travel pay. Use the sponsorship program to resolve relocation problems and preclude early reporting for personal reasons.

4. Remember, until you begin your official EAD travel, you are a commissioned member of the inactive Reserve and, therefore, not eligible for government medical care or commissary privileges for yourself or your dependents. Be safety conscious to protect your eligibility for EAD and its attendant benefits.

(NOTE: Include paragraph 5 only if the commissionee is actually in receipt of an educational delay.)

5. Since you have received an educational delay, you will remain a commissioned member of the inactive Reserve until called to EAD following completion of your academic program. Until then, your educational program is managed by the Air Force Institute of Technology (AFIT). The mailing address is:

AFIT/CIRF
2950 P Street West
Wright-Patterson AFB OH 45433-7765

AFIT will correspond with you periodically to verify your academic progress and personal status. It is imperative that you reply promptly to these inquiries to preclude possible termination of your educational delay and call to early EAD. When your educational delay nears completion, AFIT will refer you to HQ AFPC for assignment processing as prescribed in paragraph 2.

6. Your EAD orders indicate your first in processing stop. Normally, your initial processing includes reporting to the customer service and special actions office at the military personnel flight (MPF), followed by a check with the military pay section at the accounting and finance office. These stops ensure you experience no initial payroll problems. In addition, bring an official copy of your school transcript for presentation to the base education office. You should also have copies of all important papers; for example, EAD orders, birth certificate, marriage license, Social Security card, car registration, driver's license, auto insurance policy, etc.

7. You are reminded that complete compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and AFI 40-502, The Weight Management Program, is required of all commissionees. Specifically, you must report for initial active duty in proper uniform and have available all uniform items necessary for the performance of your duties. Additionally, you are required to continue to meet AFI 40-502 weight and physical fitness standards while awaiting call to EAD. Reporting to active duty overweight will subject you to administrative actions that may prove detrimental to your career.

8. Veteran's Educational Assistance Act of 1984 (GI Bill) Information: For those individuals coming on active duty 1 Jul 1985 or later, entry in the new GI Bill program is automatic. Accounting and Finance will initiate a \$100 a month allotment for 12 months **unless an individual formally declines the new GI Bill**. Once the allotment has started, it cannot be stopped. The declination must occur within 14 days of the individual's active duty date. AFROTC scholarship graduates are ineligible for the new GI Bill. The office of the Secretary of Defense (OSD) directs that any AFROTC commissionee who graduates or completes AS classes while on scholarship, or has used all scholarship entitlement at the time of graduation, is an "AFROTC scholarship graduate" and is, therefore, ineligible for the new GI Bill. This includes any length of scholarship and not just 4-year recipients. Broader changes in the law became effective for individuals commissioned after 1 Oct 96. Cadets are eligible if they meet one of the following conditions: a) Any cadet commissioned after 1 Oct 96 must have one year on contract in which they received \$2,000 or less in scholarship benefits, or b) Any cadet who receives no scholarship monies their last term of AS classes. Prior active duty service cadets are not eligible regardless of the above conditions since they already had their one-time opportunity to contribute when they initially enlisted. Please ensure your Source of Commission (SOC) code is correct prior to departing your detachment. This code is used to verify GI Bill eligibility upon entry on active duty.

9. One final reminder. Although your initial active duty service commitment is normally between 4 and 10 years, depending on your category, all candidates who do not successfully complete their initial Air Force training requirements are *liable for release* from EAD depending on Air Force requirements at that time. Therefore, it is imperative that you do your best in any training situation to preclude jeopardizing your continuation on EAD.

10. While your affiliation with this unit is now officially ended, we remain available to assist you in any way possible and we are anxious to learn your impressions of active duty.

JAMES E. BILTZ, Colonel, USAF
Commander

Attachment 7

ADDRESSES

AFIT/CISR
 /RRA
 /RRE
 2950 P Street West
 Wright-Patterson AFB OH 45433-7765

HQ AFPC/DPPAOR
 /DPPAOS
 550 C Street West Suite 10
 Randolph AFB TX 78150-4712

HQ AFPC/DPAME
 /DPAMN
 /DPAMW
 550 C Street West Suite 27
 Randolph AFB TX 78150-4729

HQ AFPC/DPMRJE
 550 C Street West Suite 32
 Randolph AFB TX 78150-4734

HQ AFROTC/(all office symbols)
 551 East Maxwell Blvd
 Maxwell AFB AL 36112-6106

HQ USAF/JAX
 1420 Air Force Pentagon Room 5E425
 Washington DC 20330-1420

STATE AGENCIES APPROVED BY THE US DEPARTMENT OF EDUCATION TO ACCREDIT THE PROFESSIONAL CONTENT (PROGRAM) OFFERED BY SCHOOLS OF NURSING IN THEIR RESPECTIVE STATES

Iowa Board of Nursing
 State Capitol Complex
 1223 East Court Avenue
 Des Moines IA 50319-0001

Nurses
 New Hampshire Board of Nursing Education
 and Nurse Registration
 State Office Park South
 101 Pleasant Street
 Regulation & Licensing
 Concord NH 03301-0001

New York State Board of Regents
 Nursing Education Unit
 State Education Department
 Albany NY 12224-0001

Montana State Board of Nursing
 1424 9th Avenue
 Helena MT 59620-0001

Maryland State Board of Examiners of
 Nurses
 201 W. Preston Street
 Baltimore MD 21201-0001

Department of Consumer Affairs,
 Division of Professional Registration
 State Board of Nursing
 3523 N. Ten Mile Drive
 Jefferson City MO 65102-0656

NOTE: Units in affected states must contact the appropriate agency and obtain a current listing of accredited nursing schools.

Attachment 8

SOURCE OF COMMISSION (SOC) CODES

For Cadets Eligible for the Montgomery GI Bill use one the following Codes:

- C - AFROTC Distinguished Graduate Nonscholarship 4YR Program
- J - AFROTC Non-Distinguished Graduate Nonscholarship 4 YR Program
- T - AFROTC Distinguished Graduate Nonscholarship 2 YR Program
- U - AFROTC Non-Distinguished Graduate Nonscholarship 2YR program

For Cadets NOT Eligible for the Montgomery GI Bill use one of the following Codes:

- R - AFROTC Distinguished Graduate Scholarship 4YR Program
- S - AFROTC Non-Distinguished Graduate Scholarship 4YR Program
- V - AFROTC Distinguished Graduate Scholarship 2YR Program
- W - AFROTC Non-Distinguished Graduate Scholarship 2YR Program

NOTE: For GI Bill Eligibility Purposes, the current Professional Officers Course Incentive (POCI), is **NOT** considered a scholarship because it is \$2000.00 or less incentive per year. However starting fiscal year 2000 the incentive will increase to \$3450.00, putting it over the \$2000.00 cap, thereby requiring that it **be considered** a scholarship for GI eligibility purposes.

Attachment 9**INTERIM CHANGE 02-1 TO AFROTC SPECIAL ACTIONS PROGRAM**

IC 02-1 to AFROTCI 36-2018, AFROTC Special Actions Program

19 APRIL 2002

SUMMARY OF REVISIONS

These changes delete paragraph 5, Euro-NATO Joint Jet Pilot Training Program, renumber several paragraphs, incorporate additional guidance for completing the AF Form 133, **Oath of Office**, implement the Initial Duty Assignment In-Processing Package, clarify procedures for commissioning at Field Training or location other than the unit, and include a page insert, Figure 7.1, Initial Duty Assignment In-Processing Package Checklist (at attachment 1).

CHANGES: AFROTCI 36-2018 is changed as follows:

1. The following paragraph and related paragraph numbers are changed: change paragraph 6 to paragraph 5 (this eliminates the Euro-NATO Joint Jet Pilot Training Program from this instruction), paragraph 7 to paragraph 6, and paragraph 8 to paragraph 7.
2. Paragraph 7.8.1.1. Delete, “original and” from the statement in parentheses.
3. Paragraph 7.8.1.2. Change, “(two copies)” to read, “(one copy).”
4. Paragraph 7.8.1.3. Delete, “original and” from the statement in parentheses.
5. Paragraph 7.8.1.5. Delete, “and one copy” from the statement in parentheses.
6. Paragraph 7.8.3. Paragraph 7.8.3 is replaced as follows: “Forwarding Application. Before submitting the application for appointment, use Attachment 5 to ensure the AF Form 24 is correctly prepared and signed. Forward one AF Form 24 (with attachments) in accordance with paragraph 7.13.1 within 3 workdays after appointment, provide one AF Form 24 (with attachments) to the commissionee in accordance with paragraph 7.12.10, and retain the third AF Form 24 (with attachments) in the cadet’s UPRG.”
7. Paragraph 7.12.2. Add, “Annotate in the top margin of the AF Form 133 the date the DD Form 1AF, **Certificate of Commission**, was presented or mailed to the commissionee.”
8. Paragraph 7.12.4. Paragraph 7.12.4 is replaced as follows: “Presentation of DD Form 1AF, **Certificate of Commission**. Prepare the DD Form 1AF according to AFI 36-2006 for each commissionee and present to the cadet at time of commissioning. Annotate in the top margin of the AF Form 133, **Oath of Office**, the date the DD Form 1AF was presented or mailed to the commissionee.”

9. Paragraph 7.12.10. The following paragraph is added: “7.12.10. Initial Duty Assignment In-Processing Package. Each commissionee must hand-carry one **copy** of AF Form 133, one **copy** of the AFOATS Form 88 (if applicable), one **copy** of the memorandum of appointment, one **copy** of the Reserve of the Air Force appointment order, one **copy** of the DG memorandum (if applicable), and one **original** AF Form 24 (with attachments; reference paragraph 7.8) to their initial duty assignment. These hand-carried documents are to be placed in a sealed envelope marked “TO BE OPENED BY EMPLOYMENT SECTION ONLY” and given to the Employment Section of their servicing Military Personnel Flight during in-processing. Include the **original** Initial Duty Assignment In-Processing Package Checklist (Figure 7.1) in the envelope and retain a **copy** in the cadet’s UPRG.”

10. Paragraph 7.14. Paragraph 7.14 is replaced as follows: “7.14. Commissioning at Field Training (FT) or Location Other Than Unit. Cadets requesting to commission at FT or location other than their assigned detachment must have prior permission of the detachment commander and the agency to perform the commissioning. The detachment and commissioning agency responsibilities are as follows:

7.14.1. Detachment Responsibilities.

7.14.1.1. If the cadet will commission at FT, include in the FT folder a letter addressed to the FT/CC, signed by the detachment commander, certifying the cadet is commission eligible after completing AS300 and/or FT requirements and authorizing commissioning at FT. Indicate on the letter the date the commissioning package was/will be mailed to the FT encampment and the certified mail package number, if available. If the cadet will commission at another agency, include in the commissioning package a letter addressed to the commissioning agency, signed by the detachment commander, certifying the cadet is commission eligible.

7.14.1.2. The commissioning package will be prepared as follows:

7.14.1.2.1. Provide the original AFOATS Form 500, **Restrictions on Personal Conduct in the Armed Forces**, to the commissioning agency. Maintain a copy in the cadet’s UPRG. Provide instructions for the proper completion of this form, to include returning the completed form to the detachment with the completed, **original** AF Form 133.

7.14.1.2.2. Prepare the Initial Duty Assignment In-Processing Package (IDAIPP) in accordance with paragraph 7.12.10 with the following exceptions:

7.14.1.2.2.1. Place all required forms except the AF Form 133, **Oath of Office**, and the IDAIPP Checklist into a properly marked envelope (reference paragraph 7.12.10), but do not seal the envelope; this is the responsibility of the commissioning agency.

7.14.1.2.2.2. Complete the AF Form 133 in accordance with paragraph 7.12.2, except for the location of administration, signatures and the administering official’s information. This information will be completed by the commissioning agency. The AF Form 133 cannot be signed until the oath is administered. Type the statement, “DD Form 1AF presented/mailed on:”

in the top margin of the AF Form 133. The commissioning agency will annotate the date the DD Form 1AF is presented after the colon (typed or printed in ink). Provide a copy of AFI 36-2006 to the commissioning agency (except FT; FT will have a copy) to use when completing the AF Form 133.

7.14.1.2.3. DD Form 1AF, **Certificate of Commission**. Prepare the DD Form 1AF in accordance with paragraph 7.12.4 with the following exception: do not complete Rule 6 of Table 1 in AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission*. The commissioning agency will complete this rule. Place the DD Form 1AF in the appropriate presentation binder.

7.14.1.2.4. Airman's Coin. Include an Airman's Coin, in a sealed envelope labeled "Airman's Coin."

7.14.1.2.5. Extended Active Duty (EAD) Orders. If EAD orders have been published, include the appropriate number of copies with the items being forwarded to the commissioning agency. Do not place the EAD orders in the IDAIPP envelope; the commissionee must have hands-on possession of EAD orders to accomplish appropriate travel and in-processing actions. The commissioning agency will issue the EAD orders to the commissionee after the Oath of Office has been administered.

7.14.1.3. Mail the IDAIPP envelope (properly marked, unsealed, with documents inside), the incomplete AF Form 133, the IDAIPP Checklist, a postage-paid envelope addressed to the cadet's detachment (to be used by the commissioning agency to return the completed **original** AF Form 133, AFOATS Form 500 and a **copy** of the completed IDAIPP Checklist), and the DD Form 1AF (in its presentation binder) to the commissioning agency via registered, certified mail. Be sure to allow sufficient lead-time for the package to arrive prior to the scheduled commissioning. **Cadets are not authorized to hand-carry these items to the commissioning agency.**

7.14.2. Commissioning Agency Responsibilities.

7.14.2.1. The commissioning agency will certify receipt of the commissioning paperwork according to postal/carrier procedures.

7.14.2.2. The commissioning agency will verify all items indicated on the IADIPP Checklist were provided by the cadet's detachment. If any items are missing, the commissioning agency must contact the cadet's detachment immediately for assistance. The cadet may not be commissioned until all indicated items are on-hand.

7.14.2.3. AFOATS Form 500, **Restrictions on Personal Conduct in the Armed Forces**. The commissioning agency will have the commissionee recertify the AFOATS Form 500 on the day of, but prior to, commissioning. The commissionee must read the AFOATS Form 500 and complete the Date of Commission line at the bottom prior to commissioning. If the cadet refuses to sign the AFOATS Form 500, do not administer the oath and contact the cadet's detachment immediately.

7.14.2.4. The Oath of Office administering official will administer the Oath of Office to the commissionee in accordance with AFI 36-2006 and the instructions printed on the AF Form 133.

7.14.2.5. The commissioning agency will enter the location the oath was administered, the administering official's information, the date of administration, and obtain the signatures of the commissionee and the administering official in the appropriate locations on the AF Form 133.

7.14.2.6. Complete the DD Form 1AF in accordance with AFI 36-2006, Table 1, Rule 6.

7.14.2.7. Present the DD Form 1AF to the commissionee after the oath has been administered.

7.14.2.8. Present the Airman's Coin to the commissionee.

7.14.2.9. Annotate the date the DD Form 1AF was presented to the commissionee in the top margin of the AF Form 133 after the colon in the statement, "DD Form 1AF presented/mailed on:" (typed or printed in ink).

7.14.2.9. Make a copy of the completed AF Form 133 and place the **copy** in the envelope labeled "TO BE OPENED BY EMPLOYMENT SECTION ONLY." Annotate on the IDAIPP Checklist to show the AF Form 133 was included. Make a copy of the IDAIPP Checklist and place the **original** checklist in the envelope labeled "TO BE OPENED BY EMPLOYMENT SECTION ONLY." Seal the envelope and give it to the commissionee. Explain to the commissionee that they are to hand-carry the envelope to their Employment Section at their initial duty assignment. This envelope is to be hand-carried, **not mailed or placed in checked airline baggage**.

7.14.2.10. If Extended Active Duty Orders were included in the package received from the commissionee's detachment, issue the orders to the commissionee after the oath has been administered.

7.14.2.11. Mail the completed, **original** AF Form 133, completed AFOATS Form 500, and the **copy** of the completed IDAIPP Checklist back to the commissionee's detachment in the postage-paid, pre-addressed envelope provided."

FOR THE COMMANDER

J.C. MANN
Colonel, USAF
Registrar, Air Force ROTC

Attachment:
Initial Duty Assignment In-Processing Checklist

Figure 7.1. Initial Duty Assignment In-Processing Package Checklist

INITIAL DUTY ASSIGNMENT IN-PROCESSING PACKAGE CHECKLIST			
All items indicated "YES" should be included in this package.	YES	NO	N/A
AF Form 133, Oath of Office - one copy			
Extended Active Duty Order (# _____, dated _____) - one copy			
AFOATS Form 88, Extended Terms of Scholarship Entitlements Acknowledgment and Certification - one copy			
Memorandum of Appointment - one copy			
Reserve of the Air Force appointment order (# _____, dated _____) - one copy			
Distinguished Graduate memorandum - one copy			
AF Form 24, Application for Appointment as Reserve of the Air Force or USAF Without Component , with attachments - one original:			
SF 88, Report of Medical Examination - one copy (forward to MTF)			
DD Form 2005, Privacy Act Statement-Health Care Records - one copy (forward to MTF)			
SF 93, Report of Medical History - one copy (forward to MTF)			
Other medical documents - one copy (forward to MTF)			
AF Form 1056, Air Force Reserve Officer Training Corps Contract , with addendums (if applicable) - one copy (to include any superseded versions)			
DD Form 4, Enlistment/Reenlistment Document-Armed Force of the United States (if prior enlisted, should include all DD Forms 4) - one copy			
DD Form 214, Certificate of Release or Discharge from Active Duty (prior service only)/NGB Form 22, Report of Separation and Record of Service (prior National Guard only) - one copy			
If any items marked "YES" are not included or you have any questions, please contact _____ at commercial (_____) _____			
All items marked "YES" were received on _____ .			
_____ Rank, Name		_____ Organization	
Please return this checklist to:			
AFROTC DET XXX/DP			
YOUR UNIVERSITY			
YOUR ADDRESS			
YOUR CITY, STATE ZIP CODE			