



Personnel

RECRUITING PROCEDURES FOR THE AIR FORCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and is subordinate to AFI 36-2002, *Regular Air Force and Special Category Accessions*, AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force (Temporary)*, and AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*. It provides guidance and procedures necessary for Air Force Recruiting Service (AFRS) personnel to recruit and select from civilian sources, a sufficient number of qualified persons to meet Air Force manning requirements, without regard to race, color, religion, sex, or national origin. It does not apply to Air National Guard (ANG) or US Air Force Reserve (AFRES) units and members. Failure to observe the prohibitions and mandatory provisions in paragraph 1.1 may result in punishment under Article 92, or other articles, of the *Uniform Code of Military Justice (UCMJ)*. Refer questions or suggested changes to Headquarters, Air Force Recruiting Service, Enlisted Programs Management Branch (HQ AFRS/RSOP), 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (USC) 503, 837, 839, 716, 672(d), 689 and Title 50 USC 456. System of records notice F036 AETC A, *Lead Management System*, F036 AF PC H, *Air Force Enlistment/Commissioning Records System*, and F036 AF PC P, *Application for Appointment and Extended Active Duty Files*, apply. The requester will show and, upon request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information.

Refer to Attachment 1 for a glossary of references and supporting information used in this publication. (Attachment 2, Certificate of Authenticity, is referenced in section C of Attachment 1, in the term "Notary Public Services.")

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2000-1. It removes the supervisor's responsibility to validate market surveys (para 1.8.2); removes ROTC application goals (para 1.9); removes leave and TDY credit from goaling factors to the squadrons (para 1.9.1); changes requirement to adjust leave and TDY credit for flights and recruiters (para 1.9.2); relaxes requirements on recruiter expectations (para 1.10.2.1); changes requirements for monthly office visits (para 1.10.2.3.1); removes requirement for weekly/monthly written feedback (para 1.11.1); changes monthly feedback to quarterly feedback for squadrons (para 1.11.2) and groups (para 1.11.3); deletes manual tracking and replaces it with AFRISS computer reports (para 1.12); corrects administrative error (para 1.14); removes requirement for group operations flights to produce and distribute a daily production activity report (para 1.15.3) and to ensure compliance with goaling and incentive award instructions (para 1.15.5); changes procedures for updating leads in AFRISS (para 1.19); changes requirements for documenting lead refinements (para 1.20); requires recruiters to contact all priority one leads within 5 days (para 1.20.1); replaces paper tracking of school activity with electronic tracking (para 1.21); changes the requirement for flight chief to visit schools refusing to give the ASVAB (para 1.22.1); changed terminology from production performance evaluation to production evaluation (para 1.23) and updates guidance on production evaluations. See attachment 22 for the complete IC. A ★ indicates revision from the previous version.

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Chapter 1

STANDARDS FOR PROFESSIONAL CONDUCT AND MANAGEMENT GUIDANCE

1.1. Professional Conduct:

1.1.1. Standards. Within AFRS, the following standards will serve as the foundation for professionalism and integrity in the conduct of day-to-day business. Recruiting personnel who violate any standard in this chapter are subject to disciplinary action under the UCMJ, article 92. "Recruiting personnel" is defined as any person assigned to AFRS, including its groups and squadrons, regardless of duty Air Force specialty code (AFSC). "Recruiter" is defined as any commissioned officer, noncommissioned officer (NCO), or airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

1.1.2. Malpractice, Misconduct, and Irregularities. Malpractice, misconduct, and irregularities by recruiting personnel will not be condoned. The following definitions apply to all recruiting personnel:

1.1.2.1. Malpractice:

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

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

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

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

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

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

1.1.2.2. Misconduct:

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

1.1.2.2.2. Recruiting personnel will not release any applicant information to agencies or persons outside

of the Department of Defense (DoD). Refer all inquiries or requests for such information to the immediate commander.

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

1.1.2.2.4. Recruiting personnel will not become involved or otherwise assist in General Educational Development (GED) testing of individuals beyond advising them to contact the nearest state education official authorized to administer the GED test. Also, they will not become involved in advising potential applicants on obtaining other alternative credentials.

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

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

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

1.1.2.2.5.3. Dating or attempting to date any applicant whose processing has begun and has not been terminated due to the applicant's own withdrawal or one of the grounds of unacceptability outlined elsewhere in this instruction. For purposes of this paragraph, an applicant's processing is not terminated by voluntary withdrawal until the withdrawal and termination is approved and documented by the recruiter's flight chief or a higher authority.

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

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

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

1.1.2.2.5.7. Accepting an applicant's personal belongings or household goods for storage or any other reason.

1.1.2.2.6. Recruiting personnel will not sponsor an alien for permanent residence by citing the Air Force as a prospective employer.

1.1.2.3. Irregularity. Any other recruiting infraction not covered under the purview of malpractice or misconduct to include unintentional action that causes a prospect or applicant to be misinformed about any aspect of the recruiting or enlistment process, or policies, procedures, entitlements, and benefits.

1.1.3. Referring Complaints. Persons with policy and procedure complaints will not be advised, instructed, or otherwise assisted by recruiting personnel in contacting congressional representatives, HQ AFRS at Randolph AFB TX, the Recruiting Service liaison (RSL) at Lackland AFB TX, or 319th Personnel Processing Squadron at Lackland AFB TX. Recruiting personnel will refer all such complaints that cannot be resolved and questions that cannot be answered to the immediate supervisor. If the immediate supervisor is not available, use the chain of command. Recruiting personnel will not release phone numbers above the squadron commander level.

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

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

1.1.6. Reporting and Investigating Recruiting Malpractice, Misconduct, and Irregularities:

1.1.6.1. Recruiting personnel must report actual or suspected recruiting malpractice, misconduct, or irregularities to their immediate commander. Recruiting group and squadron commanders will initiate inquiries into all allegations or complaints of suspected malpractice, misconduct, or irregularities (including allegations forwarded from the military entrance processing command (MEPCOM) and military entrance processing station (MEPS)).

1.1.6.2. The group or squadron commander initiating an investigation (or a designated representative) **must** notify HQ AFRS/CVI that an investigation has been initiated, to provide the name of the appointed investigating officer, and to obtain guidance concerning the proper procedures for conducting and documenting the investigation. Commanders will also ensure that investigating officers obtain legal advice and guidance from HQ AFRS/JA or their servicing base legal office before conducting the investigation.

1.1.6.3. At the conclusion of the investigation, commanders will obtain a written legal review of the report of investigation (ROI) and notify HQ AFRS/CVI in writing of the investigative findings and any administrative or disciplinary action imposed. This notification may include a copy of the ROI itself.

1.2. Returning Absent Without Leave (AWOL) Personnel and Deserters to Military Control. If a person claiming to be in AWOL or deserter status telephones a recruiting office, the recruiter will ask the caller's name, branch of service, last unit assigned, and social security number. The recruiter will then ask the person to come to the office. No other suggestions or advice will be given. The recruiter will then call the squadron and inform the first sergeant, superintendent, or commander. The squadron will then call HQ AFRS/CVI for guidance and confirmation of the person's status. **NOTE:** The same procedures apply if the person walks into a recruiting office and claims to be AWOL or a deserter.

1.3. Handling Personnel Who Fail to Arrive at the Initial Training Destination. If a person swears in and voluntarily refuses to ship to the initial training destination, the initial training destination personnel will be advised to take appropriate action. They will then coordinate with the servicing military personnel flight (MPF) who will issue discharge orders. MEPS liaison personnel will not "unconfirm" and cancel an applicant after they have sworn on to active duty. Applicants refusing to ship after swearing into active duty will not be forced to travel to the initial training destination.

1.4. Procurement Management Information System (PROMIS) Terminals. Relocation and disconnection of any PROMIS computer requires a minimum of 120 days advance notice to the Air Force Personnel Center (AFPC). For complete notification procedures and instructions, contact the customer service section (Help Desk).

1.4.1. The Air Force Recruiting Information Support System (AFRISS) is used to conduct all processing activities to include all leads and applicant tracking and processing. When used properly, this system will give squadron managers access to production data heretofore gathered manually by our recruiting force. Squadron commanders will ensure manual tracking is reduced to the absolute minimum and make maximum use of AFRISS. This system interfaces with PROMIS.

1.5. Interservice Recruitment Committee (IRC). Squadron commanders are voting members and are responsible for resolving all problems related to MEPS processing (mental testing, physical examinations, processing schedules, applicant transportation, meals, lodging, etc.) at the local level. Squadron commanders will attend all IRC meetings. If the commander cannot attend due to emergency leave, higher headquarters TDY, or some higher priority (and unresolvable) schedule conflict, the operations flight commander must attend. Squadron superintendents, MEPS liaison supervisors, and other squadron personnel are encouraged to attend. Commanders will take immediate action to resolve problems at the lowest level. For problems that cannot be resolved locally, elevate through the chain of command. Group commanders should elevate issues to HQ AFRS/RSOPA when necessary. Group commanders must ensure a copy of their Mid-Level Interservice Recruitment Committee (MIRC) minutes is sent to HQ AFRS/RSOPA. Squadron commanders must ensure a copy of their IRC minutes is sent to their operations flight.

1.6. Test Control Officer (TCO). Recruiting squadron commanders will appoint, by memorandum, their operations flight commander as the unit TCO.

1.7. Recruiter Zone Database (RZD). HQ AFRS/RSOA maintains a recruiter zone database designed to reflect the boundaries of each recruiter's zone. The RZD is the key element in distributing leads and Armed Services Vocational Aptitude Battery (ASVAB) High School Testing Program data to recruiters in a timely fashion. The RZD is also the cornerstone for flight and recruiter zone-level market analysis activities. Therefore, the RZD must accurately reflect the geographic boundaries of each recruiter's zone. Squadrons are responsible for ensuring the accuracy of the database and must submit zone modification information to HQ AFRS/RSOA whenever recruiter zones are changed, realigned, or when authorizations are added or deleted. There is no requirement to maintain a recruiter identification code (RIC)-to-ZIP code list with annual updates. The RZD provides the mechanism to define recruiter-to-ZIP code relationships. HQ AFRS/RSOA will provide specific procedural guidelines for updating and maintaining the RZD.

1.8. Market Surveys. Recruiters and flight commanders or chiefs are responsible for conducting and

maintaining a market survey for their areas of geographic responsibility. Flight commanders or chiefs are responsible for completing the market survey for all "open" zones. Recruiters will complete the appropriate market survey forms, using AETC Form 1368, **Health Professions Market Survey (Medical)**, or AETC Form 1389, **Market Survey Information**, for NPS and OTS for their zone.

1.8.1. Flight commanders or chiefs will maintain a copy of their recruiters' market surveys. They will consolidate the information on an appropriate market survey form and forward a copy to squadron operations. Market surveys will be completed annually and sent to squadron operations no later than (NLT) 1 February of each year or when significant changes occur, such as the assignment of a new recruiter.

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

1.8.3. Squadron operations will review the market surveys for accuracy and provide written feedback to flights for corrective action. Suspend the corrective actions for followup to ensure compliance. Squadrons will determine how to use the results to ensure fair and equitable goaling. Squadron operations will validate at least 10 percent of the market in each production flight. Document and file validation with the market surveys.

★1.9. **Goal Allocation, Competition System, and Incentive Awards Programs.** HQ AFRS will publish command-wide policies and procedures in support of these programs. The AFRS commander is the final approving authority. Based on policy guidance issued before each fiscal year (FY), groups will publish instructions that reflect the current fiscal year program priorities. Squadrons will publish instructions that recognize and address AFRS needs. Each flight commander or chief will maintain, as a minimum, operating instructions (OI) on goal allocation, competition, and incentive award programs. All OIs must be written in an understandable manner. As a minimum, review OIs annually for accuracy and currency. Unless otherwise specified, allocate the goal to the recruiter level. Do not withhold the goal. The goaling authorities will not goal more goal cumulatively than goal allocated. Nonprior service (NPS) net reservation goals will be distributed monthly. Commanders have discretion regarding allocation of other goals to the NPS level.

★1.9.1. **Factors Used to Goal Squadrons.** Market, manning, and past production are primary factors used when goaling squadrons to help ensure fair and equitable goaling.

★1.9.2. **Factors Used to Goal Flights and Recruiters.** Squadrons and flights should use market and manning as primary factors when breaking out goals. NPS net reservation goals will be distributed monthly. When recruiters take leave, go TDY, or are absent due to a bona fide medical illness, their goals should be adjusted. All production flight chiefs will publish flight goals. Flight commanders or chiefs may allocate officer accession (OA) goals to recruiter level or use a team goaling approach. Timing of publication will depend on the specific recruiting program.

1.10. Recruiting Work Standards and Expectations:

★1.10.1. DELETED

1.10.2. Planning. To ensure proper time management and productivity, recruiters must plan their activities in advance to include daily, weekly, monthly, and annual planning. A planning guide must be used (may be electronic). Include all activities in the activity plan. Cross-reference all areas—planning guide, school folders, lead lists, annual/monthly plans, etc. Maintain at least 6 months worth of the completed planning guide on file.

★1.10.2.1. Enlisted Programs Applicant Activities. NPS flight chiefs will set written applicant-generating activity expectations for their recruiters in training and year-to-date non-across-the-board (ATB) recruiters. Supervisors will review performance against these expectations and provide written feedback on a weekly basis and make adjustments based on the recruiter's success and loss rates and production requirements. Supervisors are responsible for directing use of recruiting tools in sufficient volume and frequency to ensure applicant-generating activities and a consistent flow to the MEPS is generated.

1.10.2.2. Officer Accessions Programs Expectations. OA flight commanders or chiefs will set written monthly recruit-generating activity expectations and quarterly application flow expectations for their recruiters. As a minimum, these expectations are for qualified face-to-face appointments and application flow to HQ AFRS sufficient to accomplish the mission. Base the expectations on the recruiter's goal, success and loss rates, and critical timing of flow (consult program announcements and board schedules) using the flow trend and production analysis data. Supervisors will review performance against established expectations on a weekly basis and make adjustments based on the recruiter's success and loss rates and production requirements. Supervisors are responsible for directing use of all recruiting tools in sufficient volume and frequency to ensure expectations are met and a consistent application flow to HQ AFRS.

★1.10.2.3. Office Visits:

★1.10.2.3.1. Flight chiefs will conduct and document an office visit with each recruiter monthly unless otherwise directed and documented by the squadron superintendent. Monthly office visits for non-ATB recruiters should not be waived. The flight chief will assess the effectiveness of the seven mission critical tasks: lead generation, leads prospecting, applicant sales, applicant processing, planning, marketing, and DEP management. The flight chief will also validate accomplishment of suspenses and other activities as directed by the group and or squadron management.

1.10.2.3.2. Flight chiefs will provide written analysis and guidance, suspense the recruiter to correct any deficiencies, and follow up on guidance provided to ensure compliance.

1.11. Flow Trend and Production Analysis. The concept of flow trend and production analysis is that flight chiefs can analyze recruiter flow trend, squadrons can review flight flow trends, and groups can review squadron flow trends. HQ AFRS/RSO will review group flow trend reports as deemed necessary.

★1.11.1. All production flight chiefs will use production management reports available in AFRISS to track and monitor production-generating activities. Flight chiefs will review production data at least weekly for NPS recruiters and OA recruiters who have not met their expectations and or application targets or goals. Flight chiefs will review production flow trend data monthly and quarterly using the management reports available in AFRISS. Flight chiefs will analyze flow trend data for positive and negative indicators. Flight chiefs will provide written flow-trend feedback, highlighting areas of concern with proposed solutions, to all recruiters at least quarterly. Forward a copy of the quarterly flow trend analysis to squadron operations by the fifth workday after each quarter ends.

★1.11.2. The squadron operations flight will provide written flow trend feedback, highlighting areas of concern, to the superintendent on all NPS flights and to the OA flight commander at least quarterly by the 10th of the month following the end of a quarter. A copy of this flow trend will be provided to the group operations flight by the 15th of the month following the end of the quarter. The squadron superintendent will review the operations flight's recommendations and provide written feedback to OA and NPS flight chiefs, as appropriate. A copy of each flight's individual flow trend will be sent to the appropriate flight for review and filing.

★1.11.3. The group operations flight and group OA officer will provide quarterly written flow trend feedback to the group and squadron commanders and superintendents, highlighting areas of concern, on all squadrons by the 20th of the month following the end of a quarter. The group commander or superintendent will review the operations flight's recommendations and provide feedback to squadron commanders and superintendents, as appropriate. A copy of each squadron's flow trend will be sent to appropriate squadron for review and filing.

★1.12. **Leading Indicators.** Group and squadron operations flights will track and analyze production data to the flight level at least quarterly. All supervisors will make maximum use of AFRISS reports by evaluating this data daily and providing feedback to their recruiters to drive production. NPS flight chiefs will track the following: active PIRs not tested, test qualified-not processed, MEPS activity, qualified waiting (QW), out of DEP, DEP/EAD bank, cancellations, waivers, leads, and suspenses. OA flight commanders or chiefs will track the following: leads, working PIRs, working applications, selects not commissioned, commissioned/EAD, declinations, waivers, and suspenses.

1.13. Leads Disposition Reports. The squadron operations flight (OA program monitor for OA) will review leads disposition reports at least quarterly. By the 15th of the month following the end of the quarter, the operations flight will provide squadron management with an assessment of concerns or potential problem areas and recommended corrective actions. The superintendent will provide feedback to all flight chiefs as appropriate.

★1.14. **Other Analysis.** Squadron operations will provide a student ASVAB program analysis quarterly through the third quarter of the FY and at least one ROTC program analysis by 15 October of each year and one analysis at the completion of the program. The squadron will provide copies of these analyses to the group for review. Squadron operations will complete squadron-level cancellation, waiver (by program), and MEPS loss analysis to include recruiter avoidable loss trends at least quarterly by the 15th of the month following the end of the quarter. A copy of these analyses with recommended corrective actions will be provided to the commander and superintendent. The superintendent will provide feedback to flight chiefs as appropriate. Other reports, such as by-county accession reports, basic military training (BMT) and technical training (TT) attrition reports, etc., will be reviewed when received and

written analysis and feedback provided as necessary or as requested by squadron management.

1.15. Recruiting Group Operations Management. As well as other duties outlined in this instruction, group operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, the following responsibilities are assigned to group operations flights:

1.15.1. Review and maintain PROMIS and AFRISS products daily and distribute as required.

1.15.2. Establish tracking procedures for each goaled production program to at least flight level making maximum use of AFRISS products.

★1.15.3. **DELETED**

1.15.4. Publish and distribute monthly, quarterly, and yearly standings for all programs by recruiter and flight. Track eligibility and standings for HQ AFRS and group incentive award programs.

★1.15.5. Publish group goaling and incentive award instructions by 31 October each FY. Forward a copy of approved group goaling, competition, and incentive awards instructions to HQ AFRS/RSOA by 30 November each year.

1.15.6. Assist in development and review of squadron competition programs and tracking products making maximum use of AFRISS products.

1.15.7. Review and approve squadron goaling, competition, and incentive awards instructions. Provide written feedback within 10 days of receipt on discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.

1.15.8. Monitor waivers and eligibility determinations from receipt to final disposition.

1.15.9. Review squadron-produced analyses such as flow trend, leads, by county, BMT attrition, etc., and provide written feedback within 10 days of receipt. Provide suggested corrective actions, suspense for fix, and follow up to ensure compliance.

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

1.15.11. (Group OA Officer) Monitor all officer program production, except ROTC scholarship program. Assist group management on OA production-related issues and assessment of those programs. Provide training to OA flight commanders and flight chiefs as necessary or as requested by squadrons.

1.16. Squadron Operations Management. As well as other duties outlined in this instruction, squadron operations flights will assist management in production-related issues by providing products and assessment of programs. As a minimum, the following responsibilities are assigned to squadron operations flights:

1.16.1. Review and maintain PROMIS and AFRISS products daily and distribute as required.

- 1.16.2. In coordination with the superintendent, establish procedures for monthly DEP bank validation.
- 1.16.3. Establish tracking procedures for production-related issues to include daily MEPS activities, EADs, cancellations, NET RES, OA, ROTC, prior service (PS), MEPS losses, testers, and others as required, making maximum use of AFRISS products.
- 1.16.4. Produce and distribute a daily production activity report to recruiter level.
- 1.16.5. Publish, maintain, and distribute a daily recruiter activity report.
- 1.16.6. Review MEPS PROMIS and AFRISS suspenses, identify concerns, and take appropriate action (for example, AF Forms 300X, out of DEPs, documents, etc.).
- 1.16.7. Assist in developing squadron competition programs and maintain tracking products. Publish and distribute monthly, quarterly, and yearly standings for all programs by recruiter and flight. Track eligibility and standings for HQ AFRS, group, and squadron incentive award programs (for example, silver badges, Olympiads, etc.).
- 1.16.8. Publish squadron goaling and incentive award instructions by 31 October each FY and forward to recruiting group for approval by 31 October.
- 1.16.9. Assist in development and review of flight competition programs and tracking products.
- 1.16.10. Review and approve flight goaling, competition, and incentive awards instructions. Provide written feedback within 30 days of receipt on discrepancies. Provide suggested corrections, suspense the corrective actions for fix, and follow up to ensure compliance.
- 1.16.11. Process and track waivers and eligibility determinations from receipt to final disposition.
- 1.16.12. Monitor MEPCOM student testing programs and assist when needed.
- 1.16.13. Process requests for prior service related issues, perform DMDC checks, and maintain prior service skills list.

1.17. Changing Recruiter Identification Codes (RIC) in PROMIS and Changing Recruiter Roles in AFRISS:

- 1.17.1. Squadron operations must maintain a roster of all RICs. Once an applicant's assigned RIC has been entered in PROMIS it will not be changed unless there are extenuating circumstances.
- 1.17.2. When it is necessary to change the RIC in PROMIS, send the request to the squadron commander who can approve the change. This approval authority cannot be delegated. Squadron operations (RSO), using PROMIS, sends approvals to the group where the change will be made. Send other RIC changes for squadron or office identification (ID) changes to HQ AFRS/RSOPB through the group. When the requested change is from a different squadron, send the request to the group for approval. When the change is from a different group, send the request to HQ AFRS/RSOPB for approval.

1.17.3. When it is necessary to change recruiter roles in the AFRISS database for reasons such as temporary assignment as a flight chief or other management position, send the request via e-mail by either the squadron superintendent, the operations flight commander, or the operations flight chief to the Customer Support Center (Help Desk) at HQ AFRS. This approval authority cannot be delegated.

NOTE: Squadron operations will maintain a log of change requests and ensure role changes are kept up to date to include reversing the process when the temporary assignment is terminated.

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

1.18.1. Keep the PIFs current and correct in content.

1.18.2. The PIF can include documents such as copies of personnel actions, favorable and unfavorable correspondence, and AF Forms 174, **Record of Individual Counseling**.

1.18.3. Keep PIFs in a locked area accessible only to supervisors, first sergeants, and commanders. The subject of the record is allowed access.

1.18.4. Dispose of these records when superseded, no longer needed, upon separation, or reassignment of the individual to either a permanent change of assignment (PCA) or a permanent change of station (PCS). In the case of career progression within recruiting, forward the PIF to the gaining supervisor.

★1.19. Prospecting--Lead Generation. Recruiters will establish aggressive programs to obtain names and addresses of as many age- and program-qualified persons in their zone as possible. As these leads are worked they will be loaded in AFRISS for refinement. In the event AFRISS is inoperable for an extended period of time, AETC Form 1339, **School Program Folder**, AETC Form 1344, **Health Professions Institutional Program Folder**, AETC Form 1340, **Lead Refinement Record**, and AETC Form 1484, **Recruiter Daily Activity Log**, will be used.

★1.20. Prospecting--Lead Refinement. Lead refinement is considered complete when the recruiter has contacted the prospect and determined qualifications and plans or made valid attempts at contact as determined by the flight chief. The following priorities have been established:

★1.20.1. Priority One. Priority one leads are those received through the RGM program (mail-back card), the National Lead Fulfillment System, prospective applicant centers of influence (COI), and direct referrals. Students who have passed the high school ASVAB test and indicate "military interested" are priority one leads. Supervisors are authorized to assign any other lead into the priority one category. This is a recruiter's responsibility. Recruiters will contact all priority one leads within 5 workdays of receipt. **In the rare and extraordinary case** when a lead cannot be contacted within 5 days, document all **aggressive attempts** in AFRISS and have the flight chief review it for guidance.

1.20.2. Priority Two:

1.20.2.1. NPS. Priority two leads consist of all qualified high school ASVAB test leads other than military interested. Contact these leads according to supervisor instructions.

1.20.2.2. OA. Priority two leads consist of any list of individuals enrolled in an accredited college, university, or institution reflecting basic educational qualifications for any current OA program (such as residency list, college seniors, etc.). These leads will be contacted according to supervisor instructions.

1.20.3. Priority Three. Priority three leads consist of school, state license or American Medical Association lists, and all other leads not assigned to priority one or two. These leads will be contacted according to supervisor instructions.

★1.21. Prospecting--School Programs:

★1.21.1. NPS. Recruiters will establish in AFRISS the next year's school program for all high schools, vocational schools, and junior colleges in their zone no later than the end of the current school year.

★1.21.2. OA. Establish an AETC Form 1344 for all accredited colleges, universities, or institutions. This includes assigned 4-year colleges and universities, nursing schools, and residency programs. Flight chiefs will establish suspense dates for accomplishing new folders. The OA flight chief will forward a copy of all 4-year college school lists to the responsible NPS flight chief.

1.22. Prospecting--School Visitation:

★1.22.1. NPS. Flight chiefs will periodically accompany their recruiters on school visits to ensure that visits are student-centered and productive. The flight chief will contact schools that refuse to give the ASVAB (AF responsible only), release lead lists, or allow recruiter visitations. Treat junior/community colleges equal to the highest priority placed on high schools. Flight chiefs will document their actions in AFRISS.

1.22.2. OA. Flight chiefs will establish criteria for school and institution priorities and visitation in their standards memorandum. The flight chief will visit priority one and two schools and institutions that refuse to release lead lists or allow recruiter visitations. Additionally, supervisors will periodically accompany their recruiters on school and institution visits to ensure that visits are student-centered and productive. OA flight commanders should visit all schools and institutions that refuse to provide a lead list in recruitable OA programs.

★1.23. Production Evaluations (PE):

★1.23.1. Reasons for Evaluations. A PE will be conducted any time the squadron commander or superintendent directs one based on production deficiencies or when the operations flight identifies one of the following conditions:

★1.23.1.1. A certified NPS recruiter misses goal for three consecutive months or two consecutive quarters.

★1.23.1.2. A certified NPS flight chief misses goal for three consecutive months or two consecutive quarters.

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

★**1.23.2. Procedures for PEs.** When a PE is required, one or more of the following procedures must be employed. (When necessary, ensure the first sergeant assesses any nonproduction detractors.) Tracking of PEs and waiver requests will be accomplished and maintained by the squadron superintendent for a period of 2 years. If a flight chief misses two consecutive quarters, the squadron superintendent (CCU) will submit a written game plan on what actions are being taken to improve production (this is not waivable). The group commander or CCU will approve or disapprove the plan.

★**1.23.2.1. NPS Recruiters:**

★1.23.2.1.1. The CCU reviews office visit checklists, feedback, and suspenses levied on the deficient recruiter and provides guidance or feedback to the flight chief.

★1.23.2.1.2. If the CCU deems it necessary, he or she conducts an office visit on the deficient recruiter and documents findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.3. The CCU can designate another evaluator, other than the flight chief, to conduct an office visit. The evaluator will be a previously certified flight chief and document his or her findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.4. The CCU will request assistance from the group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.5. The CCU may waive the PE requirement with the written approval of the squadron commander.

★**1.23.2.2. NPS and OA Flight Chiefs:**

★1.23.2.2.1. The CCU will review flight chief performance by evaluating JQS critical task items, flow trend products, expectations, AETC Form 1484 feedback (or electronic equivalent), etc. He or she will also review office visit checklists, feedback, and suspenses levied on deficient recruiters and provide guidance or feedback to the flight chief.

★1.23.2.2.2. If the CCU deems it necessary, he or she conducts office visits on deficient recruiters and documents findings and corrective actions on an office visit suspense sheet.

★1.23.2.2.3. The CCU may designate another evaluator to conduct the office visits. The evaluator will be a previously certified flight chief and document findings and corrective actions on the office visit suspense sheet.

★1.23.2.2.4. The CCU will request assistance from group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense sheet.

★1.23.2.2.5. The PE may be waived with written approval of the squadron commander.

★**1.23.2.3. OA Recruiters:**

★1.23.2.3.1. The CCU reviews office visit checklists, feedback, and suspenses levied on the deficient recruiter and provides guidance or feedback to the flight chief and commander.

★1.23.2.3.2. If the CCU deems it necessary, he or she conducts an office visit on the deficient recruiter and documents findings and corrective actions on an office visit suspense sheet.

★1.23.2.3.3. The CCU may designate another evaluator, other than the flight chief, to conduct the office visit. The evaluator will be a previously certified flight chief and document findings and corrective actions on an office visit suspense sheet.

★1.23.2.3.4. The CCU will request assistance from the group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense.

★1.23.2.3.5. The PE may be waived with the written approval of the squadron commander.

★1.23.2.4 - 1.23.6.2.3. **DELETED**

1.24. Mutual Assistance Program Management:

1.24.1. Officer Training Program Examining Centers (OTPEC):

1.24.1.1. Recruiting squadron commanders and operations officers are authorized direct communication with their support OTPECs concerning individual applicants and examination schedules (AFI 36-2001, *Officer Training Program Examining Centers [OTPEC]*). Recruiting groups and squadrons will coordinate the use of the OTPEC to the maximum extent possible in support of the OTS mission.

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

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

1.24.2. Air Force Reserve Officer Training Corps (AFROTC). Maintain liaison with the professor of aerospace studies (PAS) at colleges and universities with AFROTC units to coordinate campus recruiting activities. Refer any problems that cannot be resolved at the local level to the squadron operations officer.

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

1.24.4. Civil Air Patrol (CAP). Recruiting squadron personnel are encouraged to maintain a program of

cooperation and assistance with local CAP units to develop common understanding of mission and consolidate efforts in aerospace education. AFRS can lend credence to CAP functions in which it participates. Mutual assistance generates cooperation and strengthens community relations.

1.25. Disposition of Recruiting Records. For disposition instructions, refer to AFMAN 37-139, *Records Disposition Schedule*, Table 36-10. Destroy manual records as indicated in the table. Electronic files created and maintained in AFRISS will be purged according to internal programming.

1.26. Basic Eligibility. The applicant must meet all eligibility requirements in this instruction and specific program requirements in the corresponding chapters of this instruction. Table 1.1 lists conditions that make applicants ineligible for enlistment or appointment. Recruiters should question the applicant to determine whether the applicant meets any of the conditions in Table 1.1, and dismiss unqualified applicants or consider them for a waiver if appropriate. The Prior Service (PS) and Reserve Reservation (Res Res) Program quality standards will be announced through PROMIS as the programs open.

1.27. Recruiter Assistance Program (RAP). The RAP is designed to allow Air Force members, primarily recent technical training school graduates, to work with recruiters by returning to their home towns and providing personal testimonials, assisting in obtaining school lists, participating in COI events and DEP commanders calls, and performing other recruiting-related tasks. Recruiters should brief new recruits and OTS officer candidates on the RAP during the EAD briefing and provide prospective participants with a partially completed application form, AETC Form 1327, **Application for Participation in the Recruiter Assistance Program**. Airmen and officers may apply to participate in the RAP while at technical school or OTS by submitting the AETC Form 1327 to their military training manager or OTS personnel. While performing RAP duties, participants are in a "nonchargeable leave" status. They receive no payment for per diem or travel expenses. Up to 12 days of nonchargeable leave may be authorized. This will normally run from Monday of the first week to Friday of the following week (includes one weekend). Authority for use of nonchargeable leave is in AFI 36-3003, *Military Leave Program*. Specific RAP procedures are explained in the *RAP Operations Handbook*, which is obtained from HQ AFRS/RSOAP.

Table 1.1. General Conditions That Make Applicants Ineligible for Enlistment or Appointment.

L I N E	A	B			C
	Condition	Applies To			
	Applicant is ineligible when one or more of the following conditions exist:	ENL	OTS	HP	Note
1	Intoxicated or under the influence of alcohol or drugs at any time during processing or has been involved with narcotics, dangerous drugs, diagnosed as an alcoholic or alcohol abuser or who self-admits to alcoholism or alcohol abuse, or has had a positive drug and alcohol test (DAT).	X	X	X	1, 2

L I N E	A	B			C
	Condition	Applies To			Note
	Applicant is ineligible when one or more of the following conditions exist:	ENL	OTS	HP	
2	Has questionable moral character, history of antisocial behavior (including history of psychosis), frequent difficulties with law enforcement agencies, transsexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism, and other paraphilias, or homosexual conduct.	X	X	X	1, 3
3	Enlistment or appointment is not clearly consistent with national security interests according to AFI 31-501, <i>Personnel Security Program Management</i> . For HP, this will be determined by the appointing authority after completion of the minimum investigation.	X	X	X	none
4	Not in the best interest of the Air Force to enlist or grant a commission.	X	X	X	1
5	Has personal beliefs or convictions that prevent unrestricted duties or assignments, has reservations regarding the Oath of Office, or is a conscientious objector.	X	X	X	none
6	Is under restraint (as defined in paragraph 4.19.7) imposed by civil or criminal court or is the subject of a subpoena ordering attendance on some future date (specified or unspecified).	X	X	X	1, 4
7	Is released from restraint (as defined in paragraph 4.19.7) on the condition of entering military service where restraint would be imposed again if applicant does not enter military service.	X	X	X	1
8	Is released from civil suit or criminal charges on the condition of entering military service when the suit or charges would be reinstated if the applicant does not enter military service.	X	X	X	none
9	Has civil suit or criminal charges filed or pending. <i>EXCEPTION:</i> In civil suit cases only, a person may enlist or be commissioned provided they obtain an unqualified, definitive statement of nonappearance from legal or court officials. This would require an eligibility determination by HQ AFRS/RSOP/O/H.	X	X	X	1, 4
10	Has obscene or offensive tattoos or tattoos that advocate sexual, racial, ethnic, or religious slurs, or has excessive tattoos. Additionally, has tattoos that when exposed from a military uniform, detract from a proper military image. In questionable cases, send photographs to HQ AFRS/RSOP/O/H, as appropriate, for eligibility determination.	X	X	X	1
11	Receiving disability compensation from any federal or other agency.	X			none
12	A non-US citizen or US national who separated with 24 or more months AD in a Regular component of any branch of the Armed Forces. Treat persons born in American Samoa or Swains Islands as United States nationals; they do not have to hold lawful permanent residence status and will not possess an alien registration card.	X			

L I N E	A	B			C
	Condition	Applies To			Note
	Applicant is ineligible when one or more of the following conditions exist:	ENL	OTS	HP	
13	Has ever held a commission as an officer in any Regular or Reserve component of the Armed Forces.		X		1
14	Has ever held a commission as an officer or warrant officer in any Regular or Reserve component or is on AD or active duty for training (ADT) as an enlisted member with any branch or component of the US Armed Forces.	X			1, 5
15	Discharged or separated from any branch of service with a reenlistment eligibility (RE) code or separation program designator/number (SPD) barring enlistment. Applicants with a general discharge whose RE code was upgraded to a "1" are exceptions and may be considered for enlistment or appointment if not otherwise ineligible by conditions in this table. HQ AFRS/RSOPA/RSOOA will verify eligibility.	X	X	X	6
16	Retired, eligible for retired pay under any provisions of law, or retired and serving on EAD in a Reserve status.	X	X	X	none
17	Cannot qualify for AD retirement under Title 10 U.S.C., sections 8911, 8848, and 8853, or Title 10 U.S.C., Section 1331, before or on removal from an active status, unless the person acknowledges, in writing, that retention for retirement is not possible.			X	1, 7
18	Received severance pay, separation pay, voluntary separation incentive (VSI), special separations benefit (SSB), or readjustment pay when released from AD or discharged from any uniformed service.	X	X	X	1, 8
19	Regular officer resigned with more than 18 years of AD.			X	
20	Nonselection for promotion deferred for the second time, regardless of selection for continuation.			X	none
21	Separated and charged with 5 or more days lost time. (Waiverable by HQ AFRS/RSO).	X			1
22	Separated due to physical condition during BMT or TT.	X	X	X	1, 9
23	Discharged with other than honorable discharge certificate or with other than "Honorable" on the DD Form 214, Certificate of Release or Discharge from Active Duty ; DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty ; or NGB Form 22, Report of Separation and Record of Service .	X	X	X	1
24	Deferred as defined in Title 10 U.S.C., section 8368, or whose name has been removed from the recommended list under Title 10 U.S.C., section 8377.			X	
25	Separated from a regular component in pay grade E-3 or lower after 24 or more months of active duty (waiverable by HQ AFRS/RSO providing no other disqualifying factors exist), or separated from the RegAF for a period of less than 3 months.	X			

L I N E	A	B			C
	Condition	Applies To			Note
	Applicant is ineligible when one or more of the following conditions exist:	ENL	OTS	HP	
26	Has previously served in any other country's armed forces.	X			1, 10
27	Is not a citizen of the United States.		X	X	none
28	Moral, drug, or dependency disqualification. (Refer to Chapter 4.)	X	X	X	
29	Is currently in the DEP of any service branch.	X			
30	Is a member of a National Guard or Reserve force of the United States and has not obtained approval or conditional release (DD Form 368, Request for Conditional Release from Reserve or Guard Component).	X	X	X	
31	Has been disenrolled from an officer training program as defined in AFI 36-2012, <i>Record of Disenrollment From Officer Candidate-Type Training - DD Form 785</i> .	X	X	X	11
32	Holds a certificate of completion of a course leading to a commission in and of the US Armed Forces, and the commission is to be granted at a later date. The applicant must obtain a letter of release from the program to be eligible.		X	X	1
33	Is currently enrolled in a program leading to a commission in any of the uniformed services including the Merchant Marine. (Refer to line 30.)		X	X	
34	Is an Air Force Academy (AFA) or AFROTC disenrollee who is pending call to AD or has received orders for call to AD.	X			1
35	Age, if less than 18 or more than 27.	X			13, 14
36	Age, if less than 18 at time of application (OTS) or appointment (HP).		X	X	none
37	Age, if applicant will reach his or her 30th birthday by the board convening date (nonflying candidate only). This restriction may be waived for applicants who can complete all requirements and be commissioned before reaching age 35. (See paragraph 3.3.3 for age waiver criteria.)		X		
38	Age, if applicant for rated duty will be unable to be commissioned and entered into undergraduate flying training (UFT) before age 27 1/2.		X		
39	Education: A high school graduate (HSG) with an ASVAB Armed Forces Qualification Test (AFQT) score of less than 40 (may be waived down to 31 under special circumstances), or an alternate credential holder with an AFQT score of less than 50, or a non-HSG with an AFQT score of less than 65.	X			15
40	Does not meet minimum AFOQT scores. (Refer to paragraph 3.6.)		X		none
41	12 calendar months have not passed since notified of nonselection or applicant declines.			X	
42	Has ever been convicted of a court-martial or punished under Article 15 of the UCMJ.	X	X	X	16

L I N E	A	B			C
	Condition	Applies To			Note
	Applicant is ineligible when one or more of the following conditions exist:	ENL	OTS	HP	
43	Separated from a regular component of the Armed Forces 4 or more years (adjust date of separation (DOS) for satisfactory service with the ANG or AFRES). See Attachment 3.	X			17
44	Discharged from any service's regular component branch before completing 24 months of AD.	X	X	X	18
45	Separated with 12 or more years of total active federal military service (TAFMS).	X			none
46	180 calendar days have not passed since final disposition of a previous application or has ever been selected to attend OTS and declined select status.		X		19

NOTES:

1. Refer questionable cases to HQ AFRS/RSOPA/RSOC as appropriate, for eligibility determinations. For officer programs, see paragraph 2.1.
2. Forward waiver of preservice alcohol abuse and alcoholism or drug use or involvement, for other than use or possession of marijuana, to AFRS/CC through HQ AFRS/RSOP, or RSOC, as appropriate. Waivers are only considered for limited preservice use of amphetamines, barbiturates, amyl nitrate, or unprescribed anabolic androgenic steroid. Marijuana or other drug use after signing AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**, makes the applicant ineligible for enlistment, appointment, commissioning, or waiver consideration. Refer to paragraph 4.10.
3. Recruiters will adhere to current and prevailing DoD guidelines and policy regarding applicant eligibility and homosexuality. Refer to AFI 36-2002, Attachment 11, or AFI 36-2005, paragraph 1.16.
4. This includes any disposition, civil or criminal, with a pending condition that has not been met, or a disposition held in undetermined status awaiting further information or judgment. Health care practitioners with pending malpractice charges should submit complete copies of the complaint, other statements of allegations, and the responsible insurance carrier's analysis of each allegation.
5. Regular and Reserve (nonrated) officers on AD without statutory entitlement (eliminated from flying or technical training) with less than 2 years of AD may apply for NPS enlistment through AFRS. These individuals do not attend BMT.
6. Waiver consideration is not authorized for IRC of 4 or interservice separation code (ISC) of 60 through 87 (ISC 87 will be considered on a case-by-case basis), Air Force RE code of 3S or 3V with an SPD code of MCA (VSI) or MCB (SSB), and discharges under authority of AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separations*, and identified on DD Form 214, **Certificate of Release or Discharge from Active Duty**, with an SPD code of JFM or RE code of 2Q. For Air Force RE code 3 or 4 (convert other Service's narrative reason for discharge to an Air Force RE code), HQ AFRS/RSOPA will contact HQ AFPC/DPPAES for guidance in questionable cases.
7. Current law requires the termination of active status of Reserve officers who reach age 62 (Title 10 U.S.C., sections 8843 and 8855) and those in grades of lieutenant colonel and below who are not on a recommended list for promotion to colonel after 28 years and 1 month of total federal commissioned service (TFCS) (Title 10 U.S.C., section 8848).
8. VSI and SSB program recipients and members involuntary separated from AD due to reduction in force are eligible for appointment in the AFRES if separating from AD effective 1 February 1992 through 30 September 1999.

9. Waiverable if applicant furnishes proof the physical defect responsible for separation no longer exists. HQ AETC/SGPS, (physical standards branch) must certify individual as acceptable for enlistment or appointment.
10. Provided otherwise qualified, and at applicant's request, send the request for eligibility determination to HQ AFRS/RSOP. Requires a handwritten statement from the applicant attesting to duties performed, character of service, and other relevant information.
11. Send a waiver request to HQ AFRS/RSOC with the application. The request should include the applicant's explanation of the circumstances leading to the disenrollment and a completed copy of the DD Form 785, **Record of Disenrollment From Officer Candidate - Type Training**. NPS applicants need only complete the DD Form 785, which will be included in the case file.
12. Exceptions are disenrolled AFROTC and AFA cadets required to fulfill an AD service obligation. They are authorized to enlist without review of DD Form 785, provided they have an approved DD Form 368, **Request for Conditional Release from Reserve or Guard Component**, from HQ AFPC/DPPAES.
13. Minimum age for enlistment is 17 provided applicant is a traditional HSG with a high school diploma or an enrolled high school senior. Both parents must consent for 17-year old enlistees unless they are divorced, legally separated, or one parent is deceased. In these situations, the divorce decree, separation agreement, or death certificate must be included in the case file or hand-carried by the applicant to the MEPS. The consenting parent must be the custodial parent (both in joint custody). If the applicant has a court-appointed guardian, the guardian's consent is required and a copy of the court order must be included in the case file or hand-carried by the applicant to the MEPS. If court orders, separation agreements, or death certificates are not available, the consenting adults must make a sworn affidavit in the presence of a notary public attesting to the fact of custody. This document must be included in the case file or hand-carried to the MEPS. The consent is required on DD Form 1966, **Record of Military Processing - Armed Forces of the United States**, page 4, before enlistment processing except for aptitude testing. The form must be signed in the presence of an Air Force Recruiting official or notarized. When signed by only one parent because the other parent is absent for an extended period, attach a notarized statement from the parent signing the form showing: (1) the specific reason for the absence of the other parent, and (2) that the absent parent is aware of and consents to the enlistment. When one parent cannot be contacted (that is, desertion of one party), the signing parent provides a notarized statement giving the reason and period of other parent's absence. Parental or guardian consent is not required for a married 17-year old applicant. Emancipated 17-year olds may enlist with an approved parental consent waiver from the squadron commander. (**NOTE**: Title 10, U.S.C., section 505, prohibits enlistment of anyone 35 or over. In unusual cases, contact HQ AFRS/RSOPA personnel who will in turn contact HQ USAF/DPXFA for age waivers if the applicant is between 27 and 35 years of age.
14. Age, when reduced by TAFMS in a Regular component, must equal less than 28 years. However, if an applicant has previous satisfactory service in an Air Reserve Component (ARC) (verified by AF Form 526, **ANG/USAFR Point Credit Summary**), age must first equal less than 35 when reduced by TAFMS in a Regular component, and when further reduced by years of satisfactory service in the ARC, it must total less than 28 years. Do not use EAD service for ARC members to make the first adjustment. (See Attachment 3.)
15. AFRS can allow a specified number of ASVAB test category IVA (down to AFQT 21) applicants to enlist in the Air Force (no more than 1 percent of Air Force enlisted accessions--operational standards may be more restrictive). The specific details of this program will be announced and allocated via PROMIS. Operational standards may vary on what percent of Air Force enlisted accessions must be tier 1.

16. Request a waiver per procedures outlined in Chapter 4. If applicant is currently on a control roster, no waivers are authorized.
17. Exceptions may be granted for applicants who have satisfactorily served in an ARC unit for the 2 preceding continuous years, possess a chronic critical AFSC, and enlist for a direct duty assignment (DDA).
18. Except reservists whose total active service consists of an initial tour of active duty for training ADT. All others will require an eligibility determination by HQ AFRS/RSOP for enlisted programs, HQ AFRS/RSOC for health professions and HQ AFRS/RSOC for OTS.
19. For declination waiver, send request to HQ AFRS/RSOC with the application. The request should include the applicant's explanation of the circumstances leading to the declination.

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

1.28.1. Recruiters will not:

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

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

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

1.28.1.4. Display any such political preference or party allegiance.

1.28.1.5. Intimidate, threaten, or coerce any person for registering to vote, voting, or attempting to register or vote.

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

1.28.2. Recruiters will:

1.28.2.1. Maintain an adequate supply of DD Form 2644, **Voter Registration Application**, and DD Form 2645, **Voter Registration Information**.

1.28.2.2. Ask applicants applying for the Air Force if they are registered to vote. If they are, it will be annotated on the tracking form. If they are not and they are eligible to register to vote, they will be given a DD Form 2645 to complete. If they indicate on the form that they choose not to register, file the form with other contents of the PIR. No further action is necessary. If they indicate they would like to register, file the DD Form 2645 with other contents of the PIR and provide them with a DD Form 2644. The recruiter will assist the applicant in completing the form if the applicant asks for assistance.

1.28.2.3. Make all registration forms available to civilian nonapplicants who wish to register to vote. Provide assistance, if requested, in filling out the forms. Accommodate the citizen requesting assistance

by providing materials and space needed to complete the form, if requested.

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

1.28.2.5. Maintain statistical information and records on voter registration assistance in the format prescribed in the NVRA guidance using the **Registration Application Summary**. The only forms required to be retained in the recruiting office are voter registration information forms which must be maintained for 24 months.

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

1.28.3.1. Persons assisted for recruiting purposes, by state, during the quarter (includes all applicants who initiated processing during that quarter--do not double count).

1.28.3.2. Persons assisted for voter registration purposes, by state, during the quarter (includes applicants assisted for voter registration as well as civilians assisted for voter registration).

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

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

Chapter 2

ENLISTED ACCESSION AND BASIC ELIGIBILITY REQUIREMENTS

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

2.1.1. Air Force Chaplain. HQ AFRS/RSOCC, Randolph AFB TX 78150-4527. Phone: (210) 652-4700 or DSN 487-4700.

2.1.2. Air Force Academy (AFA). Director of Admissions, AFA, Colorado Springs CO 80840-5000. Phone: (719) 472-3070 or DSN 259-3070.

2.1.3. Air Force Legal Officers. HQ USAF/JAX, 1420 Air Force, Pentagon, Washington DC 20330-1420. Phone: 1-800-524-8723, (703) 614-5941, or DSN 224-5941.

2.1.4. Air Force Band Officer. SAF/PAC, 1690 Air Force, Pentagon, Washington, DC 20330-1690. Phone: (703) 695-0019.

2.1.5. Line Officers. Line officers can be interservice transfers (active duty to active duty), recall to EAD (Air Reserve Component officer to active duty Air Force), or officers holding a commission in a non-ARC. Refer all active duty, reserve, and guard officers holding a commission to HQ AFPC/DPPAES, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, phone (210) 565 or 2068 or DSN 665-2068. Refer reserve medical officers to the nearest Air Force health professions (HP) recruiter.

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

2.3. Education Accreditation. Unless otherwise provided for in this instruction, college and university course credits must have been earned from an institution listed in the *Accredited Institutions of Post Secondary Education* publication, in the section for "Accredited Degree Granting Institutions," using the edition for the last year attended. If the edition for the last year attended does not differentiate for degree-granting institutions, the institution must be degree granting for credit to be awarded. Applicants with course credits from an institution not listed in the *Accredited Institutions of Post Secondary Education* may have their transcripts evaluated by a school listed in the current directory. The evaluating school must show the number of quarter and semester hours applicants will receive if they are enrolled in that school. The memorandum must be from the registrar and have a raised or embossed seal. When high school transcripts are used to determine high school accreditation, they must bear the original signature of the school issuing official or raised seal. Two- and four-year college transcripts must be embossed with the school seal (raised or stamped). There are no minimum education requirements; however, education levels are directly related to an applicant's ASVAB results. Use Table 1.1, line 39, to correlate education and ASVAB score requirements. See Attachment 1, section C, "Educational Credentials," for additional information.

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

2.5. Basic Eligibility. The applicant must meet all eligibility requirements identified in this instruction. Table 1.1 lists conditions that make applicants ineligible to enlist. Question the applicant to determine whether the applicant meets any of the conditions in Table 1.1. Unqualified applicants will be tactfully dismissed or will be considered for a waiver if appropriate.

2.6. Substantiation of Eligibility Requirements. The burden of proof for eligibility requirements is on the applicant regarding age, name, citizenship, education, and dependency status. Substantiation must be in the form of original documents, notarized true copies, or certified true copies by the issuing agency. Recruiters and Air Force MEPS liaison NCOs (LNCO) will use these documents to verify eligibility. Make every effort to return surrendered personal documents to applicants when their purpose has been served. Document these efforts on the applicant's PIR or electronic equivalent. Applicants with children under the age of 18 incapable of self-care will be advised to take their marriage license and children's birth certificates with them to BMT so that their entitlements can be started as soon as possible.

2.7. Qualification Procedures. Applicants must be tentatively qualified before further processing at the MEPS continues. The applicant will sign the applicant certification statement in the recruiter's office when being initially processed using electronic case file procedures.

2.7.1. The following are mandatory:

2.7.1.1. Social Security number (SSN) registered in his or her name documented by one of the following:

2.7.1.1.1. SSN card.

2.7.1.1.2. SSN stub.

2.7.1.1.3. Other official document or letterhead issued by an office of the Social Security Administration showing the applicant's name and SSN.

2.7.1.1.4. DD Form 214.

2.7.1.1.5. DD Form 215.

2.7.1.2. If an applicant doesn't have any of the above documents to verify his or her SSN, he or she must have any two of the following documents containing the applicant's SSN:

2.7.1.2.1. Driver's license.

2.7.1.2.2. Internal Revenue Service Form TDW-2, **Wage and Tax Statement.**

2.7.1.2.3. Employment pay stub or statement.

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

2.7.1.2.5. School transcript.

2.7.2. Applicants may process for enlistment but cannot extend active duty without an SSN card or SSN stub or letter from the Social Security Administration showing a card has been ordered. Use of other documents for EAD accession must be approved in writing by the squadron commander or operations officer. Like documents may be used from different sources; for example, two TDW-2 forms from different employers or two transcripts from different schools.

2.7.3. Applicants must be informed about the necessity to use and record their SSN and asked specific questions about their background. Therefore, the applicant must have read a copy of the AF Form 883, **Privacy Act Statement - US Air Force Application Record**. Annotate this on the PIR or AETC Form 1319A, **Personal Interview Record (Continued)**, if there is not room on the AETC Form 1319.

2.7.4. Prescreening for medical disqualification requires the completion of DD Form 2246, **Applicant Medical Prescreening Form** (see Attachment 4).

2.7.5. Applicants must be physically qualified according to USMEPCOM Reg 40-1, *Medical Processing and Examinations*, and AFI 48-123, *Medical Examination and Standards*. Certain Guaranteed Training Enlistment Program (GTEP) AFSCs require stricter physical standards. Inform applicants of this at the time they are being prepared for MEPS processing. Physicals are valid for 24 months from the date of the initial physical. Use Attachment 5 for male and female height and weight standards. Additionally:

2.7.5.1. The MEPS chief medical officer (CMO) may waive up to 10 percent under the minimum weight requirement.

2.7.5.2. Male applicants less than 60 inches or over 80 inches and female applicants less than 58 inches or over 80 inches are ineligible without HQ AETC/SGPS waiver approval.

2.7.5.3. Applicants who are over their maximum allowable weight (MAW) will have a body fat measurement (BFM) performed on them during their physical processing at the MEPS. They will be medically disqualified if they don't pass their BFM. The applicant cannot go back to the MEPS to continue processing until he or she loses the equivalent of 4 pounds per each percent of body fat over the allowable BFM for his or her age, sex, and height, at the rate of 2 pounds per week. If an applicant fails a BFM, a BFM will be required on all subsequent inspections, regardless of whether the applicant loses enough weight to be below his or her MAW. If an applicant passes the initial BFM and on subsequent inspections is at or below the MAW, he or she will not require another BFM. In any case, the applicant is disqualified with a return-before-justified (RBJ) date; the applicant may not return until that date. AFRS personnel will not perform BFMs on applicants, nor will they have other service recruiting personnel perform BFMs on Air Force applicants. Refer to Attachment 5.

2.7.6. Applicants are required to read and understand the Air Force drug and alcohol policy on the AF Form 2030. The applicant will then sign the "Applicant Certification" form indicating they have read and understand the provisions stated on the form. The applicant will fill out the actual AF Form 2030 when initially processing at the MEPS. If the applicant refuses to sign the Applicant Certification, cancel the interview and tactfully dismiss the applicant. Refer to paragraph 4.10. Applicants who sign the AF Form

2030 will be considered in applicant status until it is established that both Recruiting Service and the individual have withdrawn from applicant status.

2.7.7. Required substantiating documents for education are the original, a notarized true copy, or certified true copy by the issuing agency, of a traditional high school diploma (miniature diplomas are not authorized) from a secondary school day program, in residence, located in one of the 50 states, District of Columbia, US territorial possessions, or oversea DoD-operated schools; DD Form 214 or DD Form 215; or a signed letter on high school letterhead certifying graduation and date of graduation. **NOTE:** High school transcripts alone are not acceptable for proof of graduation. The letter must be signed by the principal, vice principal, guidance counselor, or registrar.

2.7.7.1. Use official college transcripts for those nonhigh school graduates who qualify as education code E or higher. When multiple applicants have graduated from the same school, a letter signed by the principal, vice principal, registrar, or guidance counselor can be used in place of individual diplomas. If an applicant has a GED certificate, he or she must present an original or notarized true copy of the state-sanctioned GED certificate, a GED test result form letter stating the applicant qualified for a GED, or a letter of intent to issue a GED certificate.

2.7.7.2. Applicants educated in other than US educational institutions must have an evaluation of educational level before enlistment to qualify as a high school diploma graduate or higher. Such evaluations may be obtained through a state department of education, college or university listed in the current education directory, or authorized credentials evaluation agency. The evaluation must specify the applicant's educational level (high school graduate or higher). Applicants are responsible for any fees required. (The credentials evaluation agency must be a member of the National Association for Foreign Student Affairs, 1860 19th Street NW, Washington DC 20009-5728. Call (202) 462-4811 to validate the school's membership). See paragraph 3.4.3.2 for a partial list of qualified evaluation agencies.

2.7.7.3. Most schools keep records on applicants educated in oversea DoD schools for 4 years. After that time, the records are transferred to a central location. If records are no longer available at the school, the applicant may obtain a copy of the record by calling 1-800-257-9484 or writing to Educational Testing Service, P.O. Box 6605, Princeton NJ 08541-6605. If the applicant attended school in Panama, the records can be obtained by writing to DoD DS-Panama, APOAA Miami 34002-9925.

2.7.8. Some GTEP AFSCs require a valid driver's license as a prerequisite for classification into that skill. When an applicant selects one of those AFSCs, ensure the license is valid through 2 weeks after EAD date and is in the applicant's possession on the EAD date. The license must be issued by one of the 50 states, District of Columbia, United States Army Europe or territorial possession of the United States. Licenses under suspension or revocation as of the AD date are not valid. Aptitude area (AA) enlistees will be directed to have a valid driver's license in their possession to be eligible for classification into skills requiring a driver's license at BMT.

2.7.9. All applicants, single or married, must be thoroughly counseled according to instructions on AF Form 3010, **USAF Statement of Understanding, Dependent Care Responsibility**. The intent is to make sure adequate family care arrangements have been made while the sponsor is undergoing training and transition to military life. This is normally considered to include BMT, technical training, and a period at the initial base of assignment of sufficient duration to adjust to the locale and make suitable family care arrangements.

2.7.9.1. When establishing dependency criteria, the following three questions are to be answered:

2.7.9.1.1. Will the applicant's family status adversely impact on readiness capabilities?

2.7.9.1.2. Can the applicant afford to support family members on pay and allowances of an airman basic (AB), airman (Amn), or airman first class (A1C)?

2.7.9.1.3. Can the applicant's family receive adequate care in the event he or she is mobilized or sent on TDY?

2.7.9.2. An unmarried applicant who has physical or legal custody of any family members incapable of self-care is classified as a single-member sponsor by the Air Force. Because of circumstances, the applicant does not have the flexibility required to perform worldwide duty, short notice TDY, remote tours, and varied duty hours. An applicant falling into this category is ineligible for enlistment unless permanent physical and legal custody has been transferred by court order before becoming an applicant; then a waiver may be requested. For the same reasons, an applicant who is married to a military member and has physical or legal custody of family members incapable of self-care is also ineligible unless custody has been transferred by court order, then a waiver may be requested. Refer to paragraph 4.12. Accordingly, never counsel such applicants with regard to intentionally changing their marital or custodial status for the purpose of enlistment qualification.

2.7.9.3. To enroll an applicant's family members into the Defense Enrollment Eligibility Reporting System (DEERS), get the required paperwork for family member ID cards, and receive variable housing allowance (VHA), quarters, and subsistence allowances, the applicant will need to take his or her spouse's SSN, a copy of their marriage certificate, copies of all children's birth certificates, and a copy of their rental, lease, or mortgage agreement or notarized statement signed by the landlord showing the amount paid for housing (not including utilities). If the applicant's family members will be living with parents while the applicant is in BMT, a letter is required from the parents stating that the applicant's family members will be staying with them.

2.7.10. Use paragraph 4.6 of this publication to screen applicants for potentially disqualifying moral factors. Inform applicants of the importance of revealing all law violations, regardless of disposition. This is especially true if the offense happened while the applicant was a minor and was told by law or judicial authorities that dropped or dismissed charges or expunged records do not have to be reported to anyone. These charges will show up on the Entrance National Agency Check (ENTNAC). Inform applicants that the Defense Security Service (DSS) will conduct a security investigation. DSS will match information provided by the applicant with local, state, and Federal Bureau of Investigations (FBI) records. Any disparity in this information could result in job cancellation or discharge if the applicant is on AD. *Accuracy and honesty are paramount.* Findings of not guilty, sealed record, *Nolle Prosequi*, *stet processus*, adjournment in contemplation of dismissal (ACOD), delayed prosecution, continued without a finding, and youth offender must also be disclosed.

2.8. Verification of Age, Citizenship, and Name. All documents must be original, notarized true copies of the source document, or certified true copies by the issuing agency. The burden of proof of United States (US) citizenship rests with the applicant.

2.8.1. US Citizen. A birth certificate can be used for age, citizenship, and name verification. A DD Form 372, **Request for Verification of Birth**, validated by local, county, or state vital statistics office (Attachment 6) can be used when a valid birth certificate cannot be obtained. Recruiters may request squadron operations to perform a telephonic verification to authorize MEPS processing for job reservation and DEP enlistment; however, a DD Form 372 signed by the operations NCO verifying the information must be received by the MEPS before the applicant processes. Additionally, a completed DD Form 372 from a vital statistics office or other valid source document for proof of age and citizenship must be received before active duty enlistment. A DD Form 214 may be used for name and age verification only. Additional source documents, such as a current, valid, unrestricted and non-temporary US passport showing the holder as a US citizen, other official documents issued by a vital statistics office, or a court order for name change only may be used. Canadian-born Native Americans are exempt from having to apply for or carry an INS Form I-551, **Alien Registration Receipt Card**. However, they are considered aliens for assignment and classification purposes. Refer to the completion instructions for DD Form 1966, **Record of Military Processing - Armed Forces of the United States**, for the special statement that must be entered in the remarks block. A letter or other document from the tribal chief, council, or other reservation official will be used to verify the Canadian-born Native American's name, age, and place of birth. Applicants born in Panama must have a government-issued birth certificate with raised seal, and one parent must be a US citizen.

2.8.1.1. For an individual born abroad who acquired US citizenship at birth, any of the following documents, issued by the specified agency, may be used for verification:

2.8.1.1.1. From the Department of State:

2.8.1.1.1.1. A full validity (nontemporary) US passport (5 years for minors--10 years for adults).

2.8.1.1.1.2. FS Form 240, **Report of Birth Abroad of a Citizen of the United States of America (Consular Report of Birth)**.

2.8.1.1.1.3. DS Form 1350, **Certification of Birth**.

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

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

2.8.1.1.2.2. INS Form N-561, **Certificate of Citizenship** (replacement to the INS Form N-560A).

2.8.1.2. For an individual born abroad who derived US citizenship through the naturalization of his or her parents, any of the following documents, issued by the specified agency, may be used for verification:

2.8.1.2.1. From the Department of State, a full validity (nontemporary) US passport (5 years for minors--10 years for adults).

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

2.8.1.2.2.1. INS Form N-560AA, **Certificate of Citizenship**.

2.8.1.2.2.2. INS Form N-561.

2.8.1.3. For an individual born abroad who acquired US citizenship through his or her own naturalization, any of the following documents, issued by the specified agency, may be used for verification:

2.8.1.3.1. From the Department of State, a full validity (nontemporary) US passport (5 years for minors--10 years for adults).

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

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

2.8.1.3.2.2. INS Form N-570, **Certificate of Naturalization** (replacement to the INS Form N-550).

2.8.1.4. Normally, US citizens will be enlisted under the name that appears on their birth verification document. However, US citizen applicants may enlist with a preferred first, middle, and or surname. US citizen applicants electing to enlist with their preferred name must present their Social Security card, showing their preferred name, to their recruiter for proper case file preparation and completion of the Standard Form (SF) 86, **Questionnaire for National Security Positions**, or the Electronic Personnel Security Questionnaire. Preferred names should reflect the names the applicant is known by in the community. Refer to DD Form 1966/4. Final acceptance of the preferred enlistment name rests with the MEPS liaison supervisor (MLS). For those applicants who are approved to enlist without a Social Security card, ensure their preferred name is shown on the documents used in place of the Social Security card.

2.8.2. Non-US Citizen. Under no circumstances will noncitizens enter AD without their INS Form I-551 in their possession. The MLS or LNCO will ask to see the INS Form I-551 immediately before the AD oath is administered. Citizens of the Federated States of Micronesia or the Republic of Marshall Islands must have INS Form I-94, **Admission/Departure Record**, stamped CFA-RMI or CFA-FSM. The non-US citizen's name entered on military records must match the name recorded with the INS. Accordingly, and without exception, non-US citizens will not be enlisted under any name other than that which appears on their INS Form I-551. The INS Form I-551 can have a 10-year expiration date on it (from date of issue). Any applicants who have expiration dates 2 years or less from date of issue on their INS Form I-551 or have conditions placed on their residency are ineligible for processing or enlistment. The INS Form I-551 is limited to 27 characters. If an applicant's name exceeds 27 characters, use the applicant's entire name starting with the 27 characters on the INS Form I-551.

2.8.3. Dual Citizenship. The United States does not recognize dual citizenship. Individuals who claim dual citizenship will be required to denounce their citizenship to another country to qualify for certain security clearances. If they choose not to, they will be treated like resident aliens for job classification purposes.

2.9. Enlistment Grade Determination. Use Table 2.1 to determine the enlistment grade of applicants based on prior qualifications/education.

Table 2.1. Enlistment Grade Determination and Factors.

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

NOTES:

1. Documents presented after completion of BMT may not be used as a basis for changing the authorized enlistment grade except through application to the Air Force Board for Correction of Military Records.
2. Applicants electing 6-year enlistment options will enlist as in the grade of AB (unless authorized higher grade) and, upon completion of BMT, will be promoted to A1C.
3. Locally produced, authenticated copies of substantiating documents must be included in the enlistee's case file that goes to the 737th Training Group (737 TRG) at Lackland AFB TX 78236-5255.
4. TAFMS of over 90 days or 12 months must be verified. Use DD Form 214/215, AF Form 1613, **Statement of Service** (or other Service equivalents), NGB Form 22, AF Form 526. Pay grade may be

validated from the DD Form 368 or a current AF Form 526. Single unit retrieval format (SURF) verification through HQ AFRS/RSOPB may be used to validate pay grade for Res-Res applicants only.

5. If the grade of airman or higher is not indicated on the DD Form 214, then use the pay grade (E-2) on the DD Form 368 (or promotion orders if dated after the DD Form 368) or AF Form 526 statement of service may be used.

6. To verify service, obtain DD Form 785 from the appropriate service academy (see Attachment 7).

7. The applicant must be classified as a Tier 1 education category. The following is a guide for determining the value of credits:

7.1. 1 quarter hour = 2/3 of 1 semester hour.

7.2. 1 semester hour = 1 1/2 quarter hours.

7.3. 1 trimester hour = 1 semester hour.

7.4. 30 clock or contact hours = 1 semester hour (use this computation unless an accredited degree-granting institution which uses semester hours evaluates and indicates the number of semester hours).

8. Do not count credits for courses failed, withdrew, or withdrew while passing/failing. If a course is repeated and passed, credit can only be counted once. Preparatory or remedial courses can be used if the school counts them in the total hours credited toward degree requirements.

9. Colleges and universities listed as candidate institutions are not authorized for award of a higher education code or enlistment grade.

10. When the educational directory reflects courses of varying lengths and the transcript does not specify the type of credit hours, a letter from the school stating the type of credits earned will be attached to the transcripts and a copy retained in the MEPS residual file.

11. Verify stripes for education eligibility by use of the following documentation:

11.1. Transcript bearing the school seal and original or embossed signature of the registrar from an educational institution listed in the edition of the *Accredited Institutions of Post Secondary Education* for the last year attended. Must be presented before entering AD. Include the transcript in the applicant's case file going to the 737 TRG and keep locally reproduced copies in the MEPS residual file.

11.2. If the applicant's school is not regionally accredited, a letter of acceptance from a school listed in the current education directory is acceptable. The letter, with transcript attached, must:

11.2.1. State that the applicant would be accepted for continuing education.

11.2.2. State the total credits by semester or quarter hours that are transferable.

11.2.3. Bear the school's seal and original signature of the registrar or his or her representative.

11.3. If the applicant is educated in a school not in the US education system, a letter of evaluation from an accredited credentials evaluation agency, with transcripts attached, or an evaluation of the foreign college transcripts by a school listed in the current education directory that specifies the semester and (or) quarter hours earned or would be awarded if enrolled in that school is acceptable. The MEPS liaison supervisor (MLS) may then give the applicant the advanced pay grade.

2.10. Verification of Previous or Prior Military Service. HQ AFRS/RSOP will maintain all previous editions of the Project Capture (PC) microfiche to establish a historical file. This will ensure a review of those applicants who are separated 6 years but have subsequent ARC service. Use Table 2.2 to verify previous or prior military service with the Defense Manpower Data Center (DMDC). DMDC contains only prior regular enlistment and officer losses as well as reserve component losses. Use Table 2.3 to determine required documentation.

2.11. ASVAB and Special Purpose Testing. The following describes testing and retesting policies and procedures for ASVAB and special purpose tests.

Table 2.2. Verification of Previous or Prior Military Service With the DMDC.

R U L E	A	B	C
	If interservice reenlistment eligibility (IRE) code is	then applicant may	Notes
1	1 or 2	enlist, if otherwise qualified.	1
2	any IRE code except 1 or 2 or not on file	not enlist.	1, 2, 3, 4

NOTES:

1. Contact squadron operations for RE/IRE code (for all programs). Ensure RE code is qualifying by contacting enlistment standards section, HQ AFRS/RSOPA. Squadron operations contacts DMDC in all cases to verify RE code. HQ AFRS/RSOPA also screens PC microfiche (previous or prior service RegAF only) and informs the recruiter of the applicant's eligibility status. If a conflict exists in any of the previous service data verification sources, refer to Chapter 4, Table 4.3. If a waiver is required, the IRE and ISC must be included in the waiver request. Refer to Chapter 4 for waiver procedures. Applicants with ISCs of 60 through 87, inclusively, are ineligible. ISC 87 will be considered on a case-by-case basis.

2. A waiver may be applicable for persons who have certain types of discharges (existed prior to service (EPTS), hardship, or dependency, nonfulfillment of contract, etc.). However, a discharge must not have been due to punitive or administrative actions that involve defective character traits, unsuitability, or nonperformance of duty. Recruiting squadrons evaluate all factors, using the whole-person concept, and forward applicant waiver requests to HQ AFRS/RSOPA for those who are otherwise fully qualified (physical examination not required except for EPTS) for enlistment. Refer to Chapter 4 for waiver procedures.

3. Previous or prior service applicants who last served in the Air Force and the DD Form 214 shows an RE code of 2 (with or without suffix) are ineligible. In addition, previous service Air Force applicants with an RE code of 2I issued from 1982 through 1987 who gained US citizenship may request an eligibility determination for enlistment consideration.

4. If the previous branch of service was not Air Force and applicant does not have an undeleted DD Form 214 or 215, the recruiter must obtain an undeleted copy of DD Form 214 or 215. (See Table 2.3, note 1.2). Be specific in the request and ask for the DD Form 214 or 215, specific reason for separation, RE code, and any additional information needed. Upon receipt of documents, verify the data with DMDC. Previous service Air Force applicants do not need an undeleted DD Form 214 if separation data can be verified from DMDC and PC; however, a deleted copy of DD Form 214 is still required. If the DMDC check indicated IRE 5, 9, 0, or "not in file," there is a possibility of incorrect information being provided. Validate the SSN, DOS, and Service branch, then make an additional DMDC check. If the additional DMDC check remains IRE 5, 9, 0 or "not in file", refer to Chapter 4 (Table 4.3, rule 3).

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

2.11.2. Testing Practices:

Table 2.3. Verification of Previous or Prior Military Service.

R U L E	A	B	C	D
	If applicant was	and	then the following documents are required	Notes
1	separated from a Regular component	had no subsequent active Reserve service	DD Form 214 or 215 (undeleted).	1
2		has active Reserve service and is still serving	DD Form 214 or 215 (undeleted), DD Form 368, and AF Form 526 if serving in AFRES or ANG.	1, 2, 3
3		has active Reserve service and was separated	DD Form 214 or 215 (undeleted), Statement of Service, AF Form 526 if served in AFRES or ANG, Discharge Orders (AFRES members only), and NGB Form 22 (ANG members only).	1, 3, 4
4		never in a Regular component but has AD with US Reserve Forces	is still serving	DD Form 368, DD Form 214, and AF Form 526 if serving in AFRES or ANG.
5		was separated	Statement of Service, Discharge Orders (AFRES members only), NGB Form 22 (ANG members only), and DD Form 214.	1, 4

NOTES:

1. Documents must be original or certified true copy of the original by issuing agency. It must include the last period of AD and or Reserve service. If the applicant does not have required documents, they may be obtained from the appropriate military records center. Recruiters can provide the applicants with SF 180, **Request Pertaining to Military Records**, and request that applicants authorize the record center to release the information to the recruiter. (The request must specify information desired; that is, undeleted copy of DD Form 214 containing RE code and separation designator, separation program number or the SPD, narrative reason for separation, etc.) An applicant's copy 4 of DD Form 214 is authorized for verification purposes. An undeleted DD Form 214 must accompany all requests for waivers and eligibility determinations sent to AFRS level.

1.1. When reassigned to the AFRES Nonaffiliated Reserve Section, and still in this status, copy of documents may be obtained from ARPC/DPFS, Denver CO 80280-5000.

1.2. See Attachment 8 for instructions on obtaining PS records on applicants who have been discharged from any branch of AD or Reserves.

1.3. State adjutant general of appropriate state for National Guard personnel.

1.4. All other requests should be sent to the address on the back of SF 180.

1.5. In some instances, such as Reservists performing initial active duty for training and members of the Coast Guard, a DD Form 214 is not furnished. Contact HQ AFRS/RSOPA for guidance.

2. Applicant's DD Form 368 must indicate the applicant is recommended for enlistment.

3. AF Form 526 is required only when needed to adjust DOS or age.

4. When requesting a statement of service, the applicant should also request the narrative reason for separation, primary specialty code, and grade held at time of separation. National Guard Bureau (NGB) Form 22 (undeleted) may be used to verify service for pay and grade in which separated, primary specialty code, and reason for separation, provided it is in narrative form.

2.11.2.1. Recruiting Service personnel will fully understand and adhere to AFRS testing policy as prescribed in this instruction and make full use of the ASVAB Information Booklet.

2.11.2.2. Recruiting Service personnel will not:

2.11.2.2.1. Stock or obtain commercially developed ASVAB test study guides.

2.11.2.2.2. Place themselves in a test-compromising situation.

2.11.2.2.3. Sign MEPCOM Form 714A, **Request for Examination**, on behalf of applicants processing for other Armed Forces, nor allow other Armed Forces recruiters to sign on behalf of Air Force applicants.

2.11.2.2.4. Refer applicants to Reserve or Guard recruiters for the purpose of testing or test applicants for another Armed Forces recruiter.

2.11.2.2.5. Speculate upon reason for test failure with applicants. Applicants desiring this information must contact the MEPS TCO.

2.11.3. Enlistment Screening Test (EST):

2.11.3.1. The EST is not a qualification test. It is strictly a recruiting tool and is not controlled test material, but is For Official Use Only (FOUO). This test is a management tool that can be administered at the discretion of the recruiter to NPS Air Force applicants only. It is used to assist in determining an applicant's probability of obtaining qualifying ASVAB scores. Below standard EST scores can be used to deter an applicant from taking the ASVAB; however, all tentatively qualified applicants have the right to take the ASVAB, regardless of EST results.

2.11.3.2. The EST contains questions similar to, but not the same as, questions appearing on the ASVAB. The EST raw score, from 0 to 65, is a composite index of performance in verbal and numerical reasoning areas. The test requires approximately 47 minutes to administer (12 minutes verbal, 35 minutes numerical).

2.11.3.3. Before recruiters can administer the EST, they must be familiar with all the provisions of Air Force Personnel Test (AFPT) 903, *Administrative Scoring Manual for the Enlistment Screening Test*, and the information in this directive pertaining to the EST. Recruiters will give and score the EST according to AFPT 903 and this instruction and annotate the applicant's PIR. After the results have been recorded, keep the answer sheets for 6 months (authority: N1-AFU-90-3), then dispose of the answer sheet by tearing it into enough pieces to prevent reconstruction and place the torn pieces into a regular trash container.

2.11.3.4. Do not retest with the EST within 30 days after the last administration of either form of the test. When retesting, give the applicant the alternative form of the test. Only two retests are allowed within a 12-month period.

2.11.3.5. Test and answer sheets are not releasable to anyone other than authorized AFRS personnel. These records are exempt from release under Freedom of Information Act (FOIA) Exemption High b2. Ensure all requests for this information are processed through HQ AFRS/RSSI.

2.11.3.6. During normal duty hours, place FOUO material in an out-of-sight location. During nonduty hours, store FOUO material to prevent unauthorized access. File the tests and answer sheets with other unclassified documents in unlocked files or desks, etc., when there is normal, internal building security provided by government or a government contractor during nonduty hours. When there is no such internal security, locked buildings or rooms usually provide adequate after-hours protection. If you desire additional protection, store FOUO material in locked containers, such as file cabinets, desks, or bookcases. Refer to AFIND 7, *Index of Air Force Personnel Tests*, when reordering testing supplies.

2.11.4. Armed Services Vocational Aptitude Battery (ASVAB):

2.11.4.1. The ASVAB evaluates specific aptitude areas and gives percentile scores that are used for selecting and classifying individuals for the Armed Forces. There are two ASVAB testing programs: production and high school testing program. Production testing involves testing in authorized testing facilities, such as MEPS and mobile examining team sites. The test results are given directly to AFRS and are for its use only. The high school testing program is offered on a voluntary, no cost basis to educational institutions (high schools and vocational trade schools). Testing results are provided to the school, student, and AFRS. Although test scores may be used for enlistment purposes, DoD advertises the student version primarily as a counseling tool. Guidance concerning the high school testing program is in AFJI 36-2016, *Armed Services Military Personnel Accession Testing Programs*. Squadron commanders should work within the IRC to delete those schools that discriminate based on race, creed, color, national origin, or sex from the school eligibility roster.

2.11.4.2. For Air Force requirements, the ASVAB yields four aptitude scores: Mechanical (M), Administrative (A), General (G), and Electronic (E). In addition, the ASVAB gives an overall quality indicator, the AFQT percentile score. AFQT Category 1 = 93-99, Category 2 = 65-92, Category 3A = 50-64, Category 3B = 31-49, Category 4A = 21-30, Category 4B = 16-20, Category 4C = 10-15, and Category 5 = 0-9. AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, prescribes the minimum scores required for entry into AFSCs. See Table 1.1, line 39, of this publication for further information.

2.11.4.3. All NPS and PS applicants must have qualifying ASVAB test scores. **EXCEPTION:** PS applicants who last served in the RegAF, AFRES applicants, or ANG applicants may enlist, using original scores provided they are not applying for retraining and they did not test before October 1984. Any applicant who tested before October 1984 must retest on a current ASVAB version. All test IDs must be verified and tests re-normed if required. If a test version cannot be verified, the applicant must retest. These applicants must also meet AFRS ASVAB qualifying score requirements in effect at the time they tested (see ASVAB standards displayed in PROMIS). All PS applicants (less than 24 months of AD) separated for more than 2 years will have to retest.

2.11.4.4. ASVAB scores are valid for 2 years from date of test to date of commitment. (DEP-discharged individuals with test scores over 2 years old must be retested.)

2.11.4.5. In all cases, a valid retest invalidates previous test results. Use the most recent valid ASVAB result for enlistment or reservation.

2.11.4.6. Parental or guardian consent is not required solely for ASVAB testing of an applicant less than 18 years of age. However, an applicant 16 years of age may not be administered a production version of the ASVAB unless currently enrolled as a high school senior or a HSG. (A currently enrolled high school senior is defined as a student who has completed the junior year, has not disenrolled from school, and is considered to be a member of the next graduating class by school officials.)

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

2.11.4.7.1. Confirmation retests will be administered only at the MEPS. If the applicant's confirmation test AFQT percentile score is higher than the previous retest AFQT percentile score or does not decrease by more than half the value of the gain between the first two tests, then the applicant has met all required criteria for a successful confirmation retest. If the applicant's confirmation retest AFQT percentile score is lower than his or her previous retest AFQT percentile, and the decrease is greater than half the value of his or her gain between the first two tests, then a confirmation interview is required. He or she will be prohibited from further retesting until 6 months have elapsed from the date of the confirmation retest. USMEPCOM Reg 611-3, *Testing Quality Assurance Program*, contains procedures for confirmation testing to ensure validity of test scores.

2.11.4.7.2. If the applicant does not take the confirmation test, the MEPS commander will invalidate the scores for enlistment purposes. After the confirmation test, the resulting test scores are considered valid.

2.11.4.8. Retesting applicants while in the DEP is not authorized. Those applicants who do not graduate from high school and become unqualified will be DEP discharged before any retesting. Retesting applicants who currently have valid minimally qualifying or better scores for the purpose of improving the applicant's scores is prohibited.

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

2.11.5. Special Purpose Testing. Special purpose tests are administered when necessary to determine qualification for specific occupational specialties. Applicants not otherwise qualified for the specific AFSC will not take the special test. Special purpose testing at other than the MEPS is not permitted except as directed by HQ USMEPCOM or authorized by USMEPCOM sector commanders. PROMIS will not offer an AFSC unless qualifying test results are entered into PROMIS (except 4Y1XX).

Applicants who desire to select this AFSC must be given the appropriate special test. The MLS must ensure that pass or fail special test scores are entered in PROMIS and recorded on enlistment documents. Additionally, the test scoring worksheet, DD Form 1304.12K, **ASVAB Worksheet for Computing Scores**, or MEPCOM 714 ADP Report, status A, with special test scores included will be included in the file forwarded to BMT on AD. Retesting applicants is not normally approved. In unusual circumstances, submit the request according to Table 2.4, rule 5. Individuals in the DEP are authorized to take special purpose tests.

Table 2.4. Retesting (ASVAB and Special Tests).

RULE	A	B	C	D	E
	If applicant's initial test was a	then retesting on	is	if administered after initial test within	Notes
1	production or student version of the ASVAB	production or student version of the ASVAB	prohibited	1 calendar month.	1, 2, 3, 4
2			authorized	1 - 6 months.	2, 3, 4, 5
3				6 months.	3, 4, 5
4	special test	same special test	prohibited	0 - 6 months.	1, 5
5			waiverable	6 months.	5, 6

NOTES:

1. No waivers or exceptions.
2. One retest before 6 months from initial test may be authorized. After the first retest, a 6-month wait for any further retesting is mandatory. There is a mandatory 6-month wait for retesting when the previous test is invalidated.
3. Do not administer any test to members currently on AD with any branch of the Armed Forces (excluding members of Reserve or Guard units).
4. A properly completed MEPCOM Form 714A is authority for retest. However, if retest is less than 6 months from the initial test, then telephone approval must be obtained from the flight chief.
5. For retesting purposes, 6 months is defined as 6 calendar months.
6. Requests may be submitted in unusual circumstances only. Include the following information:
 - 6.1. Applicant's full name and SSN.
 - 6.2. Type test taken, date of initial test, scores obtained, and testing location.
 - 6.3. Justification for retest, to include unusual circumstances. Illness, fatigue, and scores inconsistent with applicant's academic background do not constitute unusual circumstances.
 - 6.4. Retests are governed by AFI 36-2605, *Air Force Military Personnel Testing System*, and administered by HQ AFPC/DPPAPET.

2.11.5.1. Defense Language Aptitude Battery (DLAB). The DLAB evaluates the ability to complete formal courses in foreign language training. This test is required for entry into AFSC 1N3XX, cryptologic linguist apprentice. Languages are divided into four categories based on difficulty. Minimum DLAB scores are tied to these categories. Category I, Category II, and Category III languages require a

DLAB of 95. Category IV languages require a DLAB of 100. DLAB score waivers will only be granted to individuals with either native or learned ability in a category III or IV language. Individuals requesting DLAB waivers will be required to take the Defense Language Proficiency Test or that category III or IV language and achieve a minimum score of listening 2 and reading 2.

2.11.5.2. Electronic Data Processing Test (EDPT). The EDPT evaluates the basic ability to complete a formal course dealing with the programming of electronic data processing equipment. This test is required for entry into AFSC 3C032, communications-computer system programmer apprentice, and AFSC 3S032, personnel system apprentice.

2.11.5.3. Air Force Dental Aptitude Test. This test is no longer required for entry into AFSC 4Y131, dental laboratory apprentice.

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

2.12. Applicant Processing:

2.12.1. Testing and Qualifying. Applicants who fail the ASVAB test or are otherwise determined to be unqualified will be tactfully dismissed. Schedule tentatively qualified applicants to the MEPS for processing.

2.12.2. Processing--Applicant to MEPS:

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

2.12.2.2. Recruiters are responsible for completing all required case file forms and forwarding case files (electronic or hard copy) to arrive at the MEPS at least 1 duty day before the applicant's arrival. They are also responsible for ensuring all source documents, certified copies of appropriate source documents, or legible copies of source documents arrive at the MEPS at least 1 duty day before the applicant's arrival to allow proper validation and verification by the MEPS LNCO.

2.12.2.3. Applicant case files may arrive at MEPS less than 24 hours prior to applicant processing with the approval of the operations flight commander or flight chief. The operations flight chief will maintain a log to document these exceptions. If faxed copies of source documents are used by the LNCO for initial validation and verification, the original source documents or certified copies of the source documents still must be reviewed by the MEPS LNCO before the applicant can process or ship.

2.12.2.4. Applicants who arrive at the MEPS to process without original or certified copies of required source documents may be allowed to continue processing with approval of the squadron operations flight

chief. However, they will not be allowed to ship without MLS verification and validation of the original or certified copies of the source documents.

2.12.2.5. Please note that several agencies issue colored-coded documents to prohibit copying. If documents cannot be faxed legibly, the original documents must still be used for verification and validation before applicant processing.

2.12.2.6. Adhere to state laws that prohibit copying state driver's licenses.

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

2.14. Congressman Hebert Advanced Placement Award. This award is given as a joint effort between AFRS and Air Force Junior Reserve Officer Training Corps (AFJROTC) to reward and recruit top quality cadets opting to enter the Air Force enlisted ranks. Up to two cadets may be selected each school year from each unit to receive this award. The aerospace science instructor will make the selections and submit the names to the nearest recruiting squadron commander. The responsible recruiter will process the candidates to determine whether they are qualified. Once fully qualified, MEPS will contact squadron operations who will, in turn, contact HQ AFRS/RSOPB. The applicant can list up to 5 GTEPS in a 3-month window or 1 AA in a 1-month window for special reservation consideration.

2.15. Band Enlistment Program:

2.15.1. Applicants wanting to enlist must audition if they claim proficiency in a musical instrument. They must be fully qualified, when practical, before audition.

2.15.2. AF Form 485, **Application for Enlistment - US Air Force Band**, completion instructions are:

2.15.2.1. The recruiter prepares section I.

2.15.2.2. The band director conducting the audition prepares section II.

2.15.2.3. The applicant prepares section III.

2.15.2.4. HQ AFRS/RSOPB prepares section IV.

2.15.2.5. If a waiver is needed, HQ AFPC completes section V.

2.15.2.6. The LNCO obtains assignment reservation from HQ AFRS/RSOPB after completion of section IV and applicant is otherwise qualified.

2.15.3. The applicant will audition before an Air Force band leader at the nearest Air Force base having an Air Force band.

2.15.4. The recruiter informs band applicants that:

2.15.4.1. They bear all expenses in connection with the audition.

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

2.16. Voice Audition. Advise applicants desiring assignments in GTEP AFSC 3N032, radio-television broadcasting specialist, that they should go to the nearest Air Force base public affairs office to cut a standard audition tape. As an alternative, a tape may be cut at a local cooperating radio station under recruiter supervision. Use a standard audition script, available from any Air Force base public affairs office. Use a cover letter, sample shown in Attachment 9, to accompany the tape.

2.16.1. Notice to Applicant of Selection/Nonselection. Defense Information School (DINFOS) forwards the notice of selection or nonselection directly to the applicant's home address. In general, a favorable response will state: "The following individual meets the voice prerequisites for the information specialist course (broadcasting) offered by the Defense Information School. This notification is not an allocation of quota. Obtain quotas through normal Air Force channels."

2.16.2. Notice of Applicant's Selection. If the applicant meets all other enlistment criteria, the LNCO reserves assignment through PROMIS. Attach a copy of the selection letter to AF Form 3007, **Guaranteed Training Enlistment Agreement - Nonprior Service - United States Air Force**, and forward it to HQ AFPC and BMT.

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

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

2.16.5. Oversea Imbalanced AFSC. This is an oversea imbalanced AFSC and indicates a good possibility that an applicant will have a secondary job while stationed in the United States.

2.17. Physical Ability and Stamina Test (PAST). This test is administered to male applicants who are applying for a GTEP AFSC 1C231, combat controller (CCT) or 1T231, pararescue (PJ). Applicants must have passed the standard enlistment physical before taking the test.

2.17.1. The PAST can be administered by CCT or PJ personnel while observed by RS personnel. Additionally, recruiting squadrons may authorize recruiting personnel to administer the PAST.

2.17.2. The test may be administered locally by a recruiting squadron representative designated by the squadron commander. This person must be at or above the flight chief level. The limit of PAST administrators is left to the discretion of the squadron commander. These PAST administrators must be

totally familiar with the PAST. The specific requirements for the PAST can be found in PROMIS Explain Screen "PAST TEST." They must also have and be familiar with the videotape entitled, "PAST Test Procedures." High school swimming coaches, YMCA swimming instructors or certified Red Cross swimming instructors can also administer the PAST after familiarization with the videotape and when accompanied by the designated squadron PAST administrator.

2.18. Delayed Entry Program (DEP). Applicants without any previous service are allowed to enter the DEP for 365 days. Apply the following rules:

2.18.1. Applicants currently in the inactive Reserves and members of active Reserve or Guard components who are processing for the RegAF under a conditional release are not allowed to enter the DEP.

2.18.2. Applicants may reenter the DEP when cost-effective or when it would benefit the Air Force or the applicant.

2.19. DEP Discharge:

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

2.19.1.1. Reach the 365-day DEP maximum.

2.19.1.2. Fail to report for AD enlistment.

2.19.1.3. Become permanently disqualified for enlistment.

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

2.19.1.5. Have bona fide hardships or unusual reasons.

2.19.1.6. Request to be discharged.

2.19.1.7. Are offered and accept AFROTC scholarships or AFA appointments. NPS applicants selected for OTS need only a contract change. This cancellation does not result in a loss of reservation credit for the recruiter, squadron, and group.

2.19.2. The squadron operations flight chief will ensure the following procedures are followed:

2.19.2.1. The MLS forwards the enlistment case file to squadron operations as soon as DEP discharges are identified.

2.19.2.2. Squadron operations flight chief will:

2.19.2.2.1. Upon receipt of the case file, prepare and send the squadron information manager a request for DEP discharge, using Attachment 10.

2.19.2.2.2. Ensure discharge requests are properly documented.

2.19.2.2.3. Within 5 workdays of the date of the discharge order, forward two copies of the discharge order, DD Form 4, **Enlistment/Reenlistment Document - Armed Forces of the United States**, copies of SF 88, **Report of Medical Examination**, and SF 93, **Report of Medical History**, and any supporting documents justifying the DEP discharge, as appropriate, to ARPC/DSMS, Denver CO 80280-5000.

2.19.2.2.4. Clearly mark the outside of each envelope forwarded to "ARPC/DSMS, DEP DISCHARGE."

2.19.2.2.5. Forward a copy of the DEP discharge order, along with the original SF 88 and SF 93, and a copy of the DD Form 4 to the MLS.

2.19.2.2.6. Return to the responsible recruiter original documents such as the birth certificate and Social Security card to be returned to the individual. The remaining case file will be kept in operations. Case file disposition will be according to AFMAN 37-139, Table 36-10. They will be destroyed by tearing into pieces or shredding so as to destroy record content.

2.20. Applicant Followup. Recruiters will follow up with applicants, face-to-face, every 30 days until 30 days before EAD. Thirty days before EAD followup will be made at least every 2 weeks to include a final departure briefing. Purposes of a followup are to perpetuate leads, motivate, and to ensure continued qualification. Document followup results in the remarks section of the applicant's PIR.

2.21. Courtesy Enlistments. Squadron approving authorities (squadron commander or operations officer) can authorize courtesy enlistments within the continental United States (CONUS) and oversea to CONUS only. Prior telephone coordination between gaining and losing squadron operations staff members is mandatory, as is completion of AETC Form 1375, **Request for Courtesy Enlistment**. CONUS to oversea courtesy enlistments are authorized only in extreme cases and upon approval of HQ AFRS/RSOP for enlisted program applicants, or HQ AFRS/RSOC for OTS applicants. Submit requests through the group. Approval is required before an applicant departs. Field recruiters may not imply or infer that a courtesy enlistment may be routinely authorized. Completion and distribution instructions for AETC Form 1375 are self-explanatory.

2.21.1. The losing MLS will:

2.21.1.1. Ensure all required enlistment documents are sent to the gaining MEPS to arrive at least 15 workdays before scheduled AD date.

2.21.1.2. Retain copies of all enlistment documents forwarded.

2.21.1.3. Ensure courtesy enlistment case files have been quality controlled and all suspense actions are completed before the individual departs the local area.

2.21.1.4. Ensure required documents normally retained at an enlisting MEPS are forwarded to the gaining MEPS as required.

2.21.1.5. Ensure a copy of AETC Form 1375 is included with the enlistment case file.

2.21.2. The gaining MLS will:

2.21.2.1. Quality control courtesy enlistment case files and correct them as required upon receipt of the case file.

2.21.2.2. Notify the losing MLS of any disqualifying factors and request guidance.

2.21.2.3. Keep a complete residual file for each courtesy enlistment.

2.21.2.4. Ensure the DD Form 4/1 is reaccomplished to show the regular AD place of enlistment in item 4. Pen-and-ink changes are authorized by MEPCOM Reg 601-23, *Enlistment Documents*, paragraph 2-2.

2.21.3. The gaining squadron operations will coordinate with the new recruiter and gaining MEPS to ensure the applicant has arrived at the specified time and has been given special instructions as required.

2.21.4. The gaining and losing squadron operations officers will resolve, between themselves, disputes over accession credit loss resulting from courtesy enlistment cancellations. Elevate problems to group level only when agreement cannot be reached.

2.21.5. The following actions will be completed for CONUS to overseas courtesy enlistment:

2.21.5.1. The recruiter will:

2.21.5.1.1. Immediately contact squadron operations of a possible overseas courtesy enlistment. Ensure that AETC Form 1375 is filled out.

2.21.5.1.2. Inform the applicant that an attempt will be made to move up his or her EAD date for departure before his or her move, with the applicant's concurrence.

2.21.5.1.3. Inform high school seniors that if they move before they graduate, they will enlist through an overseas facility. If the move is after graduation, an attempt will be made to move up the EAD date to before their move, with their concurrence.

2.21.5.1.4. If unable to change the EAD date, then applicants will enlist through an overseas facility. Information will be provided on the AETC Form 1375 as to when and where to enlist.

2.21.5.1.5. Provide the AETC Form 1375 to squadron operations for coordination.

2.21.5.2. Squadron operations will:

2.21.5.2.1. Call HQ AFRS/RSOP and request assistance in moving up the EAD date for qualified applicants.

2.21.5.2.2. Ensure compliance of procedures in paragraph 2.21.5.1 for applicants authorized CONUS to overseas courtesy enlistment.

2.22. Cancellations:

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

2.22.2. Cancellation Procedures. Squadron operations will be notified immediately of any applicant who becomes permanently or temporarily disqualified for any reason or withdraws his or her applicant status. Apply the following definitions and use Table 2.5 for cancellation procedures.

Table 2.5. Reservation Cancellation Procedures.

R U L E	A	B	C
	When applicants	then operations will cancel job reservation	Notes
1	withdraw from applicant status	as soon as notified by flight chief that applicant will not enter AD.	1, 2
2	are rendered temporarily medically disqualified on date of AD enlistment	Immediately.	2
3	are rendered permanently medically disqualified on or before date of AD enlistment		
4	have a temporary medical disqualification that will not be resolved before scheduled AD date		
5	have a temporary medical disqualification that may be resolved before scheduled AD date	as determined by the squadron operations officer, operations flight chief, or superintendent.	3
6	require a waiver or eligibility determination for any disqualifying condition that was withheld before or after job reservation or acquired after job reservation	as determined by the squadron commander.	4

NOTES:

1. When a recruiter becomes aware of an applicant's intent to withdraw (refuse), the recruiter will immediately notify the flight chief and will annotate the PIR with the appropriate information. The flight chief will immediately notify squadron operations of the cancellation or pending cancellation if the flight chief wishes to conduct an interview (telephonic or face-to-face) in an attempt to resell the applicant. The interview must be conducted within 7 calendar days. If the interview confirms the applicant's intent to withdraw, or if the applicant refuses the appointment, or contact cannot be established within 7 days, the flight chief will immediately notify squadron operations and the reservation will be canceled that day. Local policies can be more restrictive.

2. Applicants will not be booked another reservation until rendered fully qualified or, in cases of withdrawal, they reinstate their applicant status.
3. The squadron operations officer or supervisor will coordinate with the superintendent and decide what course of action to take on applicants with temporary medical disqualification that may be resolved before scheduled AD date. Document a memo for record on AETC Form 1348, **Case File Checklist**, stating the action taken, reasons, and name of the individual rendering the decision. If the decision is to cancel, apply note 2 above.
4. Squadron commanders will decide whether a job reservation will be canceled while the applicant's waiver or eligibility determination is under consideration. Factors such as scheduled AD date, level of approval authority, and time required to process the requested action must be taken into account. Record a memo for record documenting the commander's decision on the applicant's AETC Form 1348. If the decision is to cancel, apply note 2 above. When requested actions are disapproved, follow fraud file procedures. During the commander's absences, the chief of the operations branch may make the cancellation decision.

2.22.2.1. Withdrawal of Applicant Status. An applicant who elects not to enter AD has terminated his or her applicant status. The supervisor will be afforded the opportunity to contact these individuals and attempt to remotivate them and or validate their status.

2.22.2.2. Temporary Disqualification. Any (nonmedical) condition that renders an applicant disqualified for enlistment that can be resolved before AD.

2.22.2.3. Permanent Disqualification. Any condition that renders an applicant disqualified for enlistment that will exist for an extended period without regard to unforeseeable conditions.

2.23. Nonprior Service (NPS) Enlistment Forms. Use Table 2.6 to determine required documentation. In addition to the forms required in Table 2.6, other documents may be required; for example, birth certificate, high school diploma, discharge orders, transcripts, marriage certificate, rental agreement, children's birth certificates, spouse's SSN, and driver's license.

2.24. Oversea MPF Enlistment Processing with Recruiter Support. This paragraph applies to overseas MPF processing when AFRS personnel are present but MEPS support is not available. This paragraph can also apply to Alaska when transportation arrangements for applicants in outlying areas dictate.

2.24.1. Recruiter is responsible for prequalification and processing of qualified applicants.

2.24.2. The MPF is responsible for all processing actions normally performed by the MEPS and Air Force LNCO.

2.24.3. Recruiter is responsible for forwarding a copy of the DD Form 1966/1 to the appropriate MEPS for entry into the DoD Manpower Reporting System.

2.24.4. Base medical personnel will accomplish the enlistment physical and physical recheck within 14 days of enlistment for all applicants. Place special emphasis on weight standards and BFM to make sure applicant is within standards at the time of enlistment.

2.24.5. The applicant may enter AD within a 14-day window before the scheduled EAD date in PROMIS provided enlistment is in the same shipping month. When the first calendar day of the month falls on a Thursday, it is normally considered the last shipping day of the previous calendar month. This allows for delays in transportation arrangements.

Table 2.6. NPS and PS Processing--Enlistment Forms.

I T E M	A	B	C
	Forms Required	Required Number of Copies	Use
1	SF Form 86 (or EPSQ)	1	mandatory
2	DD Form 214 or 215	1	as required
3	DD Form 368	1	as required
4	DD Form 369	1 (as applicable)	as required
5	DD Form 785	1	as required (note 1)
6	DD Form 1966	1 set	mandatory
7	DD Form 2246	1	mandatory
8	DD Form 2280 or DJ Form FD-258	1	mandatory (note 2)
9	AF Form 526	1	as required
10	AF Form 2030	2	mandatory
11	AF Form 3005, 3006, 3007, or 3008	4	as required
12	AF Form 3010	3	mandatory
13	AETC Form 1307	1	as required (note 3)
14	AETC Form 1326 or 1371	1	mandatory
15	AETC Form 1328	1	as required
16	AETC Form 1348	1	mandatory
17	AETC Form 1356	3	as required
18	AETC Form 1375	3	as required
19	AETC Form 1408	1	mandatory
20	AETC Form 1415	4	as required
21	AETC Form 1419	1 (as applicable)	as required
22	NGB Form 22	1	as required
23	MEPCOM Form 714-A	1	mandatory

NOTES:

1. See paragraph 2.25 for DD Form 785 procedures and Attachment 7 for addresses.
2. If applicant has previous military service, DJ Form FD 258, **Fingerprint Card (Prior Service)**, may be appropriate.
3. Form is required for prior service applicants wishing to apply for recruiting duty.

2.25. Applicants Applying for NPS or PS Program From Officer Candidate Training. Before processing, a DD Form 785 or a letter from the releasing agency containing the same information as a DD Form 785 is required for all applicants previously eliminated from officer candidate training. For applicants released from Air Force OTS within the last 2 years, request a copy of the DD Form 785 from HQ AFRS/RSOC. For all others, see Attachment 7. Applicants are eligible for enlistment processing unless the elimination action was based on punitive or administrative actions involving defective character traits, unsuitability, drug abuse, etc. In questionable cases, a request for enlistment determination may be forwarded through group to HQ AFRS/RSOPA. Include two copies each of the applicant's DD Form 785 or letter, DD Form 214 or 215 (as appropriate), and a statement of circumstances from the applicant. **Exceptions:** Disenrolled AFROTC and AFA cadets (required to fulfill AD service obligation) are authorized to enlist without review of DD Form 785 provided they have a DD Form 368 approved by HQ AFPC/DPPAES. Applicants for NPS must disenroll from ROTC and possess an approved DD Form 785.

2.26. Special Procedures for the PS Program. This paragraph and its subparagraphs contain procedures for processing PS applicants. This program applies to applicants for enlistment in the RegAF who have 24 or more months of active duty without regard to regular component of continuous service in the US Armed Forces. PS applicants must meet the same eligibility requirements as NPS applicants unless otherwise specified. After qualifying applicants against Table 1.1, Chapter 4, and Attachment 5, refer to the following for continued processing:

2.26.1. Age. The applicant must be less than 28 years old as of the date of entry on AD. Compute maximum age using the sample at Attachment 3. **EXCEPTION:** If an applicant's TAFMS consists of AD in an ARC, then there are no adjustments for age. The Air Force has no obligation to enlist persons who become ineligible due to passage of time.

2.26.2. Physical Standards--Flying and Nonflying:

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

2.26.2.2. When required, MEPS completes a modified class III flying physical and the liaison NCO mails the results for certification to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549.

2.26.3. AFSC and Skill Level Determination:

2.26.3.1. Use the applicant's latest DD Form 214, 215, or 368 or NGB Form 22 to obtain the primary AFSC (PAFSC). Applicants last separated from the RegAF may also be considered for enlistment in a secondary AFSC provided it is shown on DD Form 214, 215, or 368 or NGB Form 22. Applicants must possess a minimum 5-skill level in the AFSC for which they are enlisting unless no 5-skill level exists in the AFSC career ladder. Applicants enlisting in pay grade E-6 or E-7 (technical sergeant or master sergeant) must possess a minimum 7-skill level in the AFSC for which they are enlisting.

2.26.3.2. The downgrade and withdrawal of AFSC skill level for loss of proficiency due to nonperformance is according to AFI 36-2101.

2.26.3.2.1. AFSCs awarded at the 5-skill level held at time of separation will be downgraded to the 3-skill level when individuals enlist on or after the fourth anniversary of their DOS.

2.26.3.2.2. AFSCs awarded at the 7- or 9-skill level will be downgraded to the 3-skill level on or after the sixth anniversary.

2.26.3.2.3. AFSCs downgraded to the 3-skill level under the guidance in paragraphs 2.26.3.2.1 and 2.26.3.2.2 will be withdrawn after 2 additional years of nonperformance.

2.26.4. PS Military Occupational Specialty (MOS) of Job Code Conversion to AFSC. If authorized, non-USAF MOS or rating conversions will be to the 3-skill level only. Squadrons will forward conversion requests through group to HQ AFRS/RSOPA with the following documentation:

2.26.4.1. Squadron cover memorandum, which must include the DMDC result and ASVAB scores.

2.26.4.2. A copy of the undeleted DD Form 214 or 215.

2.26.4.3. A detailed resume to include all training received, service schools attended, duties performed, equipment worked on, and any other relevant information.

2.26.5. Counseling Instructions:

2.26.5.1. Inform each applicant:

2.26.5.1.1. That processing does not obligate the Air Force.

2.26.5.1.2. Not to terminate employment or sell possessions before approval of enlistment.

2.26.5.1.3. He or she must remain fully qualified once the assignment has been issued.

2.26.5.2. Applicants are prohibited from applying for retraining until they have completed at least 3 years of active duty if a 4-year enlistee, or at least 5 years of active duty if a 6-year enlistee.

2.26.5.3. Applicants are not entitled to any special consideration for promotion, skill, or NCO status advancement based upon any previous military service.

2.26.6. Pay and Shipment of Household Goods. DD Form 2560, **Advance Pay Certification/Authorization**, must be used to receive an advance of pay. Only grades senior airman and below require recruiting squadron commander approval. Shipment of household goods, personal property, or do-it-yourself (DITY) moves must be arranged through the nearest traffic management office (TMO) and military service. DITY moves must be approved in advance by the TMO or reimbursement will not be made.

2.26.7. Assignment. Recruiters will call the squadron PS monitor to determine the assignment availability for tentatively qualified applicants.

2.26.7.1. If a requirement exists, the applicant can be scheduled for further processing and assignment

booking. Recruiters will not make any direct or implied assurance, guarantee, or promise to the applicant based on this call.

2.26.7.2. The MEPS LNCO or squadron PS monitor requests the assignment from HQ AFRS/RSOPB. The IRE, ISC, and PC must be verified by squadron operations and given to the LNCO. The LNCO will provide this information to HQ AFRS/RSOPB when requesting the assignment.

2.26.7.3. The place of enlistment is at MEPS through AFRS. Oversea enlistment is not authorized except where both MEPS processing and AFRS support are available. Send requests for exceptions through group to HQ AFRS/RSOPA. Attachment 11, Figure A11.4, is a sample order for this type of applicant.

2.26.8. Term of Enlistment (TOE). The TOE for all prior and previous service enlistments is 4 or 6 years.

2.26.9. Grade. Determine enlistment grade, using Table A3.1.

2.26.10. Date of Rank (DOR). Determine DOR, using paragraph A3.5.2.

2.26.11. DDA and Broken Service Selective Reenlistment Bonus (BSSRB):

2.26.11.1. Applicants authorized to enlist in pay grades E-4 through E-6 who have an AFSC in which a requirement exists on the prior service required skills list (PSRSL) must enlist for DDA in that skill if otherwise qualified. Figure A11.1 is a sample order.

2.26.11.2. The objective of the BSSRB is to increase the level of career personnel in certain skills and career zones by offering such payment to PS Air Force personnel who were qualified in the specialty immediately before their most recent separation from the Air Force and who agree to reenter AD. Obtain current information from the squadron or MEPS.

2.26.12. Retraining:

2.26.12.1. Applicants authorized enlistment in grades senior airmen through master sergeant who cannot enlist in their previous skill may enlist for formal retraining, when available, as indicated on the PSRSL. Authorization for retraining will come from the Air Staff and will be announced to recruiting personnel by HQ AFRS.

2.26.12.2. Applicants will meet all prerequisites for the desired training and must be qualified on a current version of the ASVAB.

2.26.12.3. The enlistment validity period in the authorized enlistment month for formal school assignments is usually sufficient to permit applicants to enlist and take leave as authorized before reporting to technical training. Early reporting is not authorized; therefore, applicants may either delay enlistment or request advance leave.

2.26.12.4. The following applies to assignment following retraining:

2.26.12.4.1. When the training period is for 20 weeks or more, the applicant is assigned PCS to the base

where the technical training is located. Upon graduation, assignment is determined based upon Air Force needs. Figure A11.2 is a sample order.

2.26.12.4.2. For training courses less than 20 weeks, an assignment is furnished at the time the school assignment is obtained. Training is conducted in a TDY en route status. Figure A11.3 is a sample order.

2.26.13. Assignment of PS Air Force Personnel Directly to Recruiting Duty:

2.26.13.1. Authority for assigning PS Air Force applicants to recruiting duty is HQ USAF/DPXFA. NCOs are eligible to apply if otherwise qualified. Recruiting duty is considered a DDA. Time in grade adjustments, per AFI 36-2604, *Service Dates and Dates of Rank*, may be made for PS applicants going into recruiting duty.

2.26.13.2. Criteria and application procedures are available through a PROMIS message and explain screens. Use AETC Form 1307, **Recruiter Applicant Interview**, for all applicants applying for recruiting duty. Use Table 2.6 for required forms.

2.27. Special Procedures for Linguists. Recruiters or MEPS NCOs will identify applicants who are eligible for special testing based on ASVAB scores, sensitivity job code (SJC), and other qualifications. Schedule those applicants expressing an interest in foreign languages and qualifying for the DLAB for this test as soon as possible. Once the scores have been received, applicants with DLAB qualifying scores per paragraph 2.11.5.1 will be sworn into the DEP. Complete AF Form 3005, **Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force**, per paragraph 6.3. Applicants will be given a copy of AETC Form 1329, **Language Preference Questionnaire**. Once the applicant fills out the questionnaire, mail or fax it to 2 AF/DOPN for evaluation and language assignment. The fax number is DSN 597-1210 or (601) 377-1210. The mailing address is: 2 AF/DOPN, 721 Hangar Road, Suite 102, Keesler AFB MS 39534-2804.

2.27.1. 2 AF/DOPN will determine the best language match for the candidate based on information on the questionnaire, the needs of the Air Force, and locally held statistical databases predicting the success rate for airmen with similar backgrounds. The selection process will be competitive to select the best candidate to meet Air Force requirements. 2 AF/DOPC will provide HQ AFRS/RSOPB with a schedule of upcoming language training classes being offered at the Defense Language Institute Foreign Language Center (DLIFLC).

2.27.2. HQ AFRS/RSOPB, in coordination with 2 AF/DOPC, will determine an optimum entry date into BMT to allow for a 2-week window from BMT graduation to arrival at the 311 TRS and DLIFLC class start date. 2 AF/DOPN will tentatively earmark the candidate for a foreign language class. When the candidate enters BMT, 2 AF/DOPN will validate language assignments with 319 TRS/CFCUUQ during the second week of BMT.

2.27.3. The AF Form 3007 and the AF Form 3008, **Supplement to Enlistment Agreement - United States Air Force**, if applicable, will be sent to the recruiter through normal channels after the job has been reserved. Indicate the AFSC as 1N330 on the AF Form 3007.

2.27.4. Brief the applicant that he or she only tentatively earmarked for his or her selected language and that requirements may change based on Air Force needs. The Air Force will do its best to satisfy the

applicants' goals providing they fulfill their part by completing BMT as scheduled. Applicants who do not express a strong language preference have the option of remaining in the language pool and being assigned a language upon arriving at the 311 TRS.

Chapter 3

OFFICER TRAINING SCHOOL (OTS) AND CHAPLAIN RECRUITING REQUIREMENTS

3.1. General Instructions. After prequalifying an applicant based on the general conditions listed in Table 1.1, use the paragraphs and tables in this chapter for specific program criteria, enlistment procedures, and special instructions. Give each applicant an AETCPAM 36-2003, *A Head Start on OTS*, after selection and provide counseling on all items. If an applicant has prior AD service, additional information can be found in AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, and on the internet at <http://www.afoats.af.mil> and <http://www.afpc.randolph.af.mil>.

3.2. Basic Eligibility. Each applicant must meet all applicable eligibility requirements identified in this instruction. Table 1.1 and Chapter 4 of this instruction list conditions that make applicants ineligible to enlist or receive a commission. Each applicant should be questioned thoroughly to ensure he or she is qualified. Unqualified applicants should be tactfully dismissed or informed if a waiver is appropriate.

3.3. Age Criteria. The minimum age for application to OTS is 18. The maximum age will depend upon the program for which the applicant is applying and for which there is available training. Prior military service will not be subtracted from an OTS applicant's age.

3.3.1. Applicants applying for specialized undergraduate pilot training (SUPT) or specialized undergraduate navigator training (SUNT) must enter an undergraduate flying training (UFT) class before reaching age 30 or they will be rendered ineligible for UFT. Additionally, they will be briefed that failure to complete OTS in time to enter UFT by age 30 could result in their discharge from the Air Force. To allow for sufficient time for selection, physical certification and class assignment, UFT applicants must meet a selection board before the applicant turns 28 1/2. Coordination with HQ AFRS/RSOCL is required if the applicant will not meet a board before age 28 1/2. If approved, the applicant must contain the following statement, signed by the applicant, on a piece of plain bond paper:

"I am submitting my application with the understanding that, if selected and physically qualified, I must enter OTS early enough to follow on and enter UFT before age 30. If the Air Force is unable to place me in an OTS class that would facilitate the same, my selection as a (pilot/navigator) will be withdrawn."

(Signature)

(Date)

3.3.2. Applicants applying for nonrated programs will be considered without waiver if they are less than 34 years of age by board convening date.

3.3.3. Age waivers may be considered provided applicants can be commissioned before their 35th birthday.

NOTE: Other waivers authorized.

3.4. Minimum Education Requirements:

3.4.1. Civilian applicants must have, or be within 365 days of receiving, a baccalaureate degree awarded

by a college or university that is accredited by one of the six regional accreditation commission for schools and colleges and also listed in the *Educational Directory of Colleges and Universities*, published by the US Department of Education. A baccalaureate degree from the University of the Philippines is acceptable. Use AETC Form 1413, **Verification of Scheduled Graduation**, for all applicants currently enrolled in college. It must include courses required for graduation.

3.4.2. Applicants who have graduated from a nonaccredited college or university in the United States may apply if they present evidence from an accredited institution of higher learning that their credits are acceptable for graduate work.

3.4.3. Applicants who have graduated from a college or university not in the United States may apply if all of the following conditions are met:

3.4.3.1. Transcripts are translated to English (when required). The applicant must pay all fees involved.

3.4.3.2. The degree is evaluated by one of the following credential evaluation agencies:

3.4.3.2.1. Globe Language Services, Inc., 319 Broadway, New York, NY 10007-1187, 1-800-446-6228; fax (212) 693-1489.

3.4.3.2.2. Credentials Evaluation Service of the International Education Research Foundation, PO Box 66940, Los Angeles, CA 90066, (213) 390-6276.

3.4.3.2.3. World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10011-0745, (212) 966-6311.

3.4.3.2.4. Educational Credential Evaluators, Inc., PO Box 92970, Milwaukee, WI 53202-0970, (414) 289-3400.

3.4.3.2.5. Josef Silny & Associates, Inc., PO Box 248233, Coral Gables, FL 33124, (305) 666-0233; fax (305) 666-4133.

3.4.3.3. Written evidence is obtained from an accredited college or university in the United States that credits would be acceptable for graduate work.

3.4.4. If unsure of degree requirements for specific AFSCs, contact HQ AFRS/RSOCL.

3.5. Dependents:

3.5.1. Single parents and individuals married to a military member with dependent children are ineligible for commissioning programs without a waiver or eligibility determination. If the dependents are to remain in the legal custody of the member, a waiver request must accompany the OTS application. If legal custody of dependents has been awarded to another person or if the dependents have been adopted, a dependency eligibility determination (DED) will be used to validate that the member no longer has custody of dependents and to declare the applicant eligible (paragraphs 4.12 and 4.13.). An AF Form 3010 is required of applicants who have dependents and or a military spouse.

3.5.2. To enroll an applicant's family members into DEERS, get the required paperwork for family member ID cards, and receive VHA quarters and subsistence allowances, the applicant will need to take his or her spouse's SSN, a copy of their marriage certificate, copies of all children's birth certificates, and a copy of their rental, lease, or mortgage agreement or notarized statement signed by the landlord showing the amount paid for housing (not including utilities). If the applicant's family members will be living with parents while the applicant is at OTS, a letter is required from the parents stating the applicant's family members will be staying with them.

3.6. Test Qualifications. All OTS applicants will take the AFOQT unless previously tested with qualifying test scores. Minimum test scores do not necessarily mean an applicant is competitive. The test will generate scores for five areas: Pilot (P); Navigator (N); Academic Aptitude (AA); Verbal (V); and Quantitative (Q). Test scores are good for a lifetime.

3.6.1. Minimum scores are as follows:

3.6.1.1. Pilot applicants with a private pilot's license (PPL) must have a combined total of 50 in the pilot and navigator areas with at least 25 in the pilot area and at least 10 in the navigator area. The remaining scores must be at least 00 in AA, 15 in V, and 10 in Q.

3.6.1.2. Pilot applicants without a PPL must have a combined total of 60 in the pilot and navigator areas with at least 50 in the pilot area and at least 10 in the navigator area. The remaining scores must be at least 00 in AA, 15 in V, and 10 in Q.

3.6.1.3. Navigator applicants must have a combined total of 50 in the pilot and navigator areas with at least 25 in the navigator area and at least 10 in the pilot area. The remaining scores must be at least 00 in AA, 15 in V, and 10 in Q.

3.6.1.4. Nonflying applicants must have at least 00 in AA, 15 in V, and 10 in Q.

3.6.2. One retest with a different version of the test is allowed after 6 months from the original test date. Waivers to the verbal and quantitative scores may be granted by HQ AFRS/RSOCL in exceptional cases only.

3.6.3. Pilot applicants are required to take the basic attribute test.

3.7. Moral Qualifications. OTS applicants must be of sound moral character. Generally speaking, unacceptable moral character includes an established pattern of character and behavior disorders, defiance of rules, directives, and law, or when an individual, who was capable of making a decision between right and wrong in conduct, chooses to ignore generally accepted ethical standards. Refer to Chapter 4 for details regarding moral waiver and eligibility determinations.

3.8. Physical Qualifications. The physical examination performed by the initial examining facility is only a tentative qualification. Final authority for disqualifying applicants selected for space and missile operation duty (13S1) rests with HQ AFSPC/SGPA. All others must be certified by HQ AETC/SGPS. Physicals are valid for 24 months from the date of the initial physical date. See Table 3.1 for a guide to applicant physical screening. Attachment 4 contains helpful applicant screening information. Refer to paragraph 2.7.6.3 and Attachment 5 for height, weight, and BFM criteria. Physical standards are

governed by AFI 48-123.

Table 3.1. Physical Requirements.

R U L E	A If applicant is applying for	B then minimum vision is	C and height standards are	D and location of facility and type of physical are	E Notes
1	pilot (92T0)	distant visual acuity to be not more than 20/70 each eye correctable to 20/20; near vision to be 20/20 each eye without correction	standing—64 inches to 77 inches; sitting—34 inches to 40 inches (weight may not exceed 232 pounds)	MEPS flying class III commissioning physical upgraded by Air Force or sister service (including Reserve or Guard) flight surgeon; class I flying physical with EKG.	1, 2, 3, 4, 5, 6, 7, 8, 9
2	navigator (92T1)	distant visual acuity no worse than 20/200 each eye, correctable to 20/20; near visual acuity no worse than 20/40 each eye correctable to 20/20; normal color vision		MEPS flying class III commissioning physical upgraded by Air Force or sister service (including Reserve or Guard) flight surgeon; class 1A flying physical with EKG.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
3	air traffic controller (13M1)	distant visual acuity no worse than 20/400 each eye; normal color vision; correctable to 20/20	standing—60 inches to 80 inches for males; standing—58 inches to 80 inches for females	MEPS flying class III commissioning physical according to Chapter 6, paragraph 6.12, with EKG, upgraded with Adaptability Rating for Air Traffic Controller (AR-ATC) signed by an Air Force or sister service (including Reserve or Guard) flight surgeon.	1, 2, 3, 4, 5, 6, 7, 8, 11, 12
4	air weapons controller (13B1K)	distant visual acuity no worse than 20/400 each eye correctable to 20/20 in both eyes; normal color vision and valsalva		MEPS flying class III commissioning physical according to Chapter 6, paragraph 6.12, with EKG; upgraded with Adaptability Rating for Military Aeronautics (ARMA) signed by an Air Force or sister service (including	

R U L E	A	B	C	D	E
	If applicant is applying for	then minimum vision is	and height standards are	and location of facility and type of physical are	Notes
				Reserve or Guard) flight surgeon.	
5	space and missile operations (13S1X)	correctable to 20/20 near and distant vision in at least one eye and no worse than 20/30 corrected in the other; normal color vision		MEPS flying class III commissioning physical according to Chapter 6, paragraph 6.12, with EKG; upgraded with adaptability rating for space and missile operations duty (ARSMOD) signed by an Air Force or service sister (including Reserve or Guard) flight surgeon.	1, 2, 3, 4, 5, 6, 7, 8, 11, 13
6	other nonrated career fields	distant visual acuity corrected to 20/40 in one eye; 20/70 in other or 20/30 in one eye; 20/100 in other or 20/20 in one eye; 20/400 in other. Near visual acuity must be correctable to 20/40 in the better eye		MEPS commissioning physical with EKG.	1, 2, 3, 4, 6, 7, 11

NOTES:

1. No obvious physical defects.
2. Weight or body fat measurement must be within prescribed limits. (See Attachment 5 and paragraph 2.7.6.3.)
3. When examined at a MEPS and found to be temporarily disqualified (TDQ) due to reasons requiring supplemental data, applicant must return to MEPS for a profile revision before physical and supplements are sent to HQ AFRS/RSOCL for surgeon general (SG) waivers.
4. All OTS physicals must include the reading aloud test (RAT).
5. Use exact sitting and standing height measurements. Do not round off fractions.
6. Correction of visual acuity by photorefractive radial keratotomy is a disqualifying factor for all Air Force program applicants; however, waivers may be considered. Radial keratotomy and lasik surgery is not waiverable.
7. If time limits prevent the LNCO's receipt of the certified physical before the applicant's enlistment, HQ AFRS/RSOCL will confirm physical certification by telephone with the MEPS. The applicant may then enlist with the MEPS or flight surgeon record copy of the physical. On a case-by-case basis, a facsimile copy may be sent from HQ AFRS/RSOCL to the MEPS to provide a copy of the SG certification.

8. All OTS physicals must be sent to HQ AETC/SG through RSOCL for review and certification.
9. Rated applicants must have a red lens test.
10. Contact lenses will not be worn for 90 days preceding examination for flying class 1 and 1A physicals.
11. Round off fractions in height between 58 and 80 inches to the nearest inch. Male applicants below 60 inches or above 80 inches and female applicants below 58 inches or above 80 inches are ineligible without HQ AETC/SGPS waiver approval. Do not round off to qualify applicants who do not meet the minimum or maximum standard.
12. Applicants for 13M1 must complete an adaptability rating-air traffic controller (AR-ATC), and 13B1K must complete an adaptability rating for military aeronautics (ARMA).
13. Applicants for 13S1 duty must complete these additional physical requirements, and SF 88, **Report of Medical Examination**, must be annotated as referenced:
 - 13.1. Item 5—space and missile duty (must state) for 13S1.
 - 13.2. Item 72—adaptability rating for space and missile operations duty (ARSMOD) (SAT or UNSAT).
 - 13.3. Item 77—qualified for space and missile duty (must state) for 13S1.
 - 13.4. Item 80—must be signed by Air Force or sister service (including Reserve or Guard) flight surgeon.

3.9. Age, Citizenship, and Name Verification. Refer to paragraph 2.6.

3.10. Preservice Marijuana and Drug Usage. Officer applicants must explain preservice marijuana use with a handwritten statement in the remarks section of AF Form 2030. If an applicant is selected for appointment, the AF Form 2030 will be reviewed by the agency responsible for AFSC classification. Refer to paragraph 4.10.

3.11. Military Records. These documents are required for all applicants who currently hold or previously held military status. They must be included in the OTS application package. AD members' records will be requested from their respective units. Civilian applicants with prior service will request their records in sufficient time to have them available for the application to meet the prescribed cutoff date. The applicant should use SF Form 180 to authorize the release of the records. Attachment 8 lists instructions for this form. Request all military performance reports, enlistment, separation, and discharge documents, related correspondence, and any derogatory information (Article 15, UCMJ, courts-martial, etc.).

3.12. Counseling. Provide adequate counseling to applicants to ensure receipt of available OTS information. Applicants for rated duty must provide the recruiter with all information needed to complete AETC Form 1422, **Evaluation of Applicant for Rated Duty**.

3.12.1. Commitment. Inform applicants that application submission incurs no mutual obligation. Refer to Table 3.2 for information regarding the active duty service commitment (ADSC) for applicants selected to attend OTS.

3.12.2. Enlistment Grade. Civilians selected to attend OTS will enter in the grade of staff sergeant (SSgt), regardless of any previously held military pay grade.

Table 3.2. Active Duty Service Commitment (ADSC) for Officer Training School (OTS).

R U L E	A	B
	If the individual is	then the ADSC is
1	nonrated	4 years from date of commissioning.
2	pilot	10 years from the date of award of aeronautical rating (completion of SUPT).
3	navigator	6 years from the date of award of aeronautical rating (completion of SUNT).

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

3.12.3.1. Eliminees entering enlisted status will normally be reduced to airman first class (A1C) unless they have prior military service that may entitle them to a higher pay grade. Directives in effect at that time will determine the grade.

3.12.3.2. Pilot applicants must be briefed that the Flight Screening Program (FSP) is an integral part of specialized undergraduate pilot training (SUPT). Failure to complete FSP will result in discharge unless the applicants are approved for reclassification by AFPC into another career field or apply to remain in the RegAF in enlisted status.

3.13. Procedures. Do not refuse to process tentatively qualified applicants. Those who are not competitive, based on current selection statistics, should be discouraged from applying but can apply if they insist. Applicants may apply for OTS and NPS enlistment concurrently. The squadron should withdraw the application if the EAD date is before the board release date. However, if they enter EAD before receiving selection board results, they are obligated for their enlistment and will not be released from their AD enlistment to attend OTS if selected. An applicant who enters AD before receiving board results must initial the following statement in the remarks section of DD Form 1966, "I understand I am obligated for my active duty service commitment, regardless of the OTS selection board results." Recruiters will type this statement on DD Form 1966. (Also see Attachment 12).

3.13.1. NPS applicants who are selected for OTS and accept before they enter NPS AD must have their NPS reservation canceled. This cancellation will result in a temporary loss of reservation (Net Res) credit. Squadrons may request credit restoration from HQ AFRS/RSOAP through the group after the applicants have formally accepted their selection to attend OTS. Requests must identify the applicants' personal information, including the applicants' sex, DEP date, EAD date, SSN, RIC, and cancellation date. HQ AFRS/RSOAP will restore credit after acceptance is verified by HQ AFRS/RSOCL.

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

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

3.13.3.1. Military records, including promotion dates and positions held, and copies of all performance reports must accompany the application. Refer to paragraph 3.11.

3.13.3.2. DD Form 368 is mandatory for all ARC and other Reserve and Guard members before Air Force processing.

3.13.3.3. Former warrant officers are eligible to apply provided they are otherwise qualified.

3.13.3.4. Warrant officers and enlisted members of other branches of the Armed Forces must have a letter of understanding of the application process and conditions of release signed by their respective approval authority (see Attachment 7).

3.14. Required Forms for Application. All two-sided forms must be head-to-foot. Incomplete or erroneous applications will not be presented to the OTS selection board. These applications will be held in suspense until all required documentation is received. Group and squadron OA personnel will be notified of missing and incorrect items and the suspense dates. Administrative suspenses must be cleared within 10 days unless an extension is requested and granted. Extensions must be requested through the group program manager to HQ AFRS/RSOCL. Use current application guide when completing OTS applications.

3.15. Submitting Applications. Send completed applications to the squadron OTS monitor as soon as possible for a final quality control check.

3.15.1. Only the squadron TCO or squadron commander will enter the AFOQT form number, date of test, and AFOQT scores on AF Form 56. The applicant PROMIS summary report is the test score verification source and must be included with the application. For individuals who test at ROTC detachments, include the source document provided by the unit.

3.15.2. Any Air Force line officer Capt or above can conduct a personal interview with OTS applicants. ANG and AFRES unit commanders must interview airmen assigned to their respective units. The interview will be face-to-face, in private when possible; however, telephone interviews are permitted where geographic separation makes face-to-face interviews economically impractical.

3.15.3. Forward applications to HQ AFRS/RSOCA, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527, as soon as they are complete, quality control checks have been accomplished, and the information from the application has been entered into the PROMIS. Applications must be received by announced cutoff dates.

3.15.4. If an applicant moves to another area before submitting an application, refer him or her to the gaining recruiter, flight, or squadron. If an applicant moves to another area after an application has been submitted, notify HQ AFRS/RSOCA by message after all arrangements have been established.

3.16. Selection Board. The OTS selection board is composed of Air Force line officers in the grade of colonel or colonel-select. Boards will convene as often as the mission requires, and members will review all applications.

Table 3.3. Forms Required for Application and Enlistment.

I T E M	A	B	C	D	E	
	Forms Required	Application	Enlistment Case File Includes	Use	Notes	
1	SF Form 86	NA	copy	(note 1)	1	
2	DD Form 368	copy	O	as required	none	
3	DD Form 369	NA				
4	DD Form 372					
5	DD Form 785	O	copy		2, 3	
6	DD Form 1966	NA	O (set)	mandatory	none	
7	DD Form 2246	copy	O			
8	DJ Form FD-258	NA	NA	(note 1)	1	
9	AF Form 56	two copies	O	mandatory	4	
10	AF Form 2030	copy	O			5
11	AF Form 3010					as required
12	NES Statement	original	copy	mandatory	none	
13	AETC Form 1325		NA			as required
14	AETC Form 1332, Officer Training School Data	copy		mandatory		
15	AETC Form 1348	NA	O			
16	AETC Form 1356	original plus three copies	NA	as required		
17	AETC Form 1360, Commissioning/ Appointment Application Checklist	original	NA	mandatory		
18	AETC Form 1413					as required
19	AETC Form 1415	original plus three copies	copy			
20	AETC Form 1419	copy	O			
21	AETC Form 1422	original	NA	rated applicants	none	
22	SF Forms 88 and 93	NA	copy	mandatory	7, 8	
23	transcripts	copy	O			9
24	MEPCOM-Form 714A	NA				none
25	recommendation letters	original	NA		10	

I T E M	A	B	C	D	E
	Forms Required	Application	Enlistment Case File Includes	Use	Notes
26	class assignment letter	NA	O		none
27	prior service documents	copy	copy	as required	
28	OTS Applicant Profile	original		mandatory	11

NOTES:

1. The original SF Form 86 is replaced by the EPSQ. The two original DJ Forms FD-258 are required on OTS selects and will accompany the EPSQ documents or SF 86 sent to Defense Investigative Service (DIS). (See <http://www.dss.mil>.)
2. If the applicant has any previous military service or officer training, include one copy of all discharge documents as appropriate (that is, DD Form 785, undeleted DD Form 214 or 215, NGB Form 22, or discharge orders if Reserve component). If the release was due to a medical problem, the applicant must take a physical, and SF 88 and 93 should be submitted with the application (item 23). Reference paragraph 3.11 to request information.
3. For proper addresses, see Attachment 7.
4. Section 7, line categories: Maximum of two choices.
5. If the applicant answers "yes" to any question, refer to paragraph 3.10.
6. Required for all applicants who have dependents and or are married to a military spouse.
7. Physicals are optional in the application package; however, once an applicant has been selected, the recruiter has 45 days to send the original and two copies of the completed physical and all medical documentation to HQ AFRS/RSOCL. If an applicant was discharged or previously medically disqualified, a physical must be accomplished and all documents forwarded with the application to prove that the condition no longer exists. Commissioning physicals may be scheduled at the MEPS; however, physicals for 13SXX or 13BXX and rated applicants must be accomplished by a credentialed flight surgeon. If not Air Force, the results must be sent to the HQ AETC/SG for review and certification.
8. Once HQ AFRS/RSOCL assigns a class, the original certified physical will be forwarded with the class assignment letter to the squadron for enlistment purposes. In cases of short notice assignments, HQ AFRS/RSOCL can authorize enlistment and MEPS personnel may use facsimiles of certified physicals.
9. Student copies of transcripts are authorized for application purposes only. One copy from each college or university must be included. When final transcripts are not available before EAD, a letter from the degree-granting institution is mandatory, stating the applicant's name, degree awarded, major, and official school seal. In all cases, final transcripts are required before graduation from OTS, or commissioning will be denied.
10. The minimum is three but no more than five.
11. Limited to two pages.

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

3.16.2. Nonselects from the first board are automatically considered by the next board provided they remain qualified for the program. Applicants are not required to meet consecutive boards.

3.16.3. Applicants who are not selected on the second board may reapply using the following guidelines:

3.16.3.1. If there are four boards per year, they may reapply after two consecutive boards.

3.16.3.2. If there are more than four boards per year, they may reapply after three consecutive boards.

3.17. Reapplication. Individuals who were nonselected, had a waiver disapproved, or declined selection or class assignment may reapply provided they wait the required consecutive boards from their final disposition and have remained qualified for the program (paragraph 3.16.3).

3.17.1. Applicants previously disenrolled from OTS for medical reasons may submit a request for reinstatement within 6 months from the date of elimination provided they are certified as medically qualified by HQ AETC/SGPS and are also otherwise qualified. Contact HQ AFRS/RSOCL for instructions on where to mail the request for evaluation. A formal application is not required.

3.17.2. Applications may be submitted on individuals who were eliminated from OTS and not eligible for medical reinstatement if 6 months have elapsed. A DD Form 785, a signed statement of circumstances, and the squadron commander's recommendation along with evidence of medical qualification must be submitted with the application to HQ AFRS/RSOCL for evaluation. If the applicant is found to be medically qualified by HQ AETC/SGPS, the application will meet the next scheduled selection board.

3.17.3. Applicants desiring a program change before the board convenes must complete a new AF Form 56 indicating the change. Coordination through the group with HQ AFRS/RSOCL is required when submitting documentation for a program change.

3.17.4. In any case, new forms are required for reapplication.

3.18. Area of Preference. Inform applicants that selection boards will consider them for the program indicated as their first choice on AF Form 56 unless the program is not available. Once selected, applicants may be classified in another area based on the needs of the Air Force, the desires of the applicant, and the availability of AFSCs.

3.19. Withdrawal of Select Status. Select status may be withdrawn under the following circumstances for applicants who:

3.19.1. Were selected for flying duty and subsequently became medically disqualified for flying. These applicants may be reclassified into another area if they have requested more than one program and if those fields are available at the time provided they are otherwise qualified.

3.19.2. Were selected and then became disqualified (physically or morally) for commissioning.

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

3.19.4. Are DEP eligible and their class assignment is more than 30 days from the date of the OTS class assignment letter and they do not enlist in the DEP within 30 days of class notification. Unique circumstances will be reviewed on an individual basis.

3.19.5. Have substantiated derogatory information concerning them.

3.19.6. Request a change in class date and the change cannot be approved.

3.20. Selection. All selections are tentative pending physical certification by the appropriate authority. Class assignments cannot be made until an applicant is physically certified for the assigned AFSC. Once certified, applicants are assigned to the first OTS class, on or after their availability date, in which there is a vacancy for their assigned AFSC.

3.21. Delayed Entry Program (DEP). Selected applicants may take a commissioning physical and enter the DEP on the same day provided they are qualified for a commission by the CMO at the MEPS. Ensure the applicant understands that the physical must be certified by HQ AETC/SG. Applicants must enlist in the AFRES for an 8-year period and are required to enter AD within 365 days from the date of DEP enlistment. Enter the following paragraph into section G of AF Form 1034, **Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve**, and have the applicant initial it: "The applicant understands that entry into the Delayed Entry Program is conditional upon a finding that the applicant is medically qualified for continued service under Air Force standards. If the applicant should, at any time, be found not medically qualified for service (using Air Force standards), the applicant is subject to immediate discharge from the Delayed Entry Program."

3.22. Acceptance of Class Assignment. Once notified of class assignment, applicants not previously enlisted in the DEP must enlist in the DEP within 30 days of the date of the class letter. If an applicant declines assignment, immediately notify HQ AFRS/RSOCL. See Chapter 2 for courtesy enlistment procedures.

3.23. Class Change Requests. When an applicant is unable to accept a class assignment due to unforeseen circumstances, a change may be requested through the group to HQ AFRS/RSOCL. A signed letter from the applicant must accompany the request to explain the circumstances and provide a new availability date. If the request is approved, a new class will be provided. If the request is disapproved, select status will be withdrawn.

3.24. Departure Preparation:

3.24.1. The squadron commander will conduct a predeparture interview with every OTS applicant within 15 days of the class entry date. This interview will be face-to-face (telephonic interviews are acceptable when there are extenuating circumstances) and documented in the remarks section of AETC Form 1319, **Personnel Interview Record**. The operations officer may conduct the interview in the absence of the squadron commander. If the applicant does not display the level of enthusiasm, commitment, and desire considered necessary to complete OTS, the interviewer should indicate to the applicant that he or she should decline entry. Some suggested topics of discussion are: the applicant's plans, goals, family situation, expectations of a commissioned officer, physical training, financial situation, etc. Also, ensure the applicant has received and reviewed AETCPAM 36-2003 or <http://www.afoats.af.mil>.

3.24.2. Ensure that each applicant sees the video "Always With Honor," which depicts the life of an officer trainee from inprocessing to graduation. Document this viewing on AETC Form 1319.

3.25. Declinations. Applicants who decline select status or class assignment must provide HQ AFRS/RSOCL with a signed letter providing the reasons for declining. The squadron will notify HQ AFRS/RSOCL through the group by TYMESHARE message, fax, or e-mail as soon as possible. If the applicant will not provide a statement, a more detailed message must be provided. See Chapter 2, paragraph 2.22, and Table 2.5 for cancellation procedures.

3.26. Enlistment Processing:

3.26.1. OTS applicants should process through the MEPS on the EAD date provided by HQ AFRS/RSOCL. (See Attachment 13.)

3.26.2. Enlistment orders should direct reporting to: Charge of quarters, building 1413, First Floor, Maxwell AFB AL 36112-6417, no earlier than (NET) 0800 and no later than (NLT) 1800 on the scheduled class start date.

3.26.3. Notify HQ AFRS/RSOCL immediately if applicants cannot arrive on their scheduled class start date.

3.26.4. Direct FSP applicants to report to building 7450, Lackland AFB TX 78236-5724, NET 0800 and NLT 1400.

3.27. Non-Native English Speaking (NES) Applicant Processing. Any OTS applicant not proficient in the English language must complete the NES statement at Attachment 14. If a NES applicant is selected, further testing may be required. Contact HQ AFRS/RSOCL for guidance. Failure to qualify within 90 days of tentative selection notification may result in the selection being withdrawn.

3.28. Application for the Air Force Chaplain Service:

3.28.1. General. Direct inquiries to HQ AFRS/RSOCC, 550 D Street West Ste 1, Randolph AFB TX 78150-4527. Phone: 1-800-803-2452, (210) 652-4700, or DSN 487-4700.

3.28.1.1. Eligibility Criteria:

3.28.1.1.1. Educational Requirements. Chaplain applicants must possess 120 semester hours from an accredited college or university and possess a Master of Divinity (normally 90 semester hours) or an equivalent theological degree (usually acquired in 3 years), or have completed 3 full time resident years of graduate-level study in theology or related subjects from an accredited institution leading to ordination and ecclesiastical endorsement that qualifies applicants to perform professional functions as a chaplain. (Contact HQ AFRS/RSOCC for guidance.)

3.28.1.1.2. Ecclesiastical Endorsement. Qualified clergy must be endorsed by a valid endorsing official who submits the ecclesiastical endorsement on DD Form 2088, **Certificate of Ecclesiastical Endorsement**, to HQ AFRS/RSOCC. The endorsing agency must be recognized by the Armed Forces Chaplain Board. The Executive Director, Armed Forces Chaplains Board, 4000 Defense, Pentagon,

Washington DC 20301-4000, (703-607-9015), stocks and issues DD Form 2088. HQ AFRS/RSOCC ensures the DD Form 2088 is received before an applicant receives the application.

3.28.1.1.3. United States Citizenship. Chaplain applicants must be citizens by birth or naturalization at time of application.

3.28.1.1.4. Age. Applicants must be appointed prior to age 42. Waivers may be granted on an individual basis up to age 43 and for critical faith group needs. Some Reserve chaplains may qualify beyond age 43.

3.28.1.1.5. Commissioning Physical. Applicants must complete a commissioning physical at a MEPS. Applicants holding military status may submit a physical plus two copies less than 2 1/2 years old along with the application (some additional tests may be required).

3.28.1.1.6. National Security Clearance. Applicants must pass a background security investigation. Applicants with military status may submit an official letter from their security monitor stating current clearance type and date granted.

3.28.1.1.7. Ministry Experience. Two years of pastoral ministry experience is desired. This may be a combination of pre-seminary, seminary, and post-seminary experience.

3.28.2. Procedures. Upon receipt of an ecclesiastical endorsement, HQ AFRS/RSOCC sends the applicant an application package and contacts the local OA flight commander to begin the application process.

3.28.2.1. Application Process. The OA flight commander contacts the OA recruiter in the applicant's geographical area. The recruiter contacts the applicant to set up an appointment to review the application. The applicant brings the completed typed application forms in the AETC Form 1360. A checklist for each section of AETC Form 1360 will be on top of the appropriate section. The recruiter quality controls the application by reviewing all forms for initials, signatures, common information content for errors, signs off on all checklists, and enters squadron and RIC on AETC Form 1360. The recruiter forwards the completed application to HQ AFRS/RSOCC, 550 D Street West Ste 1, Randolph AFB TX 78150-4527.

3.28.2.2. AF Form 2030. The recruiter witnesses the signing of AF Form 2030.

3.28.2.3. SF 180. The recruiter will initiate this form for all prior and current military persons and mail to proper agency.

3.28.2.4. Credit Check. Initiate credit check. Send only results of problem cases to HQ AFRS/RSOCC.

3.28.2.5. Commissioning Physical. Recruiters schedule a physical at the nearest MEPS and provide transportation and accommodations as with all other OA applicants. Complete USMEPCOM Form 714A and DD Form 2246 with the applicant and forward to MEPS with the applicant.

3.28.2.6. Entrance National Agency Check (Standard Form 86). The OA recruiter reviews the SF 86 for completeness, ensures FD 258 fingerprint cards are accomplished, and initiates according to flight or squadron procedures. Upon notification of selection, the OA flight will ensure the Electronic Personnel

Security Questionnaire (EPSQ) and FD 258 fingerprint cards are forwarded to the DSS.

3.28.2.7. Physical. The MEPS liaison forwards the original physical plus two copies to HQ AFRS/RSOCC, 550 D Street West Ste 1, Randolph AFB 78150-4527.

3.28.3. Selection Notification and Commissioning:

3.28.3.1. Notification of Selection/Nonselection Board Results. HQ AFRS/RSOCC notifies all selected and nonselected applicants and HQ AFPC/DPAH.

3.28.3.2. Commissioning. HQ AFPC/DPAH initiates the commissioning package. HQ AFRS/RSOCC notifies the OA flight commander of the chaplain applicants who have begun the commissioning process. The OA flight commander ensures the appropriate recruiter recertifies AF Form 2030, height and weight, completes DD Form 93, and AETC Form 1317 before the applicant takes the oath of office. The OA recruiter also initiates traffic management office and other standard EAD briefs.

Chapter 4

CRITERIA WAIVERS AND ELIGIBILITY DETERMINATIONS

4.1. General Conditions. Air Force applicants must be morally and financially sound and not encumbered with dependency limitations on deployment and assignment availability. If an applicant is not qualified, a recruiter may request a criteria waiver under some conditions. When there are questions about a qualified applicant's suitability, the commander must make an eligibility determination. As with waivers and eligibility determinations, forward exceptions to policy or operational standards through the appropriate chain of command.

4.2. Criteria Waivers. Recruiters may initiate moral, dependency, or drug waiver requests on unqualified applicants providing they are, other than the waivable conditions, highly qualified and motivated to join the Air Force. Applicants must have displayed sufficient mitigating circumstances that clearly justify a waiver. Make all waiver actions in the best interest of the Air Force.

4.2.1. Procedures. Do not schedule applicants under waiver consideration (other than medical) for a physical examination until the waiver is approved. Submit all waiver requests for an individual at one time. For HQ AFRS and group-level waivers, retain originals at the squadron. The waiver authority will enter disapprovals in the fraud file (see paragraph 4.16).

4.2.2. Validity and Waiting Periods. Waivers are valid as follows: NPS—for as long as the applicant is job-committed; HP—12 months after approval; and OTS—6 months and or two selection boards. OTS and HP waivers remain valid until EAD for selects. Disapproved waivers may be resubmitted 6 months after disapproval. If significant mitigating data were not considered in the original request, commanders may submit the waiver with a request for exception to the 6-month period through the group to HQ AFRS/RSOP/RSOC for NPS, OTS, and HP. If approved, HQ AFRS/RSOPA will remove the applicant from the fraud file and return the waiver to the unit for NPS programs and to HQ AFRS/RSOC/RSOH for OTS or HP.

4.3. Eligibility Determinations. An eligibility determination is the formal process by which commanders review circumstances that place doubt on a qualified applicant's suitability. Three outcomes are possible—an applicant is found to be eligible, ineligible, or not qualified. If an applicant is determined not qualified, the case may be pursued through a criteria waiver request.

4.3.1. Procedures. Eligibility determination is a judgment call. As such, documents submitted must provide the facts and background information necessary for commanders to make informed decisions. It is good practice to include other documents that reflect the applicant's moral history. Commanders will document determinations in the remarks section of DD Form 1966, page 3, for NPS and OTS applicants and the addendum to AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component**, for HP applicants. Unfavorable determinations will be entered in the fraud file. Do not schedule applicants requiring an eligibility determination for a physical examination until a favorable determination is rendered.

4.3.2. Validity Period. Favorable eligibility determinations remain valid for 12 months from the date the determination is made. Unfavorable determinations are normally permanent; however, an applicant can request to be reconsidered at any time if significant mitigating information was not previously

considered.

4.4. Delegation. Only commanders, vice commanders, and deputy commanders can render waivers and eligibility determinations. Commanders at any level may disapprove the request. If the original commander, vice commander, or deputy commander at approval level is not available, elevate the request to the next higher level of command. Approval authority cannot be delegated to a lower level.

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

4.5.1. Dependents/Family Members. For accession purposes, the following are dependents:

4.5.1.1. A spouse.

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

4.5.1.3. Stepchildren, spouse's children from a former relationship, under 18 years of age, whether or not they reside with the applicant.

4.5.1.4. Any person under the age of 18 whom the applicant or spouse claims as a dependent whether or not the applicant or spouse has custody.

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

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

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

4.5.4. Adverse Adjudication (Adult or Juvenile). A finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal or is dismissed after a certain period of time, dropped charges, or acquittal, the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. If a person is charged and convicted with violating any federal (including UCMJ offenses), state, or municipal law or ordinance, that conviction is considered an adverse adjudication.

4.5.5. Restitution. Any compensation in time, labor, or money for the adverse effects of an offense and is limited to agreements resulting from judicial or prosecutorial involvement. For example, a 15-year-old shoplifter who is reprimanded and required by the onscene police officer, store security guard, or manager to pay for the item has not been found guilty, convicted, or adversely adjudicated because no legal proceedings were instituted.

4.5.6. Self-Admitted Offenses. Offenses voluntarily disclosed by applicants when the applicant was never exposed to a formal legal proceeding. Self-admitted offenses are not to be treated as an admission of guilt; however, they may require an eligibility determination.

4.5.7. Restraint. Legally imposed restrictions, such as confinement, suspended sentence of confinement, parole, probation, work detail, pretrial conditions, restrictions from freedom of movement, periods of imposed community service, required reporting to or supervision by a probation officer or other official. Being barred from a military installation or facilities on the installation is also restraint. Do not process an applicant who is under restraint. A 3-month waiting period is required following restraint. Unconditional suspension of sentences and paid or suspended fines are not restraints.

4.5.8. Criminal History Information. The applicant is the primary source of information about criminal activities and law violations. Record all offenses on the PIR and enlistment and application forms. Review any court documents the applicant can provide and include with the eligibility determination or waiver, if appropriate.

4.6. Moral Offenses. The following categories list offenses differentiated by degrees of seriousness. Category 1 offenses are major offenses and can only be waived for entrance into the Air Force by the AFRS commander or vice commander. Category 2 offenses are also major offenses, but of a less serious nature. These offenses can only be waived for entrance into the Air Force by recruiting group commanders or deputy commanders. Category 3 offenses are serious offenses. A conviction for these offenses can only be waived by a recruiting squadron commander. Category 4 offenses are less serious offenses. Two convictions in the last 3 years or three or more convictions in a lifetime require a waiver by a recruiting squadron commander for entry into the Air Force. Category 5 offenses are traffic offenses. Six or more convictions in any 365-day period in the last 3 years require a recruiting squadron commander's waiver approval for entry into the Air Force. Again, quality and the good of the Air Force must be the overriding factor in the submission and approval of moral waivers.

4.6.1. Category 1 Moral Offenses. Figure 4.1 is a list of offenses to use as a guide; consider a violation of a similar nature or seriousness as a category 1 offense. A conviction or adverse adjudication for one or more of these offenses is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by the commander or vice commander, AFRS.

4.6.2. Category 2 Moral Offenses. See Figure 4.2 for a list of offenses to use as a guide; consider violations of a similar nature or seriousness as a category 2 offense. In doubtful cases, treat the offense as a category 2 offense when the maximum possible confinement under local law exceeds 1 year. Conviction or adverse adjudication for one or more of these offenses is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by recruiting group commanders or deputy commanders.

Figure 4.1. Category 1 Moral Offenses.

Item	Offense
1	Aggravated assault: with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as adult only)
2	Bribery (adjudicated as adult only)
3	Burglary (adjudicated as adult only)
4	Carnal knowledge of a child under 16 years of age
5	Draft evasion
6	Extortion (adjudicated as adult only)
7	Indecent acts or liberties with a child under 16 years of age, molestation
8	Kidnapping, abduction
9	Manslaughter (includes voluntary and vehicular)
10	Murder
11	Perjury (adjudicated as adult only)
12	Rape
13	Robbery (adjudicated as adult only)

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

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

4.6.5. Category 5 Moral Offenses. See Figure 4.5 for a list of offenses to use as a guide; consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and traffic offenses treated as minor by local law enforcement agencies, as category 5 offenses. However, careless or reckless driving is considered a category 4 offense. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Conviction or adverse adjudication for six or more category 5 offenses in a 365-day period in the last 3 years or five category 5 offenses and one category 4 traffic-related offense in a 365-day period in the last 3 years is disqualifying for entry into the Air Force. Waivers for these offenses must be approved by a recruiting squadron commander.

Figure 4.2. Category 2 Moral Offenses.

Item	Offense
1	Arson
2	Aggravated assault with a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as a juvenile only)
3	Attempting to commit a felony
4	Breaking and entering a building with intent to commit a felony
5	Bribery (adjudicated as a juvenile only)
6	Burglary (adjudicated as a juvenile only)
7	Carrying a concealed firearm or unlawful carrying of a firearm
8	Carrying a concealed weapon (other than firearm), possession of brass knuckles
9	Child pornography offenses
10	Conspiring to commit a felony
11	Criminal libel
12	DUI/DWI (Driving under the influence of, while intoxicated or impaired by alcohol or drugs)
13	Embezzlement
14	Extortion (adjudicated as a juvenile only)
15	Forgery: Knowingly uttering or passing a forged instrument (except for altered identification for purchase of alcoholic beverages)
16	Grand larceny
17	Grand theft
18	Housebreaking
19	Indecent assault
20	Involuntary manslaughter
21	Leaving the scene of an accident (hit-and-run) involving personal injury
22	Lewd, licentious, or lascivious behavior
23	Looting
24	Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking
25	Mail: Depositing obscene or indecent matter (includes electronic or computerized e-mail/bulletin board systems and files)
26	Maiming or disfiguring
27	Marijuana: Simple possession or use
28	Negligent homicide
29	Pandering
30	Perjury (adjudicated as a juvenile only)
31	Prostitution or soliciting to commit prostitution
32	Public record: Altering, concealing, destroying, mutilating, obliterating, or removing
33	Riot
34	Robbery (adjudicated as a juvenile only)
35	Sedition or soliciting to commit sedition
36	Selling, leasing, or transferring a weapon to a minor or unauthorized individual
37	Sexual harassment
38	Willfully discharging firearms so as to endanger life or shooting in public place

Figure 4.3. Category 3 Moral Offenses.

Item	Offense
1	Adultery
2	Assault (simple)
3	Breaking and entering a vehicle
4	Check--insufficient funds (amount more than \$50, worthless, or uttering with intent to defraud or deceive)
5	Conspiring to commit a misdemeanor
6	Contempt of court (includes nonpayment of child support or alimony required by court order)
7	Contributing to the delinquency of a minor (includes purchase of alcoholic beverages)
8	Desecration of a grave
9	Discharging firearm through carelessness or within municipal limits
10	Drunk in public, drunk and disorderly, public intoxication
11	Failure to stop and render aid after an accident
12	Indecent exposure
13	Indecent, insulting, or obscene language communicated directly or by telephone
14	Killing a domestic animal
15	Leaving the scene of an accident (hit-and-run) with no personal injury involved
16	Liquor or alcoholic beverages: Unlawful manufacture or sale
17	Malicious mischief
18	Resisting, fleeing, or eluding arrest
19	Removing property under lien or from public grounds
20	Slander
21	Shooting from highway or on public road
22	Shoplifting, larceny, petty larceny, theft, or petty theft (age 14 or older or stolen goods valued over \$50)
23	Stolen property or knowingly receiving stolen property
24	Unlawful or illegal entry
25	Unlawful use of long distance telephone lines or any electronic transmission method
26	Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another
27	Wrongful appropriation of motor vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle--treat as grand larceny/grand theft--auto [category 2])

Figure 4.4. Category 4 Moral Offenses.

Item	Offense
1	Abusive language under circumstances to provoke breach of peace
2	Altered identification when intent is to purchase alcoholic beverages
*3	Careless or reckless driving
4	Check--(\$50 or less, insufficient funds or worthless)
5	Curfew violation
6	Committing or creating nuisance
7	Damaging road signs
8	Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace
*9	Driving with suspended or revoked license or without license
10	Failure to appear, comply with judgment, answer or disobey summons
11	Failure to comply with officer's direction
12	Fare evasion (includes failure to pay turnstile fees)
13	Fighting, participating in a brawl
14	Illegal betting or gambling: operating illegal handbook, raffle, lottery, punch board, or watching a cockfight
15	Juvenile noncriminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward
16	Liquor or alcoholic beverages: unlawful possession or consumption in a public place
17	Littering or dumping refuse near highway or other prohibited place
18	Loitering
19	Possession of indecent publications or pictures (other than child pornography)
20	Purchase, possession, or consumption of alcoholic beverages by a minor
*21	Racing, drag racing, contest for speed
22	Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or less)
23	Trespass on property
24	Unlawful assembly
25	Vagrancy
26	Vandalism, defacing or injuring property
27	Violation of fireworks law
28	Violation of fish and game laws

*These offenses are considered to be traffic related.

Figure 4.5. Category 5 Moral Offenses.

Item	Offense
1	Blocking or retarding traffic
2	Crossing yellow line, drifting left of center
3	Disobeying traffic lights, signs, or signals
4	Driving on shoulder
5	Driving uninsured vehicle
6	Driving with blocked or impaired vision
7	Driving with expired plates or without plates
8	Driving without license in possession
9	Driving without registration or with improper registration
10	Driving wrong way on a one-way street
11	Failure to display inspection sticker
12	Failure to have vehicle under control
13	Failure to keep right or in proper lane
14	Failure to signal
15	Failure to stop or yield to a pedestrian
16	Failure to yield right-of-way
17	Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint)
18	Following too close
19	Improper backing
20	Improper blowing of horn
21	Improper passing
22	Improper parking (does not include overtime parking)
23	Improper turn
24	Invalid or unofficial inspection sticker
25	Leaving key in ignition
26	License plates improperly or not displayed
27	Operating overloaded vehicle
28	Playing vehicle radio/stereo too loud (noise/sound pollution)
29	Speeding (contest for speed, racing, or drag racing is category 4 offense)
30	Spinning wheels, improper start
31	Seatbelt violation
32	Zigzagging or weaving in traffic

4.7. Moral Waivers. The following circumstances may mitigate disqualifications and should be considered in waiver decisions: immaturity attributable to age at the time of the offense, isolated nature of the conduct, circumstances surrounding the offense, and transitory conditions contributing to the conduct (divorce, serious illness or death in immediate family, etc.).

4.7.1. Waiting Period After Restraint or Confinement. Except for suspended sentences for category 5 offenses and completion of community service for non-waiverable offenses, a 3-month waiting period is required before processing an applicant following termination or completion of parole, probation, suspended sentence, imposed community service, or any period of confinement or restraint as defined in paragraph 4.19. Send AFRS level waivers will be sent via data fax or mail through group to HQ

AFRS/RSOPA that require AFRS CC/CV review.

4.7.2. Moral Waiver Requests. These requests will, at a minimum, contain the following documents:

4.7.2.1. AETC Form 1356, **Applicant Waiver Worksheet**; AETC Form 1415, **Waiver Request/Authorization**; DD Form 369, **Police Record Check**; or AETC Form 1419, **Request for Evaluation and Information**, for all law violations; and AF Form 2030 (if unlawful use/possession of marijuana).

4.7.2.2. Applicant's handwritten statement giving complete circumstances surrounding each category 1, 2, 3, and 4 offense listed on AETC Form 1415.

4.7.2.3. Flight chief or commander memorandum documenting the applicant interview (optional, but recommended). **EXCEPTION:** Category 5 waivers only require AETC Form 1356, AETC Form 1415, Department of Motor Vehicles/Public Safety Check, or either DD Forms 369 or AETC Forms 1419 from all locations where violations occurred.

4.8. Moral Eligibility Determinations (MED). An acquittal, dropped charge, *nolle prosequi*, *stet processus*, ACOD, delayed prosecution, expunged record, pretrial intervention (PTI) resulting in dropped or dismissed charges, or a dismissed case may not negate the significance of the underlying conduct. To protect the Air Force's interests, eligibility determinations are made on available information about a person's conduct rather than the outcome of a legal proceeding. If a person is adjudicated and found not guilty by a court of law, then no waiver or MED is required for that alleged offense.

4.8.1. Complete MEDs on applicants whose moral suitability is in question. An MED is required when a person admits to or was charged and not adversely adjudicated (excluding findings of not guilty) for an offense or offenses that would normally require a waiver. Usually the squadron commander is the approval authority. HQ AFRS/RSO is the approval authority under the following circumstances:

4.8.1.1. Reenlistment eligibility and separation data is not available from DMDC.

4.8.1.2. A disparity between the data reported by DMDC and data recorded on DD Form 214 or 215 or PC.

4.8.1.3. PC indicates any alpha or numeric data in the unfavorable information column, or an M, P, Q, or R in the PRP column, or the last airman performance report (APR) is 7 or less (enlisted performance report (EPR) is 2 or lower), or duty AFSC (DAFSC) is 9A200 (99005), 9A100 (99006), or 9A000 (99009).

4.8.2. Type the following on DD Form 1966/3 (remarks) or addendum to AF Form 24 (remarks):

"Having reviewed all the circumstances surrounding this eligibility determination, I find the (enlistment) (appointment) of this applicant (to be) (not to be) in the best interest of the United States Air Force."

Commander's Signature

Commander's Signature Block

Date

4.9. Additional Law Violations. When additional law violations are disclosed or acquired, you must reevaluate an applicant. Annotate PIRs, case files, and applicable forms. Refer previously approved moral waivers and favorable MEDs through the review chain to the final approving authority for reevaluation. Squadron operations personnel should contact the approving authority before forwarding requests for reevaluation. The intermediate review authority who disapproves a higher-level waiver because of the additional offenses annotates AETC Form 1415 and forwards a copy of the disapproval and AETC Form 1415 to the original approval authority. Attach it to the original waiver request and use it as a source document for entry into the fraud file. If the original approval authority approves the waiver with the additional offenses, annotate the approval on AETC Form 1415. If a previously approved waiver becomes a higher-level waiver based on the additional offenses, forward the entire package to the appropriate approval level through the appropriate chain of command if recommended for approval. The applicant will not be allowed to enter EAD until final determination by the appropriate approval authority.

4.10. Preservice Drug Use and Drug Waivers. In most cases, substance abuse is disqualifying. Self-admission of preservice experimental marijuana use without exposure to legal proceedings is not automatically disqualifying. Any use over five times may be disqualifying. Squadron commanders will review all AF Forms 2030 for officer applicants who have admitted to marijuana use without exposure to legal proceedings. Officer applicants must explain preservice marijuana use with a handwritten statement in the remarks section on AF Form 2030, using the format described in paragraph 4.10.1.4. Do not schedule applicants for physical processing until at least 45 days have elapsed since their last usage. Arrest or apprehension for possession, sale, use, or transfer of marijuana that resulted in dismissed charges, requires an MED. Arrest or apprehension for possession or use of marijuana that resulted in conviction or adverse adjudication is disqualifying and requires a category 2 moral waiver. Table 4.1 is a guide for determining whether a drug waiver is required. AFRS-level waiver requests should be sent through the group to HQ AFRS/RSOPA for coordination and preparation.

4.10.1. Drug waiver requests will, at a minimum, contain the following documents:

4.10.1.1. AF Form 2030, AETC Form 1356, AETC Form 1415, DD Form 369, or AETC Form 1419 (if law involvement).

4.10.1.2. Squadron commander memorandum documenting the applicant interview.

4.10.1.3. Applicant's handwritten statement giving complete circumstances surrounding the drug use. The statement will include (as a minimum) specific drugs used, dates and circumstances surrounding each occurrence, specific reasons for the incidents, method the drug was used (orally, injected, skin-popping, sniffing, etc.), effects produced by the drug (none, relaxation, irritability, time or visual perception distortion, panic, sleepiness, flashback, restlessness, loss of consciousness, increased insight), residual effects, current feelings toward drug abuse and use, and whether or not the applicant would use them again. Include any other information that would be helpful in evaluating a waiver. The recruiter must ensure the statement is safeguarded according to the same procedures used for police record checks. On the top and bottom of each page of the statement, print or stamp "FOR OFFICIAL USE ONLY."

NOTE: Character reference letters are optional.

Table 4.1. Drug Waiver Conditions.

R U L E	A	B	C	D
	If an applicant	then a waiver		
		is not authorized	may be approved by	
			AFRS CC/CV	RCG CC/CD
1	self-admits to, is convicted of, or is adversely adjudicated for selling, supplying, or transferring marijuana	X		
2	is psychologically dependent or a chronic user or uses marijuana after signing AF Form 2030	X		
3	self-admits to, is convicted of, or adversely adjudicated for illegal possession, use, sale, or transfer of narcotics, cocaine, lysergic acid diethylamide (LSD), phencyclidine (PCP--"angel dust"), or any other hallucinogen or illegal drugs	X		
4	is convicted or adversely adjudicated for illegal possession, use, sale, or transfer of amphetamines (includes "speed" and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids	X		
5	self admits to illegal sale or transfer of amphetamines (includes "speed" and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids	X		
6	self admits to illegal or wrongful use of amphetamines (includes "speed" and synthetics), barbiturates, over-the-counter drugs, or anabolic androgenic steroids		X	
7	is identified during accession drug testing (DAT) as a drug user or has a blood alcohol content of .05 or higher	X		
8	self-admits to or has ever been diagnosed as an alcohol abuser and has abstained for a minimum of 2 years		X	
9	is or was involved in a rehabilitation program regarding the use or abuse of marijuana (includes all cannabinoid substances) (note 1)		X	
10	self-admits to illegal drug use or involvement by a member of any component of the armed forces while a member (includes Reserve or National Guard) (use or involvement must be reported to the individual's commander)	X		
11	is convicted or adversely adjudicated for possession of drug paraphernalia			X
12	is convicted or adversely adjudicated for illegal possession, use, sale, or transfer of inhalants (glue, paints, thinners, aerosols, amyl/butyl nitrites, and others)			X
13	has reasonable doubt that he or she actually took a disqualifying drug (such as laced in food or other substances) (note 2)		X	

NOTES:

1. If medically approved by the MEPS CMO, then the waiver may be submitted to the approving authority.
2. Applicant will write a statement describing circumstances surrounding the purported ingestion of

drugs, including any effects experienced. The squadron commander will determine whether a drug was actually ingested. If a determination is made that the drug was in fact inadvertently taken and the squadron commander supports waiver consideration, a drug waiver if applicable may be forwarded through the group review and approval authority to be considered for referral to the approval authority. If it is determined that a drug was not actually taken, the squadron commander will complete a drug related eligibility determination (DRED).

4.10.2. Applicants with approved drug waivers will be denied classification in certain skills. Use AETC Form 1408, **Job Screening Worksheet**, for NPS applicants. HQ AFRS will enter disapproved drug waivers in the fraud file.

4.11. Drug-Related Eligibility Determination (DRED):

4.11.1. As with moral eligibility determinations, DREDs are made on a person's conduct and actions rather than on the outcome of a legal proceeding. Complete DREDs when an applicant's suitability is in question. Preservice use of marijuana more than five times will require a DRED at the squadron CC level. Any use in excess of 10 times requires a DRED at the group CC level. In order to determine if a DRED is necessary before the physical exam, use the number of times the applicant says he or she used marijuana. After the physical is conducted, use marijuana use documented on the physical. Generally, a DRED is required when a person admits to or was charged with and not adversely adjudicated on an offense or offenses that would normally require a waiver.

4.11.2. Type the following on DD Form 1966/3 (remarks) or addendum to AF Form 24 (remarks):

"Having reviewed all the circumstances surrounding this eligibility determination, I find the (enlistment) (appointment) of this applicant (to be) (not to be) in the best interest of the United States Air Force."

Commander's Signature

Commander's Signature Block

Date

4.11.3. The following are some circumstances that warrant a DRED:

4.11.3.1. Record of arrest without conviction or adverse adjudication that resulted in dismissed or dropped charges for illegal possession, use, sale, manufacture, transfer, or transportation for sale of narcotics, cocaine, amphetamines, barbiturates, steroids, LSD, phencyclidine (PCP) (angel dust) or any other dangerous drugs or hallucinogens, or possession of drug paraphernalia.

4.11.3.2. Excessive use of legal over-the-counter drugs (nonprescription) or use of non-narcotic prescription medications prescribed to another person.

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

4.12. Dependency Waivers. The dependency policies in Table 4.2 apply to existing conditions and to all changes or expected changes in marital or dependency status.

4.12.1. The Air Force recognizes that some individuals, for personal reasons, have given up custody of a child or children. Transferring custody of family members for the purpose of entering the Air Force is prohibited and renders the enlisted programs applicant permanently disqualified. It is not the intent or desire of the Air Force to require any person to relinquish custody of his or her children to qualify for enlistment. Therefore, recruiting personnel must never counsel such applicants with regard to intentionally changing their marital or custodial status for the purpose of enlistment qualification.

4.12.1.1. Single member parent applicants who, at the time of initial processing for enlistment, indicate they have a child or children in the custody of the other parent or another adult will be advised and required to acknowledge by certification that their intent at the time of enlistment was not to enter the Air Force with the express intention of regaining custody after enlistment. These applicants must execute an AETC Form 1328, **Statement of Understanding for Single Member Parent Having Dependents in the Custody of Another.**

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

4.12.2. Dependency waiver requests will, as a minimum, contain the following documents:

4.12.2.1. (For all requests) AF Form 3010 and AETC Form 1415 if applicable and available and original or authenticated copy of court orders transferring or establishing custody. If a divorce decree or court order places restrictions on the movement of a child across geographical boundaries, a notarized statement from the noncustodial parent granting permission to remove the child from the state must accompany the dependency waiver.

4.12.2.2. Flight chief or commander memorandum documenting the applicant interview, AETC Form 1325, **Financial Status of Applicant**; AETC Form 1356; and credit check.

4.12.2.3. (OTS and HP only) A notarized statement (submitted by the applicant) containing current childcare long- and short-term arrangements to include commissioned officer training (COT/OTS) attendance.

4.12.2.4. (NPS only) Other evidence of custody for married applicants, when a court order establishing custody cannot be obtained and none has been or will be issued. **EXAMPLE:** A married, male applicant claims to be the parent of a child born out of wedlock to a person who is not the applicant's spouse. A sworn affidavit from the custodial party establishing that party's unconditional custody and, if applicable, a written child support agreement are required. This does not apply to an unmarried male applicant with a child born out of wedlock or who is the father of an unborn fetus. In this case, the applicant is disqualified and ineligible for waiver consideration in his current marital and dependency status. He is considered a single member parent with legal custody of a dependent and child. For single member parents without legal or physical custody, and permanent custody of dependents has been transferred by court order, an AETC Form 1328 is also required to be in the waiver package.

Table 4.2. Dependency Waiver Conditions.

R U L E	A	B					
	If an applicant	then a waiver is					
		Enlisted Programs			Officer Programs		
		Not Authorized	Not Required	Approved by	Not Authorized	Not Required	Approved by
1	is a single member parent with one or more family members incapable of self-care who does not have physical or legal custody of any family members under age 18 or incapable of self-care			Recruiting Group CC or CD		X	
2	is a single member parent, or is married to a military or common law spouse, or is separated from a civilian spouse and has physical or legal custody of family members under age 18 or incapable of self-care	X					Recruiting Group CC or CD
3	has a military or common law spouse, or is separated from a civilian spouse, and does not have physical or legal custody of family members under age 18 or incapable of self-care. (If there are no family members under age 18 or incapable of self-care, this rule does not apply.)			Recruiting Group CC or CD		X	
4	is married to a civilian spouse and has physical or legal custody of two or more family members under age 18 or incapable of self-care		X (Senior airman or above)	Recruiting Group CC or CD (airman basic - airman first class)		X	

4.13. Dependency Eligibility Determination (DED):

4.13.1. Nonprior Service (NPS). Complete DEDs on applicants married to a civilian spouse when the spouse has two or more children and has legal and or physical custody of no more than one child. Use an approved DED to verify that the spouse does not have legal and or physical custody of more than one child. Complete the following statement on DD Form 1966/3 (remarks) and send it with the court order for the squadron commander's review. Contact the host staff judge advocate in doubtful cases.

(Date)

STATEMENT: "I have reviewed the *bona fide* court order of (applicant spouse's name) which was filed in (county) of (state) on (date). I verify that the applicant's spouse has legal custody of no more than one child. Also, I have determined that no conditions exist under which the applicant's spouse would resume custody."

Commander's Signature
Commander's Signature Block Typed

Applicant Signature
Typed Name of Applicant

4.13.2. Officer Programs. Complete a DED when another person has legal custody of or has adopted an applicant's child and the applicant is unmarried, is separated, has a military spouse, or has a common-law wife. One of the three following statements made by the commander must accompany the application. The applicant will sign first. Contact the host staff judge advocate in doubtful cases.

(Date)

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

Commander's Signature
Commander's Signature Block

Applicant Signature
Typed Name of Applicant

(Date)

Statement 2: "I have reviewed the *bona fide* court order of (applicant's name) which was filed in (county) of (state) on (date). I verify that permanent transfer of legal custody of this applicant's child(ren) has/have been awarded to another individual as a result of adoption."

Commander's Signature
Commander's Signature Block

Applicant Signature
Typed Name of Applicant

NOTE: Without court orders, an applicant claiming an out-of-wedlock child must provide a sworn affidavit attesting that he or she does not have custody. The applicant will sign the statement first.

(Date)

STATEMENT 3: "I have reviewed the sworn affidavit of (applicant's name) dated (date) and have determined that the applicant does not have custody of any children."

Commander's Signature
Commander's Signature Block

Applicant Signature
Typed Name of Applicant

4.13.3. All DEDs require an AETC Form 1325.

4.14. Financial Eligibility Determinations (FED). A financial review is required for all NPS and previous or prior service applicants who are at least age 23 or have ever been married or require a dependency waiver or have a history of collection accounts, bankruptcy, closed uncollected accounts or bad credit. It is also required for all HP applicants (except Financial Assistance Program (FAP) and Health Professional Scholarship Program [HPSP] candidates) who will access in grades second lieutenant, first lieutenant, or captain who are at least age 23 or have ever been married or require a dependency waiver. If status changes after processing, for example an applicant incurs bankruptcy, a

financial review is required.

4.14.1. Applicants identified in paragraph 4.14 will complete AETC Form 1325 and SF 86, **Authorization for Release of Information**, page 10. Physician applicants who would access in the grade of captain must also complete AETC Form 1431, **Medical Service Entry Grade and Pay Computation Worksheet (Estimated)**, so applicable bonuses can be added to the basic compensation package. If not already preprinted, type the following in the remarks section of AETC Form 1325:

"I understand inaccurate or false information could lead to discharge or criminal charges for fraudulent enlistment/commission. *(Applicant Initials)*"

4.14.1.2. AETC Form 1325 must show all consumer debts (recurring debts, usually monthly), such as credit cards, child support payments, and bank loans. Include all the applicant's other debts, including student loans that can be deferred, rent or mortgage payments, and recurring bills, such as phone, cable television, utilities, etc., on AETC Form 1325. Forward AETC Form 1325, AETC Form 1431 (if applicable), and applicant's full name, SSN, date of birth, address, marital status, anticipated grade, and corps for HP applicants to squadron operations by phone, fax, or mail. Squadron operations will run the credit check and calculate the "debt ratio" by dividing only the monthly consumer debt total by the applicant's anticipated monthly basic compensation package (see PROMIS explain screen).

4.14.1.3. Do not use spouse income or income other than the applicant's basic compensation package to calculate the debt ratio. If the operations officer or supervisor credit check review reveals significant discrepancies, a poor credit history, or if the debt ratio exceeds 40 percent, processing will stop until the applicant has an approved FED. **NOTE:** A credit check that is still waiting to be updated is not incorrect and will be used. Include the credit check with the FED. Processing can continue if the applicant can prove the credit check wrong. Never provide a copy of the credit check to the applicant.

4.14.2. A FED contains AETC Form 1325, page 10 of SF 86, DD Form 1966/3 (NPS), an addendum to AF Form 24 (HP), AETC Form 1431 (if applicable), and a credit check. Commanders may require an applicant's explanation of financial problems. Spouse and other incomes can be considered in a FED. FED processing can be interrupted until the applicant can prove financial problems are cleared. Annotate DD Form 1966/3 (NPS) or an addendum to AF Form 24 (HP) as follows:

(Date)

"I have reviewed the financial status of this applicant and the financial eligibility determination is (approved/disapproved)."

Commander's Signature

Commander's Signature Block

NOTE: This statement is not required for applicants requiring dependency waivers because they will need AETC Form 1325 and a credit check. HP applicants requiring a credit check must have the results annotated on AETC Form 1385 in the waiver/additional information block, section 1: "Credit check good, FED approved."

Table 4.3. Other Waiverable Conditions.

R U L E	A	B	C	D
	If applicant requires a waiver of	then submit forms/documents in original plus () copies	through chain of command to	Notes
1	physical standards	SF 88 (1); SF 93 (1); medical records (1); x-rays if required; squadron cover memorandum	HQ AFRS/RSO to HQ AETC/SG in turn.	1
2	medical discharge (EPTS) (except EPTS pregnancy, use rule 3)	SF 88 (3); SF 93 (3); description of defect responsible for discharge (3); medical board report and all other medical records relating to condition (3); list of occupations since discharge and reason for change (3)		2
3	previous military service disqualification by reason of Table 1.1 restriction	squadron cover letter (2); applicant statement regarding circumstances (2); proof that discharge condition no longer exists; AETC Form 1325 (2) and credit check (2) (if discharge based on financial reasons)	HQ AFRS/RSO.	2, 3
4	AFOQT score waiver (verbal and or quantitative)	squadron cover letter with full justification	HQ AFRS/RSOO to HQ AFPC/DPPAPET in turn.	None
5	age waiver (OTS/HP) (where authorized in this instruction)	squadron cover letter with any supporting documentation	HQ AFRS/RSO.	None
6	prior disenrollment from a commissioning source	squadron cover letter; DD Form 785 (2); applicant statement regarding circumstances (2); SF 88 (2) as required; SF 93 (2) as required	HQ AFRS/RSO.	4
7	other (not covered by rules 1 through 6)	squadron cover letter indicating circumstances requiring waiver (2)	as appropriate depending on waiver.	None

NOTES:

1. The original and two copies of the physical are required for OTS applicants.
2. HQ AFRS/RSOPA will enter rule 2 and 3 disapprovals into the fraud file.
3. The applicant should provide copies of all documents received at separation or discharge (examples: basic training record, medical record, counseling forms, entrance physical standards board proceedings, recommendation for separation memorandums, etc.). Documents (uncertified legible copies are acceptable) should verify reason for separation or discharge as stated in the applicant's statement and DD Form 214/215.
4. Applies to OTS and HP applicants only. No waiver required for NPS applicants; however, a completed DD Form 785 is required to be included in the case file.

4.15. Other Waiverable Conditions and Procedures. Other waiver requests on applicants with previous service will be accompanied by one copy of undeleted DD Form 214 or 215, NGB Form 22, or discharge order from Reserves, as appropriate. If the applicant is a member of an ARC component, include DD Form 368 and AF Form 526. These requirements do not apply if the previous military service history is DEP only. (See Table 4.3 for waiverable conditions.)

4.16. Fraud File. The fraud file is maintained in PROMIS and is used to identify applicants who have previously been denied enlistment, commissioning, or appointment in the Air Force. Enter in the fraud file those applicants who fail the DAT, receive disapproved exceptions, receive an unfavorable eligibility determination or receive disapproved waivers for moral violations, drugs, or dependency status. Applicants determined disqualified without exception approval on initial prescreening will be entered into the fraud file to deter "Air Force Recruiting Office (AFRO) or MEPS jumping." Other disqualifying factors, such as medical or prior service history, are monitored by USMEPCOM, DMDC, and Project Capture (PC). Do not use the fraud file to identify applicants who have failed ASVAB or AFOQT testing, withdrawn their application, or entered another military service.

4.16.1. Group operations will enter applicants disqualified or determined ineligible by squadron or group actions in the fraud file. Squadron operations will ensure adverse actions requiring fraud file entry are forwarded to the group NLT 7 duty days from date the action was rendered. Group operations will ensure fraud file entries are updated NLT 1 duty day from the date received. HQ AFRS/RSOPA will update applicants disqualified or determined ineligible at HQ AFRS level on a daily basis.

4.16.2. If an applicant is approved for removal from the fraud file, notify HQ AFRS/RSOPA via PROMIS electronic mail or facsimile through group operations. The message must state the reasons for removal, but supporting documents are not required. Telephone requests to remove an applicant from the fraud file will be accepted by HQ AFRS/RSOPA but must come from the group with a message followup to HQ AFRS/RSOPA NLT 1 duty day from date of telephone request.

4.16.3. All applicants will be screened against the fraud file on the day they are scheduled to be administered their RegAF enlistment oath or commissioning oath of office and before the oath is actually administered. The MLS will ensure this is accomplished for all NPS and OTS applicants through normal confirmation procedures. The squadron HP flight commanders will ensure this is accomplished for HP applicants.

4.17. Waiver Actions Report. Each squadron will consolidate the moral, drug, and dependency waiver actions initiated and send them to their group operations monthly using AETC Form 1311, **Waiver Request Actions Report**. Each group will then consolidate this information. This report (RCS: AETC-RSO(M)7203) will include waiver requests on NPS, OTS, and HP applicants, regardless of level of approval or disapproval. Groups will submit one copy quarterly to HQ AFRS/RSOPA to arrive by the 10th workday of the following month. Negative reports are required. This report is designated emergency code "C3"--Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible.

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

such waivers.

Table 4.4. Waiver Codes.

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

4.19. Required Use of DD Form 369 or AETC Form 1419. These forms are mandatory when applicants admit to potentially disqualifying offenses or when the recruiter or MLS has reason to doubt the applicant. When using these forms, mail only to the locations where the applicant stated the offenses occurred, including overseas US military installations. Do not send them to foreign law enforcement agencies. When mailed, record the date on the PIR. If authorities refuse to honor these forms or there is no reply within 21 days, annotate the PIR and rely on the information provided by the applicant to determine eligibility and further processing action.

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

Chapter 5

PROCESSING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) COLLEGE SCHOLARSHIP PROGRAM APPLICANTS

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

5.1.1. Be 17 years old by 31 October of their college enrollment year and under age 25 by 30 June of the year of their commissioning. PS applicants may be extended up to age 29.

5.1.2. Be a US citizen by the time the scholarship is activated. Applicants who are not US citizens may apply; however, they must be US citizens to activate their scholarship.

5.1.3. Be a currently enrolled high school junior or senior, or an HSG. Applicants who have a high school equivalency certificate may apply; however, they must provide evidence that the certificate will be accepted for admission to a regionally accredited college or university.

5.1.4. Be in the top 25 percent of their high school class and have a minimum grade point average (GPA) of 2.5 on a 4.0 scale at the end of the 11th grade. AFROTC may grant waivers for either requirement for students who have been enrolled in honors or advanced courses or have attended a selective admissions school. These waivers must be requested by the educator completing the scholarship application.

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

5.1.6. Meet minimum scores on the American College Test (ACT) or Scholastic Aptitude Test (SAT) as follows:

	ACT		SAT (old)	(new)
English	21	Verbal	450	530
Math	21	Math	500	520
Composite	24	Total	1000	1100

NOTE: Old SAT scores are acceptable for SATs taken before 1 April 1995.

5.1.7. Not be (or have been) enrolled full time in a college or university except for joint college/high school programs. The term "full-time student" is determined by the college at which the student is or has been enrolled.

5.1.8. Have high moral standards. HQ AFROTC has sole responsibility in determining applicants' moral standards. Waivers can be granted for law or drug involvement; therefore, recruiters should not pre-qualify applicants.

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

5.1.10. Have listed a valid academic major choice on the application. Scholarships are awarded only in

academic majors necessary to meet Air Force needs.

5.1.11. Not be a single parent.

5.1.12. Not be a conscientious objector.

5.1.13. Have submitted an application to HQ AFROTC/RRUC before 1 December of the scholarship board cycle. Applications may be submitted without transcripts or test scores in order to meet this deadline; however, all items needed to make an application eligible, including transcripts and test scores, must be submitted before 15 January of the scholarship board cycle. Additional information is in AFI 36-2013.

5.2. Junior AFROTC Scholarship Applicants. HQ AFROTC sets aside college scholarships each year designated for the AFJROTC program. The AFJROTC aerospace science instructor (ASI) will complete and mail application packages directly to HQ AFROTC. Recruiters will not be directly involved with these applications.

5.3. Credit Determination. As appointing authority for AFROTC scholarships, HQ AFROTC has sole responsibility in determining whether an applicant is eligible for a scholarship. Credit is awarded when HQ AFROTC determines that an applicant is eligible. An applicant who was eligible before an interview may become ineligible as a result of disqualifying factors discovered at the interview. Eligible applicants who fail to show for interviews will not be allowed to compete for scholarship; however, recruiters will retain credit for those applications.

5.4. Active Duty (AD) Service:

5.4.1. Applicants may apply for an AFROTC scholarship and enlistment concurrently. If they enter EAD before receiving selection board results, they are obligated for their enlistment and will not be released from AD if selected for a scholarship. Inform applicants that it is best to establish an NPS availability date after the scholarship board cycle closes on 31 May (AD date should be 1 June or later). (Also see Attachment 12).

5.4.2. An applicant who enters EAD before receiving board results must initial the following statement in the remarks section of the DD Form 1966, "I understand I am obligated for my active duty service commitment, regardless of the AFROTC scholarship selection board results." Recruiters will type this statement on DD Form 1966.

5.4.3. NPS applicants who are offered and accept AFROTC 3- or 4-year scholarships, AFA appointments, or AFA prep school appointments before they enter AD must be canceled. This cancellation will result in a temporary loss of reservation (Net Res) credit. Squadrons may request credit restoration from HQ AFRS/RSOAP after the applicant has returned his or her letter of intent to accept an AFROTC scholarship or attend the AFA. Requests must identify the applicant's personal information, including the applicant's sex, DEP date, EAD date, SSN, RIC, and cancellation date. HQ AFRS/RSOAP will restore credit after the acceptance is verified by HQ AFRS/RSOOR. This procedure does not apply to NPS applicants already enrolled in AFROTC.

5.4.4. Recruiters will not process applicants currently on AD. Instead, refer them to a base education

office.

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

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

5.7. Scholarship Application Processing Procedures:

5.7.1. Provide scholarship application packages to students or counselors. Regional director of admissions (RDA) and Air Force Academy liaison officers also provide scholarship application packages. Recruiters should contact their local AFROTC RDA for additional applications once their supply is exhausted. Recruiters will develop an applicant tracking sheet for inclusion in each scholarship application. Ensure a RIC is entered on all applications.

5.7.2. Do not refuse to process applications for students who do not meet minimum eligibility requirements. Any individual who wants to submit an application may do so. HQ AFROTC has the authority to issue a waiver for a minimum requirement not met (except test scores). Recruiters should not solicit applications from students below the minimum requirements; however, upon request, they should provide information and process applications for these individuals.

5.7.3. Counselors will forward scholarship applications directly to HQ AFROTC/RRUC. Applications should be mailed, even if incomplete, to meet published application deadlines. All missing items must be mailed before published deadlines. Counselors should return the applicant tracking worksheet (included in the application package) to the appropriate recruiter. The recruiter will build the applicant record and enter it into the PROMIS system. Recruiters should not mail applications.

5.7.4. Recruiters are not required to complete an AETC Form 1319 for all applicants submitting a scholarship application. PIRs, with the basic identification blocks completed, and AF Form 883 are required only for those applicants who are selected for a scholarship. Conduct a monthly followup on students awarded a scholarship until they enter college and ensure all contacts have the appropriate annotations.

5.7.5. Recruiters will ensure applicants applying for both an AFROTC scholarship and an AD enlisted program are briefed and sign a statement similar to the one in Attachment 12. Prepare a PIR according to routine processing and file the statement with the PIR.

5.7.6. After each scholarship selection board, recruiters notify selected and nonselected applicants of their status using the notification scripts located at Attachment 15. Recruiters must read the appropriate script word for word. Notify applicants within 1 day of receiving the results.

5.7.7. Recruiters should coordinate with local high school representatives and attend awards assemblies

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

5.8. Recruiting Service Responsibilities:

5.8.1. The NPS flight chief:

5.8.1.1. Trains recruiters in the following areas:

5.8.1.1.1. AFROTC college scholarship criteria.

5.8.1.1.2. Proper coordination with counselors in relation to completing all documentation such as scholarship application, SAT or ACT scores, transcript, and applicant tracking worksheet.

5.8.1.1.3. Proper notification of selects and nonselects, using the authorized scripts.

5.8.1.1.4. Preparation and routing of applicant tracking worksheets for scholarship applicants.

5.8.1.1.5. Responsibility to work harmoniously with RDAs, ALOs, and unit recruiting officers (URO).

5.8.1.1.6. An understanding of all roles played in the team recruiting concept.

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

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

5.8.1.4. Notifies recruiters of the records of scholarship selection boards.

5.8.2. Squadron operations officer:

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

5.8.2.2. Establishes a working relationship with AFA liaison officer commanders and AFROTC UROs and RDAs within the squadron boundaries.

5.8.2.3. Interfaces with NPS flight chiefs, other team recruiting members, and higher headquarters. Serves as liaison between HQ AFROTC and flights. Routes AFROTC questions through the group to HQ AFRS.

5.8.2.4. Allocates squadron's AFROTC scholarship application goals.

5.8.2.5. Tracks scholarship application activity via AFRISS.

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

5.8.2.7. Provides supplemental training as needed.

5.8.2.8. Ensures timely and correct information is entered in AFRISS. Information automatically flows to HQ AFRS/RSOOA.

5.8.2.9. Coordinates with local RDAs and flight chiefs to ensure an Air Force representative (preferably an officer) presents AFROTC scholarships to students in high school awards assemblies.

5.8.3. The squadron commander (or operations officer, as applicable):

5.8.3.1. According to the Joint Operations Plan between HQ AFROTC, HQ AFRS, and AFA, will attend meetings held annually (preferably at the beginning of the scholarship cycle in the May-June time frame) with local AFROTC and AFA representatives. Responsibility for hosting the meeting is rotated each year between AFROTC and AFRES. Send copies of meeting minutes to HQ AFRS/RSOO, HQ AFROTC/RRO, AFA/RRV, and each attendee.

5.8.3.2. Provides local RDAs at least 30 minutes of training time at the squadron annual training meeting. Further, ensures all new NPS recruiters are scheduled for an orientation briefing with the appropriate RDA or URO within 90 calendar days of their arrival.

5.8.4. Group operations:

5.8.4.1. Monitors AFROTC scholarship application activity through AFRISS, ensuring timely and correct information is entered into the system.

5.8.4.2. Acts as interface between HQ AFROTC and recruiting squadrons. Routes AFROTC questions through HQ AFRS/RSOO.

5.9. AFROTC Program Managers. Squadrons will designate an AFROTC program manager and submit the name to HQ AFRS/RSOO in writing NLT 30 June of each year. All changes require followup notification.

Chapter 6

MILITARY ENTRANCE PROCESSING STATION (MEPS) PROCEDURES

6.1. Overall Responsibilities. Squadron operations flight commanders (FC) are responsible for effectively managing the AFRS liaison staff assigned to the MEPS. The MLS reports to the operations flight chief. The operations FC will ensure the MLS establishes an OI governing job responsibilities for LNCOs. All other OIs will be developed at the squadron operations FC's discretion, where needed, to enhance management effectiveness. The Air Force MEPS LNCOs serve as the liaison between the recruiting squadron, the field recruiting force, and the MEPCOM staff.

6.2. MLS and LNCO Responsibilities:

6.2.1. Maintain and be knowledgeable of AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFR 33-7, *Military Entrance Processing Station (MEPS)*; AFI 36-2605, *Air Force Military Personnel Testing System*; AFI 48-123, *Medical Examination and Standards*; AETCI 24-101, *Transportation of Personnel (Recruiting Service)*; and all applicable MEPCOM directives.

6.2.2. Provide timely MEPS processing orientation training to newly assigned field recruiters and provide documentation for training records.

6.2.3. Provide the squadron operations FC and MEPS operations officer a copy of signed complaints regarding MEPS processing, lodging, and dining facilities.

6.2.4. Advise the squadron operations FC or flight chief on issues needing attention by the Interservice Recruitment Committee (IRC).

6.2.5. Monitor transportation requests, perform audits, and certify the total count and charges for applicant meals and lodging according to AETCI 24-101.

6.2.6. Determine if a recruiter avoidable loss (RAL) has occurred. Any disqualifying factor should be considered a RAL if it prevents or delays an applicant's processing into the DEP or entry on the qualified and waiting list, which, under normal circumstances, should have been discovered or corrected by the recruiter.

6.2.6.1. RALs include administrative rejects, moral/drug disqualifieds (DQ), medical TDQs, and overweights or failed BFM's. Most are reported during initial processing with the exception of overweights, which should be reported when discovered. In most cases, count applicants who refuse reservations as RALs.

6.2.6.2. When the avoidable loss report is used for recruiter accountability, count no-shows. When using the avoidable loss report for fiscal accountability, do not count no-shows unless meals, lodging or transportation were involved. However, commanders may grant exceptions to this if they determine the loss was clearly not the fault of the recruiter.

6.2.6.3. Squadron commanders will use their authority to determine if an avoidable loss actually occurred when a dispute or conflict occurs. If clarification is needed for any unusual circumstances,

consult group operations for assistance. When it is determined a RAL has occurred, provide the information to squadron operations for input into the Daily Recruiter Activity Report (DRAR).

6.2.7. Establish a two-person quality control (QC) check to validate applicant enlistment data and eligibility factors. Complete the initial QC check before processing the applicant (should be completed prior to applicant travel). Complete an additional QC check at least 15 workdays prior to EAD date. The operations FC may grant an exception to the two-person QC only when extreme circumstances exist.

6.2.8. Review all case files prior to DEP and RegAF enlistment. Compare information on AETC Form 1326, **Prior Service/Reserve Data**, or AETC Form 1371, **Nonprior Service Data**, against the applicant's PROMIS record and all enlistment source documents or certified copies of source documents before certifying the DD Form 4 and DEP enlistment. Annotate acceptance on AD enlistment date on AETC Form 1348, **Case File Check**.

6.2.9. QC check the MEPS enlistment files breakdown daily to ensure the distribution of enlistment records is according to Table 6.1, Table 6.2, Table 6.3, and USMEPCOM Reg 601-23, *Enlistment Documents*. Disregard copy color if form and copies have been electronically produced.

Table 6.1. Distribution of Enlistment Documents for NPS Assigned to BMT.

I T E M	A	B	C	D	E	F
	Document	Send to (Note 1)	Send to (Note 2)	Give to AF MEPS LNCO	Give to Enlistee	Notes
1	Enlistment Orders	copy	7 copies	3 copies	3 copies	3
2	Standard Forms SF 88 and SF 93	copy	original	copy		none
3	Audiogram and DD Form 2005		original			none
4	DD Form 2246		original	copy		
5	DD Form 1304.12K or USMEPCOM PCN 714ADP, Status AC		original			4
6	DD Form 4	original	yellow copy	green copy	pink copy	none
7	SF 86 (or EPSQ)		1 copy			5
8	DD Form 93		original, copy 1 and 2			6
9	DD Form 1966		original	yellow copy	green and pink copy	none
10	DD Form 214/215	copy	copy	copy	O	7
11	DD Form 368	copy	copy	copy		3, 7
12	AF Form 485		original	copy		7
13	AF Form 2030		original	copy		none
14	Enlistment Waiver	copy	original	copy		7, 8
15	AF Form 3005 or 3007	original	yellow copy	green copy	pink copy	none

I T E M	A	B	C	D	E	F
	Document	Send to (Note 1)	Send to (Note 2)	Give to AF MEPS LNCO	Give to Enlistee	Notes
16	AF Form 3008	original	yellow copy	green copy	pink copy	7
17	AF Form 3010		original	copy		none
18	AETC Form 1408		original	copy		
19	Authorized Miscellaneous Documents		original	copy		
20	AETC Form 1328		original	copy		7
21	SF 600	copy	original	copy		9
22	DJ Form FD-258 or DD Form 2280					

NOTES:

1. Send to: HQ AFPC/DPSRI-2, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.
2. Send to: 319 TRS/PFCRM, 1550 Wurtsmith Street, Suite 1, Lackland AFB TX 78236-5247.
3. The Air Force LNCO mails a completed copy of DD Form 368 and copy of DD Form 4 to the Reserve or Guard unit.
4. When USMEPCOM 714-ADP Report, Status AC, is not available due to system outage, use status A (aptitude copy) or DD Form 1304.12K, reflecting valid ASVAB scores used for enlistment.
5. Send original SF 86 to: Pers Inv Ce/D0606 DIS, PO Box 1211, Baltimore MD 21203-1211, or transmit the electronic personnel security questionnaire to the appropriate electronic address.
6. Include three additional copies of AD enlistment and travel orders for each group of NPS enlistees in the envelope transmitting records. Also, place one set of orders in a smaller envelope marked: "FOR MTO, SAN ANTONIO INTERNATIONAL AIRPORT" and attach the smaller envelope to the larger one containing enlistment records. (See Attachment 16.)
7. If applicable.
8. A copy is authorized to be sent to 319 TRS/PFCS if the waiver was a HQ AFRS or group-level waiver that had been faxed.
9. Forward a copy of SF Form 513, **Medical Record-Consultation Sheet**, only to AFPC. Forward additional extensive medical documentation such as MEPCOM Form 40-2, **Report of Medical Examination/Treatment**, to 319 TRS/PFCS.

Table 6.2. Distribution of Enlistment Documents for PS/NPS Not Assigned to BMT.

I T E M	A	B	C	D	E	F
	Document	Send to (Note 1)	MPF/ MSPUM (Use MPF From Enlistment Orders)	Give to AF MEPS LNCO	Give to Enlistee	Notes
1	DD Form 1966		original	yellow copy	green and pink copy	none
2	AF Form 2030		original	copy		
3	DD Form 4	original	yellow copy	green copy	pink copy	
4	AF Form 3006	original	yellow copy	green copy	pink copy	
5	AF Form 3008	original	yellow copy	green copy	pink copy	2
6	Enlistment Waiver	copy	original	copy		2, 3
7	DD Form 1304.12K or USMEPCOM PCN 714ADP, Status AC		original			4
8	SF Form 86 (or EPSQ)		2 copies			5
9	DD Form 93		original, copy 1 and copy 2			none
10	Enlistment Orders	copy	3 copies	3 copies	3 copies	6
11	DD Form 214/215	copy	copy	copy	original	2
12	DD Form 368	copy	copy	copy		2, 7
13	DJ Form FD-258					5
14	AF Form 3010		original	copy		none
15	AF Form 485		original	copy		2
16	AETC Form 1408		original	copy		none
17	Authorized Miscellaneous Documents		original	copy		
18	SF 88 and SF 93	copy	original	copy		8
19	SF 600	copy	original	copy		9
20	Audiogram and DD Form 2005		original			none
21	DD Form 2246		original	copy		

NOTES:

1. Send to: HQ AFPC/DPPAOR-1, 550 C Street West, Suite E 10, Randolph AFB TX 78150-4712.
2. If applicable.
3. A copy is authorized to be sent to MPF/MSPUM if the waiver was a HQ AFRS or group-level waiver that had been faxed.
4. When USMEPCOM 714-ADP Report, status AC, is not available due to system outage, use status A (aptitude copy) or DD Form 1304.12K, reflecting valid ASVAB scores used for enlistment.

5. Send original SF 86 to: Pers Inv Ce/D0606 DSS, PO Box 1211, Baltimore MD 21203-1211, or transmit the electronic personnel security questionnaire to the appropriate electronic address.
6. See Attachment 16 for examples of EAD orders.
7. The Air Force LNCO mails a completed copy of DD Form 368 and copy of DD Form 4 to the Reserve or Guard unit.
8. Give copy to enlistee when attending training school in TDY status.
9. Forward copy of SF Form 513 only to AFPC. Forward additional extensive medical documentation, such as MEPCOM Form 40-2, to gaining MPF.

Table 6.3. Distribution of Enlistment Documents for OTS.

I T E M	A Document	B Send to (Note 1)	C Send to (Note 2)	D Give to AF MEPS LNCO	E Give to Enlistee	F Notes
1	DD Form 1966		original	yellow copy	green & pink copy	none
2	AF Form 2030		original	copy		
3	DD Form 4	original	yellow copy	green copy	pink copy	
4	AF Form 1034	original	yellow copy	green copy	pink copy	
5	AF Form 3008	original	yellow copy	green copy	pink copy	3
6	Enlistment Waiver	copy	original	copy		3, 4
7	SF 86 (or EPSQ)		2 copies			5
8	DD Form 93		original and copies			none
9	EAD Orders	copy	3 copies	3 copies	3 copies	6
10	DD Form 214/215	copy	copy		original	3
11	DD Form 368	copy	copy			3, 7
12	DJ Form FD-258					5
13	AF Form 3010		original	copy		3
14	Authorized Miscellaneous Documents		original	copy		none
15	Standard Forms SF 88 and SF 93	copy	original	copy		
16	Standard Form SF 600	copy	original	copy		8
17	Audiogram and DD Form 2005		original			none
18	DD Form 2246		original	copy		none
19	Transcripts		original			
20	AF Form 56		original	copy		
21	Class Assignment Letter		original	copy		

NOTES:

1. Send to: HQ AFPC/DPSRI-2, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.
2. Send to: OTS/MSP, 50 Chennault Circle, Maxwell AFB AL 36112-6416.
3. If applicable.
4. A copy is authorized to be sent to: OTS/MSP, 50 Chennault Circle, Maxwell AFB AL 36112-6416, if the waiver was a HQ AFRS or group level waiver that had been faxed.
5. HQ AFRS will send original SF 86 or EPSQ to DIS upon selection for OTS.
6. See Attachment 13 for an example of an EAD order.
7. The Air Force LNCO mails a completed copy of DD Form 368 and copy of DD Form 4 to the Reserve or Guard unit.
8. Forward copy of SF Form 513 only to AFPC. Forward additional extensive medical documentation, such as MEPCOM Form 40-2, to: OTS/MSP, 50 Chennault Circle, Maxwell AFB AL 36112-6416.

6.2.10. Ensure AETC Form 1348 (residual file) and copies of all enlistment forms and applicant documents are kept at the Air Force MEPS liaison office.

6.2.11. Ensure applicant case files are disposed of according to AFMAN 37-139, Table 36-10. Destroy by tearing into pieces or shredding so as to destroy record content.

6.2.12. (For MLS) Provide applicant processing instructions to all LNCOs assigned to ensure applicants understand their enlistment options.

6.2.12.1. (For LNCOs) Build an accurate applicant record in PROMIS with current disposition codes prior to a job reservation.

6.2.12.2. LNCOs will review each document to determine if any disqualifying information has been revealed. Resolve questionable information before processing continues. This includes ensuring the CMO has addressed all items marked "yes" or "don't know" in items 8 through 24 of the SF 93. There must be physician remarks in item 25 addressing these items.

6.2.12.3. Any LNCO who conducts an applicant interview will print out the enlistment forms from AFRISS and go over them with the applicant, obtaining signatures where needed. The LNCO will brief the applicant concerning the following items that apply:

6.2.12.3.1. Special Testing and GTEP.

6.2.12.3.2. The difference between an AA and GTEPs.

6.2.12.3.3. The difference between the 4- and 6-year enlistment options.

6.2.12.3.4. Enlistment bonus and other enlistment options.

6.2.12.4. Applicants receive a copy of all DEP and AD enlistment agreements to include job reservation.

6.2.12.5. The SJC is determined at the time of job reservation based on the applicant's responses to the LNCO during the interview when filling out the AETC Form 1408, **Job Screening Worksheet**. If a

reservation is canceled or additional information is provided, the LNCO will review the form, reaccomplish it if necessary, and destroy the previous form. At the discretion of the MLS, an SJC may be upgraded due to passage of time provided the current reservation has been canceled or the applicant did not have a reservation.

6.2.12.6. Upon completing the applicant interview, the LNCO will document applicant preparation, case file discrepancies, and documents required for AD. Additionally, document any item that requires a followup by the recruiter on AETC Form 1349, **MEPS Quality Control Results**.

6.2.13. Process all prior service class III modified flying physicals according to AFI 48-123.

6.2.14. Ensure applicants understand special enlistment requirements, as applicable.

6.2.15. To ensure there are no misunderstandings prior to the MLS interview and DEP, ask the applicant the following questions:

6.2.15.1. Is there anything in the agreement you do not understand?

6.2.15.2. Is there anything you discussed with the recruiter that is not included in the enlistment agreement?

6.2.16. Ensure applicants understand that no changes will be made to enlistment agreements, term of enlistment (TOE), GTEP, or aptitude area after RegAF enlistment.

6.3. Enlistment in the DEP:

6.3.1. For qualified applicants entering the DEP without a job reservation, the MLS or LNCO will complete the following:

6.3.1.1. AF Form 3005, **Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force**. Completion instructions include:

6.3.1.1.1. Label this form as annex C to the DD Form 4.

6.3.1.1.2. Complete section I (items A and C), section II, and section III. Applicant signature will be the same as the name typed in the name block.

6.3.1.1.3. Line out section I, item B, and have the applicant initial it.

6.3.1.1.4. Enter the following statement in section I, item D, and then have the applicant initial it:

"I understand the Air Force will try to reserve a job for me in which I am qualified. If my choices are not available, I may offer additional choices or elect discharge from the Delayed Enlistment Program."

6.3.1.2. DD Form 4. Completion instructions include:

6.3.1.2.1. EAD date will be 365 days from DEP date.

6.3.1.2.2. After job reservation is made, the new contract will be annex A which supersedes annex C.

6.3.1.3. DD Form 1966. Special coding instructions include:

6.3.1.3.1. Enter "00004" in item 17e.

6.3.1.3.2. Enter "9T000" in item 17f.

6.3.1.3.3. Complete items 31, 32, and 33 before enlistment in DEP or RegAF, whichever is first. Complete item 32 as follows: "Enlistment grade (E-1, E-2, E-3)/TOE (4 to 6 years)/no specific option."

6.3.2. For other applicants reserved a job and not in DEP, the MLS or LNCO will:

6.3.2.1. Complete enlistment agreements on DEP ineligible applicants. This applies to individuals at the MEPS. If the applicant is not at the MEPS and not DEP eligible, complete section 1, to include the remarks section, of the appropriate enlistment agreement. Attach a request for completion of enlistment agreement (Attachment 17) and a copy of the job reservation and send these to the responsible recruiter within 1 workday from the date of the reservation. Suspense for not more than 30 days from the reservation date.

6.3.2.2. For applicants eligible for DEP:

6.3.2.2.1. If the applicant is not present at the MEPS, suspense for DEP enlistment within 30 calendar days if economically possible as determined by the squadron operations FC. If not in DEP within 30 days, contact the squadron operations FC for instructions and prepare a memo for record (MFR) on the AETC Form 1348 of the directed action.

6.3.3. For applicants referenced in paragraphs 6.3.1 and 6.3.2, the MLS and LNCO will:

6.3.3.1. Inform applicants that they are entering into a legal contract which can only be terminated if they become disqualified or receive approval for discharge.

6.3.3.2. Ensure enlistees understand their responsibility to inform their recruiter of any moral, physical, dependency, or other change which could affect their eligibility for RegAF enlistment.

6.3.3.3. Verify GTEP qualifications against the master prerequisite file in PROMIS manual quality control checks (see explain screen in PROMIS regarding manual checks) and compare actual data against the applicant summary file. Also, validate qualification against this instruction and AFI 36-2002.

6.3.3.4. Ensure that AI enlistees understand BMT classification and assignment procedures and that no guarantees to the number or variety of available jobs that can be given.

6.4. DEP Discharges. Chapter 2 provides specific program policy guidance. Additionally, the MLS will:

6.4.1. Forward the enlistment case file to squadron operations on DEP discharges as soon as the job reservation is canceled.

6.4.2. Upon receipt of the DEP discharge package from the squadron, complete MEPCOM Form 714A as follows:

6.4.2.1. Enter the applicant's SSN and name in appropriate blocks.

6.4.2.2. Write or stamp, in bold letters across the face of the form, "**DISCHARGED FROM DEP EFFECTIVE (date), REASON (code).**" Enter the date in YYYYMMDD format. Enter the reasons code defined in Table 6.4.

Table 6.4. DEP Discharge Codes.

L I N E	A	B
	Code	Reason for Discharge
1	ZAA	Medical disqualification--EPTS
2	ZAB	Medical disqualification--Non-EPTS
3	ZAC	Pregnancy
4	ZAD	Death
5	ZBA	Moral disqualification--EPTS
6	ZBB	Moral disqualification--Non-EPTS
7	ZBC	Apathy/personal problems
8	ZBD	Refused to enlist--separate action initiated
9	ZBE	Did not report on date scheduled for AD--separate action initiated
10	ZBF	Concealment of PS
11	ZCA	Dependency disqualification
12	ZCB	Marriage
13	ZCC	Personal hardship
14	ZDA	Failure to graduate from high school
15	ZDB	Pursuit of higher education
16	ZEA	Enlisted in another service
17	ZEB	Recruiting error
18	ZEC	Enlistment misunderstanding
19	ZED	No longer qualified for option and declines alternate
20	ZFA	Other reason
21	ZKC	Enlistment into another component of same service
22	ZZZ	For MEPCOM use only

6.4.3. Ensure the following documents are sent to the MEPS processing section for filing:

6.4.3.1. MEPCOM Form 714A completed according to paragraph 6.4.2.

6.4.3.2. Copy of discharge order.

6.4.3.3. Original SF 88 and SF 93.

6.4.3.4. DD Form 4.

6.5. Enlistment in the RegAF. Applicants are processed through the MEPS as follows:

6.5.1. Documents other than INS Form I-551 or valid driver's license if needed for specific GTEP AFSC, properly verified, need not be reverified on AD date.

6.5.2. Changes in applicant status must be properly documented on applicable forms or reaccomplished if necessary.

6.5.3. US citizen applicants who legally change their name will show the court order, marriage license, adoption papers, etc., as proof of name change. The LNCO then ensures the following documents are changed accordingly: SF 88; SF 93; AF Form 1034; AF Form 3005; AF Form 3006, **Enlistment Agreement - Prior Service/Active AFRES/ANG - United States Air Force**; AF Form 3007; and AF Form 3008, **Supplement to Enlistment Agreement - United States Air Force**.

6.5.3.1. Applicant signature will be the same as the name typed in the name block.

6.5.3.2. Complete DD Form 4, according to HQ USMEPCOM Reg 601.23.

6.5.3.3. On DD Form 1966, page 1, block 2, section 1, enter "Name change, see section V." On page 3, section V, item 34 of the form, enter "Name was legally changed by (state reason)."

6.5.4. Ensure that each NPS enlistee is given a copy of his or her enlistment orders prior to departing the MEPS to hand-carry to the BMT center. (Enlistment packets will be given to the group leader.)

6.5.5. DD Form 1966, page 3, section V, item 34, must be completed at the time of final certification interview.

6.5.6. Before the enlistment oath is administered, the MLS or designated representative reviews the case file and confirms enlistment in PROMIS.

6.5.7. After the applicant has left the MEPS, but within 1 workday, send any identified discrepancies to the gaining MPF and to HQ AFPC/DPSRA, 550 C Street West, Suite, 20, Randolph AFB TX 78150-4722. Ensure the airman's SSN is included in the report. In cases where the applicant's initial assignment is BMT, send an information copy to AFRS/RSL, Bldg 5725, Rm 114, Lackland AFB TX 78236-5000.

6.5.8. Instruct enlistees to report to the San Antonio International Airport, military reception center, upon arrival. Additionally, for those enlistees who will arrive after 2200 central time, the MLS will coordinate with the local MEPS transportation section to ensure contact has been made with 319 TRS/PFCS at Lackland AFB TX (DSN 473-2120/2026, or commercial (210) 671-2120/2026). The place of origin, number of enlistees, carrier name and flight number, and scheduled time of arrival will be provided. If 319 TRS/PFCS cannot be contacted, the MLS will call AFRS/RSL, Lackland AFB TX (DSN 473-

3841/2/3/4, or commercial (210) 571-3841/2/3/4). If neither can be reached, make contact the next duty day.

6.5.9. HQ AFRS/RSOPB approves requests for enlistment. The MLS is authorized to send a message direct to HQ AFRS/RSOPB and ensure squadron and group headquarters are informed.

6.5.10. Enlistees found disqualified after the RegAF enlistment oath has been given will proceed to BMT or their initial assignment base for appropriate action. Additionally, the MLS will:

6.5.10.1. Notify HQ AFRS/RSL or the appropriate MPF of the situation. If unable to make contact on the date of enlistment, the MSL must make contact by the following duty day.

6.5.10.2. In the remarks section of AETC Form 1348, annotate all conversations related to the situation.

6.6. Prior Service (PS) and Air Reserve Component (ARC) Member Reservations. When ordering job reservations, LNCOs will call HQ AFRS/RSOPB at 1-800-531-5550 or (210) 652-4565. Ensure the following information is recorded on AETC Form 1326 and updated in the applicant's PROMIS record before calling:

6.6.1. For PS:

6.6.1.1. If other than the Air Force, date of military occupational specialty or job code conversion.

6.6.1.2. Whether a PC (prior RegAF only) and DMDC check was made by a member of the squadron operations staff. If not, whether HQ AFRS/RSOPA granted permission to process.

6.6.2. For ARC:

6.6.2.1. Statement of applicant's desire for a join spouse assignment with military spouse (if applicable).

6.6.2.2. Date of any policy exceptions (if applicable).

6.7. PROMIS. PROMIS users will review AFRS and group messages, as applicable, each morning as their first order of business and will review messages at least once more each day or as directed. The MLS will review the management action report.

6.8. Courtesy Enlistments. Squadron approving authorities (squadron commander or operations officer) can authorize courtesy enlistments within the continental CONUS and overseas-to-CONUS only. All CONUS-to-overseas courtesy enlistments for enlisted programs or OTS must be approved by HQ AFRS/RSOP or RSOO, respectively. Send AETC Form 1375 for oversea courtesy enlistments to the appropriate HQ AFRS OPR. Prior telephone coordination between gaining and losing squadron operations staff members is required. Completion of AETC Form 1375, **Request for Courtesy Enlistment**, is also required. See paragraph 2.21 for specific guidance regarding courtesy enlistments.

6.9. Emergency Leave for Enlistees Proceeding to BMT. The leave approval authority is the 737th Military Training Group Commander (737 TRG/CC). Only emergency leaves will be granted to enlistees by 737 TRG/CC before their arrival at the 737 TRG at Lackland AFB TX.

6.9.1. When situations occur that require an enlistee to take emergency leave prior to departure for the 737 TRG, the MLS will:

6.9.1.1. Between 0730 and 1630 central time, call 737 TRG/CC, Lackland AFB TX, DSN 473-4221 or commercial (210) 671-4221.

6.9.1.2. Between 1630 and 0730 central time, call the 321 TRS, Lackland AFB TX, DSN 473-2804 or commercial (210) 671-2804.

6.9.1.3. Provide the following information on the airman:

6.9.1.3.1. Name.

6.9.1.3.2. SSN.

6.9.1.3.3. Leave address.

6.9.1.3.4. Leave telephone number.

6.9.1.3.5. Requested leave start date.

6.9.1.3.6. Requested leave termination date.

6.9.1.3.7. Type of leave requested (emergency only).

6.9.2. After the emergency leave has been coordinated with the 737 TRG, prepare an MFR and include it in the records forwarded to Lackland AFB TX. Include a synopsis of the situation, the data from paragraph 6.9.1.3, and the name, grade, and duty title of the individual granting the leave.

6.9.3. Inform HQ AFRS/RSL of the leave and follow up with a copy of the MFR within 1 workday from leave approval date.

6.10. Procedures for Buddy Flight Enlistments. This option permits the recruiting, processing, enlisting, and transporting of buddy flights of two to nine individuals to BMT. Prospective members of a buddy flight must already hold a job reservation. They will then be assigned a reservation to enlist on AD the same date. Only one buddy flight is authorized for each recruiting flight per fiscal year.

6.10.1. Counseling. Inform applicants that training deficiencies, hospitalization, emergency leave, or similar conditions will result in separation of the member from the buddy flight.

6.10.2. Assignment Reservations:

6.10.2.1. Once applicants are fully qualified and holding a job reservation, establish a buddy flight name, exact number of applicants, and desired month of enlistment (the EAD month must pertain to all applicants and the flight cannot be mixed male and female).

6.10.2.2. Contact HQ AFRS/RSOPB at least 90 days before the enlistment month with the flight name, desired AD month, number of applicants, and each applicant's name, SSN, and a minimum of one AI and five GTEP job choices.

NOTE: Additions are not permitted. Substitutions are authorized when a reserved applicant is not able to enlist.

6.10.3. Enlistment and Identification of Members. Buddy flights are enlisted and processed as follows:

6.10.3.1. Make the appropriate entry on each participant's AF Form 3005 or AF Form 3007 to include the following statement in the remarks section: "I am enlisting as a member of buddy flight (name of flight)." AF Form 3008 must be completed as an annex to AF Form 3005 or AF Form 3007 to properly identify and guarantee this option. The PROMIS explain screen "(buddy flight name)" may be pulled up and attached to the AF Form 3008 to prevent you from reaccomplishing this form in case one of the applicants fails to go on AD.

6.10.3.2. HQ AFRS/RSOPB will send a list of enlistees' names and scheduled arrival date at least 30 workdays before their arrival to: HQ AFRS/RSL, 1550 Wurtsmith Street Suite 3, Lackland AFB TX 78236-5249.

6.10.3.3. Contact HQ AFRS/RSOPB by message or telephone 1-800-531-5550 when further information is required.

6.11. Initiation of Entrance National Agency Check (ENTNAC) and National Agency Check (NAC):

6.11.1. Guide for Requesting ENTNAC or NAC. AFI 31-501, *Personnel Security Program Management*, establishes the Air Force Personnel Security Program. Table 6.5 is a guide for requesting ENTNAC or NAC.

6.11.2. Automated ENTNAC. Any NPS application that meets the criteria in paragraphs 6.11.2.1 through 6.11.2.11 will be submitted by automated ENTNAC channels. If any conflicting instructions occur, AFI 31-501 takes precedence. Automated ENTNACs will be limited to those first-term enlistees who meet the following criteria:

6.11.2.1. US citizen at birth.

6.11.2.2. No foreign residence or travel exceeding 1 year after their 18th birthday.

6.11.2.3. No prior federal employment to include military service (active, Reserve, and Guard status) or DEP time for any branch of the military services.

6.11.2.4. No moral waivers granted except for category 5 offenses.

6.11.2.5. No medical waivers granted for mental or emotional illness or disorder.

Table 6.5. Guide for Requesting ENTNAC or NAC.

R U L E	A	B	C	D
	If applicant is	then submit	with the following forms	Notes
1	a first-term enlistee	an ENTNAC within 3 workdays after enlistment	SF 86 or EPSQ DD Form 2280.	1, 2, 3, 4
2	reentering DEP or AD after a break in Military Service (including DEP) or federal employment exceeding 24 months from date separated	a NAC within 3 workdays after enlistment	SF 86 or EPSQ DJ Form FD-258.	2, 3, 4
3	reentering DEP or AD after a break in Military Service (including DEP) or federal employment less than 24 months from date separated	none required	NA	none

NOTES:

1. Enlistment is defined as entering AD or entering the DEP.
2. The Air Force MLS will ensure MEPCOM initiates the ENTNAC or NAC request to meet AFI 31-501 requirements.
3. MEPS operations will review the SF 86 or EPSQ and fingerprint all NPS, PS, and OTS applicants as required. Any problems or discrepancies will be reported to the Air Force MLS for corrective action or enlistment determination.
4. Ensure a copy of the SF 86 or EPSQ is retained in applicant's enlistment case file for distribution purposes.

6.11.2.6. No information indicating excessive use of marijuana as indicated by the MEPS physician's award of anything other than as "S-1" on the physical profile.

6.11.2.7. No information indicating use of narcotics or dangerous drugs (except marijuana) since age 16.

6.11.2.8. No indication of sexually deviant behavior within the last 15 years, such as exhibitionism, voyeurism, and bestiality, etc. This includes professed homosexual behavior.

6.11.2.9. No immediate family members (parents, brothers, sisters, children, or spouses) employed by or in any way connected with any foreign government in an official capacity (for example, working on a foreign contract related to military applications or working for the foreign government or representing the foreign government at meetings, conferences, or symposiums that relate to intelligence or other military matters) who can be coerced, blackmailed, or pressured to commit an act not in the best interest of the United States or the applicant's position as a US military member.

6.11.2.10. No evidence of financial irresponsibility, such as application for bankruptcy or arrest for passing bad checks within the past 5 years, even if the charges were dismissed.

6.11.2.11. Applicant has answered "no" to items 30a and b of SF Form 86. (This deals with advocating overthrow of the US government.)

NOTE: A manual ENTNAC will be run on all other Air Force applicants.

6.12. Flight Physicals. Specific requirements for class III flight physicals are in AFI 48-123. Use Attachment 18 as a sample request for waiver of physical standards.

6.12.1. Ensure the following items have been completed:

6.12.1.1. Eye refraction, if vision is not 20/20 uncorrected.

6.12.1.2. Heterophoria.

6.12.1.3. Valsalva.

6.12.1.4. Electrocardiogram (ECG) on OTS and PS applicants only.

6.12.1.5. Reading aloud test (RAT) for air traffic control and combat controller duty.

6.12.2. Ensure the applicant understands that all flight physicals require command SG certification. When an applicant is reserved a job requiring certification, type the following statement on the enlistment contract: *"This job is contingent upon certification of the appropriate command surgeon general."*

6.12.3. Send the physical to HQ AETC/SGPS, 63 Main Circle Suite 3, Randolph AFB TX 78150-4549, for certification upon receipt of the DAT/human immunodeficiency virus test results.

6.13. Officer Applicant Processing:

6.13.1. Types of Applicants. There are three types of OTS applicants, as follows:

6.13.1.1. Applicants in DEP.

6.13.1.2. DEP-eligible applicants but never in DEP, or a member of a non-AFRES or Air Guard unit.

6.13.1.3. Members of the ARC (ANG, AFRES, and Inactive Ready Reserve (IRR)) are not DEP eligible. Includes previous service Air Force applicants who have not completed their military service obligation. (**NOTE:** Members of other services' Guard or Reserve forces fall into the type described in paragraph 6.13.1.2).

6.13.2. General Procedures:

6.13.2.1. AF Form 1034 must be completed.

6.13.2.2. DD Form 4, block 8, should include Air Force Reserve, 8 years (based on paragraph A of AF Form 1034), appropriate grade (normally SSgt), and annexes.

6.13.2.3. Block 8a is projected EAD, Air Force, and 4 years for DEP enlistment.

6.13.2.4. DEP discharge will be recorded in the remarks section of DD Form 1966. (*Example:* "Individual is discharged from the Air Force Reserve (DEP) effective [date].")

6.13.2.5. On EAD date, a *new* DD Form 4, page 1 and 2, must be accomplished for all applicants who enlist into the Air Force and offer to voluntarily EAD.

6.13.2.6. Block 8 of the *new* DD Form 4 will include Air Force, 8 years, appropriate grade (normally SSgt), and annexes.

6.13.2.7. Block 8a is blank.

6.13.2.8. Page 2 is completed the same as for a RegAF or DEP enlistment.

6.13.2.9. Under no circumstances will DD Form 4, page 3, be accomplished.

6.13.3. Procedures for DEP Eligible Applicants Who Have Never Been in DEP or a Member of a Non-AFRES or ANG Unit:

6.13.3.1. Complete AF Form 1034.

6.13.3.2. Follow the instructions in paragraphs 6.13.2.5 through 6.13.2.9. (**NOTE:** Disregard the word "new" in paragraph 6.13.2.5 and in paragraph 6.13.2.6.)

6.13.4. Procedures for Members of the ARC (ANG, AFRES, and IRR) Who are Not DEP Eligible:

6.13.4.1. Complete AF Form 1034.

6.13.4.2. Do not accomplish a DD Form 4.

6.13.4.3. The MLS is responsible for case file breakdown and distribution.

6.13.4.4. USMEPCOM will provide a physical inspection only and transportation arrangements.

6.13.4.5. HQ AFPC/DPPA will provide EAD orders on EAD date (subject to change).

6.13.4.6. EAD orders will also serve as promotion orders to SSgt as required.

6.13.4.7. A copy of the completed DD Form 368, with the EAD order attached, must be forwarded to the losing ARC unit. The MLS will ensure this is done.

6.14. Physical Profiles (PULHESX):

6.14.1. Physical Condition (P). The following serial profiles are for physical condition:

6.14.1.1. P-1. Free of any identified organic defect or systemic disease.

6.14.1.2. P-2. Presence of minimally significant organic defects or systemic diseases.

6.14.1.3. P-3. Significant defects or diseases under good control, not requiring regular and close medical support. Capable of all basic work commensurate with grade and position.

6.14.1.4. P-4. Severe organic defects systemic and infectious diseases, all conditions disqualifying by AFI 48-123.

6.14.2. Upper Extremities (U). The following serial profiles are for the upper extremities:

6.14.2.1. U-1. Bones, joints, and muscles normal. Able to do hand-to-hand fighting.

6.14.2.2. U-2. Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects which do not prevent hand-to-hand fighting and are compatible with prolonged effort.

6.14.2.3. U-3. Defects causing moderate interference with function, yet capable of strong effort for short periods.

6.14.2.4. U-4. Strength, range of motion, and general efficiency of hand, arm, shoulder girdle, and back, including cervical and thoracic spine severely compromised or disqualifying by AFI 48-123.

6.14.3. Lower Extremities (L). The following serial profiles are for the lower extremities:

6.14.3.1. L-1. Bones, muscles, and joints normal. Capable of performing long marches, continuous standing, running, climbing, and digging without limitation.

6.14.3.2. L-2. Slightly limited mobility of joints, mild muscular weakness, or other musculoskeletal defects which do not prevent moderate marching, climbing, running, digging, or prolonged effort.

6.14.3.3. L-3. Defects causing moderate interference with function, yet capable of strong effort for short periods.

6.14.3.4. L-4. Strength, range of movement, and efficiency of feet, legs, pelvic girdle, lower back, and lumbar vertebrae severely compromised or disqualifying by AFI 48-123.

6.14.4. Hearing (H). Refer to block 40 on the applicant's SF 88 to determine profile. Do not change the profile on SF 88. The MSL will ensure that the CMO profiled the applicant correctly according to the criteria in paragraphs 6.14.4.1 through 6.14.4.3. If it is determined that the applicant has been profiled incorrectly, the MLS will make every effort to get the CMO to profile the applicant according to the following criteria:

6.14.4.1. H-1. Qualifies applicants for flying classes I and IA, initial flying class II, and initial flying class III, and selected career fields as noted in AFMAN 36-2108, *Airman Classification*. Applicants have an H-1 profile if they have an unaided hearing loss in either ear that is no greater than:

Hz	500	1000	2000	3000	4000	6000
dB	25	25	25	35	45	45

6.14.4.2. H-2. Qualifies applicants for Air Force enlistment and commission. Applicants have an H-2 profile if they have an unaided hearing loss in either ear that is no greater than 30 dB average over 500, 1,000, and 2,000 Hz, or no single value greater than:

Hz	500	1000	2000	3000	4000	6000
dB	35	35	35	45	55	NA

6.14.4.3. H3/H4. Applicants whose hearing is determined to be less than H-2 (H-3 or H-4 according to AFI 48-123), are *not* cleared for further processing. Do not, under any circumstances, enter a HYB waiver code in PROMIS and reserve the applicant a job. If a waiver is desired, the MLS will forward the applicant's physical to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549, for waiver consideration and profile validation. Refer to Attachment 18 for a sample cover letter. Waiver approval must be received before the applicant is allowed to further process. A good rule of thumb is to allow 30 days or more.

6.14.5. Vision (E). The following serial profiles are for vision (eyes):

6.14.5.1. E-1. Minimum vision of 20/200 correctable to 20/20 in each eye.

6.14.5.2. E-2. Vision correctable to 20/40 in one eye and 20/70 in the other eye, or 20/20 in one eye and 20/400 in the other eye.

6.14.5.3. E-3. Vision that is worse than the E-2 profile but better than E-4.

6.14.5.4. E-4. Visual defects disqualifying by AFI 48-123.

6.14.6. Psychiatric (S). The following serial profiles are for psychiatric evaluations:

6.14.6.1. S-1. No psychiatric disorder.

6.14.6.2. S-2. Mild transient psychoneurosis.

6.14.6.3. S-3. Mild chronic psychoneurosis, moderate transient psychoneurotic reaction.

6.14.6.4. S-4. All psychosis and the psychoneuroses which are persistent or recurrent, requiring hospitalization or the need for continuing psychiatric care or disqualifying according to AFI 48-123.

6.14.7. Strength (X). The following serial profiles are for the amount of weight an applicant can lift to a height of 6 feet. Specific instructions can be found in USMEPCOM Reg 40-3, *Air Force Strength Aptitude Testing*.

6.14.7.1. E. Not tested.

6.14.7.2. F. Less than 40 pounds.

6.14.7.3. G. 40 pounds.

6.14.7.4. H. 50 pounds.

6.14.7.5. J. 60 pounds.

6.14.7.6. K. 70 pounds.

6.14.7.7. L. 80 pounds.

6.14.7.8. M. 90 pounds.

6.14.7.9. N. 100 pounds.

6.14.7.10. P. 110 pounds.

NOTE: The letter "F" represents a failing score and is disqualifying for entry into the Air Force. The letters "I" and "O" are excluded because they can be confused with numerals.

6.15. Accession Designation Number (ADN). Use Table 6.6 as a guide to determine definitions for all ADN codes found on screen six of the PROMIS reservation system for all programs.

Table 6.6. Definition of Enlistment Options for ADN Assignments.

R U L E	A	B	C
	If term of enlistment in years is	and enlistment incentives given are	then ADN option is
1	4	AA option	004.
2	4 or 6	PS enlisting RegAF DDA	005.
3	4	RegAF, OTS	008.
4		guaranteed AFSC	012.
5	6	guaranteed AFSC, accelerated promotion to A1C	013.
6		guaranteed AFSC, accelerated promotion, base of choice	014.
7		AA with accelerated promotion	015.
8	4	guaranteed AFSC, accelerated promotion to Amn	016.
9		guaranteed AFSC, base of choice	017.
10		guaranteed AFSC, accelerated promotion, base of choice	018.
11		guaranteed AFSC, accelerated promotion, base of choice	019.
12		guaranteed AFSC, base of choice	050.
13		active AFRES unit member enlisting in RegAF for DDA in PAFSC or for retraining	051.
14	active ANGUS unit member enlisting in RegAF for DDA in PAFSC or for retraining	052.	
15	6	active AFRES unit member enlisting in RegAF for DDA or retraining assignment in authorized 6-year AFSC	053.

R U L E	A	B	C
	If term of enlistment in years is	and enlistment incentives given are	then ADN option is
16		active ANGUS unit member enlisting in RegAF for DDA or retraining assignment in authorized 6-year AFSC	054.
17		guaranteed AFSC, accelerated promotion, guaranteed retraining after 36 months	055.
18	6	guaranteed AFSC, accelerated promotion, guaranteed retraining, base of choice	056.
19	4	NPS applicant enlisting from USAF Academy Prep School	057.
20	6	NPS applicant enlisting from USAF Academy Prep School	058.
21		guaranteed AFSC, accelerated promotion, enlistment bonus	059.
22		guaranteed AFSC, accelerated promotion, enlistment bonus, base of choice	060.
23	4	Officer Training School College Senior Engineering Program (CSEP)	061.
24	4 or 6	PS, BSSRB with less than 2 years from DOS	062.
25		PS, BSSRB with more than 2 years and less than 4 years since DOS	063.
26		EAD from ANG/AFRES under U.S.C., Title 10	064.
27		reserved	065.
28		PS enlisting in RegAF for retraining	066.
29		NPS or inactive Air Reserve Force (ARF) enlisting in RegAF bypass BMT	068.
30	6	guaranteed AFSC, accelerated promotion to A1C upon completion of BMT, and accelerated promotion to SrA upon completion of technical training with 24 months time in service, enlistment bonus	071.

Chapter 7

HEALTH PROFESSIONS (HP) RECRUITING REQUIREMENTS

Section 7A--Accession, Basic Requirements, and Eligibility Criteria

7.1. Specialties Needed by the Air Force but Not Required by AFRS. AFRS personnel will refer inquiries to the appropriate OPR. See paragraph 2.1.

7.2. Qualitative Objectives. Quality applicants are those who have collectively high attributes of educational, aptitude, physical, and moral standards. Applicants must be medically qualified or medically acceptable with waiver according to AFI 48-123. Final medical qualifications are made by HQ AETC/SG or HQ AFPC/DPAM. Refer to Attachment 19 for medical prescreening. Recruitment of these individuals is essential to the effective operation of the Air Force. Meeting commissioning qualifications does not guarantee acceptance. Applicants are considered on a best-to-least qualified basis. Recruiting commanders will ensure their recruiters adhere to the quality concept in mission accomplishment. Additional information on officer accessions is in AFI 36-2005.

7.3. Education Accreditation. Unless otherwise provided in this instruction, all college and university course credits must have been earned from a school accredited by one of the regional accrediting commissions. Additionally, the school must be listed by the National Center for Education Statistics (NCES) in their *Education Directory*. To qualify for NCES listing, schools must offer at least a 1-year program of college-level studies leading toward a degree. Some schools, although regionally accredited, are not listed by NCES in the *Education Directory* because they do not meet this requirement.

7.3.1. Page vii of the *Education Directory*, subparagraph Regional Accrediting Commissions, lists the names of these accrediting commissions and the various codes they use to denote accredited schools listed in the *Education Directory*. No reference source other than the NCES *Education Directory* and no other accreditation commissions are acceptable, except when authorized for certain HP program specialties.

7.3.2. If a school claiming regional accreditation is not listed in the current version of the *Education Directory* call the NCES to determine whether the listing is pending or whether in fact the school does not qualify for listing. The NCES point of contact and phone number is on page iv of the *Education Directory*.

7.4. Agreement. In all cases, the Air Force reserves the right to deny entry on AD or EAD to anyone even if an agreement has been completed and they have been given a projected AD or EAD date. Additionally, the Air Force can change an agreement before an applicant's entry on AD or EAD. In these instances, applicants must be immediately notified of the change and given a fair choice; that is, to either accept the change or to not enter AD or EAD.

7.5. Basic Eligibility. Applicants must meet all eligibility requirements identified in this instruction. Table 1.1 lists conditions that make applicants ineligible for entry into the Air Force. Unqualified applicants will be tactfully dismissed or will be considered for a waiver if appropriate. (See Chapter 4.)

7.6. Substantiation of Eligibility Requirements:

7.6.1. Applicants must be able to prove they meet all eligibility requirements. They must furnish required substantiating documents in an original, notarized true copy, or certified true copy by the issuing agency. The applicant will not be required to surrender them to recruiting personnel. However, applicants must be counseled on the need to have these documents in their physical possession for any required processing actions. Recruiters will make every effort to return personal documents, and will attach those that remain unclaimed to AETC Form 1319, **Personal Interview Record**. Documents submitted with an application will not be returned unless requested. Final disposition will be the same as for the PIR. Ensure attempts to return applicant's personal documents are recorded on the PIR.

7.6.2. Official (final) transcripts of all college work must include day, month, and year degree was awarded. Transcripts must be embossed with the school seal (raised or stamped). The transcript provided cannot be an "issued to student" transcript. The Certificate of Completion of Degree Requirements form letter found in the OA Annual Program Announcement is optional in place of other authorized documents for verification of academic course completion. The recruiter will either hand-carry or mail the form to the appropriate school. If mailed, the recruiter must include a pre-addressed return envelope. The form is forwarded to HQ AFRS/RSOCA in the application.

7.6.3. Written or telephone verification through the issuing source is required for the following documents on all health care providers: qualifying degree, certificates of training, board certification, registration or licensure, and Educational Council for Foreign Medical Graduates (ECFMG) certification. Health care providers are the following: physicians (all specialties), dentists (all specialties), nurse anesthetists, nurse midwives, nurse practitioners (pediatric nurse practitioners [PNP] and women's health care practitioners [WHCP]), physician assistants, optometrists, podiatrists, clinical psychologists, clinical social workers, clinical dietitians, clinical pharmacists, physical therapists, occupational therapists, audiologists, and speech pathologists.

7.6.3.1. Squadron recruiting personnel are responsible for verifying of all current licenses through the issuing source. When verifying the license through the issuing source, the recruiter must ask the licensing agency, either by telephone or in writing, whether the license is current, valid, unrestricted, or unencumbered. If verified by telephone, complete the "Licensure Verification" form letter found in the OA Annual Program Announcement. Failure to annotate verification in exactly this manner will result in an application error.

7.6.3.2. HQ AFRS/RSOC personnel will verify qualifying degree, certificates of training (internship, residency, and fellowship), board certification, and ECFMG certification through the issuing source.

7.6.3.3. Also, test scores (such as Graduate Management Admission Test [GMAT], Graduate Record Examination [GRE], Medical College Admissions Test [MCAT], and National Dental Board scores) and any military service document furnished from an applicant or applicant's unit must be authenticated. Authentication is defined as evidence by proper signature (by either an officer or NCO) or seal of the issuing authority that a document is genuine and official. Recruiting personnel are responsible for authenticating these documents. Failure to annotate authentication exactly in the manner described below will result in an application error.

7.6.3.3.1. Only make authentication on those documents that contain an original signature, official seal, and or official school stationery. Copy will include the recruiting representative's signature block, signature, and date, and state that "the copy is a certified copy of the original." Type or stamp this

authentication on the front of each document verified.

7.6.3.3.2. Recruiting representatives authenticating copies from copies when original documents are not available should use the notary public service procedures. However, telephone verification from the original source as to authenticity or corresponding with the original source is also acceptable. Telephone verification must be recorded on the front of documents and include the following information: individual and organization contacted, date, and recruiting representative signature block and signature.

7.7. Interview and Qualification Restriction. To prevent wasting time and money, recruiters will not process applicants in any manner until it has been determined they have a SSN established in their name and they are tentatively qualified under Chapter 1, Table 1.1, Chapter 4, and this chapter.

7.8. Interview and Qualification Procedures. The following procedures are mandatory and must take place before any processing may begin:

7.8.1. Inform applicants of the necessity to record their SSN and ask specific personal questions about their background. Then brief the applicant on the Privacy Act and provide the applicant an AF Form 883.

7.8.2. Once this is completed, begin the interview and document it on the proper PIR. Completion of DD Form 2246 and AF Form 2030 simultaneously with the PIR is highly encouraged but, in rare cases, may not be practical. These documents will, however, be completed before any processing actions begin.

7.8.3. At this point, applicants will be required to read the Air Force drug policy statements on the front of AF Form 2030. Once applicants have read the rules, ask them whether they understand the Air Force drug policy and consequences for breaking it. Then ask if they agree to abide by these rules from this date forward.

7.8.4. If they agree, have applicants initial each block to the right of the policy statements. If applicants refuse to initial the blocks or complete and sign the required statement, terminate the interview, cancel any scheduled processing, and tactfully dismiss them.

7.8.5. Refer to Table 1.1 and Chapter 4 to screen applicants for any potential disqualifying factors.

7.9. Age, Citizenship, and Name Verification. All documents must be original, notarized true copies, or certified true copies by the issuing agency. The burden of proof of US citizenship rests with the applicant. (See Table 7.1 for qualification standards.)

7.9.1. US Citizen. To prove US citizenship, applicants must present the following: a birth certificate; DD Form 372, validated by local or state vital statistics office; DD Form 214 (age and name only); current, valid, unrestricted, and nontemporary US passport showing the holder as a US citizen, other official documents issued by a vital statistics office; or a court order for a name change only. Canadian-born American Indians are exempt from having to apply for or carry an INS Form I-551; however, they are considered aliens for assignment and classification purposes. These applicants can only be considered for the NPS program. Applicants born in Panama must have a government-issued birth certificate with raised seal, and one parent must be a US citizen. Applicants born in the Northern Mariana Islands must have a government-issued ID card.

Table 7.1. Qualification Standards.

L I N E	A	B	C	D
	Standard	Specific Requirement	Waiver Action	Notes
1	Citizenship	Must be a US citizen.	No waivers authorized. See paragraph 7.9.	1
2	Physical	Must meet commissioning standards established in AFI 48-123. Schedule applicants for examination at the MEPS, military installation, or private physician's office. Where no military facilities exist, physical examinations may be scheduled with private physician, using Recruiting Service funds according to instructions from the flight supervisor, HP flight commander, or squadron commander.	The physical examination performed by the initial examining facility is a tentative qualification. Final determination of medical qualifications are made by HQ AETC/SG or HQ AFPC/DPAM.	2
3	Drug abuse	See Chapter 4.	Waivers will be granted only as directed in Chapter 4.	
4	Moral and mental	Must have high moral character and personal qualification. Must meet standards according to this publication.	Waivers are not normally granted but may be requested in deserving cases. Process waivers according to Chapter 4.	
5	Dependents	Restrictions. See paragraph 7.16 for guidance on applicants with dependents.		
6	Age	Must meet the age requirement for the appointment grade in which qualified.	Authorized in <i>unusual</i> cases or based upon specific qualifications of an individual. Waiver will not exceed 3 years and must be fully justified. HQ USAF/SGWP is the final waiver approval authority.	2, 3
7	Education	See applicable area in this chapter.	No waiver authorized.	1
8	Total federal commissioned service date (TFCSD)	The TFCSD is significant because current laws require the termination of active status of Reserve officers in the grade of lieutenant colonel and below after 28 years of service (Table 7.6 provides the method of computation of the TFCSD).	Applicant must initial AETC Form 1430, Statement of Understanding – Applicant for Extended Active Duty – USAF Health Professions , section VII. HQ AFPC/DPAM is waiver authority.	2

L I N E	A	B	C	D
	Standard	Specific Requirement	Waiver Action	Notes
9	Retirement eligibility	Must be able to qualify for AD retirement.	See notes.	2, 4
10	Personal security investigation	Required on all applicants. Prepare and forward SF 86 or EPSQ and DJ Form FD-258 (rev. 12/29/82). All applicants must complete AETC Form 1430, section I, for appointment before completion of the investigation.	No waiver authorized.	1

NOTES:

1. Do not submit request for waiver of conditions where "No waiver authorized" is shown or the individual has civil or criminal charges filed or pending.
2. Waivers may be requested in deserving cases for those conditions that indicate a waiver is authorized. All aspects of the application will be considered with the overriding consideration being the best interest of the Air Force.
3. Maximum age is less than 48 years for initial appointment in a health specialty designated as wartime critically needed by HQ USAF/SG.
4. In addition to the prior EAD time shown on DD Form 214 or 215, AD points earned while in a Reserve status must be considered to determine retirement eligibility. Final determination will be made by HQ AFPC/DPAM.

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

7.9.1.1.1. From the Department of State, a full validity (nontemporary) US passport (5 years for minors, 10 years for adults), FS Form 240, or DS Form 1350.

7.9.1.1.2. From the US INS, INS Form N-560A or INS Form N-561 (beforement to the INS Form N-560A).

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

7.9.1.2.1. From the Department of State, a full validity (nontemporary) US passport (5 years for minors, 10 years for adults).

7.9.1.2.2. From the US INS, INS Form N-560AA or INS Form N-561 (beforement to the INS Form N-560AA).

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

7.9.1.3.1. From the Department of State, a full validity (nontemporary) US passport (5 years for minors, 10 years for adults).

7.9.1.3.2. From the US INS, INS Form N-550 or INS Form N-570 (beforement to the INS Form N-550).

7.9.1.4. Normally, US citizens will be appointed under the name that appears on their birth verification document. However, US citizen applicants may be commissioned with a preferred first and or middle name. Additionally, US citizen applicants may elect a preferred surname provided they are commonly known by that surname. US citizen applicants electing to be commissioned with their preferred name must present their Social Security card showing their preferred name to their recruiter to properly prepare the case file and complete the SF 86 or EPSQ. Final acceptance of the preferred commissioning name rests with the MLS or recruiting officer. For those applicants who have been approved to be commissioned without a Social Security card, ensure their preferred name is shown on the documents used in place of the Social Security card.

7.9.2. Dual Citizenship. The United States does not recognize dual citizenship. Individuals who claim dual citizenship must denounce their citizenship to another country to qualify for certain security clearances.

7.10. Verification of Previous Military Service. HQ AFRS/RSOPA will maintain all previous editions of the PC microfiche to establish an historical PC file. This will ensure a review of those applicants who are separated 4 years but have subsequent ARF service. Use Table 7.2 and Table 7.3 to verify previous military service with the DMDC. DMDC contains only prior Regular enlistment and officer losses as well as Reserve component losses. Use Table 7.4 to determine required documentation.

7.11. Conditional Release or Resignation from Reserve Components:

7.11.1. Conditional Release. Required on any individual holding status with a Reserve component of one service that is making applicant to another service's regular active duty component. All members requesting a conditional release should use a DD Form 368; members requesting a conditional tender of resignation should use the memorandum format provided in Attachment 20. Commissioned officers in the AFRES (active or inactive status) and those in the ANG do not require a conditional release. Enlisted members in the AFRES (active and on pay status) or in the ANG require a DD Form 368. Air Force enlisted nonunit members in a nonpay status do not require the DD Form 368 or request for conditional release.

7.11.2. Conditional Tender of Resignation. This request applies only to those officers who are members of a US Army Reserve (USAR) component. Refer to Attachment 20 for the correct memorandum format.

7.11.3. Interservice Transfer. This process is used by any individual holding status who is applying to go from one service's Reserve component to another service's Reserve component, or from AD in one military service to AD in another service.

Table 7.2. RE Code/IRE Code Conversion Chart (Basic).

R U L E	A	B
	If IRE code is	this normally equals an RE code of:
1	1	1 for all branches of service.
2	2	3 for Air Force.
3		3A for Army.
4		2 for Army, USMC, USN, and USCG.
5	3	4 for Air Force.
6		3 for Army, USMC, USN, and USCG.
7	4	2 for Air Force.
8		4 for Army, USMC, USN, and USCG.

Table 7.3. Verification of Previous Military Service With the DMDC.

R U L E	A	B	C
	If IRE code is	then, if otherwise qualified, applicant may:	Notes
1	1 or 2	be commissioned.	1
2	any other or not on file	not be commissioned.	1, 2, 3, 4, 5

NOTES:

- Contact squadron/RSO for RE/IRE code (for all programs). Ensure RE code is qualifying by contacting HQ AFRS/RSOPA. Squadron operations contacts DMDC in all cases to verify RE code. HQ AFRS/RSOC also screens PC microfiche (previous service RegAF only) and informs the recruiter of the applicant's status (eligible or ineligible). If a conflict exists in any of the sources used to verify previous service data, refer to paragraph 4.9. If a waiver is required, the squadron must include the IRE and ISC in the waiver request. Refer to Chapter 4 for waiver procedures.
- A waiver may be applicable for persons who have certain types of discharges (EPTS, hardship, dependency, nonfulfillment of contract, etc.). However, a discharge must not have been due to punitive or administrative actions that involve defective character traits, unsuitability, or nonperformance of duty.
- Prior or previous service applicants who last served in the Air Force and whose DD Form 214 reflects an RE code of 2 (with or without suffix) are ineligible. Waivers are not authorized unless the applicant was discharged before 30 June 1976. **EXCEPTION:** Applicants who last separated from the Air Force before 30 June 1976 under Palace Chase SPD 715 or 716 with RE 2, are eligible for appointment without waiver if otherwise qualified. Also, prior Air Force applicants with an RE code of 21 issued from 1982 through 1987 who have gained US citizenship may request an eligibility determination for appointment consideration.
- If an applicant has a DD Form 214 or 215, and DMDC check indicates IRE 5, 9, 0, or "not on file," there is a possibility of incorrect information being provided. Validate SSN, DOS, and service branch, then make an additional DMDC check. If the additional DMDC check remains IRE 5, 9, 0, or "not on file," squadron operations must contact HQ AFRS/RSOC for eligibility determination.

5. If previous branch of service was not Air Force and applicant does not have an undeleted DD Form 214, the recruiter must obtain an undeleted copy of DD 214 Form or DD Form 215 (see Table 7.4, note 1.2). Applicants must be specific in their request and ask for an undeleted DD Form 214. Upon receipt of documents, verify data with DMDC. If DMDC indicates IRE 5, 9, 0, or "not in file," squadron operations must contact HQ AFRS/RSOC for determination of eligibility. PS Air Force applicants do not need an undeleted DD Form 214 if separation data can be verified from DMDC and PC; however, a deleted copy of DD Form 214 is still required.

Table 7.4. Verification of Previous Military Service—Documentation Required.

R U L E	A	B	C	D
	If applicant has	and	then the following documents are required	Notes
1	separated from a Regular component	had no subsequent active Reserve service	DD Form 214/215 (undeleted), DD Form 256, or discharge orders.	1
2		has active Reserve service and is still serving	DD Form 214/215 (undeleted), DD Form 368, AF Form 526 if serving in AFRES or ANG.	1, 2, 3
3		has active Reserve service and was separated	DD Form 214/215 (undeleted), statement of service, AF Form 526 if served in AFRES or ANG, discharge orders (Reserve members only), NGB Form 22 (Guard members only).	1, 3, 4
4	never been in a Regular component but has AD with US Reserve forces	is still serving	DD Form 368, DD Form 214 (if available), AF Form 526 if serving in AFRES or ANG.	1, 2, 3
5		was separated	statement of service, discharge orders (Reserve members only). NGB Form 22 (Guard members only), DD Form 214 (if available).	1, 4

NOTES:

1. An undeleted DD Form 214 is not required for former enlisted Air Force members when separation data can be verified with DMDC or PC unless a waiver or eligibility determination is required. All others will require an undeleted DD Form 214. Documents must be original or certified true copies of the originals. They must include the last period of AD and or Reserve service. If an applicant does not have required documents, the documents may be requested, in writing, from the appropriate military records center. The written request must give inclusive dates for all periods of active and inactive service and the individual's full name and SSN. Recruiters can provide the applicants with SF Form 180 and ask the applicants to authorize the record center to release the information to the recruiter. (Request must specify information desired, such as undeleted copy of DD Form 214 containing RE code and separation designator number (SDN) or SPD, narrative reason for separation, etc.). Applicant's copy, copy 4 of DD Form 214, is authorized for verification purposes. An undeleted DD Form 214 must be with all requests

for waiver, and eligibility determinations must be sent to HQ AFRS/RSOC.

1.1. When reassigned to the AFRES Nonaffiliated Reserve Section, and still in this status, a copy of documents may be obtained from ARPC/DPFS, Denver CO 80280-5000. The phone number is DSN 926-6506 or commercial (303) 676-6506.

1.2. When discharged, a copy of documents will be obtained by sending an SF Form 180 to Air Force National Personnel Records Center (NPRC) Liaison, 1222 Spruce Street, Room 10.314, St Louis MO 63103-2813. The phone number is DSN 555-4006 or commercial (314) 331-4006.

1.3. State adjutant general of appropriate state for National Guard personnel.

1.4. All other requests should be sent to the address on the back of SF 180.

1.5. If applicant's record contains unfavorable information disputed by the applicant, the applicant can submit a DD Form 149, **Application for Correction of Military Record, Under the Provisions of Title 10, US Code, Section 1522.**

2. Applicant's DD Form 368 or conditional release letter with the unit commander's recommendation for enlistment or appointment is required.

3. AF Form 526 is required only when needed to adjust DOS or age.

4. When requesting statement of service, the applicant should also request the narrative reason for separation, primary specialty code, and grade held at time of separation. NGB Form 22 (undeleted) may be used to verify service for pay grade in which separated, primary specialty code, and reason for separation, provided it is in narrative form.

7.11.4. The recruiter and flight supervisor or commander are responsible to ensure the applicant completes the appropriate request for release or resignation. If at all possible, a copy of the initial endorsement by the appropriate official in the order of the chain-of-command is requested with the applicant's letter. This will assist HQ AFRS/RSOC in tracking the correspondence through administrative channels. If you cannot be assured that the request for conditional release or resignation is being processed in a timely manner by the losing component, inform a HQ AFRS/RSOC representative at DSN 487-4702/3501 or (210) 652-4702/3501. Refer to Table 7.5 for conditional release determinations.

7.12. Total Federal Commissioned Service Date (TFCS) Computation. Federal statutes require the termination of active status of Reserve officers in the grade of lieutenant colonel and below after 28 years and 1 month of service. See Table 7.1 for waiver information. To determine TFCS at retirement, you must know the TFCS, TAFMS date, and projected EAD date. Use Table 7.6 to determine TFCS. AFI 36-2604 has additional information.

7.13. Moral Character. HP applicants must be of sound moral character. Generally speaking, unacceptable moral character includes an established pattern of character and behavior disorders, defiance of rules, directives, and law, or when an individual, who was capable of making a decision between right and wrong in conduct, chooses to ignore generally accepted ethical standards. Refer to Chapter 4 for details regarding moral waivers and eligibility determinations. The approval authority will maintain the original waiver documents and a copy of the approved waiver will be sent with the selection and accession application documents.

Table 7.5. Conditional Release or Resignation From a Reserve Component.

R U L E	A	B	C	D
	If applicant is	then request for conditional release or resignation is submitted by applicant	to the agency listed that issues release	Notes
1	a member of the active USAR component	through Reserve channels	HQ US Army Reserve Command, ATTN: AFRC-PRR-OM, 3800 N. Campcreek Parkway S.W. Atlanta GA 30331-5099.	1, 2, 3
2	assigned to control group (inactive USAR) (IRR)	none required	NA.	4
3	an Army National Guard of the United States (ARNGUS) officer	through Guard channels	state adjutant general.	1, 2, 3
4	an enlisted member of ARNGUS	directly	unit commander.	1, 2
5	a naval officer in an active or inactive Reserve status	(through) Commander, Bureau of Naval Personnel ATTN: PERS 911, DEPT OF THE NAVY, Washington DC 20370-5910	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 25, New Orleans LA 70149-7800.	
6	a naval enlisted member, regardless of status	via DD Form 368	Commanding Officer, Naval Reserve Pers Ctr, ATTN: Code 40, New Orleans LA 70149-7800.	
7	a Marine Corps officer in an active Reserve status	through unit and appropriate chain of command	Director, Marine Corps, Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207.	
8	a Marine Corps officer in an inactive Reserve status	directly.		
9	a Marine Corps enlisted member in an inactive Reserve status	via DD Form 368	Commandant, Marine Corps, ATTN: MMSR-5, Washington DC 20380-1775.	
10	a Marine Corps enlisted member in an active Reserve status		unit commander.	1, 2, 5

R U L E	A	B	C	D
	If applicant is	then request for conditional release or resignation is submitted by applicant	to the agency listed that issues release	Notes
11	assigned Reserve status with the US Public Health Service (USPHS)	through appropriate administrative channels	Division of Commissioned Personnel, 5600 Fisher's Lane, Room 4-35, Rockville MD 20857-0002.	1, 2
12	an Air Force officer in AFRES or ANG, active or inactive	none required	NA.	4
13	an enlisted nonunit member in the inactive AFRES			
14	an enlisted member in the AFRES or ANG, active and on pay status	via DD Form 368	local unit commander.	3

NOTES:

1. A commissioned officer or warrant officer must initiate a letter requesting a conditional release or resignation through his or her Reserve unit to be forwarded through the appropriate Reserve channels. The DD Form 368 will be used for enlisted personnel and both officer and enlisted in any status with the Naval Reserve. Approved conditional release must be sent to HQ AFRS/RSOC.
2. If determination is pending at the time the application is mailed to HQ AFRS/RSOC, submit a copy of the original request and the initial unit endorsement.
3. Ensure the recommendation for approval from unit level clearly states that all ADT requirements have been satisfactorily performed.
4. No request for conditional release is required. A copy of AF Form 133, **Oath of Office (Military Personnel)**, and o EAD orders will be sent to the losing agency.
5. Unit commanders (or commanding officers) may, at their discretion, either issue release or forward the request to the Director, Marine Corps Reserve Support Center, 15303 Andrews Road, Kansas City MO 64147-1207, who may also, at his or her discretion, issue the release or forward the request to the Commandant Marine Corps, ATTN: MSSR-5, Washington DC 20380-1775, for final determination.

7.14. Preservice Marijuana and Drug Use. Officer applicants must explain preservice marijuana use with a handwritten statement in the remarks section of AF Form 2030. The AF Form 2030 must be reviewed at the squadron commander level. If an applicant is selected for appointment, the agency responsible for AFSC classification will review AF Form 2030. Refer to Chapter 4 for drug waiver procedures.

7.15. Height, Weight, and Body Fat Standards. Use Attachment 5 for male and female height, weight, and body fat standards. The HQ AETC/SG may waive up to 10 percent under the minimum weight requirement.

Table 7.6. Computation of Total Federal Commissioned Service Date (TFCS).

R U L E	A	B	C
	If creditable service is	then TFCS credit is	Notes
1	prior commissioned service (active or inactive)	day for day.	1, 2, 3
2	number of years required to complete 20 years of EAD		none
3	total of above (total years of TFCS at retirement)	total of above.	4

NOTES:

1. Active and inactive duty as a commissioned officer and commissioned warrant officer is creditable. This includes any period for which a member is on the Regular retired list of any US Armed Forces as a commissioned officer or commissioned warrant officer or on a non-Regular retired list (such as Air Force retired) or any US Armed Forces if, concurrently, he or she holds a valid commission. Also, includes any period for which a member is on a temporary disability list of any US Armed Forces. (No period may be counted more than once.)

2. All prior commissioned service must be awarded as TFCS.

3. Service while in the HPSP or Uniformed Services University of the Health Sciences (USUHS) is creditable service for TFCS only and not for pay, retirement, or constructive service credit. Creditable service for pay for Regular or Reserve members who have been reappointed to the Medical Services Corps (MSC), Biomedical Sciences Corps (BSC), or NC will be reduced by the amount of time in the HPSP or USUHS upon graduation from the HPSP or USUHS.

4. If TFCS at retirement equals or exceeds 28 years and 1 month, MSC (HPSP) applicants are not eligible for appointment and entry on EAD, MC applicants are not eligible for conditional Reserve Status. (For a waiver, MC applicants must complete AETC Form 1430, section VI.B.)

7.15.1. Male applicants less than 60 inches or more than 80 inches and female applicants less than 58 inches or more than 80 inches in height are ineligible without HQ AETC/SGPS waiver.

7.15.2. Applicants who exceed their MAW will have a BFM performed on them during their physical processing. If they don't pass their BFM, they will be medically disqualified. Applicants processing will be suspended until they lose the equivalent of 4 pounds per each percent of body fat over the allowable BFM for their age, sex, and height, at the rate of 2 pounds per week. If an applicant fails a BFM, a BFM will be required on all subsequent inspections, regardless of whether the applicant loses enough weight to be below his or her MAW. If an applicant passes the initial BFM and on subsequent inspections is at or below their MAW, he or she will not require another BFM. AFRS personnel will not perform BFMs on applicants, nor will they have other service recruiting personnel perform BFMs on Air Force applicants. Refer to Attachment 5. Applicants will be weighed within 5 days of EAD.

7.16. Dependency. Refer to Chapter 4 for dependency definitions, eligibility determination, and waiver criteria and procedures. Additionally, all applicants with dependents (in their custody or not) and or are married to a military spouse must read and complete an AF Form 3010. Even though the applicant may

not have custody, the Air Force expects its members to honor financial support obligations. Failure to do so may result in disciplinary action or dismissal.

7.17. Tentatively Qualified Applicants. If an applicant is tentatively qualified according to this section, continue to the specific program sections for further qualifying procedures. Compare information on AETC Form 1315, **Health Professions Data**, against all source documents or certified copies of source documents to ensure continued qualification. Squadron operations will ensure that the data on the form is entered into PROMIS NLT the time the applicant is scheduled for physical.

7.17.1. The AETC Form 1385, **Health Profession Application Status**, is required on all HP applications forwarded to HQ AFRS/RSOCA. The recruiter initiates and forwards the entire set to the appropriate flight commander. After a quality review of the application and signing the form, the flight commander will forward copies 1 and 3 to HQ AFRS/RSOCA with the application and will retain copy 2.

7.17.2. AETC Form 1437, **Personal Interview--USAF Health Professions Applicant**, is required on all health professions applications sent to HQ AFRS/RSOCA for processing. Refer to the OA annual Program announcements for the addendum to this form. Recruiters use this form to provide information to evaluate applicants for an Air Force commission and entry on EAD. Applicants will be interviewed by the squadron OA flight commander and a senior consultant of the same corps or specialty.

7.18. Length of EAD Tours. Use Table 7.7 to determine tour length for applicants. AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, contains additional information.

7.19. Advanced Degree Credit. Table 7.8 contains advanced degrees that may warrant award of additional credit to HP officer candidates. The additional degree must add adjunctive skills to the primary specialty and must contribute directly to performance in the specialty in which being appointed. AFPC is the approval authority for advanced degree credit.

Section 7B--Air Force Nurse Corps (NC) Program

7.20. Ineligibility Factors. Use Table 1.1 and section 7A of this chapter to screen applicants for ineligibility. Refer to Chapter 4 to screen for eligibility determinations and waivable circumstances.

7.21. Citizenship Criteria. Must be a US citizen. See paragraph 7.9.

7.22. Age and Service Credit. Minimum age is 18 and maximum age is based on appointment grade. Appointment grade may be determined by education, professional experience, and service credit. Use Table 7.9 and Table 7.10 to determine age and service credit. Refer to Table 7.8 for additional credit based on advanced degrees.

Table 7.7. Length of EAD Tours.

R U L E	A	B	C
	If applicant's category is Air Force Medical Service and applicant is	then the officer must serve	Notes
1	a physician or dentist with no PS as a physician or dentist	3 years plus any additional commitment beyond 3 years incurred as a result of training.	1, 2, 3, 4
2	a physician or dentist with PS as a physician or dentist	a minimum of 4 years of AD on current tour plus any additional ADSC beyond 4 years incurred as a result of training before being eligible for release.	
3	an NC, BSC, or MSC officer with no PS	3 years plus any additional commitment incurred as a result of training received.	1, 4
4	an NC, BSC, or MSC officer with any PS	a minimum of 4 years AD plus any additional ADSC incurred under AFI 36-2107, <i>Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)</i> .	
5	a physician-sponsored resident	a minimum of 2 years plus the sponsorship period. If the sponsorship period is greater than 2 years, the commitment is 1/2 year for each 1/2 year of sponsorship or portion thereof plus the sponsorship period.	4
6	a physician resident who participates in the FAP or a dentist who participates in the FAP	the actual number of years of program participation plus 1 year (1/2 year for each 1/2 year of participation or portion thereof beyond 1 year of participation). The minimum AD commitment is 2 years for physician FAPs and 3 years for dental FAPs.	

NOTES:

1. Reference to "PS" means as a commissioned officer on EAD (EAD is defined as a tour of active duty [normally more than 90 days] by a member of the ARC).
2. HQ AFPC/DPAM may approve tours up to 4 years when it is in the best interest of the Air Force.
3. HQ AFPC/DPAES or HQ AFPC/DPAM may approve tours of 2 to 4 years when it is in the best interest of the Air Force.
4. See annual program announcements for specific guidance.

7.23. Service Creditable for Basic Pay Purposes. If creditable service consists of prior commissioned or enlisted service in any of the uniformed forces, including the Coast Guard, Merchant Marines, or the USPHS, then creditable time for pay is day for day for AD, Reserve, or federally recognized National Guard. Documentation received must be sufficient to verify all PS for pay purposes (undeleted DD Form 214, DD Form 215, statement of service, oath of office, and enlistment contract).

Table 7.8. Advanced Degrees Creditable for Awarding Additional Credit.

R U L E	A	B	C
	If the officer has a master or doctorate's degree in	then it may be creditable to an officer in the	
		MC and Dental Corps (DC)	BSC, MSC, and NC
1	Anatomy	X	X
2	Audiology		X
3	Bacteriology	X	X
4	Biochemistry	X	X
5	Clinical laboratory	X	X
6	Dietetic		X
7	Engineering (health related)		X
8	Environmental health	X	X
9	Immunology	X	X
10	Medical entomology	X	X
11	Medical laboratory sciences	X	X
12	Microbiology	X	X
13	Nuclear medical science (health physics, radiobiology, radiological physics, nuclear physics, biophysics)	X	X
14	Nursing specialties		X
15	Occupational therapy		X
16	Optometry		X
17	Parasitology	X	X
18	Pharmacy		X
19	Physiology	X	X
20	Physical therapy		X
21	Podiatry		X
22	Psychology		X
23	Public health	X	X
24	Virology	X	X
25	Zoology		X
26	Other specialties when approved on a case-by-case basis by HQ AFPC/DPAM	X	X

Table 7.9. Service Credit on Appointment as a Nurse Corps (NC) Officer.

R U L E	A	B	C
	If the individual has successfully completed a	then the amount of service credit awarded is	Notes
1	master's degree in nursing	24 months.	1
2	doctor of philosophy (PhD) degree in nursing specialty	48 months.	1, 2
3	nurse midwife program accredited by the American College of Nurse Midwives	12 months.	1
4	nurse practitioner WHCP program approved by the National Certification Corporation for Obstetrics, Gynecological, and Neonatal Nursing Specialties	6 months.	
5	a nurse practitioner pediatrics program approved by the National Board of Pediatric Nurse Practitioners and Nurses		
6	specified master's or doctorate degree (HQ AFPC/DPAMN determines amount of creditable time. Degree must contribute directly to the duty to be performed for award of additional credit. No additional credit may be given for more than one degree in a single field.)	not to exceed 24 months for master's degree and 36 months for a doctorate. Total credit may not exceed 36 months.	2
7	6 or more months of nursing experience from date of initial licensure	(For priority and routine specialties) one-half actual time for the first 6 years of nursing experience. (For critical specialties) one-half actual time for the first 6 years of experience. Additional credit for experience beyond 6 years will be awarded on a day-for-day basis (experience must be in the specialty in which being appointed). (See HQ USAF/SG critical specialties policy memorandum published each FY.)	1, 3, 4
8	service as a commissioned officer on EAD in the relevant specialty	1 year for each year served.	1
9	service as a commissioned officer in an active status while participating in an education or training program that would qualify for credit in an Air Force-accepted specialty	1 year for each year (or school year).	1

R U L E	A	B	C
	If the individual has successfully completed a	then the amount of service credit awarded is	Notes
10	service on active duty or in an active status as a commissioned officer in any of the uniformed services, in the corps or professional specialty in which being appointed	day-for-day with any commissioned service performed before such appointment.	1
11	service on active duty or in an active status as a commissioned officer in any of the uniformed services, but not in the corps or professional specialty in which being appointed	one-half day of credit for each day served in the case of individuals seeking an original appointment as a health professions officer.	1

NOTES:

1. In computing service, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to 14 years unless granted a waiver by the Secretary of the Air Force (SAF) in justified cases to relieve manning shortfalls in a specialty or to prevent a serious inequity in the appointment action. Route waivers through HQ AFPC/DPAM to HQ USAF/SG to the SAF. Do not award graduates of military academies any credit for education, training, service, or experience they gained before graduating from the academy.
2. No additional credit is authorized for a master's degree in the same or related field.
3. Periods of unemployment of more than 30 days are not creditable.
4. HQ AFPC/DPAM may award credit for a specialty designated critical or urgent.

Table 7.10. Appointment, Entry Grade, and Maximum Age Determination (NC).

R U L E	A	B	C	D	E
	If constructive service credit is	then appointment grade is	and entry grade is	and age must be less than	Notes
1	less than 2 years	second lieutenant	second lieutenant	35.	1, 2, 3
2	at least 2 but less than 4 years	first lieutenant	first lieutenant	34.	
3	at least 4 but less than 7 years	first lieutenant	captain	40.	
4	at least 7 but less than 10 years	captain	captain	40.	
5	more than the most junior officer presently on EAD in the grade of major (but less than 14 years) as of EAD date	captain	major	40.	
6	at least 14 years	major	major	46.	

NOTES:

1. See HQ USAF/SG policy memorandum titled "FY Maximum Age on Appointment" for current fiscal year policy on entry level age requirements.
2. See HQ USAF/SG policy memorandum titled "FY Additional Constructive Service Credit (CSC) for Certain Health Professionals" for current fiscal year policy on granting CSC.
3. See OA Annual Program Announcement for further guidance.

7.24. Basic Pay. Refer to current pay scales to compute the NC base pay, basic allowance for housing (BAH), and BAS.

7.25. Required Qualifications. Graduates of nurse programs accredited by the National League for Nursing (NLN) or state accreditation agencies recognized by the US Department of Education and acceptable to the Air Force SG are eligible for consideration for appointment in the Air Force NC.

7.25.1. Accreditation. State agencies approved by the Department of Education change from year to year. If a nurse graduates or has graduated from a non-NLN accredited school, then graduation date must be checked against the list of approved state agencies. Only if an applicant graduates during the dates of recognition is he or she eligible to apply. If a nurse has attended one school for a baccalaureate of science degree in nursing (BSN) and another for a master's of science degree in nursing (MSN), only one of the schools need be accredited.

7.25.2. State Agencies With Dates of Recognition. The state agencies with dates of recognition are as follows:

7.25.2.1. Colorado (1990, 1995, and 1999).

7.25.2.2. Iowa (1969, 1994, and 1998).

7.25.2.3. Maryland (1985, 1994, and 1998).

7.25.2.4. Missouri (1970, 1995, and 1999).

7.25.2.5. Montana (1969, 1996, and 2000).

7.25.2.6. New Hampshire (1969, 1995, and 1999).

7.25.2.7. New York (1969, 1995, and 1998).

NOTE: The dates specified in parenthesis for each agency are the date of initial listing as a nationally recognized agency, the date of the Secretary's most recent grant of recognition to the agency, and the date of the agency's next scheduled review for continued recognition.

7.25.3. Non-NLN Accredited School. Nurses who graduate from a non-NLN accredited school in any of the states listed above may apply if graduation took place during dates of recognition. Those applicants must provide a letter from the school indicating its date of recognition and the accrediting agency.

7.25.4. Clinical Nurse (AFSC 46N3):

7.25.4.1. Education Requirement. A BSN or MSN is required.

7.25.4.2. Qualifying Experience. Applicants must have at least 12 months full-time acute care nursing experience within the past 3 to 5 years as a full-time registered nurse (RN) at time of EAD. See OA Annual Program Announcement for specific guidance.

7.25.4.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (paragraph 7.6).

7.25.5. Critical Care Nurse (AFSC 46N3E):

7.25.5.1. Education Requirement. A BSN or MSN is required.

7.25.5.2. Qualifying Experience. Applicants must have a minimum of 15 months full-time critical care nursing experience within the past 3 to 5 years. If critical care nursing is in the emergency room, experience must be Level 1. See OA Annual Program Announcement for additional guidance.

7.25.5.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (paragraph 7.6). Must show successful completion of American Heart Association Advanced Cardiac Life Support (ACLS) provider course. Member must show completion of one of the following programs or courses:

7.25.5.3.1. Continuing education hours (see OA Annual Program Announcement for current list of CEU courses) by an accredited agency.

7.25.5.3.2. MSN with an adult critical care major or critical care track.

7.25.5.3.3. Certification as a critical care registered nurse by a nationally recognized agency, such as the American Association of Critical Care Nurses.

7.25.6. Neonatal Intensive Care Nurse (AFSC 46N3F):

7.25.6.1. Education Requirement. A BSN or MSN is required.

7.25.6.2. Qualifying Experience. Applicants must have a minimum of 15 months full-time neonatal intensive care nursing experience within the past 3 to 5 years.

7.25.6.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (paragraph 7.6). Must show successful completion of American Heart

Association Neonatal Resuscitation Program (NRP) and completion of one of the following four programs or courses:

7.25.6.3.1. Continuing education contact hours (see OA Annual Program Announcement for current list of CEU courses) by an accredited agency.

7.25.6.3.2. MSN degree with a neonatology major or neonatal track.

7.25.6.3.3. Certification as perinatal nurse by the American Nurses Credentialing Center.

7.25.6.3.4. Certification of neonatal intensive care nurse or low risk neonatal intensive care nurse by a nationally recognized agency.

7.25.7. Obstetrics Nurse (AFSC 46N3G):

7.25.7.1. Education Requirement. A BSN or MSN is required.

7.25.7.2. Qualifying Experience. Applicants must have a minimum of 15 months full-time obstetrics nursing experience within the past 3 to 5 years, to include antepartum, postpartum, labor and delivery, and newborn nursery.

7.25.7.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (paragraph 7.6). Must show successful completion of American Academy of Pediatrics/American Heart Association NRP. Successful completion of American Heart Association ACLS provider course (to include maternal complications) is highly recommended but will be determined at the local facility level. Member must show completion of one of the following programs or courses:

7.25.7.3.1. Continuing education hours (see OA Annual Program Announcement for current list of CEU courses) by an accredited agency.

7.25.7.3.2. MSN with an obstetrical, maternal-child, or perinatal nursing major.

7.25.7.3.3. Award of certification in obstetrical nursing specialty from a nationally recognized organization. Certification must include intrapartum, postpartum, and new baby nursery.

7.25.8. Mental Health Nurse (AFSC 46P3):

7.25.8.1. Education Requirement. A BSN or MSN is required.

7.25.8.2. Qualifying Experience. Applicants must have at least 12 months full-time mental health nursing experience within the past 24 months as a full-time RN at time of EAD. See OA Annual Program Announcement for specific guidance.

7.25.8.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least

one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6).

7.25.9. Operating Room Nurse (AFSC 46S3):

7.25.9.1. Education Requirement. A BSN or MSN is required.

7.25.9.2. Qualifying Experience. Applicants must have at least 15 months full-time operating room nursing experience within the past 3 to 5 years. See OA Annual Program Announcement for specific guidance. Documentation of formal training in this specialty is required.

7.25.9.3. Required Licensure/Certification/Training. Must be currently licensed as an RN in at least one state, District of Columbia, Commonwealth of Puerto Rico, or territory of the United States. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6). Member must show successful completion of American Heart Association Advanced Cardiac Life Support (ACLS) provider course. Member must show completion of one of the following programs/courses:

7.25.9.3.1. Operating room CEUs (see OA Annual Program Announcement for specific CEUs) that have been approved by an accredited agency.

7.25.9.3.2. MSN with a perioperative major.

7.25.9.3.3. Award of certification in operating room nursing specialty from Association of Operating Room Nurses National Certification Board. If the applicant has had only clinical experience (on-the-job training [OJT]) or has attended a course that was not approved for continuing education credit, he or she must submit documentation from the training hospital discussing what curriculum was incorporated into the program and what the program consisted of. Based upon the recommendations of the operating room SG consultant, the applicant may be required to attend the AETC Operating Room Nursing Course at some point.

7.25.10. Certified Registered Nurse Anesthetist (CRNA) (AFSC 46M3). If assistance is required in determining academic eligibility for the position, forward copies of all transcripts and professional certifications to HQ AFRS/RSOCN with a cover letter requesting assistance.

7.25.10.1. Education Requirement. A BSN or MSN is required.

7.25.10.2. Qualifying Experience. Must have been actively participating in appropriate specialty before application. New graduates may access directly out of a training program before taking the national certification examination. Applicants will access at the 46M1 level if they EAD before taking the certification examination.

7.25.10.3. Required Licensure/Certification/Training. Must have current RN licensure and be certified as a nurse anesthetist by the American Association of Nurse Anesthetists (AANA). Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6). Must have completed a master's prepared accredited

nurse anesthesia program.

7.25.11. Women's Health Care Practitioner (WHCP) (AFSC 46N3A). If assistance is required to determine academic eligibility for the position, forward copies of all transcripts and professional certifications to HQ AFRS/RSOCN with a cover letter requesting assistance.

7.25.11.1. Education Requirement. A BSN is required. A master's degree is desired.

7.25.11.2. Qualifying Experience. Fully qualified WHCP will possess national certification by NCC at the time of accession. **EXCEPTION:** WHCP can access directly out of a training program before taking their women's health care nurse practitioner examination. They must attest that they have completed all requirements to sit the examination at the time of accession. Applicants will access at the 46N1A level if they EAD before taking the certification examination.

7.25.11.3. Required Licensure/Certification/Training. Must have current RN licensure and be certified by the NCC for obstetrics, gynecological, and neonatal nursing specialties. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6). Women's Health Care practitioner programs must be accredited by the National Certification Corporation (NCC) for obstetrics, gynecological, and neonatal nursing specialties.

7.25.12. Pediatric Nurse Practitioner (PNP) (AFSC 46N3B). If assistance is required to determine academic eligibility for the position, forward copies of all transcripts and professional certifications to HQ AFRS/RSOCN with a cover letter requesting assistance.

7.25.12.1. Education Requirement. A BSN is required. A master's degree is desired.

7.25.12.2. Qualifying Experience. Fully qualified PNPs will possess national certification by the pediatric nurse practitioner/nurse (PNP/N) at the time of accession. **EXCEPTION:** PNPs can access directly out of a training program before taking their national certification examination. They must attest that they have completed all requirements to sit the examination at the time of accession. Applicants will access at the 46N1B level if they EAD before taking the certification examination.

7.25.12.3. Required Licensure/Certification/Training. Must have current RN licensure and be certified by the PNP/N. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6). PNP programs must be accredited by the National Board of Pediatric Nurse Practitioners/Nurses.

7.25.13. Midwife (AFSC 46N3C). If assistance is required to determine academic eligibility for the position, forward copies of all transcripts and professional certifications to HQ AFRS/RSOCN with a cover letter requesting assistance. Be sure to include the position for which the applicant is applying.

7.25.13.1. Education Requirement. A BSN is required. A master's degree is desired.

7.25.13.2. Qualifying Experience. Fully qualified midwives will possess national certification by the American College of Nurse Midwives at the time of accession. **EXCEPTION:** Midwives can access directly out of a training program before taking their national certification examination. They must attest

that they have completed all requirements to sit the examination at the time of accession. Applicants will access at the 46N1C level if they EAD before taking the certification examination.

7.25.13.3. Required Licensure/Certification/Training. Must have current RN licensure and be certified by the American College of Nurse Midwives. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6). Midwifery program must be accredited by the American College of Nurse Midwives.

7.25.14. Nurse Transition Program (NTP) (AFSC 46N1T):

7.25.14.1. Education Requirement. An applicant must be enrolled in NLN-approved accredited or Air Force-SG approved generic BSN program. See OA Annual Program Announcement for specific GPA requirements. Transcripts must reflect first semester or quarter grades of senior year.

7.25.14.2. Qualifying Experience. Applicants with less than 9 months of full-time inpatient (acute care) clinical nursing experience must be recruited for the NTP. They will be awarded an entry level AFSC of 46N1T.

7.25.14.3. Required Licensure/Certification/Training. Applicants must have current RN licensure before EAD accession and meet all other commissioning criteria. The school granting the degree is to give a cumulative GPA, to include all transferred credits. If selected, the applicant will be offered a slot in the NTP.

7.25.15. Certified Registered Nurse Anesthetist (CRNA)/Health Professions Scholarship Program (HPSP) (AFSC 92M0N). If assistance is required in determining academic eligibility for the position, forward copies of all transcripts and professional certifications to HQ AFRS/RSOCN with a cover letter requesting assistance.

7.25.15.1. Education Requirement. An applicant must be currently enrolled or unconditionally accepted for the next enrolling class of a graduate nurse anesthesia program, accredited by the AANA, and not contractually obligated to serve a state or other party upon graduation.

7.25.15.2. Qualifying Experience. None required.

7.25.15.3. Required Licensure/Certification/Training. Must have current RN license. Applicants licensed on or after July 1982 must have taken the NCLEX-RN. Initial licensure date must be verified through the issuing source (see paragraph 7.6).

7.26. EAD Tours. Use Table 7.7 to determine length of these tours.

7.27. Conditional Release From Non-AFRES Components. If the applicant is a member of a non-AFRES component, obtain conditional release according to Table 7.5 as soon as possible.

7.28. Processing Applicants. Use AETC Form 1373, **Request for Professional Evaluation**, when requesting references from past or present employers. Two of the required three references must be from current immediate supervisors for fully qualified applicants. New graduates may obtain references from nursing school instructors. For NTP, three instructors are needed. Refer to program announcements for

additional requirements.

7.28.1. To accurately track nurse applicants in PROMIS, the following AFSCs and program ID codes must be used when initially building the record in PROMIS:

7.28.1.1. NTP (AFSC 46N1T) will be (*)OT.

7.28.1.2. CRNA/HPSP (AFSC 92M0N) will be (*)OE.

7.28.1.3. All others will be (*)OA.

NOTE: See paragraph 7.28.2 to determine the first position in the program ID code.

7.28.2. The first position of the program ID code is determined as follows:

7.28.2.1. A = No prior service.

7.28.2.2. B = Previous service.

7.28.2.3. C = On active duty.

7.28.2.4. D = Currently holding status.

7.28.2.5. Y = Other.

7.29. Notification of Selection Board Results. HQ AFRS/RSOCN notification of selection can be obtained through PROMIS computer reports.

7.30. Appointing Selectees and Scheduling EAD:

7.30.1. Selectees must accept or decline appointment within 15 days from the date of the appointment notification. If personal circumstances require additional time, an extension may be requested from HQ AFRS/RSOCN. Extensions are considered on an individual basis and approved for valid reasons only.

7.30.2. Upon acceptance of appointment, individuals may request a change of the date of entry on EAD (unless EAD date has been specified by the selection authority) provided the written request is received at HQ AFRS/RSOCN at least 30 days before the desired date of EAD.

7.30.3. A commissioned officer administers the oath of office and completes: AF Form 133; AETC Form 1317, **Commissioning Information - For All Health Professions Applicants**; DD Form 93, **Record of Emergency Data**; and a statement regarding "restrictions on personal conduct in the Armed Forces." Mail active duty orders to the address provided in section IV ("Mail Orders to" block) of AETC Form 1317.

7.30.4. If an appointee wishes to resign a commission, he or she must send a letter of resignation to HQ AFRS/RSOCN, 550 D Street West, Suite 1, Randolph AFB TX, 78150-4527, stating the reason for resignation. The letter will be forwarded from HQ AFRS/RSOCN to HQ AFPC/DPAMN for review. If

approved, AFPC will revoke the applicant's EAD orders and initiate action to discharge the applicant from the inactive Reserves.

7.31. Notification of Disqualified Applicants. Medically disqualified, nonselects, and ineligible applicants are notified by the OA flight commander.

Section 7C--Air Force Medical Corps (MC) Program

7.32. Ineligibility Factors. Use Table 1.1 and section A of this chapter to screen applicants for ineligibility. Refer to Chapter 4 to screen for eligibility determinations and waivable circumstances.

7.33. Citizenship Criteria. Must be a US citizen.

7.34. Age. Applicants must enter on EAD before age 58 predicated on education, professional experience, and appointment grade (Table 7.11 and Table 7.12).

7.35. Educational Requirements. Minimum educational requirement is an allopathic (doctor of medicine [MD]) or osteopathic (doctor of osteopathy [DO]) degree, plus 1 year postgraduate (PG) training approved by the Air Force SG. Refer to paragraph 7.37 and the OA Annual Program Announcement for educational requirements, by specialty.

7.36. Initial Qualifications:

7.36.1. Refer to Table 7.1 and paragraph 7.37 to determine basic applicant qualifications. Complete DD Form 2246, AF Form 2030, and AETC Form 1319. See OA Annual Program Announcement for specialty requirements.

7.36.2. Physicians with previous malpractice history or those who currently have a malpractice case pending submit a curriculum vitae (CV) and all available malpractice documents (such as the insurance carrier's and lawyer's analysis and evaluation, depositions of the plaintiff and defendant, and all court documents to include the original complaint and the physicians response to it) to HQ AFRS/RSOCM. Do not begin an application on a physician with previous or pending malpractice until you receive approval to do so by HQ AFRS/RSOCM.

7.37. Required Qualifications. In addition to reviewing the annual program announcement for updates, the following requirements apply:

7.37.1. Educational Requirements. MD or DO degree acceptable to the Air Force SG. International medical graduates must possess a degree equivalent to graduates of US schools and have permanent certification by the ECFMG or a Fifth Pathway certification.

7.37.2. Qualifying Experience. All experience should be full-time, ethical practice of medicine in the United States, District of Columbia, Puerto Rico, or Canada.

7.37.3. Required Licensure. All applicants must have an initial and current permanent and unrestricted license or possess a diploma from the National Board of Medical Examiners to practice medicine in a state, the District of Columbia, Commonwealth of Puerto Rico, or a territory of the United States prior to

entry onto active duty. Physicians will not meet a selection board without a license if they are eligible for one.

7.37.4. Waivers. There are no exceptions to policy for license or actual engagement in practice for applicants applying for appointment. International medical graduates must have attained permanent certification by the ECFMG or Fifth Pathway program prior to licensure.

7.37.5. Required Postgraduate Training. All physicians must have completed at least 1 year of postgraduate training approved by the Accreditation Committee for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA). Physicians being considered for a specialized position must have completed the respective residency training program and be eligible for board certification by the respective specialty board.

7.37.6. Air Force Financial Assistance Program (FAP). Applicant must be in a residency program for which the Air Force has an announced critical need. Sponsorship is normally limited to 2 to 4 years, depending on the specialty. Refer to the OA Annual Program Announcement for program specifics.

7.38. Appointment and Entry Grade Credit. To determine appointment and entry grade credit, complete AETC Form 1431 according to Table 7.11. Refer to Table 7.8 for additional credit based on advanced degrees.

7.39. Grade and Maximum Age. After determining total years of constructive grade credit, refer to Table 7.12 to determine grade and maximum age. Ensure applicant meets age requirements for appointment in that grade. Refer to Table 7.1, line 6, for age waiver procedures.

7.40. Service Creditable for Basic Pay Purposes. Determine number of years creditable service for basic pay purposes according to Table 7.13. AFI 36-2604 contains additional information.

7.41. Basic Pay. Refer to current pay scales to compute the physician's base pay, BAH, and BAS.

7.42. Special Pay. Compute MC officer special pay rates according to Table 7.14 and the specialty pay letter furnished by HQ AFPC/DPAM. This letter can be found in the OA Annual Program Announcement. Physicians in the FAP are not eligible for some specialty pays (multi-year special pay) until completion of the incurred payback for sponsorship.

7.43. Incentive Pay Rates for Flight Surgeons. If applicant is applying as a flight surgeon (Aerospace Medicine, AFSC 48G1), use Table 7.15 to compute incentive hazardous duty pay (flight pay). The facility commander will consider candidates eligible for any specialty pays upon their arrival to their duty station.

7.44. Application Submission. Submit applications only when all required documentation, to include physical examination, is present and in accordance with the OA Annual Program Announcement.

7.45. Off-Duty Employment. Ensure each sponsored resident applicant is aware that off-duty employment ("moonlighting") is prohibited.

7.46. Notification of Selection Board Results. HQ AFRS/RSOCM will notify squadrons of select and

nonselect status through PROMIS computer reports.

7.47. Appointing Selectees and Scheduling EAD:

7.47.1. Squadron OA flight commanders will notify and appoint selectees by memorandum. Appointments are effective from date of acceptance. Upon acceptance of the appointment, individuals may request the desired date of entry on EAD unless EAD date has been specified by the selection authority. Appointments are not issued on incomplete applications.

7.47.2. Selectees must accept or decline appointment within 15 days from the date of the appointment notification. If personal circumstances require additional time, an extension must be requested from HQ AFRS/RSOCM. Extensions are considered on an individual basis.

7.47.3. Once the applicant has accepted the appointment, meets commissioning requirements, and has permission to commission, a commissioned officer administers the oath of office, completes AF Form 133, AETC Form 1317, DD Form 93, and a statement regarding "restrictions on personal conduct in the Armed Forces." Return the oath package to HQ AFRS/RSOCM. FAP applicants must also complete the contract, statement of understanding, and the education acknowledgment letter. In bold print, annotate "Physician Oath Package" on the lower left-hand corner of the envelope. AD orders will be mailed to the address provided in section IV ("Mail Orders to" block) of AETC Form 1317. Complete the FAP applicant's pay package and forward it to ARPC in accordance with guidance found in the OA Annual Program Announcement.

7.47.4. Verification of height and weight, according to Attachment 5, is done at time of commissioning by the commissioning officer completing AETC Form 1317. Applicants will also be weighed within 5 days of EAD.

7.47.5. When an appointee fails to accept an appointment, HQ AFRS/RSOCM cancels the appointment by reason of nonacceptance.

7.47.6. Applicants who wish to resign a commission must send a typewritten letter of resignation to HQ AFRS/RSOCM stating the reason for resignation. If resignation is approved, the letter will be forwarded from HQ AFRS/RSOCM to HQ AFPC/DPAMF2 to revoke the applicant's EAD orders and to initiate action to discharge him or her from the inactive Reserves.

7.48. Notification of Disqualified Applicants. Nonselected and medically disqualified applicants are notified by letter from the HP flight commander. Flight commanders are notified through PROMIS.

Section 7D--Air Force Dental Corps (DC) Program

7.49. Ineligibility Factors. Use Table 1.1 and section A of this chapter to screen applicants for ineligibility. Refer to Chapter 4 to screen for eligibility determinations and waivable circumstances.

7.50. Citizenship Criteria. Must be a US citizen.

Table 7.11. Appointment and Entry Grade Credit (MC). (notes 1 and 2)

R U L E	A	B	C
	If education and or experience was	then appointment and entry grade credit is	Notes
1	completed at a medical/osteopathic school	4 years.	3, 4
2	successful completion of a graduate medical education in a specialty approved by the ACGME or the AOA and creditable toward certification by an American Specialty Board (EXAMPLE: residency or fellowship)	1 year for each year (or school year).	
3	graduate medical education in a foreign country an American specialty board has recognized by accepting the applicant for examination. (Total credit for training may not exceed the minimum training required for board certification as stated in American Medical Association Directory of Residency Training Programs.)		
4	an internship approved by the ACGME or AOA		
5	a master's or doctorate degree in a field listed in Table 7.8. (NOTE: Degree must not have been earned concurrently with the primary credentials (MD, DO). Credit for master's degree may not add to credit for a doctorate. No additional credit may be given for more than one degree in a single field.)	1 year for each year (or school year). Maximum credit for a master's degree, 2 years; PhD, 3 years. (Total credit will not exceed 36 months.)	
6	full-time experience as a practicing physician subsequent to graduation from medical or osteopathic school in an environment usually associated with high professional standards, includes licensed practice in Canada. (Part-time or periods of unemployment exceeding 30 days are not creditable. Award credit from date of initial permanent and unrestricted licensure for international medical graduates. Periods of private practice in a foreign country are not creditable.) Apply to:	one-half of actual time up to maximum of 3 years.	
	a. physician--noncritical specialties (as designated in annual HQ AFRS goal letter and program announcements) b. physician--critical or urgent specialties (as designated in annual HQ AFRS goal letter and program announcements)		one-half of actual time for the first 6 years (for initial credit), day for day afterwards.

R U L E	A	B	C
	If education and or experience was	then appointment and entry grade credit is	Notes
7	commissioned service in any of the Armed Services or USPHS as a Regular or Reserve officer in an active status (active commissioned service on EAD) or service in the Reserves (active or inactive) not on EAD. EXCEPTION: Does not include service in the Inactive Status List Reserve Section (ISLRS), the retired Reserve, or any Public Health Reserve status:		
	a. as a physician	day for day.	3, 6
	b. other than a physician	one-half actual time.	
8	unusual special experience	1 year for each year.	3, 7

NOTES:

1. For appointment/entry grade maximum credit allowed, see Table 7.12, note 3.
2. For total year's service, see Table 7.12.
3. In computing service credit, a period of time or qualification is counted only once. Qualifying periods of less than 1 year are proportionally credited to the nearest day.
4. Applicants in noncritical specialties are limited to maximum grade credit of 14 years.
5. Physician critical or urgent specialties only. After initial award of grade credit under rule 6, additional experience credit beyond 6 years will be awarded on a day-for-day basis.
 - 5.1. If award of additional experience credit will result in total grade credit of at least 16 or more years but less than 21 years, applicant is eligible for waiver of the maximum (14 years) grade credit as indicated by Table 7.12, note 3, and entry on EAD in the grade of lieutenant colonel (after Senate confirmation) (credit awarded will be limited to amount required for entry grade of lieutenant colonel (16 years).
 - 5.2. If award of additional experience credit will result in total grade credit of 21 or more years, applicant is eligible for waiver of the maximum (14 years) grade credit as indicated by Table 7.12, note 3, and appointment and entry grade of lieutenant colonel (upon Senate confirmation) (credit awarded will be limited to 21 years).
6. Prior commissioned warrant officer service does not count for constructive grade credit.
7. Do not award credit under rule 8 unless the maximum credit under other applicable rules has been awarded.

Table 7.12. Appointment, Entry Grade, and Maximum Age Determination (MC).

R U L E	A	B	C	D	E
	If constructive service credit is	then appointment grade is	entry grade is	and age must be less than	Notes
1	at least 4 but less than 7 years	captain	captain	34.	1
2	at least 7 but less than 10 years			40.	
3	at least 10 but less than 14 years		major		
4	at least 14 but less than 16 years	major	lieutenant colonel	46.	1, 2
5	at least 16 but less than 21 years			51.	1, 2, 3
6	at least 21 but less than 23 years	lieutenant colonel	colonel	56.	1, 2, 3, 4
7	at least 23 years	colonel	colonel	56.	1, 2, 3, 4

NOTES:

1. Waivers may be considered for MC applicants on an individual basis and appointment grade is subject to change by Public Law. See the annual program announcement.
2. Service credit can't exceed 14 years. The SAF may waive the limit in justified cases to relieve manning shortfalls in a specialty, or prevent a serious inequity in the appointment action. HQ AFPC/DPAM may waive the limit for appointment in the grade of lieutenant colonel in shortage specialties designated by the HQ USAF/SG. Limit lieutenant colonels to no more than 21 years' service credit.
3. After tentative acceptance by HQ AFPC/DPAM, applicants qualified for EAD in the grade of lieutenant colonel or above require further approval as follows:
 - 3.1. All applicants who qualify for the grade of lieutenant colonel or above must be confirmed by the US Senate before appointment and entry on EAD. **EXCEPTION:** Applicants who desire immediate entry on EAD may execute statement contained in AETC Form 1430, in section II, and enter EAD in the grade of major pending confirmation. Applicants will be promoted to appropriate grade immediately following confirmation. Pay grade begins on the date of Senate confirmation.
 - 3.2. Applicants qualified for appointment in the grade of lieutenant colonel or above who have no prior commissioned service must be approved by the Secretary of the Air Force Personnel Council (SAF/MIPC) before submission for US Senate confirmation. After SAF/MIPC approval, applicants are submitted for confirmation and may be appointed as stated in note 3.1, this table.
 - 3.3. Applicants who hold the grade of lieutenant colonel or colonel in the AFRES or Guard and are applying for a commission in the same corps are called to AD in the same grade. Applicants who hold the grade of lieutenant colonel or colonel in any other component of the Armed Forces must be reconfirmed by the US Senate before being appointed as a Reserve of the Air Force. USPHS physicians must have their grade re-computed according to Table 7.11 and are not necessarily called to Air Force AD in the same grade.
4. Forward recommendations for appointment as a colonel to the SAF only when HQ AFPC/DPAM recommends approval. Limit colonels to no more than 23 years' service credit.

Table 7.13. Service Creditable for Basic Pay Purposes (MC).

R U L E	A	B	C
	If creditable service consists of	then creditable time is	Notes
1	completion of medical or osteopathy school	4 years.	1
2	completion of 1 year PG medical training (internship of first-year resident)	1 year.	
3	PS in any of the Armed Forces, including the Coast Guard or the USPHS for: AD, Reserves (active or inactive), and National Guard (federally recognized)	day for day.	2

NOTES:

1. Applies to only applicants who completed their military service on or before 15 September 1981, have a break in service, and are reappointed on or after 15 September 1981 (pre-Defense Officer Personnel Manpower Act [DOPMA]). When attendance at medical school and or first-year PG training is dual status (on AD or in the Reserves or National Guard while attending training), actual time of attendance is subtracted from entitlement. Any period of time can only be credited once.
2. Documentation received must be sufficient to verify all PS for pay purposes (undeleted DD Form 214, DD Form 215, and or statement of service, and enlistment contract and or oath of office.)

Table 7.14. MC Officer Special Pay Rates.

L I N E	A	B	C	D	E	F
	Years of Creditable Service (note 1)	Variable Special Pay (VSP) (note 2)	Additional Special Pay (ASP) (note 3)	Board Certified Pay (BCP) (note 4)	Medical Incentive Special Pay ISP)	Multi-Year Special Pay(HSP)
1	During internship	\$1,200	\$0	\$0	(note 5)	(note 6)
2	Less than 6	\$5,000	\$15,000	\$2,500		
3	6 but less than 8	\$12,000				
4	8 but less than 10	\$11,500				
5	10 but less than 12	\$11,000		\$3,500		
6	12 but less than 14	\$10,000		\$4,000		
7	14 but less than 18	\$9,000		\$5,000		
8	18 but less than 22	\$8,000		\$6,000		
9	22 or more	\$7,000				

NOTES:

1. Creditable service of VSP, additional special pay, and board certified pay is computed by adding all periods spent in PG training while not on AD (internship or residency in a foreign medical facility may not be included in the computation of creditable service unless the training is acceptable under credentialing criteria of an American Medical or Osteopathic Specialty Examining Board) and all periods of AD service as a physician in the Armed Forces or the USPHS.

2. Annual rate is paid in 12 monthly payments.
3. Lump sum pay in advance to MC officers who are not undergoing internship or initial residency training.
4. Board certification pay is for certification by an American specialty board. Certificates from an American academy do not constitute board certification. Annual rate is paid in 12 monthly payments.
5. Medical incentive special pay (ISP) is authorized for MC officers who are not undergoing residency, subspecialty residency, or fellowship training, and have been identified as serving in a critical specialty by the annual Surgeon General's ISP Selection Board. Medical officers become eligible for ISP during the FY following completion of training. ISP can change at the beginning of each FY. ISP changes will be updated with a PROMIS message or program announcement.
 - 5.1. ISP agreements will normally be effective on 1 September of each year. The effective date of ISP will be the date on AD. Agreements will be reaccomplished on 1 September to maintain all agreements on a FY basis. Payments made upon entry on AD will be recouped on a prorated basis and the unearned portion applied against payment due from the new 1 September agreement. MC officers in specialties not determined to be critical during the following fiscal year and those who decline to sign new agreements will be permitted to complete the original agreement which calls for payment for 1 full year.
 - 5.2. When completing an ISP agreement, the officer incurs an ADSC to remain on AD for 1 year from the effective date.
 - 5.3. The ISP program is authorized by Congress; therefore, the criteria for payment may be modified each year.
6. MSP is payable annually to physicians who have no ADSC incurred for medical education and training or have at least 8 years of creditable service. MSP is payable only to physicians who have completed specialty qualification training (residency or fellowship). The only exceptions are non-residency trained family practice and emergency medicine physicians who have obtained board certification. The physician executes a written contract to remain on AD for a period of 2, 3, or 4 years. The contract will be initiated at COT or at the first duty station for those applicants not attending COT. See annual program announcement for additional information and amounts of annual payment.

Table 7.15. Incentive Pay Rates for Designated Medical Officers (Flight Surgeons).

R U L E	A	B
	Phase One	
	Years of Aviation Service (Including Flight Training as an Officer)	Monthly Rate
1	2 years or less	\$125
2	Over 2 years	\$156
3	Over 3 years	\$188
4	Over 4 years	\$206
5	Over 6 years	\$650
Phase Two		
	Years of Service as an Officer (Computed under 37 U.S.C. 205 Pay Date)	Monthly Rate
6	Over 18 years	\$585 (note)
7	Over 20 years	\$495 (note)
8	Over 22 years	\$385 (note)
9	Over 25 years	\$250 (note)

NOTE: Officers with more than 18 years but less than 25 years of commissioned service and less than 6 years aviation service are entitled to phase one rates.

7.51. Age. Maximum age is based on appointment grade. Appointment grade may be determined by education, professional experience, and service credit. (See paragraph 7.54 and Table 7.16 and Table 7.17.) Refer to Table 7.8 for additional credit based on advanced degrees.

7.52. Educational Requirements. Minimum educational requirement is a doctor of dental surgery (DDS) or doctor of dental medicine (DDM).

7.53. Initial Qualifications. Use Table 1.1 and Table 7.1 to determine basic applicant qualification. Complete DD Form 2246, AF Form 2030, and AETC Form 1319. Submit a CV to HQ AFRS/RSOCM on dental specialists and include copies of dental school transcripts. HQ AFRS/RSOCM will notify the squadron OA flight commander if an application is desired.

7.54. Required Qualifications. In addition to reviewing the annual program announcement for updates, the following requirements by specialty apply:

7.54.1. Education Requirement. Applicant must have completed or been enrolled in the final year of a program leading to a DDS or doctor of medicine in dentistry (DMD) degree, accredited by the American Dental Association (ADA).

7.54.2. Required PG Training. None required.

7.54.3. Qualifying Experience. Ethical practice of dentistry.

7.54.4. Required Licensure/Certification. Must be licensed to practice dentistry in a state, District of Columbia, Commonwealth of Puerto Rico, or a territory of the United States prior to entry onto active duty.

7.54.5. Dental Specialist (AFSC 47B4/D4/E4/H4/K4/P4/S4):

7.54.5.1. Education Requirement. Applicant must have completed a program leading to a DDS or DMD degree, accredited by the ADA.

7.54.5.2. Required PG Training. Completion of residency accredited by the ADA in the appropriate specialty acceptable to the Air Force SG.

7.54.5.3. Qualifying Experience. Ethical practice of dentistry.

7.54.5.4. Required Licensure/Certification. Must be licensed to practice dentistry in a state, District of Columbia, Commonwealth of Puerto Rico, or a territory of the United States prior to entry onto active duty.

7.54.6. Air Force-Sponsored Dental Postgraduate Training (Dental Financial Assistance Program [FAP]). Applicant must be in a residency program for which the Air Force has a critical need for. Refer to the OA Annual Program Announcement for guidance.

7.54.6.1. Education Requirement. Applicant must have completed or been enrolled in the final year of a program leading to a DDS or DMD degree accredited by the ADA.

7.54.6.2. Required PG Training. Applicant must be in good standing in a residency program accredited by the ADA for which the Air Force has announced a need. Sponsorship is normally limited to the last 2 years of the training program.

7.54.6.3. Qualifying Experience. None required.

7.54.6.4. Required Licensure/Certifications. Recommended that applicant possess a current license prior to accepting sponsorship.

7.54.7. Air Force Dental Advanced Education in Graduate Dentistry (AEGD) (AFSC 47G1):

7.54.7.1. Education Requirement. Applicant must be enrolled in the senior year of dental school accredited by the ADA. The most selectable candidates are in the upper 40 percent of the class.

7.54.7.2. Required PG Training. None required.

7.54.7.3. Qualifying Experience. None required.

7.54.7.4. Required Licensure/Certification. None required.

7.55. Appointment and Entry Grade Credit. To determine appointment and entry grade credit, complete AETC Form 1431 according to Table 7.16.

7.56. Grade and Maximum Age. After determining the total years of constructive grade credit, refer to Table 7.17 to determine grade and maximum age. Ensure applicant meets age requirements for appointment in that grade.

7.57. Service Creditable for Basic Pay Purposes. Determine number of years creditable service for basic pay purposes according to Table 7.18. AFI 36-2604 contains additional information.

7.58. Basic Pay. Refer to current pay scale to determine the dentists' base pay, BAH, and BAS.

7.59. Special Pay. Compute DC officer special pay rates according to Table 7.19. AFI 41-109, *Special Pay for Health Professionals*, contains additional information.

7.60. Application Submission. To be eligible for selection board consideration, application must be received by HQ AFRS/RSOCM on or before application cutoff date and in accordance with the annual program announcement. Late, incomplete, or incorrect applications may not meet a selection board.

7.61. Off-Duty Employment. Ensure that each sponsored resident applicant is aware that off-duty employment "moonlighting" is prohibited.

Table 7.16. Appointment and Entry Grade Credit (DC).

R U L E	A	B	C
	If education and or experience was	then appointment and entry grade credit is	Notes
1	completion of dental school	4 years.	1
2	successful completion of approved graduate or PG education subsequent to graduation from dental school in the field of dentistry or in the specialty to which assigned and creditable toward specialty board certification	1 year for each year (or school year).	
3	specified master's or doctorate degree (HQ AFPC/DPAMF2 determines amount of creditable time. Degree must not have been earned concurrently with the primary credentials (DDS and DMD). Credit for master's degree may not add to credit for doctorate. No additional credit may be given for more than one degree in a single field)	1 year for each year (or school year). Maximum credit: master's - 2 years; PhD - 3 years.	1, 2
4	full-time experience as a practicing dentist subsequent to graduation from dental school in an environment usually associated with high professional standards (Part time or periods of unemployment exceeding 30 days are not creditable.) (Periods of private practice in a foreign country are not creditable.)	one-half of actual time up to maximum of 3 years.	1
5	commissioned service in any of the Armed Services or USPHS as a Regular or Reserve officer in an active status (active status in commissioned service on EAD) or service in the Reserves (active or inactive) not on EAD - does not include service in the inactive status list section (ISLRS), the retired Reserve, or any public health Reserve status:		
	a. as a dentist	day for day.	1, 3
	b. other than a dentist	one-half actual time.	

NOTES:

1. In computing service credit, a period of time or qualification is counted only once. Qualifying periods of less than 1 year are proportionally credited to the nearest day.
2. Additional credit may be allowed based on the standard academic program of the school awarding the degree. To qualify for the award of additional credit, a degree must contribute directly to the duty to be performed. HQ AFPC/DPAM approves any credit to be awarded.
3. Prior commissioned warrant officer service does not count for constructive grade credit. Do not award military academy graduates any credit for education, training, service, or experience they gained before graduating from the academy.

Table 7.17. Appointment, Entry Grade, and Maximum Age Determination (DC).

R U L E	A	B	C	D	E
	If constructive service credit is	then appointment grade is	and entry grade is	and age must be less than	Notes
1	at least 4 but less than 7 years	first lieutenant	captain	34.	1, 2, 3
2	at least 7 but less than 10 years	captain	major	40.	
3	at least 10 but less than 14 years			major	46.
4	at least 14 but less than 16 years	major			

NOTES:

- Maximum age for initial appointment in an HP specialty designated by HQ USAF/SG as a specialty critically needed in wartime is less than 47 years. Submit exceptions through channels to HQ USAF/DPX.
- Request for an age waiver for rules 1, 2, and 3, not to exceed 3 years, will be submitted with the application. Waiver authority is HQ AFPC/DPAM.
- General duty dentists are normally limited to the entry grade of captain. **EXCEPTION:** Applicants with documented advanced training or special qualifications and constructive service credit in excess of 10 years may be considered for the entry grade of major (final determination will be made by HQ AFPC/DPAMD).
- Dental specialists may be awarded service credit up to the maximum of 14 years and may be appointed and enter EAD in the grade of major.

Table 7.18. Service Creditable For Basic Pay Purposes (DC).

R U L E	A	B	C
	If creditable service consists of	then creditable time is	Notes
1	completion of dental school	4 years.	1
2	PS in any of the Armed Forces, including the Coast Guard or Merchant Marine, or the USPHS for: AD, Reserves (active or inactive), and National Guard (federally recognized)	day for day.	2, 3

NOTES:

- Applies to only those applicants who held a commission on or before 15 September 1981 (pre-DOPMA). When attendance at dental school is dual status (on AD or in the Reserves or National Guard while attending training), actual time of attendance is subtracted from entitlement. Any period of time can only be credited once.
- Documentation received must be sufficient to verify all PS for pay purposes (undeleted DD Form 214, DD Form 215, and or statement of service, and enlistment contract and or oath of office).
- Qualifying periods of less than 1 year are proportionately credited to the nearest day.

Table 7.19. DC Officer Special Pay Rates.

L I N E	A	B	C
	If years of creditable service are	then rate is	Notes
Variable Special Pay (VSP)			
1	internship or less than 3 years	\$250 (monthly).	1, 2, 3
2	at least 3 but less than 6 years and not undergoing dental internship training	\$583.33 (monthly).	
3	at least 6 but less than 10 years	\$583.33 (monthly).	
4	at least 10 but less than 14 years	\$500 (monthly).	
5	at least 14 but less than 18 years	\$333.33 (monthly).	
6	18 years or more	\$250 (monthly).	
Additional Special Pay (ASP)			
7	with less than 3 year creditable service	\$4,000 (annually).	1, 4, 5, 6
8	at least 3 but less than 14 years creditable service	\$6,000 (annually).	
9	with at least 14 but less than 18 years creditable service	\$8,000 (annually).	
Board Certified Pay (BCP)			
10	less than 10 years	\$208.33 (monthly).	1, 7
11	at least 10 but less than 12 years	\$291.66 (monthly).	
12	with at least 12 but less than 14	\$333.33 (monthly).	

NOTES:

- Years of creditable service are computed from medical service pay date. This is the date derived by adding all periods of creditable service and subtracting the sum from an officer's date into the AD DC. Creditable service is the sum of all periods on active service in the DC of the Army, Navy, or the Air Force or as a dental officer of the Public Health Service and all periods which the officer spent in dental internship and residency training during which the officer was not on AD.
- Payable monthly to all dentists on AD.
- Monthly rate is for pay grades of 0-3 (captain) through 0-6 (colonel).
- Amount is payable to dentists, in any grade, who are not undergoing dental internship or residency training.
- The amount of ASP authorized is the amount which the officer is entitled on the effective date of the ASP agreement (20 December 1985).
- ASP agreements are prepared by MPF special actions at the gaining base.
- Payable monthly to dentists who are entitled to VSP and who are board certified by an American dental specialty board recognized by the ADA, or have received a board certification equivalency certificate issued by the military department for specialties recognized by military dentists for which there is a formal PG training program of not less than 2 academic years.

7.62. Notification of Selection Board Results. Notification of board results can be obtained through PROMIS.

7.63. Appointing Selectees and Scheduling EAD:

7.63.1. Squadron OA flight commanders will notify and appoint selectees by letter. Appointments are effective from date of acceptance. Appointments are not issued on incomplete applications.

7.63.2. Selectee will accept or decline appointment within 15 days from the date of appointment notification. If personal circumstances require additional time, an extension must be requested from HQ AFRS/RSOCM. Extensions are considered on an individual basis.

7.63.3. Once the applicant has accepted the appointment, meets commissioning requirements, and has permission to commission, a commissioned officer administers the oath of office, completes AF Form 133, AETC Form 1317, DD Form 93, and statement regarding "Restrictions on Personal Conduct in the Armed Forces." Return the oath package to HQ AFRS/RSOCM within 15 days from the date of the appointment memorandum. In bold print, annotate "DENTAL OATH PACKAGE" on the front of the envelope in the lower left-hand corner. AD orders will be mailed to the address provided in section IV (mail orders to block) of AETC Form 1317. FAP applicants must also complete the contract, statement of understanding and the education acknowledgment letter. Complete the FAP applicant's pay package and forward it to Air Reserve Personnel Center (ARPC) in accordance with the guidance found in the OA Program Announcement.

7.63.4. Verification of height and weight according to Attachment 5 is done at the time of commissioning by the commissioning officer completing AETC Form 1317. Applicants will also be weighed prior to EAD.

7.63.5. When an appointee fails to accept an appointment, HQ AFRS/RSOCM cancels the appointment by reason of nonacceptance. Appointees who decline their appointment may not reapply for 1 year from the date of declining.

7.63.6. Applicants who wish to resign a commission must send a typewritten letter of resignation to HQ AFRS/RSOCM, stating reason for resignation. If approved, the letter will be forwarded from HQ AFRS/RSOCM to HQ AFPC/DPAMD to revoke the applicant's EAD orders and initiate action to discharge him or her from the inactive Reserves.

7.64. Notification of Disqualified Applicants. Nonselected and medically disqualified applicants are notified by letter from the flight commander. Flight commanders are notified through PROMIS.

Section 7E--Air Force Biomedical Sciences Corps (BSC) and Medical Service Corps (MSC) Programs

7.65. Ineligibility Factors. Use Table 1.1 and section A of this chapter to screen applicants for ineligibility. Refer to Chapter 4 to screen for eligibility determinations and waivable circumstances.

7.66. Citizenship Criteria. Must be a US citizen. See paragraph 7.9.

7.67. Age. The maximum age is based on appointment grade. Appointment grade may be determined by education, professional experience, and service credit (paragraph 7.70, Table 7.20, and Table 7.21).

7.68. Educational Requirements. Refer to paragraph 7.70 for educational requirements by specialty.

7.69. Initial Qualifications. Refer to paragraph 7.70 to determine basic applicant qualifications. Complete DD Form 2246, AF Form 2030, and AETC Form 1322. See OA Annual Program Announcements for clarification and updates.

7.70. Required Qualifications. In addition to reviewing the OA Annual Program Announcement for updates, the following requirements by specialty apply:

7.70.1. Health Services Administrator (MSC) (AFSC 41A1):

7.70.1.1. Education Requirement, Baccalaureate Degree. Baccalaureate degree in hospital or health care administration, business administration, public administration, business management, information systems, or equivalent, or an undergraduate academic major in accounting, business administration, computer science, information systems, economics, finance, health care administration, marketing, business management, public administration, clinical/health systems engineering, or other related field, as approved by HQ AFPC/DPAM.

7.70.1.2. Required PG Training. None required. Applicants accepted for this specialty must attend and successfully complete the basic course in health service administration conducted at Sheppard AFB TX.

7.70.1.3. Qualifying Experience. None required. Position as a hospital administrator or associate administrator is desirable. Because accession criteria for the reserve components is not the same as the active duty criteria, all reserve personnel must meet active duty accession criteria to be considered for an active duty appointment.

7.70.1.4. Required Licensure/Certification. Applicants must have completed and submitted results of either the GMAT or GRE. (No waivers authorized.)

7.70.2. Bioenvironmental Engineer (AFSC 43E1). If assistance is required to determine academic eligibility for the position, forward CV, copies of all transcripts, and professional certification to HQ AFRS/RSOCM with a cover letter requesting assistance. Be sure to include the position for which the applicant is applying. HQ AFRS/RSOCM will coordinate with the appropriate associate chief and notify the squadron of the applicant eligibility before submitting any application.

7.70.2.1. Education Requirement. A baccalaureate degree in engineering is required from a school accredited by the Accreditation Board for Engineering and Technology (ABET) or otherwise acceptable to the associate chief or possess a BS degree in one of the sciences (math, physics, engineering technology, etc.) and an MS or PhD degree in engineering from an ABET institution. Possess a BS degree in one of the sciences (math, physics, engineering technology, etc.) and pass the "Fundamentals of Engineering" exam prior to meeting the selection board. A health facility officer requires a baccalaureate degree in architecture or architectural engineering from an institution accredited by the National Architectural Accreditation Board.

7.70.2.2. Required PG Training. None required. Applicants accepted for this specialty, except with suffix C or E, must attend and successfully complete the 16-week bioenvironmental engineering course conducted at Brooks AFB TX.

7.70.2.3. Qualifying Experience. None required. Experience is desirable in a professional capacity,

including:

7.70.2.3.1. The design, management, investigation, or construction of works or programs for water supply, treatment, and distribution.

7.70.2.3.2. The collection, treatment, and disposal of community wastes (that is, sanitary sewage, industrial waste, and refuse, including salvage and reclamation of such wastes).

7.70.2.3.3. The control of pollution of surface waterways and ground waters, and or surface and subsurface soils, milk and food facilities, housing, hospital, and institutional facilities.

7.70.2.3.4. The control of atmospheric pollution and air quality, and of light, noise, vibration, and toxic materials, including workspaces in industrial establishments.

7.70.2.3.5. The prevention of radiation exposure.

7.70.2.3.6. Professional research and development work.

7.70.2.3.7. Responsible teaching positions in engineering subjects in accredited educational institutions.

7.70.2.4. Required Licensure/Certification. None required.

7.70.3. Medical Entomologist (AFSC 43M1):

7.70.3.1. Education Requirement. A master's degree in entomology is required.

7.70.3.2. Required PG Training. None required.

7.70.3.3. Qualifying Experience. None required. Desirable experience includes positions in medical entomology, including formulating policies and procedures, directing personnel in medical entomological activities, and conducting field and laboratory studies on development, testing, and application of insect control.

7.70.3.4. Required Licensure/Certification. None required.

7.70.4. Biomedical Laboratory Officer (AFSC 43T3):

7.70.4.1. Education Requirement. A baccalaureate degree (master's desired) is acceptable to HQ USAF/SG to qualify as a general biomedical laboratory officer (AFSC 43T3A). To qualify as a specialist (AFSC 43T3B/C/D/E/G), applicant must have an MS degree (PhD desirable) in one of the following fields related to clinical laboratory work: chemistry, bacteriology, hematology, virology, microbiology, toxicology, histology, parasitology or pharmacology, or a field otherwise acceptable to HQ USAF/SG.

7.70.4.2. Required PG Training. None required.

7.70.4.3. Qualifying Experience. None required. Desirable experience includes clinical laboratory positions, including analysis, development, and application of procedure in chemistry, bacteriology,

hematology, virology, serology, and tissue pathology.

7.70.4.4. Required Licensure/Certification. Applicant for general biomedical laboratory officer must be certified as a medical technologist by the American Society of Clinical Pathologists; specialist must be board certified by the appropriate national certification agency. (No waiver authorized.)

7.70.5. Aerospace Physiologist (AFSC 43A1). To determine academic eligibility for the position, forward a CV, copies of all transcripts, and professional certification to HQ AFRS/RSOCM with a cover letter requesting assistance. Be sure to include the position for which the applicant is applying. HQ AFRS/RSOCM will coordinate with the appropriate associate chief and notify the squadron of the applicant's eligibility before submission of any application. Do not submit an application without prior approval.

7.70.5.1. Education Requirement. A baccalaureate degree (master's desirable) in physiology, zoology, or other related degrees acceptable to HQ USAF/SG. Must be approved prior to submitting an application.

7.70.5.2. Required PG Training. None required.

7.70.5.3. Qualifying Experience. None required. Desirable experience in aviation physiology or related positions (experience in physiological research and the development of physiological aids for aircrew personnel is desirable).

7.70.5.4. Required Licensure/Certification. None required.

7.70.6. Health Physicist (AFSC 43Y1). To determine academic eligibility for the position, forward a CV, copies of all transcripts, and professional certification to HQ AFRS/RSOCM with a cover letter requesting assistance. Be sure to include the position for which the applicant is applying. HQ AFRS/RSOCM will coordinate with the appropriate associate chief and notify the squadron of the applicant's eligibility before submitting any application. Do not submit an application without prior approval.

7.70.6.1. Education Requirement. A baccalaureate degree (master's desirable) in health physics, radiobiology, radiobiological physics, or other related degrees acceptable to HQ USAF/SG. Must be approved prior to submitting an application.

7.70.6.2. Required PG Training. None required.

7.70.6.3. Qualifying Experience. None required. Desirable experience in positions including controlling, shipping, and disposing of radiological materials, conducting radiological protection surveys, monitoring the treatment and disposal of radioactive waste, calibrating instruments, instructing in health physics, or directing health physics programs.

7.70.6.4. Required Licensure/Certification. None required.

7.70.7. Clinical Psychologist (AFSC 42P3):

7.70.7.1. Education Requirement. A PhD in clinical psychology, counseling psychology, or professional psychology from an accredited university is acceptable to HQ USAF/SG.

7.70.7.2. Required PG Training. Completion of clinical psychology internship approved by the American Psychological Association is required.

7.70.7.3. Qualifying Experience. Experience in clinically oriented psychological positions and academic practice, administering, scoring, and interpreting psychological procedures, rehabilitation, or psychological research is desirable.

7.70.7.4. Required Licensure/Certification. License is required on all applicants prior to EAD.

7.70.8. Air Force Clinical Psychology Internship Program (AFSC 42P1). Application will consist of a commissioning application and any additional forms required by the OA Annual Program Announcement.

7.70.8.1. Education Requirement. Applicant must possess a doctorate degree in psychology or be enrolled in the final year of a program leading to a doctorate degree in psychology from an accredited college or university.

7.70.8.2. Required PG Training. None required.

7.70.8.3. Qualifying Experience. None required.

7.70.8.4. Required Licensure and Certification. None required.

7.70.9. Clinical Social Worker (AFSC 42S1):

7.70.9.1. Education Requirement. A master of social work (MSW) from an accredited graduate school of social work is required.

7.70.9.2. Required PG Training. None required.

7.70.9.3. Qualifying Experience. As part of the graduate program, an applicant must have majored in case work and should have had at least 1 year field placement in psychiatric or other mental health setting, or majored in group work, community organization, or administration and must have had at least 1 year field placement in a psychiatric or other mental health setting. Professional social work experience in a mental health setting, such as an adult mental health clinic, a child guidance center, an inpatient mental health service, or community mental health program is desirable.

7.70.9.4. Required Licensure or Certification. Certification by the Academy of Certified Social Workers is required. A license is also required if required by the state.

7.70.10. Dietitian (AFSC 43D3):

7.70.10.1. Education Requirement. A baccalaureate degree from an approved school, college, or university is required.

7.70.10.2. Required PG Training. Completion of an approved hospital dietetic internship or an equivalent program with equal emphasis on hospital food service administration and clinical dietetics, that is acceptable to HQ USAF/SG.

7.70.10.3. Qualifying Experience. None required.

7.70.10.4. Required Licensure/Certification. Current status as a registered dietitian by the Commission of Dietetic Registration, a service of the American Dietetic Association (ADA), is mandatory.

7.70.11. Occupational Therapist (AFSC 42T1):

7.70.11.1. Education Requirement. Baccalaureate degree in occupational therapy from an accredited school.

7.70.11.2. Required PG Training. None required.

7.70.11.3. Qualifying Experience. None required.

7.70.11.4. Required Licensure or Certification. License or registration in a state or the District of Columbia prior to EAD is mandatory.

7.70.12. Physical Therapist (AFSC 42B1):

7.70.12.1. Education Requirement. A baccalaureate degree in physical therapy from an accredited school, college, or university is required.

7.70.12.2. Required PG Training. None required.

7.70.12.3. Qualifying Experience. None required.

7.70.12.4. Required Licensure/Certification. License or registration in a state or the District of Columbia.

7.70.13. Pharmacist (AFSC 43P1):

7.70.13.1. Education Requirement. A baccalaureate degree in pharmacy from an accredited school is required.

7.70.13.2. Required PG Training. None required.

7.70.13.3. Qualifying Experience. None required. Experience is desirable in pharmacy positions, including conducting laboratory tests, manufacturing medications, and directing pharmacy personnel. Experience in a hospital or institutionalized setting is preferred.

7.70.13.4. Required Licensure/Certification. Applicant must have a current license to practice pharmacy in a state or the District of Columbia.

7.70.14. Optometrist (AFSC 42E1):

7.70.14.1. Education Requirement. Applicant must have completed or be enrolled in a program leading to a doctor's degree in optometry from an accredited school.

7.70.14.2. Required PG Training. None required.

7.70.14.3. Qualifying Experience. None required. Experience is desirable in optometry positions, including conducting examinations of the eye to determine the presence of visual defects; prescribing lenses and orthoptic therapy to correct, conserve, or improve vision; and examining and testing lenses for workmanship and conformance to prescriptions.

7.70.14.4. Required Licensure or Certification. Applicant must possess a current license to practice optometry in a state or the District of Columbia, or have certification showing the successful passing of all parts of the examination of the National Board of Examiners in Optometry.

7.70.15. Biomedical Specialist (AFSC 42N1A - Audiologist) (AFSC 42N1B - Speech Therapist):

7.70.15.1. Education Requirement. A master's degree in the appropriate specialty from an accredited school acceptable to HQ USAF/SG is required.

7.70.15.2. Required PG Training. None required.

7.70.15.3. Qualifying Experience. None required. Experience is desirable in positions providing care and treatment for human ailments, or planning, directing, and conducting research in one of these fields.

7.70.15.4. Required Licensure or Certification. License to practice, or registration or certification by the American Speech and Hearing Association is mandatory.

7.70.16. Podiatrist (AFSC 42F1):

7.70.16.1. Education Requirement. A doctor of podiatry from an accredited school acceptable to HQ USAF/SG is required.

7.70.16.2. Required PG Training. Applicant must have completed a post doctoral surgical residency program.

7.70.16.3. Qualifying Experience. None required. Experience is desirable in positions as a podiatrist including the examination, diagnosis, treatment, prevention, and care of human foot conditions and functions.

7.70.16.4. Required Licensure or Certification. Applicant must have current license.

7.70.17. Physician Assistant (AFSC 42G1):

7.70.17.1. Education Requirement. Baccalaureate degree from an accredited school, and be a graduate of the Air Force physician assistant program or equivalent primary care physician assistant program

approved by the AMA Joint Review Committee on Education for the primary care physician.

7.70.17.2. Required PG Training. None required.

7.70.17.3. Qualifying Experience. None required. Experience is desirable in positions providing primary care under the direct supervision of a physician.

7.70.17.4. Required Licensure or Certification. Licensure, registration, or certification by the National Commission on Certification of Physician Assistants as required by the state in which the applicant is practicing. (No waiver authorized.)

7.70.18. Public Health Officer (AFSC 43H1):

7.70.18.1. Education Requirement. Must have completed a doctor of veterinary medicine (DVM) degree or a BSN degree with a master of public health (MPH) degree from a college recognized by HQ USAF/SG. In unique cases, and in consideration of acceptable experience in public health, the requirement for a DVM or BSN may be waived by HQ USAF/SG if the applicant has a BS degree (specialization) in a biomedical or biological science with an MPH degree with emphasis in environmental health, occupational medicine, and epidemiology.

7.70.18.2. Required PG Training. None required.

7.70.18.3. Qualifying Experience. None required. Applicant should have applied the required knowledge in basic epidemiology, food safety and sanitation, communicable diseases, and occupational health programs.

7.70.18.4. Required Licensure or Certification. A license to practice veterinary medicine is desirable.

7.71. Appointment and Entry Grade Credit. To determine appointment and entry grade credit, complete AETC Form 1431 according to Table 7.20. Refer to Table 7.8 for additional credit based on advanced degrees.

7.72. Grade and Maximum Age. After determining total years of constructive grade credit, refer to Table 7.21 to determine grade and maximum age. Ensure applicant meets age requirements for appointment in that grade.

7.73. Service Creditable for Basic Pay Purposes. Determine number of years creditable service for basic pay purposes according to Table 7.21. AFI 36-2604 has additional information. If creditable service consists of PS in any of the Armed Forces, including the Coast Guard, Merchant Marines, or USPHS, and service was AD, active or inactive Reserve, or federally recognized National Guard, then creditable time is day for day. Documentation must be sufficient to verify all PS for pay purposes (undeleted DD Form 214, DD Form 215, and or statement of service, and enlistment contract and or oath of office).

7.74. Basic Pay. Refer to current pay scales to compute the BSC and MSC basic pay, BAH, and BAS.

7.75. Optometry Officer Special Pay Rates. These rates are payable upon entry on AD (\$100

monthly).

7.76. Application Submission. To be eligible for selection board consideration, application must be received by HQ AFRS/RSOC on or before application cutoff date. Late, incomplete, or incorrect applications may not meet a selection board.

7.77. Notification of Selection Board Results. Notification of board results will be obtained through PROMIS.

7.78. Appointing Selectees and Scheduling EAD:

7.78.1. Squadron OA flight commanders will notify and appoint selectees by letter. Appointments are effective from date of acceptance. Appointments are not issued on incomplete applications.

7.78.2. Selectees must accept or decline appointment within 15 days from the date of the appointment notification. If personal circumstances require additional time, an extension must be requested from HQ AFRS/RSOCM. Extensions are considered on an individual basis and approved for valid reasons only.

7.78.3. Once the applicant has accepted the appointment, meets commissioning requirements, and obtains permission from HQ AFRS/RSOCM, a commissioned officer administers the oath of office, completes AF Form 133, AETC Form 1317, and DD Form 93, verifies the content of the original AF Form 3010, and returns the oath package to HQ AFRS/RSOCM to arrive within 15 days from the date of the appointment letter. In bold print, annotate "MSC/BSC Oath Package" on the lower left-hand corner of the envelope.

7.78.4. Verification of height and weight or BFM, according to Attachment 5, is done at time of commissioning by the commissioning officer completing AETC Form 1317. Applicants will also be weighed within 5 days of EAD.

7.78.5. When an appointee fails to accept an appointment, HQ AFRS/RSOC cancels the appointment by reason of nonacceptance. Appointees who decline their appointment may not reapply for reconsideration for 1 year from the date of declining.

7.78.6. Applicants who wish to resign a commission must forward a typewritten letter of resignation to HQ AFRS/RSOCM stating reason for resignation. If resignation is approved, HQ AFRS/RSOCM will forward the letter to HQ AFPC/DPAM for review and approval. If approved, HQ AFPC/DPAM will revoke the applicant's EAD orders and initiate action to discharge him or her from the inactive Reserves. If request is disapproved, all processing will cease and application will be returned to the recruiter.

7.79. Notification of Disqualified Applicants. Nonselected and medically disqualified applicants are notified by letter from the flight commander. OA flight commanders are notified through PROMIS.

Section 7F--Air Force Health Professions Scholarship Program (HPSP)

7.80. Ineligibility Factors. Use Table 1.1 and section A of this chapter to screen applicants for any potential ineligibility factors. In addition, students who are attending a school that requires a state or other party obligation after graduation are ineligible to apply. This policy is not waivable.

Table 7.20. Appointment and Entry Grade Credit (MSC/BSC). (notes 1 and 2)

R U L E	A	B	C	D
	If individual is to be appointed	and has completed	then appointment and entry grade credit is	Notes
1	health service administrator	master of health administration, business administration, public administration, computer science, engineering, planning or equivalent degree acceptable to the HQ AFPC/DPAMF	18 months or 24 months.	3, 4, 5
2		PhD in same disciplines listed for master's degree	36 months.	3, 4, 6
3	dietitian	dietetic internship	9 months.	3
4	occupational therapist	occupational therapy field work level II after receiving a baccalaureate degree and or career mobility plan	6 months.	3, 7
5	physical therapist	physical therapy clinical education	none.	7
6	pharmacist	BS degree in pharmacy from accredited 5-year program	12 months.	8
7		master of pharmacy	24 months.	3, 5
8		PhD in pharmacy (PharmD)	48 months.	3, 6
9		pharmacy residency accredited by the American Society of Hospital Pharmacists	12 months.	9
10	optometrist	doctor of optometry	48 months.	3
11	bioenvironmental engineer	master of science in engineering or industrial hygiene	12 to 24 months.	5
12		PhD in engineering	48 months.	3, 6
13	medical entomologist	master of science in entomology	24 months.	3
14		PhD in entomology	48 months.	3, 6
15	biomedical laboratory officer	master of science in fields listed in paragraph 7.70.4.1	24 months.	3
16		PhD in fields listed in paragraph 7.70.4.1	48 months.	3, 6
17		clinical laboratory certification program	12 months.	3, 10
18	aerospace physiologist	master of science in physiology, zoology, or related degree acceptable to HQ USAF/SG	24 months.	3
19		PhD in physiology, biophysics, biochemistry, zoology, or related degree acceptable to HQ USAF/SG	48 months.	3, 6
20	health/medical physicist	master of science in health physics, radiobiology, radiobiological physics, or related degree acceptable to HQ USAF/SG	24 months.	3

R U L E	A	B	C	D
	If individual is to be appointed	and has completed	then appointment and entry grade credit is	Notes
21		PhD in same disciplines listed for master's degree	48 months.	3, 6
22	clinical psychologist	PhD in psychology		3, 11
23		clinical psychology internship	12 months.	3, 11, 12
24	clinical social worker	MSW	24 months.	3
25		doctor of social work	48 months.	3, 6
26	biomedical specialist	master's in audiology, speech therapy, or speech pathology	24 months.	3
27		PhD in same disciplines listed for master's degree	48 months.	3, 6
28	podiatrist	doctor of podiatry	48 months.	3
29		podiatry residency accredited by American Podiatry Association and the Council on Podiatric Medicine Education	12 months.	3
30	physician assistant (PA)	PA subspecialty training program acceptable to HQ USAF/SG	12 to 24 months.	5
31	public health officer	DVM	48 months.	3, 4
32		MPH	12 to 24 months.	4
33	member of any additional specialties (additional credit)	specific master's or doctorate degree (Degree must contribute directly to the duty to be performed for award of additional credit. No additional credit may be given for more than one degree in a single field. HQ AFPC/DPAM will determine allowable credit.)	1 year for each year (or school year) not to exceed 24 months for master's degree and 36 months for a doctorate. Total credit may not exceed 36 months.	3, 4
34		full-time experience that meets the criteria specified (paragraph 7.70) for specialty in which being appointed	priority and routine specialties: one-half actual time up to a maximum of 3 years; critical and urgent specialties: initial award of credit is one-half actual time for the first 6 years of experience. Additional credit for experience beyond 6 years will	3, 13

R U L E	A	B	C	D
	If individual is to be appointed	and has completed	then appointment and entry grade credit is	Notes
			be awarded on a day-for-day basis.	
35		commissioned service in any of the uniform services as a Regular or Reserve officer on EAD: a. in appointment specialty	day for day.	3, 14
		b. other than in appointment specialty	one-half actual time.	
36		commissioned service in any of the Armed Services or USPHS as Reserve officer in an active status (active status is commissioned service in active or inactive Reserve not on EAD--does not include service in the ISLRS, the retired reserve, or the inactive public health Reserve status) in: a. appointment specialty	day for day.	
		b. other than in the specialty	one-fourth actual time.	

NOTES:

1. For appointment/entry grade maximum credit allowed, see Table 7.21, notes 1 and 4.
2. For total year's service, see paragraph 7.73.
3. In computing service credit, a period of time or qualification is counted only once. Qualifying periods of less than 1 year are proportionally credited to the nearest day.
4. To qualify for award of additional credit, a degree must contribute directly to the duty to be performed. HQ AFPC/DPAM approves any credit to be awarded. Annual program announcement will provide specific guidance. See Table 7.8.
5. An applicant receives 12 to 24 months of credit depending on official length of program. **EXAMPLE:** One year for each school year not to exceed 24 months. Amount of credit awarded is determined by HQ AFPC/DPAM.
6. No additional credit is authorized for a master's degree in the same or related field.
7. Individuals who complete certification requirements as part of their baccalaureate program will receive no credit.
8. To receive credit, provide a letter from the school indicating that the program attended is a 5-year program. This is required for graduates before 1985 only.
9. Don't award any credit for completing the residency to an applicant completing a master's degree in pharmacy or PharmD requiring the 1-year residency for award of the degree. The maximum credit this applicant may receive is 24 months.
10. No credit is granted if credit has been granted for degree above the baccalaureate level or if certification is required for award of the baccalaureate degree.
11. An individual completing a PhD program requiring the 1-year clinical psychology internship for award of the PhD will not receive credit for completion of the internship. The maximum credit this

applicant may receive is 48 months.

12. An individual accepted for the Air Force Clinical Psychology Internship Program who has not been awarded a PhD in psychology will be awarded 48 months of credit.

13. Annual program announcement will provide specific guidance.

14. Prior commissioned warrant officer service does not count for constructive grade credit.

Table 7.21. Appointment, Entry Grade, and Maximum Age Determination (MSC/BSC).

R U L E	A	B	C	D	E
	If constructive service credit is	then appointment grade is	and entry grade is	and age must be less than	Notes
1	less than 2 years	second lieutenant	second lieutenant	35.	1, 2, 3
2	at least 2 years but less than 3 years	first lieutenant	first lieutenant	34.	1, 2, 3, 4, 5
3	at least 3 years but less than 4 years	first lieutenant	captain		
4	at least 4 years but less than 7 years	captain		major	40.
5	at least 7 years but less than 10 years				
6	more than the most junior officer presently on EAD in the grade of major (but less than 14 years) as of EAD date	major	major	46.	
7	at least 14 years				

NOTES:

1. Air Force requires that individuals appointed in the grade of second lieutenant to fill active force requirements in HP be eligible for RegAF commission consideration. Title 10, U.S.C., section 532, requires that to be eligible for a RegAF commission, an individual must be able to complete 20 years of active commissioned service before reaching age 62 years. Therefore, individuals appointed in the above categories to fill active force requirements must enter EAD before reaching age 42 years. **EXCEPTION:** HP in specialties designated by HQ USAF/SG as specialties critically needed in wartime do not have to meet eligibility requirements for RegAF commission to enter EAD.

2. Maximum age for initial appointment in a HP specialty designated by HQ USAF/SG as a specialty critically needed in wartime is less than 48 years. Submit exceptions through channels to HQ USAF/DPX. Total service credit awarded is limited to 14 years. MSC/BSC applicants are normally limited to the entry grade of captain. If applicant's service credit awarded is at least 14 years, then he or she is eligible for appointment in the grade of major and must be less than 46 (48 if in specialty designated by the HQ USAF/SG as critical).

3. MSC applicants must EAD prior to age 35. There are no exceptions to this policy.

4. Title 10, U.S.C., as amended, affecting BSC officers, changes the requirements in note 1. BSC officers have until the last day of the month in which they reach age 62 to complete 20 years of AD military service, with at least 10 years being active duty commissioned service, in order to receive a RegAF appointment. Therefore, BSC applicants must enter EAD before reaching age 42. (**EXCEPTION:** BSCs in specialties designated by HQ USAF/SG as specialties critically needed in wartime do not have to meet eligibility requirements for RegAF commission to enter EAD.) When completing AETC Form 1430, ensure section IV is lined out and applicants complete section V if

applicable. Ensure applicants initial after the statement in section V and place the BSC Corps designation in parenthesis following the printed (MC/DC).

5. Request for an age waiver for rules 3 through 7, not to exceed 3 years, will be submitted with the application. Waiver authority is HQ AFPC/DPAM.

6. Contact HQ AFRS/RSOCM for assistance in making this determination. Also refer to AF/SG Annual Program Letter and the OA Program Announcements.

7.81. Citizenship Criteria. Applicant must be a US citizen.

7.82. Age. Applicants must be at least 18 and less than 35 years of age at the time of commissioning.

7.83. Educational Requirements. Applicants currently enrolled in or accepted for admission to an accredited institution in the United States or Puerto Rico in a course of study leading to a degree in a designated HP (MD or OD) for physicians and (DDS or DMD) for dentists may apply for participation in the program. Use AETC Form 1402, Certification of Enrollment for Air Force Health Professions Scholarship Program, to obtain required information from the registrar of the school that has accepted the HPSP applicant. It will be included with the initial application forwarded to HQ AFRS/RSOCA for processing. A new form will be completed and forwarded to HQ AFRS/RSOCM when an applicant is accepted to another school, up to the time of entering the HPSP program, or when an alternate's application will meet the following year's board. Once an applicant is commissioned, contact AFIT/CIMJ for training seat at Commissioned Officers Training. A new AETC Form 1402 required for all transfer requests.

7.84. Appointment and Entry Grade Credit. By public law and DoD directive, all participants hold the grade (AFRES) of second lieutenant (MSC) while in the scholarship program. Upon completion of their program, they are commissioned in the Medical or Dental Corps. At that time, PS is considered when constructive credit is computed.

7.85. Active Duty (AD) Requirements. Applicants will serve a 45-day period each year consisting of one of the following:

7.85.1. Commissioned Officer Training (COT), (which is mandatory for medical students).

7.85.2. School of Aerospace Medicine.

7.85.3. Air Force clerkships.

7.85.4. Air Force externships (clinical or research).

7.86. Application Submission. To be eligible for selection board consideration, application must arrive by established application cutoff dates. Late, incomplete, or incorrect applications may not meet a selection board.

7.87. Notification of Selection Board Results. Notification of board results are obtained through PROMIS computer reports.

7.88. Appointing Selectees and Scheduling EAD:

7.88.1. OA flight commanders appoints selectees by letter. Appointments are effective from date of acceptance. Appointments are not issued on incomplete applications.

7.88.2. Selectees will accept or decline appointment within 15 days from the date of appointment notification. If personal circumstances require additional time, applicants must request an extension from HQ AFRS/RSOCM. Extensions are considered for valid reasons only.

7.88.3. Once the applicant has accepted the appointment, meets commissioning requirements, and has permission to commission, a commission officer administers the oath of office, AETC Form 1317, and the specified contracts listed in the annual program announcement. The applicant receives a copy of each form for his or her personal record and returns two copies, each having an original signature, with AETC Form 1317 and the executed AF Form 133. Send the package to HQ AFRS/RSOCM after administering the oath of office. Forward the applicant's pay package to ARPC in accordance with guidance in the OA program announcements. Update PROMIS immediately after commissioning.

Chapter 8

RECRUITING SERVICE MARKETING, ADVERTISING, AND PUBLIC AFFAIRS PROGRAMS

Section 8A--Management and Administration

8.1. Concept. The marketing function helps Air Force recruiters meet production goals by generating quality leads, stimulating office traffic, and creating public awareness of Air Force programs and career opportunities.

8.2. Mission. HQ AFRS/RSOM is the Air Force executive agent for creating, producing, distributing, and implementing advertising products and services necessary to support Air Force military personnel procurement, including AFROTC, AFA, and AD retention programs. Specific duties and responsibilities are in AFI 36-2015, *Air Force Recruiting Advertising Program*. HQ AFRS/PA oversees recruiting service public affairs programs identified in the AF 35-series publications. Public Affairs provides trusted counsel to commanders, supports airman morale and readiness, and builds community awareness and support through internal information, media relations, and community relations activities.

8.3. Evaluations and Analysis. Squadron marketing flight (RSOM) personnel are resident experts on marketing in their units. They must evaluate marketing activities through data collection, reports, analyses, and validation through field visits. Findings and trends, both good and bad, must be identified to the squadron commander and addressed to ensure they are of maximum positive benefit to the unit. Squadron management is responsible to ensure the use of marketing tools at the appropriate times. Standards may be set at any level for the use of these tools.

8.4. Marketing Flight Function. The marketing flight is comprised of a marketing NCO (8R000), a public affairs NCO (3N0X1), and an information manager NCO (3A0X1). It is crucial that the marketing flight function as a team, and therefore, all individuals assigned must be well versed in all aspects of flight responsibilities. Teamwork and the caliber of individuals assigned is imperative. Continuity and longevity are also key factors, not only in training issues but in maintaining liaison with the community. Recruiters assigned must be capable of conducting training with new recruiters. Responsibilities break out as:

8.4.1. Marketing NCO (8R000). This person has an important function and, therefore, should have been a successful recruiter with a working knowledge of marketing programs. Excellent communicative skills for training purposes are required. A minimum 2-year assignment to this position is recommended. Responsibilities include marketing training, recruiter-generated mail, COI administration, literature program administration tracking, sales promotional item (SPI) administration/tracking, and marketing fund maintenance.

8.4.2. Public Affairs NCO (3N0X1). This person brings to the recruiting squadron public affairs training and experience in dealing with the media, writing skills, and knowledge in conducting media interviews. Responsibilities include media relations, local advertising programs, civilian awards, news releases, photo support, and mini-jet training.

8.4.3. Information Management NCO (3A0X1). This person brings to the marketing flight training

and experience in managing the data that flows through the flight which is necessary to track, analyze, and react to the marketing environment. Responsibilities include civilian awards processing, COI request processing mini-jet scheduling, and the SPI program.

8.5. Reference Materials. Marketing personnel must have access to the following reference materials to effectively manage their marketing programs: (**NOTE:** The materials listed in paragraphs 8.5.15 through 8.5.26 can be obtained through the office indicated in parenthesis following the item.)

8.5.1. AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipping*.

8.5.2. AFI 35-102, *Crisis Planning, Management and Response*.

8.5.3. AFI 35-105, *Special Recognition and Awards for Air Force Public Affairs People*.

8.5.4. AFI 35-201, *Community Relations*.

8.5.5. AFI 35-202, *Environmental Community Involvement*.

8.5.6. AFI 35-203, *Band Program*.

8.5.7. AFI 35-205, *Air Force Security and Policy Review Program*.

8.5.8. AFI 35-206, *Media Relations*.

8.5.9. AFI 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures*.

8.5.10. AFI 35-302, *USAF Fact Sheets and Official Biographies Guidance and Procedures*.

8.5.11. AFMAN 36-2203, *Drill and Ceremonies*.

8.5.12. AFI 36-2015, *Air Force Recruiting Advertising Program*.

8.5.13. AFH 33-337, *The Tongue and Quill*.

8.5.14. AETCI 90-201, *AFRS Squadron Inspection Program (SIP) and Staff Assistance Visit (SAV) Program*.

8.5.15. Marketing Inspection Checklist (RSOT).

8.5.16. Commander's Guide to Special Event Recruiting (RSOT).

8.5.17. Recruiting Service Product Summary (RSOM).

8.5.18. Collateral Material Package (RSOMAL).

8.5.19. Marketing Training Checklist (RSOMA).

8.5.20. Marketing Continuity Book (RSOMA).

8.5.21. Mini-Jet Checklist (RSOMA).

8.5.22. Direct Mail Guide (RSOMAE).

8.5.23. Squadron Local Advertising Plan (RSOMAL).

8.5.24. Squadron Media List (SQ).

8.5.25. Promotions Handbook (RSOM).

8.5.26. Squadron Advertising Funds Policy/Guidance (RSOMAL).

Section 8B--Five Essential Elements of Marketing

NOTE: To have a successful marketing program, a squadron will employ the following elements: marketing training, recruiter-generated mail (RGM), local advertising, centers of influence (COI), and media relations. All elements do not need be used simultaneously, but must be employed at some point to have a successful program. Personnel must become knowledgeable of their zone to know which tools work, and when. An example would be a zone that receives little or no response from RGM through the year except for third quarter. To properly use the tools, the recruiter should use this tool heavily during this timeframe and rely on other tools throughout the remainder of the year.

8.6. Marketing Training. In accordance with AETCI 36-2210, the true value of this program depends on relevant training. Training must instruct the recruiter in where, when, how, and why to use marketing tools to enhance production. This information must be presented in a "hands-on, in-the-field" environment.

8.6.1. Minimum Requirements. HQ AFRS/RSOM provides a continuity book outline covering the five essential elements of marketing to each marketing flight. Squadrons will produce continuity books for their recruiters and may supplement the book with their own material.

8.6.2. Training Procedures:

8.6.2.1. Marketing training must be provided by a marketing NCO (8R000). In unique situations, flight chiefs or squadron trainers may do the training if they have been trained by the squadron marketing NCO.

8.6.2.2. Marketing training occurs in four stages:

8.6.2.2.1. Recruiting School. Marketing training is presented as part of the curriculum and by a special presentation.

8.6.2.2.2. Squadron Introduction. When new recruiters sign in, they are issued a Marketing Continuity Book.

8.6.2.2.3. Zone Training. This training is one-on-one, out of the AFRO, in the recruiter's zone (2 days minimum, excluding travel time).

8.6.2.2.3.1. Zone training is detailed in an AF Form 623a and accomplished in accordance with the HQ AFRS/RSOM zone training checklist. The purpose of zone training is to spend time with the recruiter in his or her recruiting area, not in the office. Zone training integrates the five essential elements of marketing into production objectives. Contact with people in the zone is paramount.

8.6.2.2.3.2. Contacts, in priority order, are: media personnel, civic COIs, and COI vendors. Zone training puts the new recruiter in personal contact with at least 10 of these people. (Details are provided in the checklist.) Squadron marketing will bring documents which provide a marketing history of the zone (unless provided during in-processing). The history will include, but not be limited to, organizations, POCs, phone numbers, types of support provided, and higher awards presented.

8.6.2.2.3.3. Additional field training can be requested at any time. Marketing will keep abreast of all recruiters' general production standings and offer assistance via the flight chief if weak marketing activity is a possible contributing factor to poor production. Squadron marketing will provide additional training for specialty recruiters, flight chiefs, and program managers tailored to the needs of their programs.

8.6.2.2.4. Quarterly Flight Training Meetings. Past activities are reviewed and planning for upcoming activities takes place during these meetings. Group training consists of common subjects, processes, etc. (Personnel are not required to attend all quarterly training meetings in a FY.)

8.6.3. Documentation. An Air Force Form 623a is used to document zone training. An AF Form 623a will also be used to document training provided by squadron marketing at any training meeting attended. Activities not part of the five essential elements of marketing and squadron unique policies and procedures are best suited for training at these meetings. A copy of the AF Form 623a generated by squadron marketing will be provided to the flight chief, squadron trainers, etc., as appropriate.

8.6.4. Application. Training must not be relegated to simply a task performed. Squadron marketing must make sure each new recruiter is comfortable performing marketing tasks in his or her zone. The recruiter must have built a contact base by actually meeting people. The recruiter must show success in getting public service announcements (PSA) and promotional or civic support as a result of zone training. Follow-on training must be made available to any recruiter identified as needing or wanting help with his or her zone marketing program.

8.7. Recruiter-Generated Mail (RGM). RGM is used to supplement a recruiter's need for leads. RGM is targeted to a person, not an address. It is a high-quality, first-class direct mail product. Mass mailings and third class mailings (to include postcards) are not RGM. RGM produces Priority One leads. RGM objectives are to motivate the prospective applicant to respond, requesting more information and to reinforce the Air Force image as a top-notch, professional organization.

8.7.1. Minimum Requirements. RGM can be either approved mailers or letters but must include a mailback response device. Squadrons receive a "formula-share" allocation of HQ AFRS/RSOM-produced RGM mailers. Mailers are fact folders with tear-out reply cards. Squadron marketing receives camera-ready copies of approved NPS RGM letters and reply cards from HQ AFRS/RSOMAE (see the current Direct Mail Guide). Squadrons can have copies printed using squadron marketing funds in

accordance with Government Printing Office (GPO) regulations. All RGM mailers and envelopes must be stamped with the recruiting office return address before being sent out.

8.7.2. RGM Procedures:

8.7.2.1. Group commanders have the authority to approve locally-generated RGM for health professions if squadrons change or deviate from the approved HP letters in the current Direct Mail Guide. Squadron commanders have the authority to approve locally-generated RGM for all other programs. (**NOTE:** Commanders must ensure that any approved RGM maintains the professional quality of the Air Force and contains accurate, up-to-date information.)

8.7.2.2. Do not use RGM to respond to a request for Air Force information. RGM must have only one response device (reply card) and lead tracking will occur through the Air Force Opportunity Center (AFOC). Altering the reply card address or bar code is a violation of US postal regulations.

8.7.2.3. Even though a formal plan is not required, an RGM mailing must be thought out. Before executing an RGM mailing, consider the following issues:

8.7.2.3.1. What is the target audience for this RGM? (**Example:** Students not returning to college.)

8.7.2.3.2. Is this the best message for this target audience? (**Example:** An RGM piece that addresses Air Force educational benefits.)

8.7.2.3.3. Is this a good time to reach this audience with this message? (**Example:** Four or 5 weeks before the end of the quarter or semester.)

8.7.2.3.4. Will this timing be able to take advantage of any other marketing activity? (**Example:** Increased awareness during radio buy flights or in advance of a scheduled career day.)

8.7.2.3.5. Will this mailing be competing with a national direct mail product? (**Example:** A response to one piece will make the other piece appear ineffective.)

NOTE: Once these issues have been considered, the mailing can be implemented, as needed, by the CC, CCU, flight commanders, flight chiefs, or recruiters.

8.7.2.4. Squadron marketing will work to ensure recruiters have a sufficient supply of RGM material to meet the needs of a properly applied RGM program. Advance planning and open communication between squadron marketing and flight chiefs will help ensure that mailers are available and that printing can be completed in time to meet field recruiters lead-generating requirements.

8.7.2.5. Squadron marketing will calculate the monthly RGM lead return rate for the squadron, each flight, and RIC. To determine the lead return rate, divide the number of RGM leads received by the number of net RGM pieces mailed. To determine the number of net RGM pieces mailed, subtract the number of undeliverable pieces from the total number of RGM pieces mailed. Recruiters must inform squadron marketing (through their flight) by the 5th workday of the month of their previous month's RGM activity. Recruiters provide this data broken down by program (senior, nurse, grad, etc.):

8.7.2.5.1. The number of RGM leads received.

8.7.2.5.2. The number of RGM pieces mailed.

8.7.2.5.3. The number of RGM pieces returned as undeliverable.

8.7.3. Reports and Analysis. Squadron marketing will provide each flight chief a monthly report showing the number of RGM leads reported by each flight recruiter. (HQ AFRS has provided a product for local application; squadrons may use their own product if it monitors the same activity.) The report will show each RIC's, flight's, and squadron's lead return rate. Squadron marketing will validate recruiter-reported lead numbers quarterly by comparing totals reported to totals processed through squadron operations.

8.7.3.1. Squadron marketing will watch for trends, both positive and negative, in lead return rates. Trend causes will be identified and appropriate actions recommended to squadron key personnel to correct a problem or exploit a success. Future analysis will assist in determining:

8.7.3.1.1. Realistic lead return rates.

8.7.3.1.2. The most productive times to do RGM.

8.7.3.1.3. If certain RGM products generate a better response than others.

8.7.3.1.4. When high school lists cease to be useful RGM address sources.

8.7.3.2. Analysis will be established for the squadron as a whole first. Break down the information to flight and RIC level. Squadron key personnel will be briefed quarterly by squadron marketing with the results of the RGM data gathering and analysis.

8.7.4. Application. Squadron marketing is measured by its ability to identify areas that need additional leads, experience declining lead return rates, and that enjoy unusually high lead return rates. It is also measured by the soundness of the explanations and approaches given to address the situation via quarterly briefings.

8.8. Advertising Programs. Effective advertising targets the recruiting message directly to qualified prospects. Air Force advertising is composed of a national and a local strategy. The two campaigns are integrated to enhance the effect of each. The national advertising campaign is developed to maintain a high level of visibility, enhance the corporate image, and cultivate interest in the Air Force via national mediums. In national advertising, lead generation is a secondary mission.

8.8.1. Minimum Requirements. The National Advertising Plan is developed by HQ AFRS program managers, HQ AFRS/RSOM, and a civilian advertising agency. The National Advertising Plan schedule runs from April through March. The plan is published and copies are provided to squadron marketing flights every year by HQ AFRS/RSOMAE.

8.8.2. Advertising Campaign. The local advertising campaign takes the interest generated by the national program and promotes action by prospective applicants. This should result in leads and

increased recruiting office traffic. Coordinating and integrating the national and local ad campaigns conveys a consistent, unified message and image. It ensures that we speak with a single voice in the most consistent, cost-effective manner possible.

8.8.3. Lead Tracking. The Air Force Opportunity Center (AFOC), a civilian contractor, receives leads from national and local advertising. These leads are transferred electronically through HQ AFRS to the recruiter. Squadron marketing must be knowledgeable of the national lead program and must explain its value and effectiveness when training recruiters and supervisors.

8.8.4. Local Advertising Budget. Based on annual advertising funding levels, HQ AFRS/RSOM with HQ AFRS/RSSF develops the annual local advertising budget. HQ AFRS/RSOM will provide a breakout of local advertising funds to each squadron. These funds, managed by HQ AFRS/RSOMA, are spent through the squadron's local advertising plans which are developed by key squadron personnel. Funds are handled as determined by HQ AFRS/RSSF and guidance is provided in the squadron advertising funds policy/guidance letter.

8.8.5. Local Advertising Management Program. HQ AFRS/RSOM will maintain a local advertising section with an advertising account executive assigned to handle the squadron local advertising plan expenditures. The account executive advises squadron RSM and key personnel on advertising strategy. The account executive places local advertising and serves as the liaison between the advertisement contractor and the squadron.

8.8.6. Local Advertising Requests. Requests are made by faxing completed local ad request forms to HQ AFRS/RSOMAL. Current instructions can be found in the collateral material package.

8.8.7. Local Advertising Plan:

8.8.7.1. The local advertising plan is developed to meet annual recruiting goals for each squadron. Squadron input and advertising analysis is gathered at an annual planning meeting held each year. This information is combined with data from HQ AFRS/RSOMAL and, using agency expertise, a comprehensive plan is built for each squadron. Plan proposals are submitted for squadron review each year with squadron marketing and provide feedback. A final plan is then provided to the squadron. The squadron commander, superintendent, and officer accessions flight commander sign the final plan.

8.8.7.2. Policies and procedures for supplementing the local plan are detailed in the annual FY local advertising collateral material package released each October by HQ AFRS/RSOMAL. Squadron marketing will provide a copy of appropriate sections of the annual national and local ad plans to officer accessions flight commanders and flight chiefs.

8.8.7.3. Squadron marketing will conduct and document a quarterly review of the local advertising plan with key squadron personnel. Send changes to HQ AFRS/RSOMAL (local advertising section). This review will determine if the local advertising plan is meeting the advertising needs of the squadron.

8.8.8. Reports and Analyses:

8.8.8.1. HQ AFRS/RSOMAL provides squadron marketing with a copy of the squadron's annual local advertising plan. Squadron marketing must maintain a list of publications (to include POCs and phone

numbers) they advertise in. Squadron marketing will contact these POCs when visiting media staff as part of media relations activities. Squadron marketing should attempt to broaden this contact base to include other publication or media staff who might be influential in obtaining PSA and news release support.

8.8.8.2. Squadron marketing keeps track of 1-800 phone number leads and how they break out by month and AFRO (see production recruiter monthly zone lead activity form). This product will be the backbone of advertising analysis and provide much of the data needed for future local ad plan development. During analysis, consider not only lead numbers but lead quality as well. Two key factors that can reflect poor lead quality are an unusually high number of leads refined as disqualified/age (DQA), disqualified/education (DQE), or not interested at this time (NIA). While DQA and DQE are self-explanatory, NIA might show that the respondent did not view the ad as a recruitment ad. This may be especially true with classified line ads or display ads run in out-of-character publications.

8.8.9. Application. Squadron marketing is measured by its ability to identify areas that need additional leads, experience declining 1-800 phone call rates, enjoy unusually high 1-800 call rates or lead quality issues, and by the soundness of the explanations and approaches recommended to address the situation. Ensure the 1-800 number is included with all advertising.

8.8.10. Squadron Marketing Funds. The initial squadron operations and maintenance (O&M) FY funds distribution may contain squadron advertising funds (PE81712) to be used for list purchases and local advertising purchases not available through HQ AFRS. Squadron RSOM must document reconciliation of all marketing advertising funds monthly with the unit financial analyst. HQ AFRS FMB must approve the reprogramming/transfer of marketing funds (other than initial marketing) to squadron recruiter support (PE81711). The unit financial analyst maintains documentation of such approvals in the financial management board (FMB) minutes. Transfer requests must be sent through the squadron financial management section to HQ AFRS/RSSF. Current FY policy is provided in the squadron advertising funds policy/guidance letter.

8.8.10.1. Spending Plans. Funds are designed to be spent throughout the fiscal year; squadrons must have spending plans in place (fund phased by quarters). By 30 June of each fiscal year, squadrons must submit their spending plan to HQ AFRS/RSOMAL for any remaining squadron marketing funds (PE81712).

8.8.10.2. Authorized Local Advertising Expenditures. The advertising slick book (approved camera-ready advertising copy) is the only authorized source of advertising. Submit written requests for modification and or additions to HQ AFRS/RSOMAL for review and possible production.

8.8.10.3. Other Advertising and Support Expenditures. Booth rentals and related services, transportation costs for tours and bands, auditorium rental for Air Force bands, etc. are properly charged to squadron support (PE81711).

8.8.10.4. Prohibited Advertising. Advertising must not be purchased for race vehicles (cars, boats, motorcycles), hot-air balloons, and aircraft tow signs. Use of Air Force advertising to promote businesses is not authorized.

8.8.10.5. Locally Produced Advertising and Collateral Materials. Using locally produced

advertisements of any sort, including sales promotional items, without prior written approval from HQ AFRS/RSOM is prohibited.

8.8.10.6. Placing Advertisements. Only HQ AFRS/RSOMA and squadron marketing flights are authorized to place advertising for the Air Force. Recruiters will not place advertising in local media on their own. Use of out-of-pocket expense or personal funds are not authorized for payment of advertising.

8.9. Center of Influence (COI):

8.9.1. General Information. A COI is a planned event where meals or snacks appropriate for the occasion are served to provide a setting for Air Force personnel to make a sales presentation. All COI events are sales opportunities. Whether the recruiter is meeting with prospective applicants or community influencers, the recruiter is trying to accomplish a specific sales goal. The goal may be to generate an application/accession or "sell" the idea of public service support to a media outlet. In every case, the sales success of the COI can be measured.

8.9.1.1. A COI that merely generates leads is not necessarily successful. Nor is a COI necessarily effective just because there was a low cost per lead. The true value of a prospective applicant COI is shown by how many people enter the Air Force Delayed Entry Program (DEP) for the nonprior service program or how many attendees apply for an officer AD program. Influencer events that accomplish precise objectives with noticeable results are effective. The COI planner will have a well-defined objective before the COI is planned and executed.

8.9.1.2. The legislative authority for sponsoring COI events is Title 37, U.S.C. 428. Due to the expenditure of appropriated funds involved in the COI program, public perception is an extremely sensitive issue. If an event is perceived by a member of the general public as being inappropriate in some way, we have compromised the program. Events must be well planned and in good taste. Extravagant events are prohibited.

8.9.1.3. COI funds are exclusively for food, beverages (excluding alcoholic beverages), and gratuity expenses. Complimentary alcoholic beverages cannot be, or appear to be, accepted. COI funds cannot be used to pay for things such as skate rental, greens fees, etc., or for participation in public or special events where admission, seating, or other accommodations and facilities connected with the event are restricted as to race, creed, color, sex, or national origin.

8.9.1.4. Military and civilian spouses at a COI event must be consistent with accomplishing the objective of the event. No other family members may attend an event unless they are age-qualified prospective applicants or bona fide influencers. The COI program is not a protocol fund program to reward people for past support.

8.9.1.5. Squadron marketing will follow up on COI events and offer assistance, if needed, to enhance the effectiveness of future events.

8.9.1.6. HQ AFRS/PA manages all HQ AFRS COI activities and prepares annual budget requirements for HQ AFRS COI events.

8.9.1.7. Squadron RSM informs the squadron commander of ongoing COI activities.

8.9.2. Minimum Requirements. The squadron COI program should be employed to fulfill its primary purpose using the following priority order:

8.9.2.1. Prospective applicant.

8.9.2.2. DEP/prospective applicant (must maintain a minimum ratio of 1 prospective applicant per DEP).

8.9.2.3. Reinforce sale (officer programs only).

8.9.2.4. Influencer (media, civic, educator, etc.).

8.9.3. Categories of COI Attendees. Prospective applicant COI attendee classification is determined by age and education. There are only two categories of COI attendees:

8.9.3.1. Lead. This is the person eligible for the Air Force program being presented who was not generated from another lead source. (This would include 16-year old juniors who attend a COI. However, do not plan an event to target this group.)

8.9.3.2. Guest. This person is not eligible for the Air Force program being presented or currently at some level of the Air Force application/enlistment process (includes influencers/media members).

8.9.4. Squadron Representative at COIs. A squadron representative is a flight commander, flight chief, certified HP recruiter, MEPS liaison, marketing manager, or any officer or recruiter at squadron, group, or AFRS headquarters. For the NPS program, a squadron representative will attend each COI event for new recruiters and recruiters who have not successfully conducted a COI. For health professions, a squadron representative will attend each event for newly assigned specialty team recruiters. The squadron commander may waive this requirement when unfavorable factors exist (temporary duty [TDY] fund limits, time, distance, or weather conditions). The squadron RSOM will document and maintain this waiver. Recruiters who attend a COI while on TDY status must show the government-provided meal on their travel voucher or decline to eat at the COI.

8.9.5. Sign-in Procedures. An organized guest sign-in procedure, using AETC Form 1396 or 1397, must be followed at COI events. Recruiting Service personnel will sign in at all COI events (including those who do not eat). Provisions of the Privacy Act apply only in lead-generating prospective applicant events. When soliciting information subject to the Privacy Act of 1974, the following statement must be read, given, or shown to persons signing in:

"We will be happy to provide you more information about Air Force opportunities as authorized by Title 10 U.S.C. 503 and governing directives for Air Force Recruiting Service. The information solicited will be used to determine eligibility and allow followup contact. The routine use of this information will be for Air Force recruiting purposes only. Providing the information is voluntary; however, failure to provide sufficient information may prevent action on your inquiry."

8.9.6. Lead Refinement Status. To indicate lead refinement status, complete a legible AETC Form 1396 or 1397 and provide up-channel. Send a copy of the AETC 1396 or 1397 to squadron marketing through the flight chief and maintain a copy in the recruiting office. Enter all leads into the AFRISS or

follow-on system for tracking and refinement and treat them as priority one leads at the recruiter level.

8.9.7. Steps for Requesting a COI. See Figure 8.1 for the steps required in requesting a COI. Forward all paperwork for the COI to squadron marketing within 2 working days of completing the COI. Squadron marketing, or a marketing representative, will present training on how to complete all COI paperwork at quarterly flight meetings or any other mass training environment. Examples of how to correctly complete required forms will be provided to each recruiter.

8.9.8. Costs for COI Events:

8.9.8.1. Maximum Costs. Maximum unit cost (including gratuity of no more than 15 percent of the total bill) for COI events must not exceed the following:

8.9.8.1.1. Enlisted program events, \$8 per person (includes ROTC).

8.9.8.1.2. Officer and influencer program events (including one-on-one events), \$16 per person.

8.9.8.1.3. Critical officer specialty (determined by the squadron commander) one-on-one events, \$30 per person. (Normally, only a single one-on-one event is authorized per prospective critical officer applicant. The squadron commander may approve additional one-on-one events as needed to overcome objections or resolve other issues delaying the application process.)

8.9.8.2. Combining Events. When an event combines any of the cost limits listed in paragraphs 8.9.8.1.1 through 8.9.8.1.3, the lesser limit will be the maximum allowable (for example, NPS applicants and faculty members would have a maximum per person of \$8, not \$16). In cases where the dollar amounts are exceeded (number of guests prior confirmed do not show, etc.), the squadron commander will establish and sign an MFR stating the conditions for exceeding the allowable dollar value. The MFR is maintained with the COI paperwork. The commander is responsible to ensure these instances are reviewed and training provided to prevent further occurrences. The commander must approve all COI events where the same individuals will be fed when at least 6 months have not elapsed since their attendance at a COI. **Exception:** A school faculty member may be fed during an event involving a new class of students.

8.9.8.3. No-Shows. No-show refers to persons invited to COI events who accepted the invitation but did not attend and the recruiter did not know in advance to adjust the number. Recruiters will negotiate COI events with vendors to get agreement not to charge for no-shows. If a vendor will not agree to this and the recruiter believes it is still the best available offer, proceed with the offer (this should be the exception, not the norm). When accounting for no-shows, list the total number of persons paid for and the actual cost per person on the SF 44, **Purchase Order--Invoice Voucher**. A no-show rate of 10 percent or less is acceptable. If the number of no-shows paid for exceeds 10 percent of the expected or guaranteed attendance, explain in an MFR. Buffet and bulk purchase type events, such as HP residency events, have a floating unit cost up to the maximum unit cost. If the number of attendees minus the number of no-shows divided into the total cost of the event causes the unit cost to rise above the maximum authorized, explain fully in the MFR.

Figure 8.1. Steps for Requesting a COI.

I. COIs Paid with IMPAC:			
Information/Request	Originator	Send to	Send to
COI Request Form	Recruiter	Flight Chief	
COI Request Form (AETC Form 1406)	Marketing	CC	
Guest Sign-In (AETC Form 1396 or 1397)	Marketing	Recruiter	
After Event/Completed SF 44	Recruiter	Marketing	RSSF
COI Leads (AETC 1396/1397 copy)	Recruiter	Flight Chief	Marketing
30/60/90 Day Lead Followup	Recruiter	Flight Chief	Marketing
# Applicants or DEPs/objectives met?			
II. COIs Paid with SF 44:			
Information/Request	Originator	Send to	Send to
COI Request Form	Recruiter	Flight Chief	
COI Request Form (AETC Form 1406)	Marketing	CC	
Guest Sign-In (AETC Form 1396 or 1397)	Marketing	Recruiter	
Payment Voucher (SF 44)	Marketing	Recruiter	Vendor
After Event/Completed SF 44	Recruiter	Marketing	RSSF
COI Leads (AETC 1396/1397 copy)	Recruiter	Flight Chief	Marketing
30/60/90 Day Lead Followup	Recruiter	Flight Chief	Marketing
# Applicants or DEPs/objectives met?			
III. COIs Paid with Visa:			
Information/Request	Originator	Send to	Send to
COI Request Form	Recruiter	Flight Chief	
COI Request Form (AETC Form 1406)	Marketing	CC	
Guest Sign-In (AETC Form 1396 or 1397)	Marketing	Recruiter	
Government Visa	Recruiter	Vendor	
After Event/Completed Gov Visa	Recruiter	Marketing	RSSF
COI Leads (AETC 1396/1397 copy)	Recruiter	Flight Chief	Marketing
30/60/90 Day Lead Followup	Recruiter	Flight Chief	Marketing
# Applicants or DEPs/objectives met?			
* Marketing completes SF 44 showing the recruiter as the vendor and submits the SF 44 and the Government American Express card receipt to RSSF for payment to the recruiter.			

8.9.8.4. One-on-One Events. A one-on-one event is an arranged meeting with one applicant and the recruiter. It may also include the applicant's spouse and the recruiter's spouse. Normally, only a single

one-on-one event is authorized per authorized applicant. The squadron commander may approve additional one-on-one events as needed for physician or other critical officer prospective applicants to overcome objections or resolve other issues delaying the application process. One-on-one COI events may be conducted with the following:

8.9.8.4.1. Critical officer specialty prospective applicants. The squadron OA flight commander identifies these specialties based on squadron goal and AFRS needs at the beginning of the fiscal year and makes changes as required. With squadron commander approval, another military member may help with the sales presentation; for example, an Air Force physician, nurse, or other person whose profession or background is related to the prospective applicant's and would further enhance the sale.

8.9.8.4.2. Radio and television station owners, managers, public service directors, program directors, or other persons in media decision-making positions on a case-by-case basis.

8.9.8.4.3. Civic leaders, business persons, and educators with squadron commander approval.

8.9.9. COI Payment:

8.9.9.1. The three methods of COI payment are:

8.9.9.1.1. IMPAC Card Payment. Squadron marketing pays for the event using their IMPAC card by prior arrangements through the vendor. (This is the preferred method.)

8.9.9.1.2. Government Visa Card. Recruiter pays for the event and forwards the receipt to squadron marketing who completes an SF 44 with the recruiter as vendor and submits to squadron RSSF.

8.9.9.1.3. SF 44. The vendor accepts SF 44 at the time of purchase. The recruiter submits a copy of SF 44 to squadron marketing who validates and forwards to squadron RSSF for payment.

8.9.9.2. In all cases, provide an itemized receipt to squadron marketing. Complete all documentation from COIs and forward to squadron RSM within 2 workdays. Squadron RSOM reviews COI paperwork and maintains it for at least 2 years. (AETC Form 1406 does not need to be sent to HQ AFRS.) The information from these documents is used to track leads and for fund phasing for each squadron program.

8.9.10. Reports and Analysis. Squadron marketing will meet with HQ AFRS/RSSF monthly to validate COI account balance. Squadron marketing will accomplish quarterly COI account fund phasing with HQ AFRS/RSSF and flight chiefs and will advise squadron key personnel of changes. Squadron marketing will do a 30/60/90-day followup on all outstanding COI bills and advise squadron key personnel of problems with payment. (This requirement is met if squadron RSSF has an established bill payment monitoring system.)

8.9.10.1. Squadron marketing will do a 30/60/90-day followup on each COI with the flight chief to update DEP accessions/applications generated or objectives accomplished. See Figure 8.1 for additional information. Squadron marketing will track and analyze the following:

8.9.10.1.1. Total number of COI leads versus DEP accessions/applications by RIC. (See the Production

Recruiter Monthly Zone Lead Activity form.)

8.9.10.1.2. Total number of COI leads versus DEP accessions/applications by program or flight.

8.9.10.1.3. Cost per COI DEP accession/application by program or flight.

8.9.10.2. Analysis will include comparisons to data from the same quarter of past years. Use this analysis to improve each recruiter's COI program. Squadron marketing will tailor analysis for each flight. This analysis will include squadron averages. Each recruiter will be provided their own data along with squadron and flight averages.

8.9.10.3. Squadron RSOM submits the Annual COI Program Summary Report, RCS: AETC-RSOM(Q8902) to HQ AFRS/RSSF when requested.

8.9.11. Measuring Program Effectiveness:

8.9.11.1. COI program effectiveness is measured by applications generated for the officer programs and DEP accessions for the NPS program. COI program management (doing better with less) is viewed in light of quality leads generated and cost per lead. Squadron marketing will brief key personnel quarterly regarding the effectiveness and efficiency of the COI program. Squadron marketing will include COI program analysis and assistance as part of their presentation at squadron management meetings.

8.9.11.2. Squadron marketing is measured by its ability to identify programs and zones needing COI emphasis, improved management applications, and the level of improvement achieved in getting these programs back on track.

8.10. Media Relations. Media relations refers to promotional/public service announcement activities, proactive placement of Air Force messages and awareness activities, and response to media queries. Media refers to print (newspaper), outdoor, radio, television, and cable outlets unless otherwise specified. Much of media relations has to do with support gained through personal contact between a recruiter and media personnel. Squadron marketing, flight commanders, flight chiefs, and production recruiters work to establish and maintain productive media contacts.

8.10.1. Minimum Requirements:

8.10.1.1. Recruiters must spend time productively working with cooperative media outlets. Productive media visit categories are to:

8.10.1.1.1. Introduce a new recruiter or marketing NCO (Recruiter or PA).

8.10.1.1.2. Offer specific promotional activity support.

8.10.1.1.3. Request specific promotional activity support.

8.10.1.1.4. Coordinate or conduct a COI.

8.10.1.1.5. Solicit specific PSA support.

8.10.1.1.6. Deliver or confirm receipt of a PSA.

8.10.1.1.7. Solicit or conduct an interview.

8.10.1.1.8. Present an award (usually in connection with a COI).

8.10.1.2. As an absolute minimum, recruiters must conduct an annual visit to each broadcast media outlet. (In rural areas where 30 or more outlets are present in one recruiter's zone, squadron marketing may extend the cycle to 18 months.) Recruiters need to know their media environment. Once a recruiter has assessed the potential support of a media outlet, they can determine where, when, and how to implement their own media visitation schedule, if needed.

8.10.1.3. Squadron marketing's responsibilities in assisting these efforts are to:

8.10.1.3.1. Provide a list of zone media outlets to each recruiter.

8.10.1.3.2. Introduce new recruiters to media outlet personnel (zone training).

8.10.1.3.3. Keep recruiters and flight chiefs current on availability and use of media products.

8.10.1.3.4. Take local recruiter along on all media visits, when practical. Coordinate with flight chiefs.

8.10.1.3.5. Visit network affiliates, major independent TV, and cable stations once each year. These stations are required to be visited twice annually, once by squadron marketing and once by the squadron commander, superintendent, officer accession flight commander, flight chief, or local recruiter (squadron marketing may conduct both visits).

8.10.1.3.6. Work at least one major influencer radio station in each designated market area (may actively work more). This station is deemed by squadron marketing as having the greatest promotions or interview potential.

8.10.1.3.7. Keep track of recruiter accomplishments. Recruiters forward information from their visits to squadron marketing. Tracking is a reflection of activity, not compliance.

8.10.1.3.8. Provide interview technique training to recruiters and other squadron personnel as needed.

8.10.1.3.9. Facilitate timely and accurate response to media questions on Air Force recruiting. Coordinate policy or sensitive issues with HQ AFRS/PA.

8.10.1.4. Squadron marketing and recruiters should also seek to develop relationships with print media. Print media should be visited as time permits. This activity is also tracked and documented at the recruiter level.

8.10.2. Reports and Analysis:

8.10.2.1. HQ AFRS/RSOMC provides a monthly TV PSA report to squadron marketing which includes the following, by market (RSOM is only required to maintain those portions that pertain to their

squadron):

8.10.2.1.1. Station call sign.

8.10.2.1.2. Designated market area (DMA).

8.10.2.1.3. Number of Air Force PSAs played during the reporting period.

8.10.2.1.4. Number of PSAs played by each of the other services.

8.10.2.1.5. Number of Air Force PSAs played by daypart.

8.10.2.1.6. Number of PSAs played by daypart by each of the other services.

8.10.2.2. Squadron marketing analysis addresses the status of Air Force market share versus the other services and daypart share versus other services. Radio, TV, and print media promotions tracking concentrate on actual PSA and promotional activity interaction between recruiters and media outlets.

8.10.2.3. Squadron marketing will be measured by its fulfillment of duties listed in paragraph 8.10.1.3. The success of a squadron's media relations program is measured by what has been accomplished during media visits—not just whether visits were made. Squadron key personnel will be briefed quarterly on the status of the squadron's media relations program. Squadron marketing must be able to identify areas needing additional emphasis and take action to address the causes of negative trends or to create or enhance positive opportunities.

8.10.3. Public Affairs. Timely and accurate release of information to the media is a command responsibility, usually delegated to the public affairs officer or NCO. Squadron commanders must be completely aware of any news release prior to the event. Queries by news media representatives concerning Air Force recruiting will be coordinated with HQ AFRS/PA if they concern command policy or sensitive issues, or are clearly beyond the scope of responsibility for squadron marketing to address. Forward any media contact that results in broadcast or print media coverage to HQ AFRS/PA in an expedient manner. Field recruiters should fax print stories through squadron marketing to HQ AFRS/PA on the day of publication.

8.10.4. Public Service Announcements (PSA):

8.10.4.1. Types of PSAs. The following provides information on the types of PSAs used:

8.10.4.1.1. Custom Radio PSAs (Spots):

8.10.4.1.1.1. HQ AFRS/RSOMCB produces and distributes custom radio PSAs directly to requesting recruiters and radio stations. Spots are completed within 2 calendar weeks and sent out either priority mail or digital delivery. (HQ AFRS/RSOMCB will make the decision on the type of delivery. If a radio station is connected to the Digital Courier International System, then the spot is distributed the same way. If not, HQ AFRS/RSOMCB will mail the PSA directly to the recruiter.) Before ordering, recruiters or squadron marketing personnel will ensure that radio stations agree to air the PSAs.

8.10.4.1.1.2. If the station accepts digital transmissions, HQ AFRS/RSOMCB will send PSAs directly to radio stations and contact recruiters that the PSA is on its way. If the station is not on the digital system, HQ AFRS/RSOMCB will send the recruiter one reel-to-reel master audiotape of the spots recorded for each station unless there is a requirement for something else.

8.10.4.1.1.3. Inform HQ AFRS/RSOMCB if certain spots must be on separate reels or duplicate spots are needed. Telephone answering messages will be produced on normal cassette. Do not order "generic" spots, as this is a personalized spot service.

8.10.4.1.2. Custom Television PSAs. HQ AFRS/RSOMCB produces and mails custom television PSAs directly to requesting recruiters. PSAs are completed within 2 calendar weeks and sent out priority mail. Before ordering, recruiters or squadron marketing personnel will ensure that stations agree to air the PSAs.

8.10.4.2. **Ordering Spot Announcements.** There are three ways to send a request for a spot announcement: (1) phone it in to the Custom Spot Hotline by calling commercial (210) 652-3808 or DSN 487-3808; (2) fax the request to commercial (210) 652-4892 or DSN 487-4892; or (3) send an e-mail message to rspsa@rs.af.mil. All three methods are available 24 hours a day. Provide the following information when ordering spots:

8.10.4.2.1. Squadron.

8.10.4.2.2. Grade (SSgt, TSgt, etc.).

8.10.4.2.3. Name. Use the first and last names as you want them on the spot. Spell and pronounce them distinctly (such as rhymes with).

8.10.4.2.4. Office address. Use an address where people can come by to see you.

8.10.4.2.5. Mailing address (if different from your office address, such as post office box, etc.).

8.10.4.2.6. City (spell and pronounce), state, and ZIP code.

8.10.4.2.7. Complete commercial telephone number, including area code. Specify if you want the area code used on spot and if you want "call collect" added.

8.10.4.2.8. Subject of spot:

8.10.4.2.8.1. Radio PSAs. Break it down to such specific topics as "entitlements," "technical training," "CCAF," etc. There is a spot on most subjects including new recruiter, new office, open house, Thunderbirds visit, PS, high technology, etc. If you have a need for a topic that isn't available, HQ AFRS/RSOMCB will write it. Phone in special requests to commercial (210) 652-3937 or DSN 487-3937.

8.10.4.2.8.2. Television PSAs. If you are not sure of the spot title, contact squadron RSOM or HQ AFRS/RSOMCB at commercial (210) 652-3937 or DSN 487-3937.

8.10.4.2.9. Length of spot. Normally 30 or 60 seconds long. (Some shorter times are available for television PSAs.)

8.10.4.2.10. Format:

8.10.4.2.10.1. Radio PSAs. The type of music background you want. Classical to soul, easy listening to hard rock, and everything in between is available.

8.10.4.2.10.2. Television PSAs. Beta SP, 3/4-inch U-matic, or VHS.

8.10.4.2.11. Custom tag:

8.10.4.2.11.1. Radio PSAs. Provide the station's call sign phonetically (KABC, Kilo, Alpha, Bravo, Charlie). Also, provide any other means of identification the station uses, such as "KY-93," "Radio 1210," or "Power Hits 101-Today's Best Music."

8.10.4.2.11.2. Television PSAs. Provide call letters of the station, name of cable company, etc.

Section 8C--Programs

8.11. Civilian Awards Program. The purpose of the Civilian Awards Program is to recognize people for their contributions to the recruiting mission. Civilian awards refer to those awards, as outlined in paragraphs 8.11.1 through 8.11.8, presented to the local community, approved and awarded by the appropriate level based on the amount of support given to recruiting. This program is based on support gained through personal contact between a recruiter and the community. HQ AFRS/RSOM and production recruiters take the lead on establishing and maintaining productive community contacts. Recruiters spend valuable time productively working with and cultivating cooperative members of the community from media outlets to school officials. The following awards reward those individuals and organizations for assistance in the recruiting effort:

8.11.1. American Spirit Award. This award is the highest form of recognition for contributions to the recruiting mission. It is presented to a civilian or civilian organization for consistent national support and exhibition of patriotism and service to country. Each recruiting group can submit one nomination to HQ AFRS/PA on 28 February and 31 August of each year. The group commander solicits nominations from squadrons and selects the nomination that HQ AFRS/PA will forward to AFRS/CC for final selections in March and September. When possible, AFRS/CC will present the American Spirit Award. Send a letter to the commander's executive officer (HQ AFRS/CCE) requesting the commander's participation in the award presentation. Include the date, time, place, and any other appropriate information. Standard format is available from HQ AFRS/PA. When the commander cannot present the award, a designated Recruiting Service representative will preside.

8.11.2. Recruiting Service Commander's Award. This award is presented annually to a civilian or civilian organization whose local or regional support of recruiting efforts and patriotism has been of major importance over an extended period of time. The award is also presented to deserving members of national youth organizations who have demonstrated outstanding support of the American way of life. Squadrons will submit nominations to their group commander. The group commander is the final approval authority for this award and establishes all suspense dates and format.

8.11.3. Air Force Public Service Award. This award is presented to a civilian or civilian organization (normally a member of the media) that provided important support to the Recruiting Service mission. Recipients must have previously been awarded a Recruiting Salutes Award Plaque. The F-117 model is a prestigious public service award and should be presented to a television, radio station, or media outlet with a long-term sustained record of public service support to the Air Force. Nominations originate at the recruiter level or higher and are forwarded to HQ AFRS/RSOMCB by squadron RSOM for approval. Include dates of all previous awards presented and a brief justification in bullet format not later than 45 days before the desired presentation date.

8.11.4. Air Force Recruiting Salutes Award. This award is presented to a civilian or civilian organization that provided important support to the Recruiting Service mission. Recipients must have previously been awarded a Certificate of Appreciation and Honorary Recruiter Certificate. The approving authority may consider exceptions on a case-by-case basis. The award is a plaque and may be presented to individuals or to radio, television, print media, medical students, or medical organizations. Nominations originate at recruiter level or higher. The squadron commander or a designated representative approves these nominations. Plaques are ordered from HQ AFRS/PA annually by squadron RSM. AFRS/CC also selects one Commander's Award plaque quarterly in support of the We Are All Recruiters (WEAR) Program. When presented in this manner, this is not a civilian award but presented to a wing or base for outstanding WEAR Program support. Group commanders make nominations to HQ AFRS/PA at the end of each fiscal quarter.

8.11.5. AETC Form 1334, Honorary Recruiter Award. This prestigious award is for individuals (including DoD civilian and military personnel and organizations) who have contributed significantly to the accomplishment of the Recruiting Service mission. Nominations originate at the recruiter level or higher with the next level as the approval authority (for example, if nominated by a recruiter, the flight chief approves and presents the award; if nominated at squadron level, the commander approves and presents the award). The approving authority signs AETC Form 1334.

8.11.6. AETC Form 1333, Certificate of Appreciation. This award is presented to an individual or organization (including DoD civilian and military personnel and organizations) that assisted and supported the recruiting mission. Nominations originate and are approved at the nomination level (for example, whoever originates the award [such as a recruiter] may approve, sign, and present the award).

8.11.7. AETC Form 1355, AFRS Certificate of Recognition. This award is presented to individuals who achieve the rank of Eagle Scout in the Boy Scouts of America (BSA), the Gold Award from the Girl Scouts of America, or may be used in honoring individual cadet members of Junior Reserve Officer Training Corps (JROTC) as a local annual award. Nominations originate at the recruiter level or higher; the nominator approves the award. Presentation may be made by the recruiter and or commander, superintendent, or flight chief. This award is unusual in nature as the originator (BSA Council or unit, JROTC instructor, etc.) may request the award and a presenter. These forms are stocked by HQ AFRS/PA. Squadron marketing should order and request additional forms through HQ AFRS/PA.

8.11.8. AETC Form 1703, Mathematics and Science Certificate. This certificate is used to recognize significant achievements by high school students. The school staff should determine the categories and recipients of the award. The recruiter is the approving authority and will sign and present the certificate. The form is ordered through the host base publishing channels.

8.12. Administrative Requirements:

8.12.1. Unless otherwise specified, each squadron will submit requests for its annual allocation of Air Force Public Service Awards and Air Force Recruiting Salutes Award Plaques to HQ AFRS/PA in June. Based upon the requested allocation, HQ AFRS/PA will order plaques from the contract vendor. **NOTE:** Air Force Recruiting Salutes plaques are available in three styles: a generic salutes plaque suitable for presentation to any individual or organization, health professions salute, and an outstanding student salute. The Air Force Recruiting Salutes Public Service Award plaques are available in print media, television media, or radio media styles. Plaques are shipped directly from the vendor to squadrons to arrive before the start of the next fiscal year. Upon receipt, squadrons should examine their shipments for damage, etc.

8.12.2. In cases where previous editions of the Honorary Recruiter, Certificate of Appreciation, and Math and Science Certificates signature block calls for the commander's signature, forward as necessary through RSOM for the commander's signature. In flights where laser printers are available, the recruiter or the flight secretary will print the awards. In squadrons where laser printers are not available at a lower level, send the request to squadron information management personnel who will print the award and return to the requester (with appropriate signatures when necessary).

8.12.3. The nominator is responsible for ensuring nominees have not previously received an award within 6 months. They must also ensure information for award nominations is not collected directly from prospective recipients unless a Privacy Act statement is provided. Information from newspapers and other public sources may be used without Privacy Act statement consideration. The squadron award request form must be maintained in the file plan at the recruiting office to assist in determining the length of time since the last award was presented. An appropriate presentation ceremony should be conducted for all awards presented. Squadron marketing flight will arrange for a presentation ceremony and publicity for Recruiting Service Commander's and American Spirit Awards. They may do so for all other awards where appropriate.

8.13. Direct Marketing Program:

8.13.1. National Direct Mail. Direct mail provides the recruiter with leads, using products with mail-back mechanisms, distributed through the United States Postal Service. HQ AFRS/RSOM conducts the national direct mail campaigns when funds are available and when production needs require it. HQ AFRS/RSOM produces direct mail materials. Group commanders may approve letters and flyers for one-time use to advertise Air Force participation at local events. Groups and squadrons may locally reproduce direct mail letters from HQ AFRS/RSOM if the letters are camera-ready slicks. The *AFRS Direct Mail Guide* has additional information.

8.13.2. Mailing Lists. Recruiters obtain mailing lists for sending out RGM. The *AFRS Direct Mail Guide* has additional information.

8.13.3. Lead Management:

8.13.3.1. The HQ AFRS staff develops and distributes a computerized leads-management system. Documentation packages explain procedures. Specific guidance is in Chapter 1.

8.13.3.2. In determining a problem with receipt of leads, apply the 7-3-1 rule. If a recruiter does not receive leads within a 7-day period, notify your supervisor. If a flight chief does not receive leads in a 3-day period for the entire flight, notify the squadron. If a squadron does not receive leads on any working day, contact HQ AFRS. Each subsequent level will verify if leads were received or not for the lower level. Report all discrepancies or problems to HQ AFRS/RSOMAE.

8.14. Collateral Materials Program:

8.14.1. Collateral Materials. Collateral materials include brochures, fact folders, direct mail products, posters, and sales promotion items. As a rule, collateral materials have a 5-year shelf life. Squadrons are responsible for ensuring products in their possession are current. Minor pen-and-ink changes are acceptable (for example, to correct Montgomery GI Bill values, etc.).

8.14.2. Requisition and Distribution:

8.14.2.1. Recruiter Account Numbers (RAN). Most collateral materials are distributed through the Air Force Publication Distribution Center (AFPDC) using RAN. Squadron marketing will fax literature requests to production control (HQ AFRS/RSOMP). To request a RAN, complete AETC Form 1313, **Address Distribution Notice**, and fax to HQ AFRS/RSOMP.

8.14.2.2. Stock Availability Report (SAR). HQ AFRS/RSOMP sends a SAR to each squadron marketing flight on new projects entering the Requisition Distribution System (RDS). A cumulative readout is issued monthly by AFPDC.

8.14.2.3. Open Stock Projects. HQ AFRS/RSOM determines when a project will be designated as an open stock project at AFPDC. All projects placed in open stock will be identified on the HQ AFRS/RSOMP SAR.

8.14.2.4. Shipments. AFPDC and contractors ship some projects directly to squadrons and flights, using special distribution lists. Squadrons report shipment discrepancies to HQ AFRS/RSOMP. When deliveries are made to flight level, the flight is responsible for unloading trucks when necessary.

8.14.2.5. RAN Transaction Summary. Upon receipt of a literature order, the AFPDC sends an acknowledgment of receipt report to the receiving RAN. The AFPDC sends a weekly transaction summary if there are no problems with the order.

8.14.2.6. Sales Promotional Items (SPI). These items are ordered annually, using the sales promotion items order form provided by HQ AFRS/RSOMA each FY. Squadrons must ensure they consider airshows and other special events projected in their area when ordering SPIs and order appropriate items and quantities to support these events. Written approval for any locally produced SPIs must be obtained from HQ AFRS/RSOM prior to purchase (Attachment 21). Refer to current FY squadron advertising funds policy/guidance letter.

8.14.3. Evaluating Advertising Materials. Recruiters will use AETC Form 1381, **Evaluation of Recruiting Advertising Materials**, to determine the effectiveness and quality of advertising materials (literature, posters, SPIs, etc.). Send completed forms through squadron RSOM to HQ AFRS/RSOM. These provide important feedback to HQ AFRS/RSOMA on field reaction to, or effectiveness of,

literature or SPIs.

8.14.4. Recruiting Service Product Summary. This document contains project sheets for every advertising project scheduled during the fiscal year and is provided annually by HQ AFRS/RSOMOO. Changes to projects are provided as needed.

8.15. Community Relations. Community relations programs are a functional responsibility of HQ AFRS/RSOM and HQ AFRS/PA. (Refer to AFI 35-201, *Community Relations*.) Promotion activities increase Air Force awareness while stressing the main promotion advantages--quick reaction for little or no expense. These activities are limited only to the imagination of the recruiter. They could include using the mini-jet as a static display in a mall or sports arena during a sporting event, entering into a parade, taking part in a high school homecoming, or many other possibilities. Squadron RSOM helps in determining suitability of events in question.

8.15.1. F-16 Mini-Jet and Trailer. Only AFRS personnel will tow or operate the mini-jet. Before towing or operating the mini-jet, personnel must be trained according to the AFRS F-16 Mini-Jet and Trailer Towing and Operations Checklist. Responsibilities for the mini-jet program are as follows:

8.15.1.1. Marketing provides training on operating and towing the mini-jet. They will provide guidance when necessary as to the appropriateness of activities involving the mini-jet.

8.15.1.2. Logistics provides for all necessary maintenance to the mini-jet, trailer, and towing vehicle.

8.15.1.3. Information Management schedules the mini-jet and provides the schedule to marketing.

8.15.2. Civilian Events. Air Force participation in civilian events builds positive Air Force awareness and supports recruiters in their communities.

8.15.2.1. Squadrons, flights, recruiters, and specialty teams will maintain a list of civilian community events in their areas, indicating the events they participate in annually. Squadron marketing, flight chiefs or commanders, and recruiters use the list to schedule marketing support for their respective units. Civilian events lists will contain the following information: name and date of event, name of recruiter, POC and telephone number, marketing support provided the previous year, and a remarks column.

8.15.2.2. Review and update the list before the beginning of the FY. Recruiters will not commit Air Force resources until confirmed by the Air Force unit providing the support. AFI 35-201 contains additional information. RSOM will maintain a list of only those events the squadron will directly support. However, they will provide new recruiters with information on their zone (such as that published by the state tourism bureau).

8.15.3. Air Force Resources. Air Force resources available include bands, Air Force Thunderbirds, jump teams, aerial demonstration teams, color guard or drill teams, static display aircraft, flyovers, canine demonstration teams, etc. Some Air Force unit's need 9 to 12 months notice for availability. AFI 35-203 governs the band program. AFI 35-201 governs aerial demonstration teams; Attachments 2 and 3 of that publication provide approval levels for different events. Table 8.2 of this publication provides quick reference information on community events support. Squadron marketing flights will provide pre- and after-action feedback to HQ AFRS/RSOM for each aerial or special event (for example,

Table 8.1. Community Events Support.

I T E M	A Resource	B Specific Requirements	C When Appropriate	D How to Request	E Suspense
1	Thunderbirds (COIs, etc.)	See paragraph 8.15.1.3.1 and <i>Promotions Handbook</i>	Use at COIs, DEP ceremonies, schools, and hospitals	Send DD Form 2535 to HQ AFRS/RSOM	15 August for following calendar year
2	Air Force Band	Platform or stage with electricity	High school or college markets and special events	Send AF Form 3030, Air Force Band Request , directly to band	3 to 9 months
3	Air Force Academy Band				
4	Field Band	Check with band	Most events		Check with band
5	Air Force Honor Guard, Color Guard, Drill Team	None	Regional or national programs, ceremonies	Send memorandum to USAF Honor Guard, 50 Duncan Ave, Ste 1, Bolling AFB DC 80332-6458, or call DSN 297-9253 or (202) 767-9253	As soon as possible
6	Field Honor Guard, Color Guard, Drill Team		Local ceremonies	Contact local public affairs office; info copy to HQ AFRS/PA	
7	Orientation Flights	Dependent upon major command (MAJCOM) and aircraft requirements	Allow influential civilian and media representative to publicize Air Force mission		At least 45 days
8	Flyovers and Static Displays	None	Airshow and local events	Send DD Form 2535 to SAF/ PAN (depends on type of request, aircraft, etc.)	As soon as possible
9	Military Working Dog Demonstration		Local events	Contact local public affairs office or security forces office	

Thunderbirds, demo teams, jump teams, etc.) using national assets. This feedback will include squadron and flight responsible, event name, location, dates, POC information, and other pertinent information (such as projected attendance, activities the local recruiters will be involved with, etc.) 60 days before the event. Provide all updates or changes 30 days before the event. Include any problems encountered

and recommended improvements for future activities in the after-action report and forward it within 1 week of completion of the event. If the performance is at a base open house, submit a copy to the base open house project officer.

8.15.3.1. Air Force Air Demonstration Squadron (Thunderbirds). The objectives of the Thunderbirds are to support Air Force recruiting and retention programs, reinforce public confidence in the Air Force and demonstrate to the public the professional competence of Air Force personnel, strengthen morale and esprit de corps among Air Force personnel, and support Air Force community relations programs. Make requests for the Thunderbirds on DD Form 2535, **Request for Military Aerial Support**.

8.15.3.1.1. HQ AFRS/RSOM is the OPR for all recruiting activities involving the Thunderbirds. Refer to AFI 35-201 for detailed instructions.

8.15.3.1.2. Squadron marketing flight will attend all airshow committee meetings that involve planning for the Thunderbirds. If distance prevents attendance at these meetings, delegate this responsibility to the flight chief nearest the meeting sites. Active participation at the meetings ensures recruiting activities are given maximum consideration in developing the local plan.

8.15.3.2. ACC Aerial Demonstration Teams. Each team consists of a variety of aircraft: A-10, F-15, F-16, and F-117 within a designated airshow area. Military and civilian airshow sponsors request the teams on DD Form 2535, **Request for Military Aerial Support**, submitted to OASD/PA. ACC sends a monthly schedule of upcoming airshows to HQ AFRS/RSOM.

8.15.4. Participation at Open Houses and Airshows on Air Force Bases. As a minimum, the squadron marketing flight will provide a quality exhibit or information booth at all open houses and airshows on Air Force bases. The host squadron at the geographic area of these events is responsible for planning for and participating in these events. The *Commander's Guide to Special Event Recruiting* provides information for planning recruiting support at these functions. Civilian Requests for Air Force Participation. Civilian sponsors seeking Air Force participation often contact local recruiters or the squadron marketing flight. Additional guidance for obtaining support is in AFI 35-201. Also refer to DD Form 2535.

8.15.5. Convention Support. The primary purpose of the convention program is to create awareness of Air Force opportunities, establish liaison, and achieve rapport among selected professional, educator, and youth organizations. Lead generation is the secondary purpose.

8.15.5.1. HQ AFRS/RSOM funds booth space for selected national conventions and provides groups and squadrons with copies of the booth purchase convention instruction record when exhibit space is ordered and with a support letter 6 to 8 weeks before the convention. HQ AFRS/RSOM schedules special support (displays, award presentations, COI events, etc.) as coordinated with convention officials and provides skyline displays, promotional items, and literature to the squadron. Squadrons can verify if support materials for a specific convention were shipped by contacting HQ AFRS/RSOM.

8.15.5.2. The squadron RSOM provides exhibit display items as requested by HQ AFRS/RSOM and ensures personnel are available to assemble and disassemble exhibit displays. The squadron RSOM also provides adequate personnel to staff booth during all exhibit hours. Refer to paragraph 8.15.3 for

procedures on providing feedback to HRS on the convention.

8.15.6. Public Speeches. Recruiting Service members are encouraged to look for speaking opportunities. They should speak to influential civilian groups at every opportunity to introduce and maintain Air Force awareness. Contact the host base public affairs office for assistance or guidance on obtaining a speaker. If a general officer speaker is being hosted, notify HQ AFRS/PA who, in turn, will notify AFRS/CC. Use the information in Table 8.2 and AFI 35-201 as a guide for determining sufficient lead time for high-level speakers.

8.15.7. Invitations to Distinguished Visitors:

8.15.7.1. Refer to AFI 35-201 and AETCI 90-101, *Availability of Recruiting Group Commanders and Visit Procedures*, for guidance on visit procedures. Generally, these requests must be originated at least 90 days before the visit. Prepare letters to members of Congress according to AFI 90-401, *Air Force Relations with Congress*, as supplemented.

8.15.7.2. The AFRS/CC must be kept aware of field activities, particularly those involving distinguished visitors. Squadron marketing flights must inform HQ AFRS/PA when inviting or learning of the possibility of a visit by a general officer or GM-16 and above. Provide the full name of the visitor, duty title, estimated arrival and departure dates, and purpose of visit by the most expedient means available.

8.15.8. Recruiting Service-Sponsored Tours. AFRS/CC annually determines scope of the national tour program. Several distinguished educator tours are normally conducted at Randolph and Lackland AFB between January and March. Each tour will consist of approximately 40 high school and college educators. Group commanders appoint a lead squadron to coordinate the tour with HQ AFRS/PA and select primary and alternate tour attendees. Tour procedures are outlined in the *Distinguished Educator Tour* Guide published by HQ AFRS/PA. Following tours, squadron commanders will contact participants to invite them to participate in a COI event. This should take place within 30 days after the educators return to their respective schools. Forward an after-action report which includes educator's name, phone number, school address, COI date, attendees, highlights and impact to HQ AFRS/PA NLT 5 duty days after the COI.

8.15.8.1. Local Tours. Tours of local area Air Force bases or medical facilities afford potential applicants an opportunity to see the Air Force in action. Recruiters coordinate local tours with squadron RSOM, officer accession flight (if appropriate), and the host base public affairs office.

8.15.8.2. Special Assignment Airlift Mission (SAAM) Requests:

8.15.8.2.1. Recruiting Service units may request a space-available SAAM airlift, which is a nonrevenue movement of passengers and or cargo, to support locally sponsored tours. This program replaces the previous programs known as Opportune Airlift and Team Travel.

8.15.8.2.2. Requesters should use the space-available SAAM request worksheet to request airlift support. This worksheet is available at each squadron or by contacting HQ AFRS/PA. The worksheet should be completed no later than 60 days prior to the proposed tour date. The recruiting squadron point of contact should send the form to the squadron commander for approval/signature. In all instances, recruiters should ensure AFRS/ CC/PA and the appropriate group commander are listed in block three of the

request form.

8.15.8.2.3. Recruiting squadron commanders must determine that the travel is necessary and is in the best interest of the squadron's recruiting mission before approving and signing the form. Carefully consider any possible public perceptions of waste or abuse in the decision to use airlift resources. All passengers must travel using approved invitational travel orders. Once approved, fax the completed worksheets to airlift validators at HQ AETC/LGTT (fax DSN 487-3463 or (210) 652-3463) no later than 45 days prior to the proposed travel date for processing.

8.15.8.2.4. When airlift support/nonsupport is received, a validator will notify the Recruiting Service POC designated on the worksheet. The POC should notify the group commander and HQ AFRS/PA of the support. The validator approval of support is not a guarantee that Recruiting units will receive actual airlift. These missions are conducted in conjunction with normal flying training hours for the supporting unit. Pre-identifying a unit that is willing to support the mission will assist in the process.

8.16. Public Affairs Programs and Procedures:

8.16.1. Recruiter Magazine. HQ AFRS/PA publishes the *Recruiter* magazine to provide commanders an internal information and management tool and to recognize accomplishments of Recruiting Service personnel and their families. Squadron marketing should submit articles that publicize stories and photographs of newsworthy events within its unit. The monthly deadline for submitting articles to the editor is the fifth of the month preceding publication. Squadron marketing personnel must ensure the squadron commander has approved all news releases before sending to HQ AFRS/PA.

8.16.2. Hometown News Release Program. Squadron marketing will provide Recruiting Service personnel the opportunity to complete DD Form 2266, **Information for Hometown News Release**, for individual newsworthy accomplishments. Group commanders should appoint a person to monitor this recognition program for group headquarters personnel. Appropriate events are listed in the *Promotion Programs Handbook*.

8.16.2.1. Squadron marketing will ensure DD Form 2266 meets the specifications of AFI 35-206. Enter the squadron address in the block titled "Releasing Public Affairs Office," and D-20 in the Public Affairs Office code block. Each squadron marketing flight will maintain a log of hometown news releases submitted which will include the name, SSN, date sent, and story subject. Submit completed DD Forms 2266 to AFNEWS/HN, Kelly AFB TX 78241-6105, to arrive within 60 days of the date in block 9.

8.16.2.2. The group hometown news monitor should submit hometown news releases to the host base public affairs office for release. The host base public affairs office, not the group, maintains a log.

8.16.3. News Sources and Release Requirements. Recruiters will offer each person entering the DEP the opportunity to have a news release accomplished. This offer will be documented in the applicant's PIR. If an individual declines, recruiters will also annotate this decision in the applicant's PIR. When a person actually enters EAD, another news release is encouraged. Use standardized Air Force news release letterhead; however, computer-generated news release letterhead may be used for DEP and EAD releases made at flight level.

8.16.4. Distributing News Releases. The squadron RSOM maintains a log of news releases it has

submitted. If the requirement to accomplish DEP or EAD news releases is delegated to flight or program level, the requirement to maintain the log is also delegated. The log will include the release number (year, month, and number of release for the month indicated), subject, number of photos, date released, and name of the media outlets to which the release was sent. The log will be a permanent part of the news release files.

8.16.5. Master Distribution List. Squadron marketing flight will maintain a current master distribution list of all news media (daily and weekly newspapers, college and high school papers, and radio and television stations) in its geographical areas with a cross-reference to the nearest recruiting office. This list will serve as a helpful reference and training aid.

8.16.6. Biographies. Groups and squadrons prepare biographies on commanders, superintendents, and first sergeants in final format as shown in the *Promotion Programs Handbook*. Submit the biographies to HQ AFRS/PA within 30 days of the new commander assuming command or arrival of the new superintendent or first sergeant. Submit a revised biography when significant changes occur (promotion, decorations, etc.).

8.16.7. Authority to Release Information. The squadron commander has news release authority for matters within the squadron. For routine matters, the commander may delegate this authority to the squadron marketing managers. All other Recruiting Service personnel obtain guidance and clearance from squadron marketing before releasing information to the media.

8.16.8. Freedom of Information Requests. Immediately forward public requests for information under the Freedom of Information Act through channels to the information management section, HQ AFRS/RSS. The Director (and Deputy) of Communications and Information (HQ AETC/SC) is the designated denial authority (AFI 37-131/AETC Sup 1, *Freedom of Information Act Program*).

8.16.9. Answering News Queries. Information that is sensitive in nature, deals with matters other than strictly local policy, or may be publicized beyond the local area must be cleared through channels with HQ AFRS/PA before release. Use AF Form 39, **Response to Query**, to record public inquiries and higher headquarters coordination. AFI 35-102 provides detailed guidance on responding to queries. If the news media query is of national concern (that is, beyond the local area) or is from a member of the national media, contact HQ AFRS/PA for guidance.

8.16.10. Publicity on Visits by AFRS Commander (AFRS/CC), AFRS Vice Commander (AFRS/CV), or Other Senior Officers. When AFRS/CC or AFRS/CV is scheduled to visit a local unit, media activities may be planned to enhance recruiting activities with prior coordination of HQ AFRS/PA. Also coordinate with HQ AFRS/PA to determine appropriate media activity for other senior officer visitors.

8.16.11. Airman Magazine. *Airman* magazine is a valuable sales tool that highlights Air Force missions and people. Like advertising literature, *Airman* magazine is distributed via RAN down to the flight chief level. Annually in the fall and whenever a flight office relocates, squadron marketing or public affairs NCOs should verify mailing addresses and numerical *Airman* magazine requirements for each RAN. Provide updates to HQ AFRS/PAI.

8.17. We Are All Recruiters (WEAR) Program. HQ AFRS/PA oversees the WEAR program. WEAR

is designed to augment recruiter resources by developing a sense of commitment in every Air Force member that he or she has a stake in the recruiting mission; enhance recruiter access to high schools and college campuses; and enhance quality of recruits and awareness of Air Force opportunities. Each recruiting squadron should provide HQ AFRS/PA with the name of the squadron WEAR POC to act as a liaison between supporting base WEAR POCs and local recruiters. Consider local retirees in awareness efforts.

8.17.1. Role Models. Role models are active duty spokespersons of all grades and AFSCs who volunteer to join recruiters, visit high schools, and talk with students and community leaders about their Air Force experiences. Role models may also join and assist recruiters during base tours by prospective applicants, parents, and educators. Role models must be approved by their commanders. Recruiting squadrons may provide TDY funding for role model speakers from supporting bases. Role model visits using recruiting squadron fund cites should carry emergency and special program (ESP) code "VR" on TDY orders. Direct funding questions to HQ AFRS/RSSF.

8.17.2. General Officer Visits in Support of Recruiting. Senior Air Force officers are often afforded access to schools and colleges even at campuses where recruiters are unwelcome. The purpose of general officer visits is to leverage recruiter access to schools. General officers may visit recruiters, high schools, or colleges and speak with school and community leaders, students, JROTC and ROTC detachments, Civil Air Patrol members, youth organizations, community groups, and media. General officers can also perform swear-ins for DEP airmen and participate in sporting events and other high-impact awareness activities.

8.17.2.1. When contacted, Recruiting squadron commanders will identify a local recruiter POC to suggest speaking venues and arrange visit details with members of the general officer's staff. Squadrons may also request general officer participation at school and awareness events in their zones. Recruiters should accompany general officers during visits. Provide general officers with pre-approach information such as location, audience size, assessment of local attitudes and recruiting environment, school access challenges, etc. Provide itineraries in advance to HQ AFRS/PA (Fax: (210) 652-6397, DSN 487-6397). Within 2 duty days following a visit, forward an after-action report to HQ AFRS/PA to highlight visit activities, results, and lessons learned. Squadron commanders should coordinate on this report.

8.17.2.2. Visits by the AETC/CC or CV will be worked by the local recruiting squadron commander and recruiter directly with a member of the AETC Commander's Action Group (AETC/CCX, (210) 652-5844, DSN 487-5844).

8.17.3 Retirees. Air Force retirees are often civic leaders in their own right and will often volunteer to assist recruiters by speaking to influencers in their communities.

8.17.4. Project Homebase. This is a quality of life initiative that provides first-class base support to recruiters, ROTC detachment personnel and other geographically separated airmen when visiting installations. Benefits vary from base to base but may include distinguished visitor (DV) lodging, priority medical and dental appointments, discount coupons at Services facilities, etc. Each squadron should identify a POC to work with the supporting base Project Homebase POC.

8.18. Forms Prescribed. AETC Forms 1303, 1307, 1311, 1313, 1315, 1317, 1319, 1319A, 1325, 1326, 1327, 1328, 1329, 1332, 1333, 1334, 1339, 1340, 1344, 1348, 1349, 1355, 1356, 1360, 1368, 1371,

1373, 1375, 1381, 1385, 1389, 1396, 1397, 1402, 1406, 1408, 1413, 1415, 1419, 1422, 1430, 1431, 1437, 1484, and 1705.

PETER U. SUTTON, Brig Gen, USAF
Director of Recruiting

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

AETCI 24-101, *Transportation of Personnel (Recruiting Service)*
AETCPAM 36-2003, *A Head Start on OTS*
AETCI 36-2210, *Air Force Recruiting Service (AFRS) Training Program*
AETCI 90-101, *Availability of Recruiting Group Commanders and Visit Procedures*
AETCI 90-201, *AFRS Squadron Inspection Program (SIP) and Staff Assistance Visit (SAV) Program*
AFIND 7, *Index of Air Force Personnel Tests*
AFI 31-501, *Personnel Security Program Management*
AFI 32-6001, *Family Housing Management*
AFH 32-6009, *Housing Handbook*
AFI 33-110, *Data Administration Program*
AFI 33-328, *Administrative Orders*
AFH 33-337, *The Tongue and Quill*
AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipping*
AFI 35-102, *Crisis Planning, Management and Response*
AFI 35-105, *Special Recognition and Awards for Air Force Public Affairs People*
AFI 35-201, *Community Relations*
AFI 35-202, *Environmental Community Involvement*
AFI 35-203, *Band Program*
AFI 35-205, *Air Force Security and Policy Review Program*
AFI 35-206, *Media Relations*
AFI 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures*
AFI 35-302, *USAF Fact Sheets and Official Biographies Guidance and Procedures*
AFPD 36-20, *Accession of Air Force Military Personnel*
AFI 36-2001, *Officer Training Program Examining Centers (OTPEC)*
AFI 36-2002, *Regular Air Force and Special Category Accessions*
AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*
AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force (Temporary)*
AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*
AFI 36-2011, *Air Force Reserve Officer Training Corps*
AFI 36-2012, *Record of Disenrollment From Officer Candidate-Type Training - DD Form 785*
AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*
AFI 36-2015, *Air Force Recruiting Advertising Program*
AFJI 36-2016, *Armed Services Military Personnel Accession Testing Programs*
AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*
AFMAN 36-2105, *Officer Classification*
AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*
AFMAN 36-2108, *Airman Classification*
AFI 36-2110, *Assignments*
AFI 36-2116, *Extended Active Duty for Reserve Component Officers*

AFMAN 36-2203, *Drill and Ceremonies*
AFI 36-2604, *Service Dates and Dates of Rank*
AFI 36-2605, *Air Force Military Personnel Testing System*
AFI 36-3003, *Military Leave Program*
AFI 36-3208, *Administrative Separation of Airmen*
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*
AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separations*
AFI 37-131, *Freedom of Information Act Program*
AFMAN 37-139, *Records Disposition Schedule*
AFI 41-109, *Special Pay for Health Professionals*
AFI 48-123, *Medical Examination and Standards*
AFP 90-11, *Renting in the Civilian Community* (projected to be AFPAM 32-6010)
AFI 90-401, *Air Force Relations With Congress*, and its AETC supplement
AFR 33-7, *Military Entrance Processing Station (MEPS)* (projected to be AFJI 36-2003)
DFAS-DEM 7000-9, *Official Table of Distances Continental United States Alaska, Hawaii, Canada Canal Zone, Central America Mexico, and Puerto Rico*
DFAS-DER 7010-3, *Travel Transactions at Base Level*
DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowance System (ARPAS)*
DoD Directive 1304.2, *Pre-Enlistment Forms*
DoD Directive 1304.26, *Qualification Standards for Enlistment, Appointment and Induction*
DoD Directive 1344.13, *Implementation of the National Voter Registration Act (NVRA)*
DoD Directive 6130.3, *Physical Standards for Appointment, Enlistment, and Induction*
Public Law 97-241
Public Law 102-484
Title 10, U.S.C.:
Chapter 31, *Enlistments Section*:
 503, *Enlistments*; recruiting campaigns, compilation of directory information
 505, *Regular Components*: qualifications, term, grade
 513, *Enlistments*: Delayed Entry Program
Chapter 33, *Original Appointments of Regular Officers in Grades Above Warrant Officer Grades*
 532, *Qualifications for original appointment as a commissioned officer*
Chapter 34, *Appointments as Reserve Officers*
 591, *Reserve Components*: qualifications
Chapter 37, *General Service Requirements*
 654(A), *policy concerning homosexuality in the armed forces*
 936, *Authority to Administer Oaths and to Act as Notary*
 1161, *Reserve Components*: member's limitations on separation
 1331, *Age and Service Requirements*
 8258, *Regular Air Force*: reenlistment after service as an officer
 8911, *Twenty Years or More*: regular or reserve commissioned officers
 8914, *Twenty to Thirty Years*: enlisted members
 12310, *Reserves*: for organizing, administering, etc., reserve components
Public Law 103-337
 Commissioned Officers: effect of failure of promotion to captain, major, or Lt Col
 Commissioned Officers: effect of removal from recommended list by president
 Age Sixty: reserve officers below major general

Twenty eight Years: reserve first lieutenants, captains, majors, and lieutenant colonels
Computation of Years of Service

Retention in Active Status of Certain Officers

Title 37, U.S.C. Section 205, *Computation: service creditable*

Title 37, U.S.C. Section 428, *Allowance for Recruiting Expenses*

USMEPCOM Regulation 40-1, *Medical Processing and Examinations*

USMEPCOM Regulation 40-3, *Air Force Strength Aptitude Testing*

USMEPCOM Regulation 601-23, *Enlistment Documents*

USMEPCOM Regulation 611-3, *Testing Quality Assurance Program*

Abbreviation and Acronyms

AA	academic aptitude, associates in arts degree, alcoholics anonymous
AANA	American Association of Nurse Anesthetists
AB	airman basic
ABET	Accreditation Board for Engineering and Technology
ACC	Air Combat Command
ACGME	Accreditation Committee for Graduate Medical Education
ACLS	advanced cardiac life support
ACOD	adjournment in contemplation of dismissal
ACT	American College Test
ad	advertisement
AD	active duty
ADA	American Dental Association, American Dietetic Association
ADN	accession designation number, associate degree in nursing
ADSC	active duty service commitment
ADT	active duty for training
AEGD	advanced education in graduate dentistry
AFA	Air Force Academy
AFIT	Air Force Institute of Technology
AFJROTC	Air Force Junior Reserve Officer Training Corps
AFOC	Air Force Opportunity Center
AFOQT	Air Force Officer Qualification Test
AFPC	Air Force Personnel Center
AFPD	Air Force Policy Directive
AFPDC	Air Force Publication Distribution Center
AFPT	Air Force Personnel Test
AFQT	Armed Forces Qualification Test
AFRES	Air Force Reserve
AFRISS	Air Force Recruiting Information Support System
AFRO	Air Force recruiting office
AFROTC	Air Force Reserve Officer Training Corps
AFRS	Air Force Recruiting Service
AFRT	Armed Forces Radio and Television
AFSC	Air Force specialty code
AI	aptitude index
ALCPT	American Language Course Placement Test
ALO	academy liaison officer

Amn	airman
ANG	Air National Guard
AOA	American Osteopathic Association
APO	Army or Air Force Post Office
APR	airman performance report
ARC	Air Reserve Component
ARF	Air Reserve Force
ARNGUS	Army National Guard of the United States
ARPC	Air Reserve Personnel Center
ARSMOD	adaptability rating for space and missiles operations duty
ASI	aerospace science instructor
ASP	additional special pay
ASVAB	Armed Services Vocational Aptitude Battery
★ATB	across the board
AWOL	absent without leave
A1C	airman first class
BAH	basic allowance for housing
BCP	board certified pay
BFM	body fat measurement
BMT	basic military training
BOP	base of preference
BS	bachelor of science
BSA	Boy Scouts of America
BSC	Biomedical Sciences Corps (Allied Health)
BSN	baccalaureate of science degree in nursing
BSSRB	broken service selective reenlistment bonus
CAFSC	control Air Force specialty code
CAP	Civil Air Patrol
CEU	continuing education unit
CMO	chief medical officer (MEPS)
COI	center of influence
CONUS	continental United States
COT	commissioned officer training (formerly MIMSO)
CQ	charge of quarters
CRNA	certified registered nurse anesthetist
CSEP	College Senior Engineering Program
CV	curriculum vitae (professional resume)
DAT	drug and alcohol test
DC	Dental Corps
DDA	direct duty assignment
DDM	doctor of dental medicine
DDS	doctor of dental surgery
DED	dependency eligibility determination
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Program
DINFOS	Defense Information School
DIS	Defense Investigative Service

DITY	do-it-yourself
DLAB	Defense Language Aptitude Battery
DLIELC	Defense Language Institute English Language Center
DMA	designated market area
DMD	doctor of medicine in dentistry
DMDC	Defense Manpower Data Center
DO	doctor of osteopathy
DoD	Department of Defense
DOE	date of enlistment
DOPMA	Defense Officer Personnel Manpower Act
DOS	date of separation
DQ	disqualified
DQA	disqualified/age
DQE	disqualified/education
DOR	date of rank
DRAR	Daily Recruiter Activity Report
DRED	drug-related eligibility determination
DSN	Defense Switchboard Network
DSS	Defense Security Service
DV	distinguished visitor
DVM	doctor of veterinary medicine
E	vision
EAD	extended active duty
ECFMG	Educational Council for Foreign Medical Graduates
ECG	electrocardiogram
ECLT	English Comprehension Language Test
EDPT	Electronic Data Processing Test
ENTNAC	Entrance National Agency Check
EPR	enlisted performance report
EPSQ	electronic personnel security questionnaire
EPTS	existed prior to service
ESP	emergency and special program
EST	enlistment screening test
FAP	Financial Assistance Program
FBI	Federal Bureau of Investigations
FC	flight commander
FED	financial eligibility determination
FMB	financial management board
FOUO	for official use only
FSP	Flight Screening Program
FY	fiscal year
GED	General Education Development
GMAT	Graduate Management Admission Test
GPA	grade point average
GPO	Government Printing Office
GRE	Graduate Record Examination
GTEP	Guaranteed Training Enlistment Program

H	hearing
HOR	home of record
HP	health professions
HPSP	Health Professional Scholarship Program
HSG	high school graduate
HQ	headquarters
ID	identification
INS	Immigration and Naturalization Service
IRC	Interservice Recruitment Committee
IRE	interservice reenlistment eligibility
IRR	Inactive Ready Reserve
ISC	interservice separation code
ISP	incentive special pay
ISLRS	Inactive Status List Reserve Section
JROTC	Junior Reserve Officer Training Corps
L	lower extremities
LNCO	liaison noncommissioned officer
LSD	lysergic acid diethylamide
MAJCOM	major command
MAW	maximum allowable weight
MC	Medical Corps (Physicians)
MCAT	Medical College Admissions Test
MD	doctor of medicine
MED	moral eligibility determination
MEPCOM	military entrance processing command
MEPS	military entrance processing station
MFR	memo for record
MIRC	Mid-Level Interservice Recruitment Committee
MLS	MEPS liaison supervisor
MOS	military occupational specialty
MPF	military personnel flight
MPH	master of public health
MS	master of science
MSC	Medical Services Corps (hospital administration)
MSgt	master sergeant
MSN	master's of science degree in nursing
MSP	multi-year special pay
MSW	master of social work
NAC	National Agency Check
NC	Nurse Corps
NCC	National Certification Corporation
NCES	National Center for Education Statistics
NCLEX	National Certification Licensing Examination
NCO	noncommissioned officer
NES	non-native English speaking
NET	no earlier than
NGB	National Guard Bureau

NIA	not interested at this time
NLN	National League for Nursing
NLT	no later than
NPRC	National Personnel Records Center
NPS	nonprior service
NRP	Neonatal Resuscitation Program
NTP	Nurse Transition Program
NVRA	National Voter Registration Act
OA	officer accession
OCS	officer candidate school
OI	operating instruction
OPR	office of primary responsibility, officer performance report
OTPEC	Officer Training Program Examining Center
OTS	Officer Training School
O&M	operations and maintenance
P	physical condition
PA	physician assistant
PAFSC	primary Air Force specialty code
PAS	professor of aerospace studies, personnel accounting symbol
PAST	Physical Ability and Stamina Test
PC	Project Capture
PCA	permanent change of assignment
PCS	permanent change of station
★PE	production evaluation
PEBD	pay entry base date
PG	postgraduate
PharmD	doctor of pharmacy
PhD	doctor of philosophy
PID	pelvic inflammatory disease
PIF	personal information file
PIR	personal interview record
PME	professional military education
PNP	pediatric nurse practitioner
PNP/N	pediatric nurse practitioner/nurse
POC	point of contact
PPL	private pilot's license
PROMIS	Procurement Management Information System
PS	prior service, previous service
PSA	public service announcement
PRG	personnel records group
PSRSL	prior service required skills list
PTI	pretrial intervention
QC	quality control
Q&W	qualified waiting
RAL	recruiter avoidable loss
RAN	recruiter account number
RAP	Recruiter Assistance Program

RAT	reading aloud test
RBJ	return before justified
RDA	regional director of admissions
RE	reenlistment eligibility
RegAF	Regular Air Force
Res Res	Reserve reservation
RGM	recruiter-generated mail
RIC	recruiter identification code
RN	registered nurse
ROI	report of investigation
ROTC	Reserve Officer Training Corps
RSL	Recruiting Service liaison
RSO	Recruiting Service Operations
RTS	ROTC Applicant Tracking System
RZD	recruiter zone data base
S	psychiatric
SAAM	special assignment airlift mission
SAF	Secretary of the Air Force
SAR	stock availability report
SAT	Scholastic Aptitude Test
SDN	separation designator number
SG	surgeon general
SJC	sensitive job code
SPD	separation program designator
SPI	sales promotional item
SrA	senior airman
SSB	special separations benefit
SSgt	staff sergeant
SSN	Social Security number
SUNT	specialized undergraduate navigator training
SUPT	specialized undergraduate pilot training
SURF	single unit retrieval format
TAFMS	total active federal military service
TCO	test control officer
TDQ	temporarily disqualified
TDY	temporary duty
TFCS	total federal commissioned service
TFCSD	total federal commissioned service date
TFMS	total federal military service
TIG	time in grade
TMO	traffic management office
TOE	term of enlistment
TR	transportation request
TSgt	technical sergeant
TSRS	total satisfactory Reserve service
TT	technical training
U	upper extremities

UCMJ	Uniform Code of Military Justice
UFT	undergraduate flying training
UGI	upper gas intestinal
URO	unit recruiting officer
US	United States
USAR	US Army Reserve
USC	United States Code
USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
USPHS	United States Public Health Service
USUHS	Uniformed Services University of the Health Sciences
VHA	variable housing allowance
VSI	voluntary separation incentive
VSP	variable special pay
WEAR	we are all recruiters
WHCP	women's health care practitioner
X	strength

Terms

Active Duty (AD)--Full-time duty in the active military service of the United States, performed while assigned to a regular component or full-time duty with the National Guard. This term should not be confused with extended active duty (EAD).

Active Duty for Training (ADT)--A tour of AD under orders which provide for automatic return to the National Guard or Reserve unit on completion. It includes annual training, school, or special tours. Unit training assemblies (drill) are not ADT. May also be referred to as initial active duty for training (IADT).

Air Force Health Care Practitioners/Providers--As defined in this instruction and DoD directives, these personnel include, but are not limited to, the following: physicians (all specialties), dentists (all specialties), podiatrists, nurse anesthetists, nurse midwives, nurse practitioners (PNP and OB/GYN), physician assistants, optometrists, clinical psychologists, clinical social workers, clinical dietitians, clinical pharmacists, physical therapists, occupational therapists, audiologists, and speech pathologists.

Air Force Institute of Technology (AFIT)--The institution responsible for Air Force graduate degree and conversion programs.

Air Force Officer Qualifying Test (AFOQT)--A written test administered to applicants who are applying for OTS or AFROTC. Test results are used for qualification and classification; test consists of five parts: pilot, navigator, academic aptitude, verbal, and quantitative.

Air Force Personnel Council--Council of senior Air Force officers who review physician applications for those eligible for the grade of lieutenant colonel and colonel and who do not have prior commissioned service with any of the Armed Forces or a public health service.

Air Force Reserve (AFRES)--A component of the ARC under federal control. (Also AFR)

Air Force Reserve Officer Training Corps (AFROTC)--A program by which fully qualified and selected 4-year college students can earn a commission in the United States Air Force Reserve while completing undergraduate studies.

Air National Guard (ANG)--A component of the ARC under state control subject to federal mobilization.

Air Reserve Components (ARC)--All units, organizations, and members of the Air National Guard of the United States (ANGUS) and the AFRES. (Also ARF)

Allopathic (MD)--A graduate of an accredited medical school or post-medical training program.

Alternate--An applicant who, after meeting a selection board, is selected as a possible substitute for a primary AD position if one becomes available. (In BSC programs, alternate status is for 12 calendar months.)

American Medical Graduate (AMG)--A graduate of an American medical school (allopathic or osteopathic).

Applicant--A person who applies for an enlistment, appointment, or commissioning program. Those who have been enlisted in the DEP or commissioned in the AFRES remain in an applicant status until they enter AD or EAD. All other applicants for the enlisted or OTS programs who have been selected but not enlisted in DEP remain in an applicant status until they enter AD. Applicant status terminates upon withdrawal of selection, disqualification, or applicant initiated termination of processing.

Aptitude Area (AA) Enlistment Option--Enlistment in either the mechanical, administrative, general, or electronics (MAGE) aptitude area. (Also aptitude index [AI]).

Armed Services Vocational Aptitude Battery (ASVAB)--A series of 10 tests (or battery) administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB is graded in five areas: mechanical (M), administrative (A), general (G), electronic (E), and Armed Forces qualification test (AFQT).

Auspices of the US Government--Individuals who travel or perform duty outside the limits of the CONUS under the control of some agency of the US government. This includes US government employees, military personnel, and members of their families who are present in the country and travel in connection with political, cultural, and athletic programs or official duty assignment. State Department approved programs are not necessarily considered under auspices of the US government.

Baccalaureate Degree in Allied Science--Includes chemistry, sociology, psychology, microbiology, chemistry, physiology, and pharmacology.

Board Certification--Recognition by a board of peers, certifying that an individual's professional skills meet the standards set by that particular American specialty board.

Buckley Amendment--An agreement contained in an HPSP application which allows AFIT access to the student's academic record.

Chiropractor--A practitioner who treats a disease by adjusting the segments of the spinal column.

Clerkship--A rotation in a specialty area served by a third or fourth-year medical student under a preceptor for which the student receives credit toward degree completion.

Commission--When a selectee has been administered the oath of office.

Commitment--For Air Force accession purposes, a commitment is defined as the act of taking an oath of office or enlistment for the inactive AFRES or RegAF. For those DEP ineligible applicants, commitment is defined as a signature on the enlistment agreement.

Conditional Release--An approval from a Reserve component of the Armed Services or USPHS releasing the individual from that particular branch of service for the purpose of enlisting or accepting a commission in another branch (DD Form 368 only valid for enlisted members).

Conscientious Objector--An individual who has a firm, fixed, and sincere objection to participation in war in any form, or to the performance of military service because of religious training or beliefs.

Continuation Pay--Paid to dental officers in pay grade O-3 through O-6. Officer must have at least 3 years as a military dental officer or 3 years of PG dental training beyond the basic dental degree while not on AD to receive this pay.

Curriculum Vitae (CV)--A professional resume.

Declination--An applicant who, after being selected, turns down the AD position he or she has been offered.

Defense Manpower Data Center (DMDC)--An agency of the Defense Department that collects and reports separation and discharge information to authorized requesters. DMDC also interfaces with other data centers such as Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM).

Delayed Entry Program (DEP)--The period of time (not to exceed 365 consecutive days per U.S.C. Title 10, paragraph 513) an applicant spends in an inactive reserve status that immediately precedes entry on AD. DEP time is not creditable for longevity pay increases but does count against the 8-year MSO. The DEP is open only to selected OTS and enlisted applicants. They must be administered an enlistment oath to enter the DEP.

Dental General Practice Residency (GPR)--The final year for the dental student in the Dental Program. Also referred to as Advanced Education in General Dentistry (AEGD).

Direct Duty Assignment (DDA)--Assignment to initial duty station in a previously awarded AFSC without technical school training.

Early Commissioning Program (ECP)--The selection of an individual for nurse internship or Fastbreak assignment.

Educational Credentials--The educational categories and terms listed below to be used for processing purposes:

- **Categories:**

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

Alternate Credential Holder (Tier 2):

- An applicant who possesses a GED or other test-based high school equivalency certificate or diploma (includes the California High School Proficiency Examination [CHSPE]). (A person who subsequently obtains a local or state-issued diploma solely on the basis of such equivalency testing is not considered an HSG.)
- An applicant who obtains a high school diploma or certificate of completion for a course of study undertaken in a nonresident or nonattendance-based status. This would include correspondence, home school, or distance education.
- An applicant who possesses an attendance-based certificate or diploma (certificate of competency or completion) from other than a traditional high school, which is issued on course completion as opposed to equivalency testing.
- An applicant who completed at least 11 years of regular day school and attended, in residence, a vocational (technical) or proprietary school for at least 6 months and possesses a certificate of attendance or completion indicating such. (Does not include correspondence courses offering vocational certificates.)

Non-HSG (Tier 3). An applicant who holds none of the credentials in paragraphs above.

- **Terms:**

Associate Degree. A certificate conferred upon completion of a 2-year program at a junior college, university, or technical institute.

Completion of One Semester. The status of an individual who is a nonhigh school credential holder, who successfully completed at least 15 semester hours or 22 quarter hours of college level credit from a regionally accredited, degree-granting college or university. (Credit earned through testing for pursuit of adult education or for high school equivalency preparation is not applicable.)

For military enlistment processing purposes, an individual with this status is considered an HSG (Tier 1).

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

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

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

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

- Must be currently enrolled in the school.
- Must provide evidence from that college or university that they will have at least 15 semester hours or 22 quarter hours of credit by a specified date.
- Must provide an official transcript prior to EAD. **NOTE:** Applicants may not be rebooked for failing to complete college credits by the date first specified. If this happens, they must be canceled and rebooked after attaining the required college credits.

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

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

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

Enlistment--Voluntary enlisted status entry into military service from civilian or Reserve military status.

Enlistment Programs:

- **Nonprior Service (NPS).** A person who has never served as a member of a regular component of the US Armed Forces.
- **Previous Service.** A person who has served less than 24 months as a member of a regular component of the US Armed Forces. Also consider as previous service those persons who separated as a service academy cadet but did not complete the obligation; applicants who served with a college ROTC unit (any branch) under scholarship with no AD time and have a signed DD Form 785 (release from obligation); applicants serving in Reserve/Guard components but have not completed any AD service (no basic training or technical training). For enlistment accountability, these applicants are considered NPS.

Reserve Reservation (Res Res). A special enlistment program for applicants who are active participating members or in an inactive status (no pay, no drill) of the ANG or AFRES. Applicants in this status do not have prior RegAF active service (other than for ARC training purposes) and must be otherwise qualified for the NPS program.

NPS Direct Technical Training (NDT). A program which allows former members of the Armed Forces who have successfully completed BMT, have less than 24 months of active service, and have been separated for less than 4 years to be assigned to a technical training center based on AFSC qualifications and requirements.

- **Prior Service (PS).** Persons who have at least a total active federal military service time of 2 years (02-00-00), without regard to regular component or continuous service.

Enlistment Screening Test (EST)--A test given to enlisted program applicants to determine their probability of success on the ASVAB. The EST is neither a qualification nor classification test and is administered by the recruiter, normally in the recruiting office.

Entrance National Agency Check (ENTNAC)--A process that verifies a present criminal history information background without fingerprints.

Erroneous Enlistments/Case File Errors:

- **Erroneous Enlistments.** Any enlistment that is a result of either a training deficiency or an unintentional violation of Recruiting Service directives which could result in an individual electing a discharge option or requiring an exception to policy to allow the individual to remain in the Air Force. Individuals who are not qualified for enlistment because of basic criteria (age, moral, physical, dependency, ASVAB, etc.) or would have required a waiver or an exception to policy prior to enlistment for enlistment grade or specific GTEP option are erroneous enlistments.
- **Administrative Contractual Errors.** Any enlistment contract listed below which has to be reaccomplished or corrected due to erroneous preparation (missing or incorrect signatures, incorrect or missing job titles/areas, incorrect names, etc.) are administrative contractual errors:

DD Form 4, **Enlistment/Reenlistment Document, Armed Forces of the United States of America.**

AF Form 3005, **Guaranteed Aptitude Area Enlistment Agreement--Non-Prior Service-United States Air Force.**

AF Form 3006, **Enlistment Agreement--Prior Service/Active AFRES/ANG--United States Air Force.**

AF Form 3007, **Guaranteed Training Enlistment Agreement--Non-Prior Service--United States Air Force.**

AF Form 3008, **Supplement to Enlistment Agreement--United States Air Force.**

- **Chargeable Case File Errors.** Any other discrepancies on enlistment documents that should have been identified and corrected by the Air Force liaison NCO prior to EAD.

Extended Active Duty (EAD)--This is AD (normally more than 90 days) performed by a Reservist for whom strength accountability changes from the Reserve to the regular military component.

Externship--Same as clerkship, except no credit is received toward degree completion.

Fastbreak--Individuals eligible for, but not offered, an ECP position.

Fellowship--Post residency, subspecialty training.

Fifth Pathway--An academic year of supervised clinical training in an approved undergraduate program in medical education before entrance into the first year of approved graduate medical education. This program is available to graduates of foreign medical schools listed in the *World Directory of Medical Schools* and will substitute for ECFMG certification. This year is not creditable to grade determination or specialty pay credit.

Final Transcript--Official transcript that indicates the type of degree, date degree awarded, degree major, and school seal imprint.

Flight Screening Program (FSP)--This program is for all applicants selected to attend SUPT. It is approximately 3 weeks in length and is designed to screen future Air Force pilots to determine their potential to get through the SUPT program.

Flight Surgeon--AFSC 48G4, Aerospace Medicine Physician.

Grade Point Average (GPA)--This is the actual average of all academics as recorded on official college transcripts from all schools attended.

Guaranteed Training Enlistment Program (GTEP)--GTEP is the pre-enlistment selection of a specific AFS in which applicants will receive technical training (in-residence) with follow-on assignment in that specialty.

Health Professions (HP)--The professional disciplines of the health science careers versus the technical disciplines. Examples of HPs include: RNs, physicians, dentists, physical and occupational therapists, and dietitians. Examples of disciplines that would not be classified as HPs include licensed practical or vocational nurses (LPN/LVN), emergency medical technicians (EMT), nurse's aides, orderlies, x-ray technicians, etc.

Health Professions Officer Indoctrination Course (HPOIC)--This course is an orientation for HPSP students.

Health Professions Scholarship Program (HPSP)--A program of medical school scholarships.

Health Services Administration (HSA) Course--This course is given at Sheppard AFB TX.

High School Testing Program--(Also referred to as the *Student Testing Program*) This program allows students the opportunity to take the ASVAB. The student version of the ASVAB is administered on campus and is normally given to high school students, although it may be given at other schools. The student testing program comes under the operational control of HQ USMEPCOM and is supported by the recruiting commands and services of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Home of Record (HOR)--The place recorded as the home of the individual when commissioned, reinstated, reappointed, enlisted, inducted, or ordered into the relevant tour of active duty. Travel and transportation allowances will be based on the officially recorded home of record. A member's home of record cannot be changed except under very limited circumstances when there has been a bona fide error or there has been a definite break in service greater than 1 day.

Individual Mobilization Augmentee (IMA)--An IMA is a member of the AFRES participating as an individual versus a Reservist who participates in a unit program. IMAs are attached to AD Air Force organizations for training and duty. (This is an AFRES program only; there are no IMAs in the ANG.)

Institutional Testing Program--See Student Testing Program.

Internship--The first year of post-medical school training; the first year of any PG professional training.

Interservice Reenlistment Eligibility (IRE) and Interservice Separation Code (ISC)--Converted codes provided to the DMDC in Monterey CA by all branches of the Armed Forces to be used by recruiters in determining enlistment eligibility of PS applicants.

Interservice Transfer--The movement of an AD officer from one branch of the Armed Forces to AD in another branch of the Armed Forces (for Air Force, refers to HP only).

Junior Reserve Officer Training Corps (JROTC)--This is a volunteer program offered in high schools whereby students can participate in military preparatory studies. Completion of this program incurs no commitment but does offer incentives for enlistment in the RegAF.

Master Plan Checklist (Plan IV)--Courses required by the American Dietetic Association (ADA) to become a dietitian.

Medical College Admission Test (MCAT)--This examination is required to enter most medical or osteopathic schools.

Medical Service Officer--Members of the Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Medical Service Corps (MSC), and Biomedical Sciences Corps (BSC).

Military Couples with Dependents--An applicant whose spouse is currently serving in the regular, Reserve, or Guard component of any branch of the US Armed Forces and has a dependent (with or without custody) who is incapable of self-care, regardless of dependent's age.

National Agency Check (NAC)--A manual process that verifies a person's criminal history information background. NACs are processed through the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI) and require fingerprints.

Nonselect--Applicant who, after meeting a selection board, is not selected for an AD position.

Notary Public Service:

- Recruiting personnel (all grades) who are notary publics will not use their status as notaries to administer oaths or authenticate copies of substantiating documents for any armed forces enlistment, commissioning, or appointment applicant. Additionally, AFRS personnel will not use other US Armed Forces personnel, who are also notaries, to authenticate copies of documents used for Air Force accession.
- Air Force Recruiting personnel who are commissioned officers are authorized by Title 10 United States Code (U.S.C.) 936 to take and administer oaths. Air Force commissioned officers may also authenticate copies of substantiating documents by administering a sworn statement to the applicant. (Typing "True Copy" on a document with the officer's signature is not permitted.) The applicant swears under oath, administered by the officer, to the authenticity of the copied document. The certificate is at Attachment 2 and will be used to certify document copies. It may cover more than one document but, in all cases, the copies will be attached to the certificate. The officer does not have to see the original. The applicant is liable for making a false sworn statement if the copies prove to be falsified.

Nurse--Fully qualified nurse.

Nurse Anesthetist--Nurse specializing in anesthesia. (Also CRNA)

Nurse Internship--Five-month orientation program for selected graduates of BSN programs. Must have a GPA of 2.5 or greater. Can EAD before successful completion of boards; must pass board no later than second try.

Officer Training Program Examining Centers (OTPEC)--These are facilities, other than MEPS, where qualifying examinations are processed and interviews and drug abuse briefings are administered to applicants for training leading to a commission in the Air Force.

Officer Training School (OTS)--Approximately 13 1/2 weeks in length for board-selected college graduates. Successful completion leads to a commission as a second lieutenant in the Air Force.

Osteopath (DO)--A graduate of an accredited school of osteopathic medicine.

Physician--Fully qualified physician.

Physician Resident--A physician who has graduated from medical school and is enrolled in a specialized residency program.

Practitioner/Provider--Professional personnel, including military and civilians, who independently provide direct health care services to patients.

Preceptorship--Intensified training where a physician works under the supervision of a senior physician. The same applies to newly accessed PNP.

Precredentiaing--The application and screening process whereby prospective health care providers, required to be credentialed to provide patient care, have their education, training, and past professional performance considered in their selection for AD.

Prior Service (PS)--Persons who have served at least 24 months of consecutive service without regard to regular component or continuous service in the US Armed Forces.

Processing--Actions taken by recruiters to effect the enlistment, commissioning, appointment, or selection of an Air Force applicant. Such actions include, but are not limited to, production testing (other than the student testing program and EST) and completion of case files or application documents. (Completion of AETC Forms 1319, DD Form 2246, and AF Forms 883 and 2030 are considered qualifying procedures, not processing procedures.)

Production Testing--ASVAB and AFOQT tests are scheduled for individual applicants by recruiters. The production ASVAB test is administered in authorized locations only, such as mobile examining team (MET) sites, MEPS, or other locations approved by the MEPCOM sector commander. The AFOQT is normally administered at the MEPS or at an MPF.

Rated Applicant--This is an applicant for one of the UFT, either SUPT or SUNT.

Recall--The voluntary or involuntary entry on EAD of ARF officers who have previously served on AD as commissioned officers. May also include enlisted members.

Residency--Post-medical specialty training; does not include internship year.

Satisfactory Service--Satisfactory service includes both the service one performs as a member of a regular component or as a member of an ARC unit (50 or more points per year are required for a satisfactory year). Regular component service is the active service recorded on DD Form 214, received when last separated from the regular component. Satisfactory reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 256, by his or her service in the regular component. (Satisfactory reserve service accrues in 1-year increments only.)

Select--Applicant who, after meeting a selection board, is offered a primary AD position.

Senate Confirmation--The process by which a recruited physician, who qualifies for the AD grade of lieutenant colonel or colonel, is appointed to that grade.

Single Member Sponsor--This is an unmarried applicant who has a dependent (with or without custody) incapable of self-care, regardless of the dependent's age. Incapable of self-care is defined as persons who are physically or mentally unable to care for themselves. Persons who require financial support only are not incapable of self-care under this definition.

Six-Year Enlistment--A 6-year TOE which offers accelerated promotion to pay grade E-3 upon successful completion of BMT in selected GTEP AFSCs.

Specialized Undergraduate Navigator Training (SUNT)--This training follows graduation and commissioning from one of the three commissioning sources, the Air Force Academy, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of navigator.

Specialized Undergraduate Pilot Training (SUPT)--This training follows graduation and commissioning from one of the three commissioning sources, the Air Force Academy, AFROTC, or OTS. Successful completion of this training leads to the aeronautical rating of pilot.

Special Tests--Special tests are given to applicants who are applying for specialized skill training. There are many varieties and they are administered at the MEPS.

Sponsored Resident--A recruited physician who is completing residency training in an AD status at a civilian training location.

State Licensure--Professional authorization or certification to practice a particular health care specialty in a particular state.

Student Testing Program--(Also referred to as the *High School Testing Program*) This program allows students the opportunity to take the ASVAB. The student version of the ASVAB is administered on campus and is normally given to high school students, although it may be given at other schools. The student testing program comes under the operational control of HQ USMEPCOM and is supported by the recruiting commands and services of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Total Federal Commissioned Service Date (TFCSD)--Used to compute a retirement eligibility. Compute this date by backdating the date of an officer's acceptance by the amount of time credited as prior commissioned service.

Undergraduate Flying Training (UFT)--UFT includes SUPT and SUNT.

Uniformed Services--The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, Public Health Service, and Merchant Marines.

United States Military Entrance Processing Command (USMEPCOM)--A DoD support agency that provides Armed Forces recruiting commands and services with testing, medical examination, and administrative actions through its MEPS located throughout the United States and some oversea locations.

US Nationals--The following persons are considered nationals but not citizens of the United States at birth:

- Persons born in an outlying possession of the United States on or after the date of formal acquisition of such possessions. This includes persons born in American Samoa and Swains Islands only.
- Persons born outside the United States and its outlying possessions of parents both of whom are nationals but not citizens of the United States and have had residence in the United States or one of its outlying possessions before the birth of such persons.
- Persons of unknown parentage found in outlying possessions of the United States while under the age of 5 years until shown, before attaining the age of 21 years, not to have been born in such outlying possessions.

NOTE: Nationals of the United States are not required to hold lawful permanent residence status, and will not possess an alien registration.

Withdrawal--Represents a pre-board loss initiated by Recruiting Service or by the applicant.

Attachment 2**CERTIFICATE OF AUTHENTICITY**

(FORMAT--DO NOT REPRODUCE)

I, _____, do hereby certify and swear, to the best of my knowledge and belief, that the document appended to this certificate (Attachment 1) is a true, correct, and complete copy of the original _____.

(Applicant Signature)

Subscribed and sworn to before me by the above named person, whose identity has been personally verified by me, this ____ day of _____, 19____, at _____ in the performance of my duties.

Recruiting Officer
Title 10, U.S.C., Section 936

Attachment 3

AGE, DATE OF SEPARATION (DOS), GRADE, DATE OF RANK (DOR), AND PAY DATE COMPUTATIONS FOR PRIOR SERVICE (PS) AND OFFICER TRAINING SCHOOL (OTS)

A3.1. Age Computation (PS):

A3.1.1. Active duty (AD) time in a regular component when subtracted from present age must be less than 35, and total satisfactory years of service in ARC must reduce the present age to less than 28. This is a two-step computation and both criteria must be met. The applicant's personal copy of AF Form 526, bottom entry, is used to determine satisfactory years of service. Do not use NGB Form 22 or DD Form 214 in this computation. The bottom entry on AF Form 526 shows the total service (active and Reserve). Satisfactory service only accrues in 1-year increments. Months and days do not count for satisfactory service. **NOTE:** Satisfactory Reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 by his or her service in the regular component.

A3.1.2. Compute age for PS eligibility as follows: Subtract TAFMS and total satisfactory Reserve service from current age (age at time of enlistment). Only ARC service may be used with TAFMS when computing total satisfactory service. Service in other Reserve components is unacceptable.

A3.1.3. To perform subtractions, it may be necessary to convert 1 year to 12 months and 1 month to 30 days; that is, 3 years, 2 months, and 4 days converts to 2 years, 13 months, and 34 days.

COMPUTATION EXAMPLE:

Current Date: 94 04 03
 Converted Date: 94 03 33
 - Date of Birth: 57 03 13
 = Current Age: 37 00 20

	<u>Eligible</u>	<u>Ineligible</u>	<u>Ineligible</u>
Current Age (Year, Month, Day):	37 00 20	37 00 20	37 00 20
Minus TAFMS (Year, Month, Day):	<u>11 00 00</u>	<u>04 00 00</u>	<u>02 00 00</u>
	26 00 20	33 00 20	35 00 20

Minus			
Total Satisfactory AFRES/ANG			
Service (from AF Form 526 only):	<u>2 00 00</u>	<u>2 00 00</u>	<u>None</u>
Adjusted Age is:	= 24 00 20	31 00 20	35 00 20 (not eligible)

A3.2. DOS Adjustment for Active ARC Service (PS). The following is an example of how to compute an adjusted DOS for persons with active ARC service. Do not use NGB Form 22 in this computation. **NOTE:** This formula is used to determine the applicant's eligibility for enlistment purposes.

DOS from the regular component taken from the DD Form 214 or 215:	87 01 31
Plus	
Years of satisfactory ARC service taken from the AF Form 526 only:	+ <u>03 00 00</u>
Equals	
Adjusted DOS:	= 90 01 31
(Enter this date on AETC Form 1326 when PS applicant has subsequent active ARC service.)	YR MO DA

A3.3. Recomputing Age and DOS (PS). Both age and DOS dates must be recomputed as required to ensure the applicant is eligible on the date of entry in AD in the regular Air Force. Although an applicant may be tentatively qualified when the application is initiated, the Air Force has no obligation to enlist the applicant if eligibility status changes because of time factors.

A3.4. Total Satisfactory Reserve Service. Do not round off years of Reserve service. Only full years count. For example, an applicant with 11 months and 29 days of Reserve service gets no years credit. Satisfactory Reserve service is determined by reducing total satisfactory service on an individual's most recent AF Form 526 by his or her service in the Regular component.

A3.5. Grade and DOR (PS/OTS):

A3.5.1. Use Table A3.1 to determine enlistment grade for PS enlisted programs and PS OTS applicants.

Table A3.1. Grade Determination For PS Enlistees.

R	A	B	C
U	If the applicant's last regular component was	then the authorized enlistment grade is	See Notes
L			
E			
1	Air Force	grade in which last separated from the RegAF or in which currently serving in the ARC (maximum MSgt).	1, 2, 3, 4
2	non-Air Force	grade in which last separated from regular component or in which currently serving in the ARC (maximum TSgt; minimum SSgt provided SSgt was held at time of separation from regular component or in the ARC).	1, 2, 3, 5, 6

NOTES:

1. Adjust DOS for satisfactory years of ARF service (full years of satisfactory service) since separation from the regular component. Adjusted DOS is used to determine anniversaries. See Attachment 1 for the definition of satisfactory service. If the applicant's adjusted DOS is over 4 years, the applicant is ineligible for enlistment unless a waiver is approved by HQ AFPC/DPPAES.
2. DOR adjustment is based on actual DOS for prior RegAF applicants enlisting in the same pay grade upon which separated from the RegAF, or if actual DOS is more than 4 years, or if applicant's last regular component was not the RegAF, then DOR is date of RegAF enlistment.
3. If enlisting in the pay grade of E-4, applicant will enlist in the grade of senior airman (SrA).
4. Minimum TAFMS requirements for enlistment in a higher pay grade than last held in the RegAF are 2 years for SrA (E-4); 5 years and 6 months for staff sergeant (SSgt) (E-5); 10 years for technical sergeant (TSgt) (E-6); and 15 years for master sergeant (MSgt) (E-7).

5. Minimum TAFMS requirements for enlistment when the last regular component was non-Air Force are 2 years for SrA (E-4); 5 years and 6 months for SSgt (E-5); and 10 years for TSgt (E-6).
6. Applicants who are or previously were warrant officers from other services enlisting for the purpose of attending OTS enlist in the pay grade of E-5, unless they have 10 or more years of TAFMS, in which case they enlist in the pay grade of E-6. Applicants who were former warrant officers with less than 5 years and 6 months of TAFMS will be reduced to E-4 if they are eliminated from OTS, request and receive approval to remain on active duty in enlisted status, and had less than 5 years and 6 months of TAFMS.

A3.5.2. Determine DOR as follows. For prior Air Force enlistees who enlist for direct duty assignment (DDA) AFSC (minimum 3-skill level) held at the time of separation from RegAF or who have the necessary prerequisite AFSC and skill level and enlist from retraining into a lateral AFSC, time in grade (TIG) is retained as follows:

A3.5.2.1. When enlisted before the second anniversary of DOS, one-half of the applicant's TIG will be restored.

A3.5.2.2. When enlisted on or after the second anniversary and before the fourth anniversary, one-fourth of the previous TIG will be restored.

A3.5.2.3. When enlisted on or after the fourth anniversary, the DOR will be the date of enlistment (DOE).

A3.5.2.4. Applicants who are entitled to enlist in a pay grade higher than the grade they last held in the RegAF due to ARC service are not authorized to retain TIG accrued in the higher grade.

A3.5.2.5. The effective date of pay grade on the DD Form 214 is used to determine TIG possessed at the time of separation.

A3.5.2.6. If the enlistment is for direct duty in an AFSC other than the one that was held at the time of separation from the RegAF, the DOR will be the DOE.

A3.5.2.7. For all others, DOR will be the DOE.

A3.6. Pay Date (PS/OTS):

A3.6.1. For applicants with previous AD service, including AD for training with a Reserve unit, for entry in block 20b of the DD Form 1966/1, obtain years, months, and days from the DD Form 214, NGB Form 22, or Reserve discharge orders and compute as follows:

COMPUTATION EXAMPLE:

	Date of Current Enlistment
(minus)	- <u>Total Active Service</u>
(equals)	= ADSD

A3.6.2. To determine pay entry base date (PEBD) for entry in block 20c of the DD Form 1966/1, enter the RegAF enlistment date for applicants with no previous active Military Service. For other applicants, enter the DOE shown on the DD Form 214, NGB Form 22, DD Form 368, statement of service, or Reserve discharge orders when applicant was transferred to the Reserves for completion of his or her Military Service obligation (MSO), provided termination date on the DD Form 214 or NGB Form 22 has not expired before scheduled AD enlistment. Enter DOE minus MSO if applicant originally enlisted before 1 January 1985. Compute DOE by subtracting the MSO date from the original date of entry on AD. For applicants who enlisted in the DEP on or after 1 January 1985, do not use DEP time for computing pay date.

Attachment 4

GUIDE FOR MEDICAL SCREENING OF APPLICANTS

A4.1. Purpose of Screening. This guide should help you to screen out applicants who may or will be disqualified at MEPS. By screening applicants for medical problems, you should be able to sort out some or most of the applicants who will be disqualified. Prescreening and obtaining needed records before the applicant goes to the MEPS may save several hours or days. Each recruiter must ensure proper records arrive at MEPS ahead of the applicant. If you have doubt about the applicant's qualifications, send the medical records in for evaluation by the MEPS medical officer or use the MEPS DIAL-A-MEDIC program to discuss the case with a senior medical technician or the medical officer.

A4.2. Retaining Medical Information. Recruiting personnel will not retain applicant medical information. All medical histories, medical documents, or other medical information received will be forwarded to the MEPS chief medical officer as soon as practical. Refer applicants to the MEPS commander if they request release of information used in determining their medical eligibility. Additionally, recruiting personnel will not disqualify an applicant for medical unfitness unless there is an obvious physical defect known to be a permanent disqualifying factor, such as a missing limb. Only the authorized examining physician will render applicants eligible or ineligible for military service, based on the results of a physical examination.

A4.3. Required Medical Reports:

A4.3.1. The following conditions require medical reports (documentation from the physician, hospital, etc.):

A4.3.1.1. Almost any surgery other than an uncomplicated appendectomy or hernia repair, or ligation of tubes, male or female. Absolutely any surgery of the brain, back, spinal cord, chest, upper abdomen, pelvis, and joints. A tissue report is required in the case of most biopsies (skin, breast, etc.) of tumors and lumps.

A4.3.1.2. Any history of hospitalization other than the exceptions listed in paragraph A4.3.1.1, even if it was only 1 or 2 days for tests.

A4.3.2. The following conditions (even though not treated in a hospital) require records:

A4.3.2.1. Asthma.

A4.3.2.2. History of counseling (family, marriage, etc.).

A4.3.2.3. Skin diseases other than mild acne and athletes foot.

A4.3.2.4. Allergies if more than mild.

A4.3.2.5. Back sprains.

A4.3.2.6. Severe joint sprains.

A4.3.2.7. Heart conditions.

A4.3.2.8. Hepatitis, mononucleosis.

A4.3.3. The most useful medical records are the hospital records. Generally, they are the most easily obtained, of better quality, and are kept available for a longer time. Generally, the information needed is:

A4.3.3.1. Discharge summary.

A4.3.3.2. Surgeon's report.

A4.3.3.3. Pathologist's report.

A4.3.3.4. History and physical.

A4.3.3.5. X-ray and laboratory reports.

A4.3.4. Most doctors' letters are inadequate. The standard MEPS request form, if used appropriately, lists the required information. Be aware that all too many civilian doctors are unaware of current directives, have no concept of what military training and duty is like, and will be strongly biased in favor of the applicant.

A4.4. Borderline Disqualification. The MEPS medical officer normally gives the motivated applicant every chance to qualify despite a borderline or technical disqualification; however, there are many conditions where there is no way to authorize enlistment.

A4.5. Scheduling Females for Examination. Advise female applicants that during orthopedic exercises they must wear bra and panties. A pelvic and rectal examination is also required, so try to make sure the applicant is not scheduled during her menstrual period.

A4.6. Disqualifying Conditions. The following disqualifying conditions may be encountered during medical prescreening of applicants for enlistment, commissioning, or appointment:

A4.6.1. Abdomen and Digestive System:

A4.6.1.1. Gallbladder removed and symptoms continue or special diet is required.

A4.6.1.2. Gallstones, current.

A4.6.1.3. Cirrhosis, regardless of degree or presence of symptoms.

A4.6.1.4. Fistula in anus (rectal fistula, unless it has been treated and recovery is complete).

A4.6.1.5. Hemorrhoids, if present and causing symptoms.

A4.6.1.6. Hepatitis within preceding 6 months or persistence of symptoms after 6 months, with objective evidence of impairment of liver function, and chronic hepatitis, including hepatitis B carriers.

A4.6.1.7. Hernia, if present (inguinal, umbilical, or hiatal--although small asymptomatic umbilical or hiatal hernias may not be disqualifying for 60 days from surgery).

A4.6.1.8. Intestinal obstruction, if in the past 5 years or if a condition is present which is likely to cause further problems.

A4.6.1.9. Colon, megacolon, diverticulitis, regional enteritis, or ulcerative colitis are DQ. Irritable colon (spastic colon) is DQ if more than moderate degree.

A4.6.1.10. Pancreas, any acute or chronic disease.

A4.6.1.11. Rectum, stricture of prolapse (falling out).

A4.6.1.12. Resection (removal) of any portion of the digestive tract.

A4.6.1.13. Scars, which show bulging or herniation, prevent full activity, or cause pain.

A4.6.1.14. Splenectomy (removal of spleen), except for trauma and three rare conditions.

A4.6.1.15. Tumors.

A4.6.1.16. Ulcer, if there is history of clinical diagnosis, or if present on x-ray--past or present, or if there has been surgery for an ulcer.

A4.6.1.17. Any defect which precludes full activity and performance of military duty.

A4.6.1.18. Any abdominal surgery in preceding 60 days.

A4.6.2. Blood and Blood-Forming Tissue Diseases:

A4.6.2.1. Anemia, almost all kinds. Any hereditary or acquired anemia that cannot be permanently corrected with therapy before appointment or induction.

A4.6.2.2. Bleeding and clotting disease. Any congenital or acquired state resulting in a tendency to bleed due to a platelet, coagulation, or vascular abnormality.

A4.6.2.3. Low white count.

A4.6.2.4. Leukemia.

A4.6.2.5. Enlarged spleen.

A4.6.2.6. Myeloproliferative disease. Myeloproliferative or myelodysplastic disease, or history thereof.

A4.6.2.7. Immunodeficiency diseases. Any congenital or acquired immunodeficiency state regardless of etiology.

A4.6.3. Dental:

A4.6.3.1. Diseases not easily corrected.

A4.6.3.2. Inability to eat an ordinary diet.

A4.6.3.3. Orthodontic appliances (braces) are acceptable for DEP enlistment. To go on active duty, active treatment must be completed and the braces removed. (**NOTE:** Removal of the braces before completion of active treatment is disqualifying.)

A4.6.4. Ears and Hearing:

A4.6.4.1. Acute or chronic otitis media of any type.

A4.6.4.2. Smallness or closing of ear canal.

A4.6.4.3. Tumors of canal.

A4.6.4.4. Infection of canal (swimmers ear--if acute or chronically recurring).

A4.6.4.5. Loss of ear.

A4.6.4.6. Mastoiditis, if acute. Mastoidectomy; usually--not always.

A4.6.4.7. Menieres syndrome (dizziness, vertigo).

A4.6.4.8. Infections, acute or chronic, of middle ear, or residuals of infections.

A4.6.4.9. Perforated eardrums.

A4.6.4.10. Severe scarring of eardrums if associated with hearing loss of more than 20 dB.

A4.6.4.11. Most common DQ is noise damage.

A4.6.5. Endocrine and Metabolic Disorders. Almost all endocrine and metabolic disorders except simple low thyroid which is under control medically are disqualifying. Hypothyroidism, symptomatic or uncontrolled by medication, is disqualifying.

A4.6.6. Extremities (Orthopedic). Limitation of motion of any joint (generally must be a significant loss to be DQ; rarely seen).

A4.6.6.1. Amputation of:

A4.6.6.1.1. More than one-third of distal portion of thumb.

A4.6.6.1.2. Two joints of index, middle, or ring finger.

A4.6.6.1.3. One joint on two or more fingers (except little finger may be missing entirely).

A4.6.6.1.4. One or more small toes if it interferes with function.

A4.6.6.1.5. Big toe (usually).

A4.6.6.1.6. Hand, foot, arm, etc.

A4.6.6.2. Joints:

A4.6.6.2.1. Arthritis of any kind if more than very mild (chondromalacia).

A4.6.6.2.2. Torn knee cartilages (evidenced by locking and swelling of knees) unless satisfactorily repaired surgically, 6 months has elapsed since operation, and rehabilitation is complete.

A4.6.6.2.3. Physical findings of an unstable deranged joint.

A4.6.6.2.4. History of anterior cruciate ligament knee or posterior cruciate ligament injury, even if repaired.

A4.6.6.2.5. Any knee ligament surgery.

A4.6.6.2.6. Any joint whose function is significantly impaired.

A4.6.6.3. Fractures:

A4.6.6.3.1. Of major bones in preceding 6 months.

A4.6.6.3.2. If not healed properly.

A4.6.6.3.3. Bone injury (without fracture) DQ for 6 weeks.

A4.6.6.3.4. Nearly all retained metal for repair of fracture is DQ.

A4.6.6.4. Muscles. Weakness, paralysis, contracture.

A4.6.6.5. Soft bones such as osteoporosis.

A4.6.6.6. Osteomyelitis (infection of bone) in past 2 years or if extensive or recurrent.

A4.6.6.7. Scars if extensive, deep, adherent, or painful, especially in areas subject to trauma from military equipment, boots, packs, etc.

A4.6.6.8. Plantar fasciitis, that is refractory to medical treatment or will impair function of the foot.

A4.6.6.9. Neuroma. Confirmed and refractory to medical treatment or will impair function of the foot.

A4.6.6.10. Chronic retropatellar knee pain syndrome with or without confirmatory orthoscopic evaluation.

A4.6.6.11. Un-united fractures, except for ulnar styloid process.

A4.6.6.12. Implants. Silastic or other devices implanted to correct orthopedic abnormalities.

A4.6.7. Back, Spine, and Sacroiliac Joints:

A4.6.7.1. Weak or painful back requiring external support; that is, corset or brace. Recurrent sprains or strains requiring limitation of physical activity or frequent treatment.

A4.6.7.2. Spondylolisthesis.

A4.6.7.3. Recurrent back pain.

A4.6.7.4. Curvature of spine more than moderate.

A4.6.7.5. Congenital deformities.

A4.6.7.6. Infections.

A4.6.7.7. Symptomatic healed fractures.

A4.6.7.8. Ruptured disc (or operations for same).

A4.6.8. Eyes. There are many disqualifying factors, many of which are rarely seen. The common ones are:

A4.6.8.1. Blind in one eye.

A4.6.8.2. Absence of lens in an eye (aphakia) congenital or surgical, unilateral or bilateral, pseudophakia, or lens implant.

A4.6.8.3. Corneal scars (severe) or ulcers.

A4.6.8.4. Torn or diseased retina.

A4.6.8.5. Opacities of cornea or lens.

A4.6.8.6. Night blindness.

A4.6.8.7. Nystagmus (eye vibrations).

A4.6.8.8. Strabismus (crossed eyes) if of large degree, or surgery for in past 6 months.

A4.6.8.9. Double vision (diplopia).

A4.6.8.10. Refractive error of 8.00 diopters or more. (**NOTE:** Suspect this if applicant wears very thick glasses.)

A4.6.8.11. Vision requiring contact lens for correction.

A4.6.8.12. History or keratorefractive surgery accomplished to modify the refractive power of the cornea, or of lamellar and or penetrating keratoplasty. Laser surgery to reconfigure the cornea is also disqualifying.

A4.6.8.13. Glaucoma, primary, or secondary, or preglaucoma as evidenced by intraocular pressure above 21 mmHg, or the secondary changes in the optic disc or visual field loss associated with glaucoma.

A4.6.9. Genitourinary System (Males):

A4.6.9.1. Undescended testicle. (**NOTE:** Documentation required if testicle was removed surgically.)

A4.6.9.2. Absence of both testicles, or unexplained absence of a testicle.

A4.6.9.3. Urethritis, acute or chronic, other than gonorrhea.

A4.6.9.4. Hydrocele or left varicocele. If painful or any right varicocele unless urological evaluation reveals no disease.

A4.6.10. Genitourinary System (Females):

A4.6.10.1. Infections (cervicitis, vaginitis, salpingitis [hot tubes]) if acute or has tended to recur more than a few times.

A4.6.10.2. Irregular periods or no periods. Amenorrhea. Primary or secondary, if unexplained or otherwise disqualifying.

A4.6.10.3. Painful periods requiring more than a half-day loss per month.

A4.6.10.4. Menopausal symptoms, if caused by surgery, 13-month waiting period. Plan on providing documentation on any pelvic surgery.

A4.6.10.5. Pelvic inflammatory disease (PID) (acute or chronic).

A4.6.10.6. Congenital absence of uterus.

A4.6.10.7. Vagina--congenital abnormalities that interfere with physical activities. Condyloma accuminatum.

A4.6.10.8. Vulva--condyloma accuminatum and dystrophic conditions.

A4.6.11. Kidneys (Both Sexes):

A4.6.11.1. Albuminuria (protein in urine). Often a sign of infection, either acute or chronic. May be normal. That is not a sign of disease, but is disqualifying nevertheless.

A4.6.11.2. Chronic cystitis (bladder infection); also, if acute or subject to repeated acute infections.

A4.6.11.3. Bed-wetting (enuresis).

A4.6.11.4. Kidney disease (absence of one kidney).

A4.6.11.5. Kidney stones if:

A4.6.11.5.1. In past 12 months.

A4.6.11.5.2. More than twice.

A4.6.11.5.3. On both sides at any time.

A4.6.11.5.4. Present now.

A4.6.12. Head and Neck:

A4.6.12.1. Severe contusions or lacerations in preceding 3 months.

A4.6.12.2. Concussions more than very mild in preceding 3 months.

A4.6.12.3. Loss of portion of skull larger than a 25 cent piece.

A4.6.12.4. Depressed fractures of skull.

A4.6.12.5. Unsightly deformities, scars, etc.

A4.6.13. Heart and Vascular System:

A4.6.13.1. In general, any heart disease is disqualifying especially if it causes any kind of symptoms. Plan on providing documentation about any kind of heart problem, rhythm irregularity, rheumatic fever, heart murmur, or heart surgery. Healthy, trained individuals can have multifocal premature ventricular contractions (extra or early heartbeats), or nonsustained ventricular tachycardia (short duration of rapid heartbeats with no underlying heart conditions) with normal prognosis. This condition may or may not be disqualifying in very athletic individuals.

A4.6.13.2. Hypertensive vascular disease, evidenced by three consecutive averaged diastolic blood pressure measurements greater than 90 mmHg for three consecutive averaged systolic pressures greater than 140 mmHg. High blood pressure requiring medication or a history of treatment including dietary restriction.

A4.6.14. Lungs and Chest:

A4.6.14.1. Any acute disease of lungs, pneumonia, bronchitis, etc.

A4.6.14.2. Removal of any portion of the lungs.

A4.6.14.3. Pneumothorax (if in past year due to trauma; if in past 3 years due to other causes).

A4.6.14.4. Any chronic lung disease if more than mild.

A4.6.14.5. Tuberculosis (if active within past 2 years, or has been active two or more times).

A4.6.14.6. Asthma. Including reactive airway disease, exercise-induced bronchospasm, or asthmatic bronchitis, reliably diagnosed at any age.

A4.6.14.7. New growth of breast.

A4.6.14.8. Removal of breast (in females).

A4.6.15. Mouth:

A4.6.15.1. Perforation of hard palate.

A4.6.15.2. Harelip, unless satisfactorily repaired.

A4.6.15.3. Mutilations.

A4.6.16. Nose:

A4.6.16.1. Chronic rhinitis (allergy).

A4.6.16.2. Hay fever if not controllable.

A4.6.16.3. Perforated nasal septum.

A4.6.16.4. Sinusitis—acute or chronic if more than mild.

A4.6.17. Neurological Disorders:

A4.6.17.1. Embolism.

A4.6.17.2. Degenerative and hereditodegenerative disorders.

A4.6.17.3. Paralysis.

A4.6.17.4. Multiple sclerosis.

A4.6.17.5. Arteriosclerosis.

A4.6.17.6. Muscular atrophies and dystrophies.

A4.6.17.7. Congenital malformations.

A4.6.17.8. Disturbances on consciousness, head injury resulting in unconsciousness or amnesia.

A4.6.17.9. Organic personality disturbances.

A4.6.17.10. Incoordination.

A4.6.17.11. Sensory disturbance.

A4.6.17.12. Intellectual deficit.

A4.6.17.13. Tremors.

A4.6.17.14. Paroxysmal convulsive disorders (epilepsy, seizures, fits, etc.), except fever fits before age 5.

A4.6.17.15. Late post-traumatic epilepsy (occurring more than 1 week after injury) is unacceptable at any time.

A4.6.17.16. Brain hemorrhage any time in past.

A4.6.17.17. Recurrent headaches of all types of sufficient severity or frequency that interfere with normal function or a history of such headaches within 3 years.

A4.6.17.18. Severe head injury with associated abscess or meningitis is unacceptable for 5 years.

A4.6.17.19. Early post-traumatic seizures occurring within 1 week of injury but more than 30 minutes after injury are unacceptable for a period of 5 years.

A4.6.17.20. Sleep disorders: narcolepsy, cataplexy, sleep apnea syndrome, and similar states except that sleep paralysis is not disqualifying by itself. Sleep apnea which causes daytime hypersomnolence or snoring that interferes with the sleep of others is disqualifying.

A4.6.18. Psychiatric:

A4.6.18.1. Any psychosis at any time (typically schizophrenia or manic-depressive psychosis).

A4.6.18.2. Psychoneurosis if it requires hospitalization or caused loss of more than a week's time.

A4.6.18.3. Personality disorders--manifested by:

A4.6.18.3.1. Sleepwalking or eating disorders that are habitual or persistent, occurring beyond age 12.

A4.6.18.3.2. Stammering or stuttering of such a degree that the individual is normally unable to express

him or herself clearly or to repeat commands.

A4.6.18.3.3. Repeated and frequent encounters with law enforcement agencies.

A4.6.18.3.4. Chronic alcoholism.

A4.6.18.3.5. Drug addiction.

A4.6.18.4. Character and behavior disorders, manifested by:

A4.6.18.4.1. Homosexual conduct.

A4.6.18.4.2. Immaturity.

A4.6.18.4.3. Instability.

A4.6.18.4.4. Personal inadequacy.

A4.6.18.4.5. Dependency.

A4.6.18.4.6. Repeated inability to maintain reasonable adjustment at school, work, or family.

A4.6.18.4.7. Chronic history of academic skills or perceptual defects secondary to organic or functional mental disorders that interfere with work or school after age 12. Current use of medication to improve or maintain academic skills (for example, methylphenidate hydrochloride) is disqualifying.

A4.6.18.4.8. Suicide or history of attempted suicide or other suicide behavior.

A4.6.18.5. Substance Misuse:

A4.6.18.5.1. Alcohol dependence or history of alcohol dependence. Drug dependence or history of drug dependence.

A4.6.18.5.2. Anabolic steroids requiring professional care within a 1-year period before examination or if it is determined that the applicant has accepted their use as a pattern of behavior.

A4.6.19. Skin. As a general guideline, any condition which is chronic or tends to have a history of recurrent flareups requiring medical treatment or loss of productive time. Many of these conditions are a matter of degree of severity. Some of the common, definitely disqualifying conditions are:

A4.6.19.1. Psoriasis.

A4.6.19.2. Eczema, if chronic and resistant to treatment.

A4.6.19.3. Fungus infections, if extensive and resistant to treatment (require proof of response to treatment before qualified).

A4.6.19.4. Lupus erythematosus.

A4.6.19.5. Any skin condition aggravated by sunlight, high humidity, or extremes of heat or cold.

A4.6.19.6. Contact dermatitis involving rubber or other materials used in any type of required protective equipment.

A4.6.19.7. Urticaria (hives) if chronic.

A4.6.19.8. Acne. Severe or when extensive involvement of the neck, shoulders, chest, or back would be aggravated by or interfere with the wearing of military equipment and not amenable to treatment. Patients under treatment with isotretinoin (Accutane) are medically unacceptable until 8 weeks after completion of a course of therapy.

A4.6.19.9. Cysts, pilonidal, if evidenced by the presence of a tumor mass or a discharging sinus. History of pilonidal cystectomy within 1 year before examination is disqualifying.

A4.6.19.10. Scars that are so extensive, deep, or adherent that they may interfere with wearing military clothing or equipment, exhibit a tendency to ulcerate, or interfere with function. Includes scars at skin graft donor or recipient sites if in an area susceptible to trauma.

A4.6.20. Allergies:

A4.6.20.1. Asthma, including reactive airway disease, exercise-induced bronchospasm, or asthmatic bronchitis reliably diagnosed, at any age.

A4.6.20.2. Hay fever and skin allergies.

A4.6.20.3. Allergic manifestations. A reliable history of life-threatening generalized reaction with anaphylaxis to stinging insects, or reliable history of moderate to severe reaction to common foods, spices, or food additives.

A4.6.21. Tumors:

A4.6.21.1. Any tumor or history of benign tumors of the:

A4.6.21.1.1. Auditory canal.

A4.6.21.1.2. Eye.

A4.6.21.1.3. Kidney, bladder, testicle, or penis; uterus, ovary, or breast.

A4.6.21.1.4. Brain, spinal cord, or central nervous system.

A4.6.21.1.5. Anywhere, if large.

A4.6.21.1.6. Bone, if subject to trauma.

A4.6.21.1.7. Tongue, if interferes with function.

A4.6.21.2. Benign tumors of the peripheral nerves that interfere with function, have malignant potential, or interfere with military duty or the wearing of the uniform or military equipment.

A4.6.21.3. Any tumor anywhere, if malignant, at any time, even if removed and cured. **Exception:** Small, early, basal cell carcinoma of skin.

A4.6.22. HIV Aids. Tested positive for HIV AIDS-related complex.

A4.6.23. Miscellaneous Conditions:

A4.6.23.1. Cold urticaria and angioedema, hereditary angioedema.

A4.6.23.2. Malignant hypothermia.

A4.6.23.3. Motion sickness. An authenticated history of frequent, incapacitating motion sickness after the 12th birthday.

A4.6.23.4. Organ transplant recipient.

A4.6.23.5. Residual of tropical fevers and various parasitic or protozoal infestations that, in the opinion of the medical examiner, prevent the satisfactory performance of military duty.

A4.6.23.6. Rheumatic fever during the previous 2 years, or any history of recurrent attacks. Sydenham's chorea at any age.

Attachment 5

HEIGHT, WEIGHT, AND BODY FAT MEASUREMENT STANDARDS

A5.1. Height and Weight Standards. Table A5.1 lists Air Force height standards and minimum weight and maximum allowable weight (MAW) standards.

Table A5.1. Height and Weight Standards. (notes 1, 2, and 3)

I T E M	Height Inches	MALE		FEMALE	
		Minimum Weight	Maximum Weight	Minimum Weight	Maximum Weight
1	58	98	149	88	132
2	59	99	151	90	134
3	60	100	153	92	136
4	61	102	155	95	138
5	62	103	158	97	141
6	63	104	160	100	142
7	64	105	164	103	146
8	65	106	169	106	150
9	66	107	174	108	155
10	67	111	179	111	159
11	68	115	184	114	164
12	69	119	189	117	168
13	70	123	194	119	173
14	71	127	199	122	177
15	72	131	205	125	182
16	73	135	211	128	188
17	74	139	218	130	194
18	75	143	224	133	199
19	76	147	230	136	205
20	77	151	236	139	210
21	78	153	242	141	215
22	79	157	248	144	221
23	80	161	254	147	226

NOTES:

1. Round off fraction in height to the nearest inch. *Example:* Record 63 1/4 as 63; record 63 1/2 as 64. (Do not round for flight physicals.)
2. For males less than 60 inches, the HQ AETC/SG may waive heights of 58 and 59 inches, except applicants with air traffic controller reservations and applicants requiring flying class III physicals.
3. Applicants requiring flight physicals must be at least 64 inches (unrounded) and no more than 77 inches. (This requirement excludes combat control and pararescue.)

A5.2. Body Fat Measurement Standards. Table A5.2 lists body fat measurement (BFM) standards in the Air Force.

Table A5.2. Applicant BFM Standards.

R U L E	A	B	C	D	E	F
	If applicant's age is	and sex is	and current weight is	with BFM of	then applicant	Notes
1	29 or less	male	at or below MAW	not required	passes.	1
2			above MAW	20 or less	passes.	2
3				21 or above	fails.	None
4		female	at or below MAW	not required	passes.	1
5			above MAW	28 or less	passes.	2
6				29 or above	fails.	None
7	30 or above	male	at or below MAW	not required	passes.	1
8			above MAW	24 or less	passes.	2
9				25 or above	fails.	None
10		female	at or below MAW	not required	passes.	1
11			above MAW	32 or less	passes.	2
12				33 or above	fails.	None

NOTES:

1. Applicant is qualified for enlistment or appointment if all other enlistment criteria are met. Applicant does not fall under the BFM procedures.
2. Applicant is qualified for entrance into the Air Force if all other criteria are met. Applicants who exceed their MAW for their height will be administered a BFM and, if passed, may be accessed.

Attachment 6

**REGISTRATION OFFICES OF BIRTH AND DEATH IN THE UNITED STATES
AND POSSESSIONS**

NOTE: Figure A6.1 is a listing by place of birth (state, etc.) that shows where to send the DD Form 372, **Request for Verification of Birth.** Verify mailing address to include ZIP +4 prior to mailing the DD Form 372.

Figure A6.1. Registration Offices.

Place of Birth	Registration Office	Place of Birth	Registration Office
Alabama	Bureau of Vital Statistics State Department of Health Montgomery 36104	Guam	Office of Vital Statistics Dept of Public Health and Social Services P. O. Box 2816 Agana HI 96910
Alaska	Bureau of Vital Statistics Dept of Health and Welfare Pouch H, Juneau 99801	Hawaii	Research and Statistics Office State Department of Health P.O. Box 3378 Honolulu 96801
American Samoa	Office of Territorial Registrar Government of American Samoa Pago Pago 96799	Idaho	Division of Vital Statistics State Department of Public Health Boise 83701
Arizona	Division of Vital Statistics State Department of Health Phoenix 85018	Illinois	Division of Vital Statistics State Department of Public Health Springfield 62706
Arkansas	Bureau of Vital Statistics State Board of Health Little Rock 72201	Indiana	Division of Public Health Statistics State Board of Health Indianapolis 46207
Baltimore	Bureau of Vital Statistics City Health Department Baltimore 21230	Iowa	Division of Vital Statistics State Department of Health Des Moines 50319
Boston	City Registry Department City Hall Annex Boston 02108	Kansas	Division of Vital Statistics State Board of Health Topeka 66612
California	Division of Vital Statistics State Department of Public Health Sacramento 95814	Kentucky	Division of Vital Statistics State Department of Health Louisville 40202
Colorado	Bureau of Vital Statistics State Division of Public Health Denver 80202	Louisiana (except New Orleans)	Division of Public Health Statistics State Department of Health New Orleans 70107
Connecticut	Bureau of Vital Statistics State Department of Health Hartford 06115	Maine	Division of Vital Statistics State Department of Health and Welfare Augusta 04330
Delaware	Bureau of Vital Statistics State Board of Health Dover 19901	Maryland (except New Baltimore)	Bureau of Vital Statistics State Department of Health Baltimore 21218
District of Columbia (DC)	Bureau of Vital Statistics Office of the Health Department Washington 20001	Massachusetts (except Boston)	Division of Vital Statistics Office of the Secretary Boston 02133

Place of Birth	Registration Office	Place of Birth	Registration Office
Florida	Bureau of Vital Statistics State Board of Health Jacksonville 32201	Michigan	Bureau of Records and Statistics State Department of Health Lansing 48904
Georgia	Division of Information and Statistics State Department of Health Atlanta 30323	Minnesota	Division of Vital Statistics State Department of Health St Paul 55101
Montana	Division of Vital Statistics State Board of Health Helena 59601	Pennsylvania	Bureau of Vital Statistics State Department of Health Harrisburg 17120
Nebraska	Bureau of Vital Statistics State Department of Health Lincoln 68509	Puerto Rico	Division of Demographic Registry and Vital Statistics Department of Health San Juan 00908
Nevada	Division of Vital Statistics State Department of Health Carson City 89701	Rhode Island	Division of Vital Statistics State Department of Health Providence 02902
New Hampshire	Division of Vital Statistics State Department of Health Concord 03301	South Carolina	Bureau of Vital Statistics State Board of Health Columbia 29201
New Jersey	Bureau of Vital Statistics State Department of Health Trenton 08625	South Dakota	Division of Vital Statistics State Department of Public Health Pierre 57501
New Mexico	Division of Vital Statistics State Department of Public Health Santa Fe 87501	Tennessee	Division of Vital Statistics State Department of Public Health Nashville 37219
New Orleans	Bureau of Vital Records City Health Department New Orleans 70112	Texas	Bureau of Vital Statistics State Board of Health Austin 78702
New York (except New York City)	Division of Vital Statistics State Department of Health Albany 12208	Utah	Division of Vital Statistics State Department of Health Salt Lake City 84113
New York City	Division of Record Bureau of Records and Statistics 125 Worth Street New York 10013	Vermont	Clerk of town or city where birth occurred (may be obtained from Office of Secretary of State, Montpellier 05602)
North Carolina	Division of Vital Statistics State Board of Health Raleigh 27602	Virginia	Bureau of Vital Statistics State Department of Health Richmond 23219
North Dakota	Division of Vital Statistics State Department of Health Bismarck 58505-0200	Washington	Division of Central Administration State Department of Health Olympia 98501
Ohio	Division of Vital Statistics State Department of Health Columbus 43215	West Virginia	Division of Vital Statistics State Department of Health Charleston 25305
Oklahoma	Bureau of Vital Statistics State Department of Health Oklahoma City 73105	Wisconsin	Division of Vital Statistics State Department of Health Madison 53702
Oregon	Division of Vital Statistics State Board of Health Portland 97204	Wyoming	Bureau of Vital Statistics State Department of Public Health Cheyenne 82002

Attachment 7

**OBTAINING DD FORM 785, RECORD OF DISENROLLMENT FROM
OFFICER CANDIDATE - TYPE TRAINING**

NOTE: Applicants applying for the NPS or PS program (other than those released from Air Force OTS within the last 2 years) request DD Form 785 from the applicable address listed in Table A7.1.

Table A7.1. Addresses For Requesting DD Form 785. (note 1)

R U L E	A	B	C	D
	If an individual has been disenrolled or eliminated from	and	then send request to	Notes
1	AFROTC	has been disenrolled for 3 years or less	AFROTC/RRF Maxwell AFB AL 36112-3336.	1, 2, 3
2		has been disenrolled for over 3 years	NPRC/MPR 9700 Page Blvd St Louis MO 63132-5200.	
3	Air Force OTS or the academic portion of the Airman Education and Commissioning Program	is on AD with the Air Force	member's servicing MPF.	1, 2, 3, 4
4		is not on AD with the Air Force and has no military status or obligation	Air Force NPRC Liaison 1222 Spruce Street Rm 10.314 St Louis MO 63103-2813.	1, 2, 3
5		is in the AFRES	ARPC/DPRP 6760 E. Irvington Place, Suite 1000 Denver CO 80280-5000.	
6		is in the ANG and is not on EAD	The adjutant general of the appropriate state, the District of Columbia, or the Commonwealth of Puerto Rico.	
7	the AFA	NA	Superintendent, AFA Cadet Registrar AF Academy CO 80840-5000.	None
8	US Military Academy		Personnel Office US Corps of Cadets USMA, West Point NY 10997-1692.	
9	US Army Officer Candidate School (OCS)		Commandant of OCS school attended.	
10	US Army ROTC	has been disenrolled for 5 years or less	Pipeline Management System of the school individual last attended when disenrolled.	1, 2, 3
11		has been disenrolled	NPRC/MPR	6

R U L E	A If an individual has been disenrolled or eliminated from	B and	C then send request to	D Notes
		for over 5 years	9700 Page Blvd St Louis MO 63132-5200.	
12	US Naval Academy		Superintendent USNA Cadet Registrar 121 Blake Road USNA, Annapolis MD 21402-5000.	
13	Navy ROTC		Chief, Naval Education & Training (Code N-5312) Naval Air Station Pensacola FL 32508-5202.	
14	Naval OCS		Navy Recruiting Command (Code N-3112) 4015 Wilson Blvd Arlington VA 22303-5000.	
15	Naval Aviation Reserve Officer Course (AVROC)		Officer in Charge Personnel Support Action Det Student Office Control 421 Saufley St, Suite B Naval Air Station Pensacola FL 32508-5202.	
16	Aviation Officer Candidate Course			
17	Naval Flight Officer Candidate Course			
18	Aviation Maintenance Duty Officer Course			
19	Naval Officer Candidate (Aviation Intel Course)			
20	US Coast Guard Academy		Superintendent US Coast Guard Academy 15 Mohegan Ave New London CT 06320-4195.	
21	US Coast Guard OCS		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000.	
22	The US Merchant Marine Academy		Registrar, US Merchant Marine Academy Steamboat Road Kings Point NY 11024-1699.	
23	any US Marine Corps Officer Candidate type training program		Commanding General Marine Corps Recruiting Command (MRO) Headquarters, USMC Washington DC 20380-1775.	

NOTES:

1. Reference paragraph 2.25.
2. Include the applicant's date of birth, SSN, and date of discontinuance or disenrollment from previous program in the request for DD Form 785.
3. If the agency is able to provide a DD Form 785, a letter is acceptable if it contains all information normally provided on DD Form 785 and states that DD Form 785 is available.
4. For applicants whose status does not fit under other rules, use the agency in rule 4.
5. If the individual has been eliminated from OTS for less than 2 years, the request may be submitted to: HQ AFRS/RSOO, 550 D Street West Ste 1, Randolph AFB TX 78150-4527.
6. If the individual has been eliminated from OCS for more than 5 years, submit the request to: NPRC/Army Section, 9700 Page Blvd, St Louis MO 63132.

Attachment 8**INSTRUCTIONS FOR OBTAINING PRIOR SERVICE (PS) RECORDS ON APPLICANTS WHO HAVE BEEN DISCHARGED****A8.1. Obtaining Records by Mail:**

A8.1.1. To obtain PS records on applicants who have received a final discharge from all service obligation, mail a properly completed SF 180 to: Air Force NPRC Liaison, 1222 Spruce Street, Room 10.314, St Louis MO 63103-2813.

A8.1.2. This service is designed specifically to expedite processing requests for information on Air Force active and Reserve applicants. Do not release the above address to anyone other than Air Force active and Reserve recruiters nor request records on anyone other than bona fide applicants. Other veterans may obtain PS records by mailing SF 180 to the NPRC address indicated on the back of the form.

A8.2. Obtaining Records by Telephone. Do not attempt to obtain PS information or documents by phone. The liaison does not have direct access to NPRC files and must have a completed and signed SF 180 to obtain a record. A completed SF 180 may be faxed to (314) 331-5936 or DSN 555-5936. Do not call the 345 RCS operations to request records or inquire about delays. Followup calls may be directed to DSN 555-4006 or (314) 331-4006. You will be asked to leave a recorded message and the Air Force liaison will return your call.

A8.3. Instructions for Completing SF 180:

A8.3.1. Section I, Item 5. If the applicant had service prior to 1971, he or she may have had a service number. If so, it must be included.

A8.3.2. Section II, Item 1. Type the following statement in this block: "Review of records to include the making of photocopies of extracted information." Also, list specific documents required, such as DD Form 214 and performance reports.

A8.3.3. Section II, Item 4. Type specific reason for the request.

A8.3.4. Section II, Item 5. Ensure the applicant signs the request.

A8.3.5. Section II, Item 6. Place an "X" in the block labeled "other." The block must contain typed name and grade and signature of the requesting recruiter.

A8.3.6. Section II, Item 7. This item must include the complete address and telephone number of the requesting recruiter.

A8.3.7. All Other Items. Self-explanatory.

Attachment 9**SAMPLE MEMORANDUM REQUESTING EVALUATION OF AUDITION TAPE
FOR VOICE AUDITION****DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)***(Date)*MEMORANDUM FOR DEFENSE INFORMATION SCHOOL (DINFOS)
FT BENJAMIN HARRISON
INDIANAPOLIS IN 46216-6200

ATTENTION: BASIC ANNOUNCING SKILLS DIVISION

FROM: Applicant Name
Applicant Street Address
Applicant City, State, ZIP Code

SUBJECT: Evaluation of Audition Tape for Broadcasting Course 5ALA-3N032

1. Request you evaluate my vocal broadcast aptitude as demonstrated in the attached audition tape. I certify that this tape contains my voice, that I have used my own name (not an alias air name), and that electronic devices (equalizer, etc.) were not used in the creation of this tape.
2. Please notify me of your decision as soon as possible. If I am judged not qualified, please advise me of the specific reasons.

Applicant's Signature

Recruiter's Signature BlockAttachment:
Audition Tape

Attachment 10

SAMPLE MEMORANDUM REQUEST FOR DELAYED ENTRY PROGRAM (DEP)
DISCHARGE ORDERS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR 346 RCS/RSRI

FROM: 346 RCS/RSO

SUBJECT: Discharge From the Air Force Reserve Delayed Entry Program (AB Ira M. Smith)

1. Request discharge orders be issued for the following individual:

<u>AB</u>	<u>IRA M. SMITH</u>	<u>123-45-6789</u>	<u>NPS</u>	<u>1 Jan 96</u>	<u>1 Jan 96</u>
(Grade	Full Name	SSN	DEP Category	DOE	Effective Date)

2. Airman Smith was found disqualified for enlistment in the regular Air Force in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*. Specific reasons for disqualification are as follows:

REASON: Did not show on shipping day (ZBE). (*Be specific--don't give general reasons.*)

JOHN J. JONES, SMSgt, USAF
Operations Supervisor

Attachments:

1. DD Form 4
2. DD Form 1966
3. SF 88
4. SF 93
5. AB Smith's Statement

Attachment 11

**SAMPLE ORDERS FOR ENLISTMENT IN THE REGULAR AIR FORCE (Reg AF)
PRIOR SERVICE (PS) ENLISTMENT**

A11.1. Preparing Orders. Complete enlistment orders according to the applicable sample (Figures A11.1 through A11.4). The Air Force representative is responsible for reviewing and ensuring the accuracy of enlistment orders. For any errors in PS orders, return a copy of the orders to the enlisting MEPS and request the MEPS to amend the orders or to correct the error. Military personnel flights (MPF) are only authorized to amend PS orders to include authorization for a second privately owned vehicle to include up to a maximum of 8 days permissive TDY for house hunting.

Figure A11.1. Sample Order--PS Enlistment/Assignment--Direct Duty Assignment (DDA).

SPECIAL ORDER: _____

(Date)

PERSONNEL DATA: SSGT (E-5) MICHAEL G. EDWARDS, 123-45-6789, PAFSC 1C271; CAFSC 1C251; ADN 005; DOE: 1 Jan 93; TOE 4 years; DOR 1 Jan 93; HOR 222 State Street, Hometown TX 12345-5000 (see note 1).

ASSIGNMENT: Assignment to 394 MPF (AETC), Randolph AFB TX 78150-4527, for directed duty in CAFSC.

REPORTING DATA: 15 DDALVP (see note 2). Report to Commander, 394 MPG, NLT 20 Jan 99. Enlistment records will be mailed to 394 MPG/DPMUM, Randolph AFB TX 78150-4527.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. AAN: 1O30NP9001. NAC submitted by MEPS on DOE, or enlistee possesses a favorable NAC, completed 15 Jul 89.

SPECIAL INSTRUCTIONS: Pursuant to AFH 32-6009, report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel.

TRANSPORTATION: PCS. TDN. 57_3500 32_ 5841.0* 503725 (*insert M, D, H, I, L, T, or Y) (see note 3). Shipment of household goods is authorized or member elects transportation of a mobile home in lieu of shipment of household goods. (If applicant has dependents, include: Travel of the following dependents is authorized: name, relationship, and age if under 18). Travel by privately owned conveyance with ___ days travel time permitted (see note 4); or, Travel by government TR with 1-day travel time permitted.

REMARKS: Special authorization for use of privately owned conveyance is authorized. The cost of the special authorization has been reviewed and is justified as more advantageous to the government.

(Traveler's Signature)

FOR THE COMMANDER:

NOTES:

1. Enter enlistee's primary AFSC (PAFSC) and two AFSCs as they appear on latest DD Form 214 or as downgraded according to AFI 36-2101. If non-Air Force skill does not convert to an Air Force specialty (AFS), enter AFSC at the 1-skill level in which the enlistee is retraining. For control AFSC (CAFSC), enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. For on-the-job retraining, CAFSC is at the 1-skill level in the retraining AFSC.
2. DDALVP pertains to leave en route allowed. PS applicants are allowed 15 days or less. *Example:* 15 DDALVP refers to 15 days leave allowed en route.
3. Insert appropriate number for fiscal year. For example, in FY99, proper fund citation is 5793500 329 5841.0* 503725. If the DOE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "9." *Example:* 5793500 329 5841.9* 503725. Only one PCS fund citation will appear in the order.
4. Enter appropriate number of travel days according to DFAS-DEM 7000-9, *Official Table of Distances Continental United States Alaska, Hawaii, Canada Canal Zone, Central America Mexico, and Puerto Rico.*

Figure A11.2. Sample Order--PS Enlistment/Assignment--Technical Training, 20 Weeks or More.

SPECIAL ORDER: _____

(Date)

PERSONNEL DATA: AMIG, MARK A., 555-55-5555, SSgt (E-5), PAFSC X1T211; CAFSC X1T211; ADN 066; DOE:12 Nov 94; TOE 4 years; DOR 12 Nov 94; HOR 15303 Spring Cove, Yukon OK 73099-5000 (see note 1).

ASSIGNMENT: Assigned to 58 OSS, Kirtland AFB, NM 87117-5556, to attend the following courses:

11530-01, Pararescue Medical Operations, PDS Code 97V, 24 weeks duration, class starting _____, TLN: AJ1K600282.

11530-02, Pararescue Field Operations, PDS Code 97W, 5 weeks duration, class starting _____, TLN: AJ1K600383.

11530-03, Pararescue Tactical Operations, PDS Code 98C, 5 weeks 2 days duration, class starting _____, TLN: AJ1K600422.

11530-04, Pararescue Aerial Operations, PDS Code 97V, 8 weeks 3 days duration, class starting _____, TLN: AJ1K600519.

REPORTING DATA: 0 DDALVP (see note 2). Enlistment records will be hand-carried. Report to Cmdr at Kirtland AFB NM, NLT __ __ __.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. AAN: 0730NP9001. NAC submitted by MEPS on DOE, or enlistee possesses a favorable NAC, completed __ __ __.

SPECIAL INSTRUCTIONS: Pursuant to AFH 32-6009, report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel. MPF has the authority to amend orders due to changes in training schedule or end assignment.

TRANSPORTATION: PCS. TDN. 57_3500 32_ 5841.0* 503725 (*insert M, D, H, I, T, or Y) (see note 3). TDY chargeable to 57_3400 30_ A8A328/9 A8 503725 (see note 4). Shipment of HHG is authorized upon completion of TDY, or Member elects transportation of a mobile home in lieu of shipment of household goods. (If applicant has dependents, include: Travel of the following dependents upon completion of TDY is authorized: name, relationship, and age if under 18). Travel by privately owned conveyance with __ days travel time permitted (see note 5); or Travel by government TR with 1-day travel time permitted.

REMARKS: Special authorization for use of privately owned conveyance is authorized. The cost of the special authorization has been reviewed and is justified as more advantageous to the government.
(Traveler's Signature)

FOR THE COMMANDER:

NOTES:

1. Enter enlistee's PAFSC, and two AFSCs, as they appear on the latest DD Form 214, or as downgraded according to AFI 36-2101. If non-Air Force skill does not convert to an AFS, enter AFSC at the 1-skill level in which enlistee is retraining. For CAFSC, enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. Fourth digit of CAFSC will always be "1."
2. DDALVP pertains to number of days leave allowed en route. PS applicants are allowed 15 days or less. *Example:* 15 DDALVP refers to 15 days leave authorized en route.
3. Insert appropriate number for FY. For example, in FY99, proper fund citation is 5793500 329 5841.0* 503725. If the DOE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "9." *Example:* 5793500 329 5841.9* 503725. Only one PCS fund citation will appear in the order.
4. When the TDY period extends over two FYs, include TDY fund citation for both years. Nontemporary storage fund citation will always reflect the current year's citation.
5. Enter appropriate number of travel days according to DFAS-DEM 7000-9.

Figure A11.3. Sample Order--PS Enlistment/Assignment--Technical Training En Route, Less Than 20 Weeks.

SPECIAL ORDER: _____

(Date)

PERSONNEL DATA: LEBO, ALECIA A., 123-45-6789, SSgt (E-5), PAFSC J1C211; CAFSC J1C211; ADN 066; DOE: 1 Jan 95; TOE 4 years; DOR 1 Jan 95; HOR 15303 Spring Cove, Yukon OK 73099-5000 (see note 1).

ASSIGNMENT: Assigned to 23 CCS, Pope AFB, NC 28308-5000, with TDY en route at 334 TTASQ, Keesler AFB MS 39534, in CAFSC to attend course E3AQR27330 000, Apprentice Combat Control Operator, PDS Code 0JF, 9 weeks 3 days duration, class starting __ __ __, TLN: _____. After signing in to the 23 CCS at Pope AFB, report to the 542 TTASQ, Pope AFB NC 28308, in CAFSC to attend course AMC60000, Combat Control School, PDS Code TN4, 9 weeks 1 day duration, class starting __ __ __, TLN: _____.

REPORTING DATA: 15 DDALVP (see note 2). Rpt to Cmdr at Keesler AFB MS NLT __ __ __. Enlistment records will be hand-carried. Report to Cmdr at Pope AFB NC NLT __ __ __. (see note 3)

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. AAN: 0730NP9001. NAC submitted by MEPS on DOE, or Enlistee possesses a favorable NAC, completed __ __ __.

SPECIAL INSTRUCTIONS: Pursuant to AFH 32-6009, report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel. MPF has the authority to amend orders due to changes in training schedule or end assignment.

TRANSPORTATION: PCS. TDN. 57_3500 32_ 5841.0M 503725 (see note 4). TDY during FY9* chargeable to 57*3400 30* A8A328/9 525002 (see note 5). Shipment of household goods is authorized, or Member elects transportation of a mobile home in lieu of shipment of household goods. (If applicant has dependents, include: Travel of the following dependents, upon completion of TDY, is authorized: name, relationship, and age if under 18). Travel by privately owned conveyance with __ days travel time permitted (see note 6), or Travel by government TR with 1-day travel time permitted.

REMARKS: Special authorization for use of privately owned conveyance is authorized. The cost of the special authorization has been reviewed and is justified as more advantageous to the government.
(*Traveler's Signature*)

FOR THE COMMANDER:

NOTES:

1. Enter enlistee's PAFSC, and two AFSCs, as they appear on the latest DD Form 214, or as downgraded according to AFI 36-2101. If non-Air Force skill does not convert to an AFS, enter AFSC at the 1-skill level in which enlistee is retraining. For CAFSC, enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966. Fourth digit of CAFSC will always be "1."

2. DDALVP pertains to number of days leave allowed en route. PS applicants are allowed 15 days or less. *Example:* 15 DDALVP refers to 15 days leave authorized en route.
3. Add "Allow 5 days TDY to in-process at squadron." This pertains only to recruiters who must travel to the squadron headquarters for in-processing.
4. Insert appropriate number for FY. For example, in FY99, proper fund citation is 5793500 329 5841.0* 503725. If the DOE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "9." *Example:* 5793500 329 5841.9* 503725. Only one PCS fund citation will appear in the order.
5. When the TDY period extends over two FYs, include TDY fund citation for both years. Nontemporary storage fund citation will always reflect the current year's citation.
6. Enter appropriate number of travel days according to DFAS-DEM 7000-9.

Figure A11.4. Sample Order--PS Enlistment/Assignment - To or From Oversea Locations.

SPECIAL ORDER: _____

(Date)

PERSONNEL DATA: SSGT (E-5) DENNIS HENRY, 123-45-6789, PAFSC 3S071; CAFSC 3S051; ADN 005; DOE: 1 Jan 93; TOE 4 years; DOR 1 Jan 93; HOR 123 Mt Carmel, Waco, TX 99999-5000 (see note 1).

ASSIGNMENT: Assigned to 326 AMS (USAFE), APO New York NY 09860-5000, for directed duty in CAFSC, with TDY en route not to exceed 15 days for processing for oversea assignment at 538 MPG, McGuire AFB NJ 08641-5000 (see note 2).

REPORTING DATA: 15 DDALVP (see note 3). Rpt to 538 MPG/DPMUO, McGuire AFB NJ, NLT 20 Jan 99. Enlistment records will hand-carried to TDY location.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2110. AAN: 1O30NP9004. NAC submitted by MEPS on DOE, or Enlistee possesses a favorable NAC, completed 15 Jul 89. TDY station will amend this order for travel time, information, and statements of travel of dependents and member's oversea tour election.

SPECIAL INSTRUCTIONS: Pursuant to AFH 32-6009, report to the base housing referral office servicing your new duty station before entering into a rental, lease, or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel.

TRANSPORTATION: PCS. TDN. 57_3500 32_ 5841.0* 503725 (*insert M, D, H, I, T, or Y) (see note 4). (CIC) (See note 5.) Shipment of household goods is authorized. Nontemporary storage chargeable to 57_3500 32_ 5848.ON 508725. (If applicant has dependents and is assigned to an oversea location where command-sponsored dependents are authorized, include: Travel of the following dependents upon completion of TDY is authorized: name, relationship, and age if under 18). Travel by privately owned conveyance with ___ days travel time permitted (see note 6), or Travel by government TR with 1-day travel time permitted.

REMARKS: Special authorization for use of privately owned conveyance is authorized. The cost of the special authorization has been reviewed and is justified as more advantageous to the government.
(Traveler's Signature)

FOR THE COMMANDER:

NOTES:

1. Enter enlistee's PAFSC and two AFSCs as they appear on latest DD Form 214 or as downgraded according to AFI 36-2101. If non-Air Force skill does not convert to an AFS, enter AFSC at the 1-skill level in which enlistee is retraining. For CAFSC, enter CAFSC from PROMIS reservation record, AF Form 3006, and DD Form 1966.
2. Assign enlistee TDY to nearest Air Force base as directed by HQ AFRS/RSOPB for flight reservation and oversea processing.

3. DDALVP pertains to the number of days leave authorized en route. PS applicants are authorized 15 days or less. *Example:* 15 DDALVP means 15 days of leave en route are authorized.
4. Insert appropriate number for fiscal year. For example, in FY99, proper fund citation is 5793500 329 5841.0* 503725. If the POE and the reporting date are in different FYs, the first portion of the subproject field in the fund citation will be "9." *Example:* 5793500 329 5841.9* 503725. Only one PCS fund citation will appear in the order.
5. For customer identification code (CIC) information, refer to AFI 33-328, *Administrative Orders*.
6. Enter appropriate number of travel days according to DFAS-DEM 7000-9.

Attachment 12**STATEMENT FOR APPLICANTS APPLYING FOR A COMMISSIONING PROGRAM
AND NONPRIOR SERVICE (NPS) ACTIVE DUTY ENLISTMENT*****INSTRUCTIONS:***

Have the applicant fill out the following statement. After completion, file the statement in his or her PIR.

In addition to the AFROTC college scholarship program, the Air Force Academy (AFA), or Officer Training School (OTS), I am also interested in enlistment opportunities available to me in the United States Air Force.

I fully understand that:

- My interest concerning enlistment opportunities is voluntary and not required for submitting an AFROTC college scholarship application, AFA application, or OTS application.
- The AFROTC college scholarship program, AFA application program, or the OTS application program and the nonprior service (NPS) delayed entry program (DEP) are separate programs that have no relationship to each other.
- To enlist into the DEP, I am required to take the Armed Services Vocational Aptitude Battery (ASVAB) test and complete a physical at the military entrance processing station (MEPS); however, neither an ASVAB test or an enlistment physical is required to submit an AFROTC scholarship, AFA, or OTS application.
- If I am offered an AFROTC scholarship through the college scholarship program, an AFA or AFA prep school appointment, or OTS selection, I will be released from my DEP commitment if I choose to accept the scholarship, appointment or selection.
- If I enter enlisted active duty (EAD) service prior to my AFROTC scholarship, AFA, or OTS application meeting a selection board, I will not be released from my active duty commitment, and my select status will be withdrawn. It is recommended I accept an enlistment active duty date after all applicable selection boards have met.
- Entering the DEP will not assist me in being awarded a college scholarship, AFA appointment, or OTS selection.

APPLICANT'S VERIFICATION

I have read the above information prior to entering the DEP and understand how it applies to me.

SIGNATURE: _____

DATE: _____

RECRUITER'S VERIFICATION

I verify the above information has been explained to the applicant and he/she acknowledged understanding of the statement.

SIGNATURE: _____

DATE: _____

Attachment 13**SAMPLE ORDER FOR EXTENDED ACTIVE DUTY (EAD) FOR OFFICER TRAINING SCHOOL (OTS)**

A13.1. Complete enlistment orders according to applicable Air Force instructions. Use Figure A13.1 as the basic guide for completing orders. The Air Force representative is responsible for reviewing and ensuring the accuracy of enlistment orders. OTS enlistment travel orders issued by MEPS may be corrected as follows: Errors in enlistment date, DEP discharge date, or SSN. Return a copy of the orders to the enlisting MEPS and request the MEPS amend the orders to correct the error. Other errors, such as a misspelled name, missing middle initial, and incorrect ZIP codes may be corrected by striking the erroneous data and entering the correct data. Annotate the order as corrected and have the member initial the correction. Ensure the enlistee receives a copy of the corrected order. Also, ensure all copies in the member's PRG are corrected.

Figure A13.1. Sample Order for Extended Active Duty (EAD) for Officer Training School (OTS).

DEPARTMENT OF THE AIR FORCE
MILITARY ENTRANCE PROCESSING STATION
AJAX FEDERAL BUILDING, SAN ANTONIO, TX

ORDER NUMBER: _____

(Date)

PERSONNEL DATA: Smith, Harry R., SSgt, 123-45-6789, PAFSC and CAFSC 9T100; and 008; DOE: (USAF-ORS)

1 Jan 96; TOE 8 years; DOR 1 Jan 96; HOR 222 State Street, Hometown TX 12345-5000.

ASSIGNMENT: Ordered to extended active duty (EAD) voluntarily on 1 Jan 96 for a period of 120 (*170*) days under provisions of 10 U.S.C., Sec 672(d). *Assigned to 3rd Flight Training Squadron, USAF (AETC), LACKLAND AFB TX, to attend Enhanced Flight Screening Program class beginning 5 Jan 96. Duration of course: 5 1/2 weeks. Upon successful completion of Enhanced Flight Screening Program, will be Assigned to Officer Training School, AF (OTS) USAF (AETC) Maxwell AFB AL, to attend OTS Class 96-08B, beginning 15 Jan 96. Duration of course: 13 1/2 weeks (see note 1).*

REPORTING DATA FOR 3RD FLIGHT TRAINING SQUADRON: Report to Bldg 7437, Lackland AFB, TX, NET 0800 and NLT 1400 5 Jan 96. BAS, B. Personnel will be billeted in VAQ.

REPORTING DATA FOR OTS: Report to Charge of Quarters (CQ), Bldg 1413, 1st Floor (center of building), Maxwell AFB AL, NET 0730 and NLT 2300, on scheduled class start date. Enlistment records will be hand-carried to OTS.

GENERAL INSTRUCTIONS: Authority: AETCI 36-2002 and OTS selection letter dated (date). NAC requested by AFRS prior to DOE.

SPECIAL INSTRUCTIONS: The 120-day (*170-day*) period of active duty under these orders may be amended by 394 PPS/TFC for the purpose of extending the period of active duty required prior to commissioning (see note 2).

TRANSPORTATION: PCS TDN. 57_3500 32_ 5841.0* 503725 (see note 3). Travel of dependents, transportation of a mobile home, or shipment of household goods is not authorized. Travel by privately owned conveyance with _days travel time permitted (see note 4), or Travel by Government TR with 1-day travel time permitted.

REMARKS: Special authorization for use of privately owned conveyance is authorized. The cost of the special authorization has been reviewed and is justified as more advantageous to the government. (Traveler's Signature)

ROBERT RUDDER, Colonel, USAF
Commander

DISTRIBUTION:
3XX RCS/CC (3)
File (1)

NOTES:

1. For all pilot training candidates, add information in ***bold italic*** print.
2. When the total period of AD prior to commissioning exceeds 365 days, the request must be forwarded to HQ AFPC/DPPA for approval.
3. Insert appropriate number for fiscal year. For example, in FY94, proper fund citation is 5743500 324 5841.0* 503725.
4. Enter appropriate number of travel days according to DFAS-DEM 7000-9 and JTR, Volume I.

Attachment 14

SAMPLE NON-NATIVE ENGLISH SPEAKING (NES) IDENTIFICATION STATEMENT

1. This applicant (is) (is not) an NES. During the course of my interview with (applicant's name), I have determined this applicant (does) (does not) demonstrate English speaking (and) (or) comprehension abilities at a level that will allow (him) (her) to function effectively as an Air Force officer.

(COMPLETE ONLY IF PARAGRAPH 1 INDICATES "(IS)" AND "(DOES NOT)")

2. I have advised (him) (her) of this determination and that if (he) (she) is selected for the Air Force Officer Training School (OTS), (he) (she) must attain a score of 90 or above on the English Comprehension Language Test (ECLT) and then achieve a score of 2+/2 on a Defense Language Institute English Language Center (DLIELC) interview. I have also advised the applicant that failure to achieve these qualifications within 90 days of the selection notification will result in the selection being withdrawn.

(signature)
(typed name and grade of reviewing officer)

signature
(typed name of applicant)

Attachment 15**SAMPLE NOTIFICATION SCRIPTS FOR INDIVIDUALS OFFERED
OR NOT OFFERED A SCHOLARSHIP**

A15.1. Script for Scholarship Offered: (*NOTE:* Do not discuss scholarship length, type, or academic major the scholarship is offered in. These details will be provided in the HQ AFROTC notification letter.)

"Hello (insert student's name), this is Sergeant (insert your name) calling from Air Force Recruiting. I was just informed you are being offered an Air Force ROTC scholarship, and I wanted to be the first to congratulate you. The information I have is preliminary, and I don't have any of the details yet. A letter is being mailed to you from Air Force ROTC explaining the details. Feel free to stop in and see me after you get the letter and I'll be happy to review it with you. Again, congratulations for being offered an Air Force ROTC scholarship."

A15.2. Script for Scholarship Not Offered: (*NOTE:* Do not attempt to specifically answer why an applicant was not selected.)

"Hello (insert student's name), this is Sergeant (insert your name) calling from Air Force Recruiting. I was just informed you were not selected for an Air Force ROTC scholarship. I want to let you know you have several other opportunities for an Air Force ROTC scholarship while a full-time college student. Scholarship selection for high school students is limited and the competition is intense. Based upon your credentials, you appear to have what it takes to be a success in college. If you enroll in Air Force ROTC without the initial scholarship, you will have the opportunity to compete for 3- and 2-year scholarships. If you would like more information about this program, please stop by the recruiting office. I'd be happy to discuss them with you."

NOTE: If an applicant asks why he or she was not selected, you may read the following script:

"I don't know specifically why you were not selected. Every eligible record was evaluated by a panel of senior officers who looked at academic performance, extracurricular activities, and personal assessment. Panel scores were ranked and scholarships awarded by major based on the needs of the Air Force. Unfortunately, the Air Force is unable to offer a scholarship to many excellent students."

Attachment 16

**SAMPLE ORDERS FOR ENLISTMENT IN THE REGULAR AIR FORCE
(RegAF)--NONPRIOR SERVICE (NPS) ASSIGNED TO
BASIC MILITARY TRAINING (BMT), LACKLAND AFB TX**

A16.1. Instructions. Complete enlistment orders according to applicable Air Force instructions. Use Figure A16.1 as the basic guide. The Air Force representative is responsible for reviewing and ensuring the accuracy of enlistment orders. NPS enlistment travel orders issued by MEPS may be corrected as follows:

A16.1.1. Errors in enlistment date, DEP discharge date, or SSN. Return a copy of the orders to the enlisting MEPS and request the MEPS amend the orders to correct the error.

A16.1.2. Other errors such as a misspelled name, missing middle initials, incorrect ZIP codes, etc., may be corrected by striking the erroneous data and entering the correct data. Annotate the order as corrected and have the member initial the correction. Ensure the enlistee receives a copy of the corrected order. Further, ensure all copies in member's personnel records group (PRG) are corrected.

Figure A16.1. Sample Orders for Enlistment in RegAF--NPS Assigned to BMT.

DEPARTMENT OF THE AIR FORCE MILITARY ENTRANCE PROCESSING STATION AJAX FEDERAL BUILDING, SAN ANTONIO, TX	
SPECIAL ORDER: _____	(Date)
1. Having enlisted this date in the Air Force under the authority of AFI 36-2002 and AETCI 36-2002, you are hereby assigned to active duty. Comply with the instructions in paragraph 3 and, if applicable, other supplemental instructions attached to these orders.	
2. Government transportation is authorized in connection with these orders and is chargeable to PCS. TDN. 57_ 3500 32_5841.0M 503725 (see note 1). Travel of dependents, transportation of a mobile home, or shipment of household goods is not authorized. Travel by government transportation request (TR) with 1-day travel time is permitted (see note 2).	
3. You are transferred from this activity effective this date and are directed to proceed and report to the 37th Training Wing, Lackland AFB TX, NLT (date).	
Name/Social Security Number	Remarks/Special Instructions

NOTES:

1. Insert the appropriate number for the fiscal year. For example, in FY96, the proper fund citation is 576 3500 3265841.0M 503725.
2. For oversea MPF: DFAS-DER 7010-3, *Travel Transactions at Base Level*, paragraph 5-6a, applies. Transportation in kind and meal tickets will be furnished. If available transportation or meal tickets are not used, reimbursement is not authorized. If transportation or meal tickets are not available, enlistee will be furnished a statement of explanation.

Attachment 17

SAMPLE MEMORANDUM REQUEST FOR COMPLETION OF ENLISTMENT AGREEMENT

DEPARTMENT OF THE AIR FORCE AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR (RECRUITER'S FUNCTIONAL ADDRESS SYMBOL) ATTENTION: (Recruiter's Grade and Name)

FROM: MEPS FUNCTIONAL ADDRESS SYMBOL

SUBJECT: Completion/Reaccomplishment of AF Form 1034, 3005, 3006, 3007, or 3008 (as appropriate), (applicant's name and SSN)

1. According to AETCI 36-2002, the enlistment agreements must be completed/reaccomplished for the following reasons:

- a. _____ Change of job/initial job reservation.
b. _____ Change in grade.
c. _____ Change in TOE.
d. _____ Other: _____ (Specify)

2. Complete the attached enlistment agreements according to the instructions on the back of the form. (NOTE: Ensure the remarks section is completed with applicable information.)

3. Request you comply with the above and return the form to this office within 30 days from the date of this memorandum.

FOR THE COMMANDER

(signature) (MLS Signature Block)

Attachments:

- 1. Enlistment Agreements
2. PROMIS Reservation

cc: Flight Chief

Attachment 18

SAMPLE MEMORANDUM REQUEST FOR WAIVER OF PHYSICAL STANDARDS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR HQ AETC/SGPS

FROM: Appropriate MEPS Functional Address Symbol
Appropriate MEPS Street Address/P.O. Box
Appropriate MEPS City, State, ZIP CodeSUBJECT: Request for Waiver of Physical Standards, (applicant's name and SSN)

1. Request a waiver of physical standards be granted for (full name and SSN) to allow enlistment in the RegAF. This request is based on the medical evaluation and recommendation of the MEPS medical officer on the SF Form 88 and other documents attached.
2. The following additional tests and or consultations regarding the physical defect were accomplished.

FOR THE COMMANDER

(signature)
(MLS Signature Block)

Attachments:

1. SF Form 88 and SF Form 93
2. Other Medical Documents (specify as required)

cc: Flight Chief

(NOTE: LNCOs should check with MEPS medical officer to ensure sufficient medical information is provided for HQ AETC/SGPS to adequately evaluate the waiver request. Do not use for PS applicants who do not meet AFSC prerequisites. See chapter 2 in these instances.)

Attachment 19**GUIDE FOR PROCESSING AND REVIEWING AIR FORCE COMMISSION
MEDICAL EXAMINATIONS****A19.1. Introduction:**

A19.1.1. Individuals being processed for an Air Force commission will require a medical examination according to AFI 48-123, *Medical Examination and Standards*.

A19.1.2. The completed SF Form 88, **Report of Medical Examination**, and SF Form 93, **Report of Medical History**, must be forwarded in original and two copies with each application.

A19.2. Medical Reports. The following guidance is provided to clarify requirements for physical examinations with special emphasis for HP applicants. AFI 48-123, chapter 7, contains the medical standards for commission, including HPSP applicants.

A19.2.1. The following conditions require medical reports (documentation from the physician, hospital, etc.):

A19.2.1.1. Almost any surgery other than an uncomplicated appendectomy or hernia repair, or ligation of tubes, male or female. Absolutely any surgery of the brain, back, spinal cord, chest, upper abdomen, pelvis, and joints. A tissue report is required in the case of most biopsies (skin, breast, etc.) of tumors and lumps.

A19.2.1.2. Any history of hospitalization other than the exceptions listed in paragraph A19.2.1.1 even if only 1 or 2 days for tests.

A19.2.2. The following conditions (even though not treated in a hospital) require records:

A19.2.2.1. Asthma (see paragraph A19.5.2).

A19.2.2.2. Skin diseases other than mild acne and athlete's foot.

A19.2.2.3. Allergies if more than mild.

A19.2.2.4. Back sprains.

A19.2.2.5. Severe joint sprains.

A19.2.2.6. Heart conditions.

A19.2.2.7. Hepatitis, mononucleosis.

A19.2.3. The most useful medical records are the hospital records. Generally, they are the most easily obtained, of better quality, and are kept available for a longer time. Generally, the information needed is:

A19.2.3.1. Discharge summary.

A19.2.3.2. Surgeon's report.

A19.2.3.3. Pathologist's report.

A19.2.3.4. History and physical.

A19.2.3.5. X-ray and laboratory reports.

A19.2.4. Most doctor's letters are inadequate. The standard MEPS request form, if used appropriately, lists the required information. Be aware that all too many civilian doctors:

A19.2.4.1. Are unaware of current regulations.

A19.2.4.2. Have no concept of what military training and duty is like.

A19.2.4.3. Will be strongly biased in favor of the applicant.

A19.3. Accomplishment of Medical Examination. To save yourself and your applicant unnecessary expense and delay, prescreen applicants before they receive their physical examination. Also, quality control the package before it is submitted, using the following guidance:

A19.3.1. SF 93, Report of Medical History:

A19.3.1.1. An SF 93 is accomplished by the applicant in ink or indelible pencil (common error). Blocks 1 through 8 may be typewritten but the remainder of the form must be handwritten. The applicant must print his or her name in block 24a and sign the form in block 24b. An original and two copies are required.

A19.3.1.2. An "X" or checkmark is required in the appropriate column following each item listed for blocks 10 through 24. All items checked "Yes" on SF 93 must be commented on in block 25 by the examining physician, with a reasonably complete summary (common error). For surgical procedures, the type and date of surgery, complications, and subsequent progress should be noted. In general, the following notations should be considered for each affirmative answer on SF 93:

A19.3.1.2.1. What was it?

A19.3.1.2.2. Was it a confirmed or self-made diagnosis?

A19.3.1.2.3. When did it occur? Enter date of first and last occurrence.

A19.3.1.2.4. Duration of disease.

A19.3.1.2.5. Severity and disability.

A19.3.1.2.6. Treatment, if any.

A19.3.2. SF Form 88. An original and two copies of this form are required.

A19.3.2.1. Identification Data. Items 1 through 16 contain general identification data. These items are entered in a standard format as follows:

A19.3.2.1.1. Item 1. Enter last, first, and middle name. (**NOTE:** If there is no middle name, the abbreviations IO (initial only) and NMI (no middle initial) are necessary.)

A19.3.2.1.2. Item 2. Enter SSN.

A19.3.2.1.3. Item 3. Enter examinee's grade and component. If the examinee does not hold status, enter "civilian."

A19.3.2.1.4. Item 4. Permanent home address is the proper entry.

A19.3.2.1.5. Item 5. Self-explanatory.

A19.3.2.1.6. Item 6. Enter day, month, and year.

A19.3.2.1.7. Item 7. Enter age.

A19.3.2.1.8. Item 8. Enter an "X" for the appropriate entry.

A19.3.2.1.9. Item 9. Enter contact relationship of person listed in item 5.

A19.3.2.1.10. Item 10. Self-explanatory.

A19.3.2.1.11. Item 11. Enter an "X" for the appropriate entry.

A19.3.2.1.12. Item 12a. Enter Air Force.

A19.3.2.1.13. Item 12b. Self-explanatory.

A19.3.2.1.14. Item 13. Enter active duty (AD) or civil service only. Express as years, plus months over 12. *Example:* One year and four months is entered 1 4/12).

A19.3.2.1.15. Item 14. Self-explanatory.

A19.3.2.1.16. Item 15. Self-explanatory.

A19.3.2.1.17. Item 16. Self-explanatory.

A19.3.2.2. Clinical Evaluation. Digital examination of the rectum and prostate is required of all male examinees age 40 and older. Pelvic examinations will be performed on all female applicants. A Pap smear is required (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability). Ensure the female applicant is aware of the pelvic examination requirement. Refusing this examination

at the support facility may result in missing the selection board. A Pap smear alone is not a substitute for the pelvic examination.

A19.3.2.2.1. Item 17. Requires a check in the appropriate column--"normal" or "abnormal." When "abnormal," describe finding.

A19.3.2.2.2. Item 18. Active orthodontic appliances are not acceptable. Waivers may be considered for the individual who will complete regimen of care including removal of appliances before entering on EAD. Artificial dentures, removable or fixed, are acceptable.

A19.3.2.2.3. Item 19A. A routine urinalysis, albumin and sugar, must be performed on all examinees at MEPS or on civilian contract physicals. If performed at an AD installation, specific gravity and microscopic study are also required. Specific gravity must be 1.012 or above.

A19.3.2.2.4. Item 19B. Enter the date and result of film. Include the name and location of x-ray facility. Required for all (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability). Do not send the x-ray films.

A19.3.2.2.5. Item 19C. All positive results must be repeated. A history of syphilis must show proof of adequate treatment. Required for all.

A19.3.2.2.6. Item 19D. Required for all (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability). An exercise tolerance test (treadmill) is required if the applicant is 40 years of age or older.

A19.3.2.2.7. Item 19E. Required on all applicants, except those who receive their physical at the MEPS.

A19.3.2.2.8. Item 19F. HTLV-III is required on all applicants. Hematocrit, hemoglobin, and tuberculin skin tests are required on all applicants (NC, MSC, BSC, and DC applicants not holding status and who received their physical examination at a MEPS may have this examination waived if the MEPS does not have the capability). Hemoglobin-S is required for all flying class III physicals. Cholesterol is required for all flying class III and applicants over 40 years of age. Fasting blood sugar is required on all applicants with a positive family history of diabetes. Other hematologic or blood chemistry studies are at the discretion of the examining physician. Record actual values when possible. Hematocrit normals for females are 37-47 and 40-45 for males. If your applicant's hematocrit varies, report the laboratory normals for your support facility.

A19.3.2.3. Measurements and Other Findings:

A19.3.2.3.1. Item 20. Record height to the nearest quarter of an inch. Waivers for heights of less than 58 inches cannot be granted.

A19.3.2.3.2. Item 21. Record weight to the nearest pound. Medical waivers for being overweight cannot be granted. Refer to paragraph 7.15.

A19.3.2.3.3. Item 22. Self-explanatory. Do not abbreviate.

A19.3.2.3.4. Item 23. Self-explanatory. Do not abbreviate.

A19.3.2.3.5. Item 24. Enter an "X" for the appropriate entry.

A19.3.2.3.6. Item 25. Enter temperature, if clinically indicated.

A19.3.2.3.7. Item 26. A blood pressure value of 159/90 and above or 99/60 and below requires recheck-(common error). If disqualifying blood pressures are found on any examination, include the sitting blood pressure for 5 days. Item 26A is required for commissioning physical. Item 26A, B, and C are required for flying class III.

A19.3.2.3.8. Item 27. A sitting pulse of more than 100 requires recheck. Only the sitting pulse (27A) is needed for nonflying examinations. Items 27A through E are required for flying class III examinations.

A19.3.2.3.9. Item 28. Vision must be at least E-2 on profile. Contact lenses will not be worn during or for 3 days preceding initial examination for flying class III.

A19.3.2.3.10. Item 29. Refractive error of more than -8.00 or +8.00 diopters spherical equivalent is cause for rejection (common error). Required when items 28 or 30 are worse than 20/20 uncorrected. Please do not send contact lens prescription.

A19.3.2.3.11. Item 30. There is no standard for uncorrected near vision but must be correctable to 20/40 in the better eye (common error). If uncorrected near vision is less than 20/20, the refractive prescription that gives the best corrected near vision will be determined.

A19.3.2.3.12. Item 31. Esophoria, Exophoria, and Hyperphoria examinations are required on all commission applicants (common error). A cover test should also be entered. Prism divergence, pupillary distance, and point of convergence is not required.

A19.3.2.3.13. Item 32. Not required.

A19.3.2.3.14. Item 33. Routine color test is required.

A19.3.2.3.15. Items 34 and 35. Not required.

A19.3.2.3.16. Item 36. Verified night blindness is a cause for rejection. Test must be accomplished if there is reason to suspect a night vision deficiency because of family or personal history, fundus changes, behavior in a dim light, etc.

A19.3.2.3.17. Item 37. Not required.

A19.3.2.3.18. Item 38. Glaucoma is cause for rejection. Determine intraocular tension on all applicants over 40 years of age.

A19.3.2.3.19. Item 39. Not required.

A19.3.2.3.20. Item 40. Required.

A19.3.2.3.21. Item 41. Not required.

A19.3.2.3.22. Item 42. This space may be used when necessary to explain or amplify other items on SF 88.

A19.3.2.3.23. Item 43. Defects considered to be significant or require future consideration or evaluation should be summarized. (Include any significant history indicated by applicant.)

A19.3.2.3.24. Item 45A. An entry is required for item 45A only.

A19.3.2.3.25. Item 46. Self-explanatory.

A19.3.2.3.26. Item 47. Self-explanatory.

A19.3.2.3.27. Item 48. Physician's signature (common error).

A19.4. Physicals, Medical Rechecks, Medical History--General Information:

A19.4.1. The use of civilian contract physicians is authorized; however, the same services must be provided as at a military facility. When possible, use the MEPS.

A19.4.2. MEPS has the responsibility for applying the applicable standards and appropriate profiling. If an applicant is placed in a medical recheck status at MEPS, he or she should return as requested for final determination of acceptability before forwarding the application to HQ AFRS/RSOH.

A19.4.3. Route requests for review of partial medical examination for medical opinion through the HQ AFRS program manager.

A19.4.4. If, in your opinion, the examiner has not adequately explained the applicant's medical history, suggest further elaboration be included on a separate sheet. A signed statement by the examinee is usually beneficial in explaining minor medical defects.

A19.5. Specific Items or Defects:

A19.5.1. Maintenance Medication. Waivers for hypothyroidism are frequently considered with current evaluation and thyroid function studies.

A19.5.2. Asthma. Including reactive airway disease, exercise-induced bronchospasm, or asthmatic bronchitis reliably diagnosed at any age is disqualifying.

A19.5.3. Mitral Valve Prolapse. Mitral valve prolapse favorably considered only if asymptomatic, with no history of tachyarrhythmias and cardiology evaluation demonstrates no other pathology.

A19.5.4. Ulcers. Waiver requests for history of uncomplicated stomach ulcers, asymptomatic for at least 1 year, requiring no medication should include results of a current upper gas intestinal (UGI) series and

internal medicine evaluation. Waiver requests for history of gastrointestinal bleeding are discouraged.

A19.5.5. History of Surgical Procedures. History of knee surgery is disqualifying. A history of surgery correction of a pilonidal cyst requires a 1-year observation period by AFI 48-123. Waivers prior to 180 days post-op are seldom granted.

A19.5.6. Scoliosis. When lateral deviation of the spine (scoliosis) is detected, the degree of curvature must be reported using the Cobb method. Scoliosis in excess of 30 degrees (lumbar scoliosis) or 20 degrees (dorsal scoliosis) is disqualifying. Waivers for minor deviations are considered on an individual basis with consultation and spine series x-rays.

A19.5.7. Seizure Disorders. Waivers for a verified seizure disorder within the preceding 5 years or medication for the same cannot be granted.

A19.5.8. Psychiatric Histories. Waivers for a history of psychiatric disturbances requiring hospitalization or prolonged treatment are discouraged. Minor disturbances, such as counseling, situational reactions, and divorce proceedings are considered. It is hard to justify a waiver for a verified history of suicide attempt.

A19.5.9. Pelvic Examinations/Pap Smears. A major discrepancy causes more delay and confusion than any other item. A current pelvic examination is required for all female applicants. Each applicant should have a pelvic examination on the day of, and by the facility responsible for, completing the examination. Recommend rescheduling the medical examination if the applicant is menstruating. A Pap smear alone does not satisfy the requirement for item 17cc. The completed examination may be forwarded for certification pending the Pap results. Recommend you make it perfectly clear to the medical support facility so the applicant is properly scheduled for completion of item 17cc. When vaginal examination is not appropriate, a rectal examination is acceptable.

A19.5.10. Endometriosis. The Air Force consultant in obstetrics and gynecology (OB/GYN) advises us not to grant waivers for history of endometriosis unless the applicant has had a hysterectomy and bilateral oophorectomy (considered the only curative measure).

A19.5.11. Orthodontic Appliances. Waivers may be considered for active orthodontic treatment (braces). Retainers are acceptable provided the active treatment is complete. Premature removal of appliances solely to qualify for the Air Force is a matter between the applicant and private dentist.

A19.5.12. Malignancies. Malignancies are normally a cause for rejection. Waivers for history of carcinoma of the cervix are considered with proof of adequate treatment and followup Pap smears are normal. A history of basal cell carcinoma (skin cancer) may be considered with proof of adequate treatment.

A19.5.13. Height/Weight Rechecks. An original disqualifying height and or weight check which has been marked through or "whited out" and changed to reflect as qualified makes a reviewer highly suspicious. We recommend any subsequent height or weight change be reflected as an addendum in item 42 or on a separate sheet. Same applies to BFM.

A19.5.14. Elevated Blood Pressure/Tachycardia. Waivers for elevated blood pressure requiring

medication are discouraged. A pulse rate of more than 100 must be correlated with a cardiology consultation to be considered for waiver.

A19.5.15. Eye Problems. Waivers for substandard corrected vision are considered on an individual basis. Waivers for excessive refractive error are considered if between 8 and 10 diopters with a "clean bill of health" from an ophthalmologist.

A19.6. Other Medical Rejections (Common Errors):

A19.6.1. Verified history of sleepwalking after age 12.

A19.6.2. A history of inflammation or discharging sinus within 2 years.

A19.6.3. Any history of psoriasis, chronic eczema, or atopic dermatitis.

A19.6.4. Coronary disease.

A19.6.5. Other conditions as specified in AFI 48-123, Chapter 7.

A19.7. HQ AFPC/DPAM Special Examination Requirements for Medical Service Applicants. Use Table A19.1 for determining specific types of medical examinations required for applicant types. Refer to Attachment 4 for more specific screening items.

Table A19.1. Special Examination Requirements For Medical Service Applicants. (see note)

R U L E	A	B
	Examination Type	Applicant Type
1	Chest x-ray	All
2	Cholesterol, triglycerides, and HDL	Flying Class III and all over 25
3	Color vision	All
4	ECG	All
5	Exercise tolerance test	All over 40
6	Fasting blood sugar	Family history of diabetes
7	Hemoglobin	All
8	Hemoglobin-S	Flying Class III
9	HTLV-III	All
10	Pap smear	All females
11	Pulmonary function studies	All over 35
12	Rectal examination	All over 40
13	Refraction	If vision less than 20/20
14	Stool guiac and prostate	All over 40
15	Tonometry	All over 40

NOTE: These special examination requirements apply to physicians and any other applicant currently holding status.

Attachment 20

**SAMPLE REQUESTS OF A CONDITIONAL RELEASE OR
TENDER OF RESIGNATION**

NOTE: Figures A20.1, A20.2, and A20.3 are example memorandums required by the appropriate service to obtain a conditional release or tender a resignation.

Figure A20.1. Sample Request of Conditional Tender of Resignation.

<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RECRUITING SERVICE (AETC)</p>	
	<p><i>(Date)</i></p>
<p>MEMORANDUM FOR <u>APPROPRIATE CHAIN OF COMMAND</u></p>	
FROM:	Applicant's Name, Grade, and SSN
SUBJECT:	Conditional Tender of Resignation
<p>1. I, <u>Applicant Name</u>, <u>Grade</u>, <u>Corps</u>, SSN XXX-XX-XXXX, hereby submit a conditional tender of resignation as a Reserve officer of the Army, USAR, under the provisions of Section II, paragraph 6-4, AR 135-175.</p>	
<p>2. I am submitting this conditional tender of resignation for the purpose of applying to the US Air Force for active duty as a (<u>MOS</u>, <u>Title</u>, and <u>Corps</u>).</p>	
<p>3. My reason(s) for applying for appointment in another service is (are)_____</p> <p>_____.</p>	
<p>4. I am presently assigned to_____ (add the following if applicable) and attached to _____.</p>	
<p>5. I understand that my conditional tender of resignation will not be effective until such time as I have been appointed in the gaining service and executed an oath of office for such appointment.</p>	
<p><i>(signature)</i> (Applicant Signature Block)</p>	

Figure A20.2. Sample of Army National Guard Request for Conditional Release.

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

(Date)

MEMORANDUM FOR APPROPRIATE CHAIN OF COMMAND*

FROM: Applicant's Name, Grade, and SSN

SUBJECT: Request for Conditional Release

1. I, Applicant Name, Grade, Corps, SSN XXX-XX-XXXX, hereby submit a request for conditional release as a Reserve officer of the Army, USAR, (State) National Guard.

2. I am submitting this request for the purpose of applying to the US Air Force for active duty as a (MOS, Title, and Corps).

3. My reason(s) for applying for appointment in another service is (are)_____.

4. I am presently assigned to_____ (add the following if applicable) and attached to_____.

5. I understand that my conditional release request will not be effective until such time as I have been appointed in the gaining service and executed an oath of office for such appointment.

(signature)
(Applicant Signature Block)

*NOTE: The State Adjutant General is the approval authority.

Figure A20.3. Sample of USMCR and USPHS Request for Conditional Release.

<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RECRUITING SERVICE (AETC)</p>
<p><i>(Date)</i></p>
<p>MEMORANDUM FOR <u>APPROPRIATE CHAIN OF COMMAND</u></p>
<p>FROM: Applicant's Name, Grade, and SSN</p>
<p>SUBJECT: Request for Conditional Release</p>
<p>1. I, <u>Applicant Name</u>, <u>Grade</u>, <u>Corps</u>, SSN XXX-XX-XXXX, hereby submit a request for conditional release as a Reserve officer of the (component).</p>
<p>2. I am submitting this request for the purpose of applying to the US Air Force for active duty as a (<u>MOS</u>, <u>Title</u>, and <u>Corps</u>).</p>
<p>3. My reason(s) for applying for appointment in another service is (are)_____.</p>
<p>4. I am presently assigned to_____ (add the following if applicable) and attached to _____.</p>
<p>5. I understand that my conditional release request will not be effective until such time as I have been appointed in the gaining service and executed an oath of office for such appointment.</p>
<p><i>(signature)</i> (Applicant Signature Block)</p>

Attachment 21

STEPS FOR LOCAL SPI APPROVAL

A21.1. Step 1. Provide the following:

A21.1.1. Costs and how many you want to have produced.

A21.1.2. A sample or prototype of item.

A21.1.3. How SPI will be used.

A21.1.4. Target audience.

A21.1.5. Specifications for product.

A21.1.6. Marketing Fund Spend Plan.

A21.2. Step 2. Mail request to HQ AFRS/RSOMAE. Allow at least 2 weeks for processing.

A21.3. Step 3. Within HQ AFRS/RSOM, request is:

A21.3.1. Received and evaluated by HQ AFRS/RSOMAE.

A21.3.2. Forwarded to HQ AFRS/RSOMA/RSOMC (if required) for coordination.

A21.3.3. Approved or disapproved by HQ AFRS/RSOM.

A21.3.4. Faxed (final letter) back to squadron and funds allocated if approved.

A21.4. Step 4. Squadron sends one piece of the item to HQ AFRS/RSOMAE for evaluation of possible national production.

Attachment 22**IC 2000-1****IC 2000-1 to AETCI 36-2002, *Recruiting Procedures For The Air Force*, 18 August 1999****18 APRIL 2000****★SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2000-1. It removes the supervisor's responsibility to validate market surveys (para 1.8.2); removes ROTC application goals (para 1.9); removes leave and TDY credit from goaling factors to the squadrons (para 1.9.1); changes requirement to adjust leave and TDY credit for flights and recruiters (para 1.9.2); relaxes requirements on recruiter expectations (para 1.10.2.1); changes requirements for monthly office visits (para 1.10.2.3.1); removes requirement for weekly/monthly written feedback (para 1.11.1); changes monthly feedback to quarterly feedback for squadrons (para 1.11.2) and groups (para 1.11.3); deletes manual tracking and replaces it with AFRISS computer reports (para 1.12); corrects administrative error (para 1.14); removes requirement for group operations flights to produce and distribute a daily production activity report (para 1.15.3) and to ensure compliance with goaling and incentive award instructions (para 1.15.5); changes procedures for updating leads in AFRISS (para 1.19); changes requirements for documenting lead refinements (para 1.20); requires recruiters to contact all priority one leads within 5 days (para 1.20.1); replaces paper tracking of school activity with electronic tracking (para 1.21); changes the requirement for flight chief to visit schools refusing to give the ASVAB (para 1.22.1); changed terminology from production performance evaluation to production evaluation (para 1.23) and updates guidance on production evaluations. See attachment 22 for the complete IC. A ★ indicates revision from the previous version.

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

★1.9. **Goal Allocation, Competition System, and Incentive Awards Programs.** HQ AFRS will publish command-wide policies and procedures in support of these programs. The AFRS commander is the final approving authority. Based on policy guidance issued before each fiscal year (FY), groups will publish instructions that reflect the current fiscal year program priorities. Squadrons will publish instructions that recognize and address AFRS needs. Each flight commander or chief will maintain, as a minimum, operating instructions (OI) on goal allocation, competition, and incentive award programs. All OIs must be written in an understandable manner. As a minimum, review OIs annually for accuracy and currency. Unless otherwise specified, allocate the goal to the recruiter level. Do not withhold the goal. The goaling authorities will not goal more goal cumulatively than goal allocated. Nonprior service (NPS) net reservation goals will be distributed monthly. Commanders have discretion regarding allocation of other goals to the NPS level.

★1.9.1. **Factors Used to Goal Squadrons.** Market, manning, and past production are primary factors used when goaling squadrons to help ensure fair and equitable goaling.

★1.9.2. **Factors Used to Goal Flights and Recruiters.** Squadrons and flights should use market and manning as primary factors when breaking out goals. NPS net reservation goals will be distributed monthly. When recruiters take leave, go TDY, or are absent due to a bona fide medical illness, their goals should be adjusted. All production flight chiefs will publish flight goals. Flight commanders or chiefs may allocate officer accession (OA) goals to recruiter level or use a team goaling approach. Timing of publication will depend on the specific recruiting program.

★1.10.1. **DELETED**

★1.10.2.1. **Enlisted Programs Applicant Activities.** NPS flight chiefs will set written applicant-generating activity expectations for their recruiters in training and year-to-date non-across-the-board (ATB) recruiters. Supervisors will review performance against these expectations and provide written feedback on a weekly basis and make adjustments based on the recruiter's success and loss rates and production requirements. Supervisors are responsible for directing use of recruiting tools in sufficient volume and frequency to ensure applicant-generating activities and a consistent flow to the MEPS is generated.

★1.10.2.3. **Office Visits:**

★1.10.2.3.1. Flight chiefs will conduct and document an office visit with each recruiter monthly unless otherwise directed and documented by the squadron superintendent. Monthly office visits for non-ATB recruiters should not be waived. The flight chief will assess the effectiveness of the seven mission critical tasks: lead generation, leads prospecting, applicant sales, applicant processing, planning, marketing, and DEP management. The flight chief will also validate accomplishment of suspenses and other activities as directed by the group and or squadron management.

★1.10.2.3.3. **DELETED**

★1.11.1. All production flight chiefs will use production management reports available in AFRISS to track and monitor production-generating activities. Flight chiefs will review production data at least weekly for NPS recruiters and OA recruiters who have not met their expectations and or application targets or goals. Flight chiefs will review production flow trend data monthly and quarterly using the management reports available in AFRISS. Flight chiefs will analyze flow trend data for positive and negative indicators. Flight chiefs will provide written flow-trend feedback, highlighting areas of concern with proposed solutions, to all recruiters at least quarterly. Forward a copy of the quarterly flow trend analysis to squadron operations by the fifth workday after each quarter ends.

★1.11.2. The squadron operations flight will provide written flow trend feedback, highlighting areas of concern, to the superintendent on all NPS flights and to the OA flight commander at least quarterly by the 10th of the month following the end of a quarter. A copy of this flow trend will be provided to the group operations flight by the 15th of the month following the end of the quarter. The squadron superintendent will review the operations flight's recommendations and provide written feedback to OA and NPS flight chiefs, as appropriate. A copy of each flight's individual flow trend will be sent to the appropriate flight for review and filing.

★1.11.3. The group operations flight and group OA officer will provide quarterly written flow trend feedback to the group and squadron commanders and superintendents, highlighting areas of concern, on all squadrons by the 20th of the month following the end of a quarter. The group commander or superintendent will review the operations flight's recommendations and provide feedback to squadron commanders and superintendents, as appropriate. A copy of each squadron's flow trend will be sent to appropriate squadron for review and filing.

★1.12. **Leading Indicators.** Group and squadron operations flights will track and analyze production data to the flight level at least quarterly. All supervisors will make maximum use of AFRISS reports by evaluating this data daily and providing feedback to their recruiters to drive production. NPS flight chiefs will track the following: active PIRs not tested, test qualified-not processed, MEPS activity, qualified waiting (QW), out of DEP, DEP/EAD bank, cancellations, waivers, leads, and suspenses. OA flight commanders or chiefs will track the following: leads, working PIRs, working applications, selects not commissioned, commissioned/EAD, declinations, waivers, and suspenses.

★1.14. **Other Analysis.** Squadron operations will provide a student ASVAB program analysis quarterly through the third quarter of the FY and at least one ROTC program analysis by 15 October of each year and one analysis at the completion of the program. The squadron will provide copies of these analyses to the group for review. Squadron operations will complete squadron-level cancellation, waiver (by program), and MEPS loss analysis to include recruiter avoidable loss trends at least quarterly by the 15th of the month following the end of the quarter. A copy of these analyses with recommended corrective actions will be provided to the commander and superintendent. The superintendent will provide feedback to flight chiefs as appropriate. Other reports, such as by-county accession reports, basic military training (BMT) and technical training (TT) attrition reports, etc., will be reviewed when received and written analysis and feedback provided as necessary or as requested by squadron management.

★1.15.3. **DELETED**

★1.15.5. Publish group goaling and incentive award instructions by 31 October each FY. Forward a copy of approved group goaling, competition, and incentive awards instructions to HQ AFRS/RSOA by 30 November each year.

★1.19. **Prospecting--Lead Generation.** Recruiters will establish aggressive programs to obtain names and addresses of as many age- and program-qualified persons in their zone as possible. As these leads are worked they will be loaded in AFRISS for refinement. In the event AFRISS is inoperable for an extended period of time, AETC Form 1339, **School Program Folder**, AETC Form 1344, **Health Professions Institutional Program Folder**, AETC Form 1340, **Lead Refinement Record**, and AETC Form 1484, **Recruiter Daily Activity Log**, will be used.

★1.20. **Prospecting--Lead Refinement.** Lead refinement is considered complete when the recruiter has contacted the prospect and determined qualifications and plans or made valid attempts at contact as determined by the flight chief. The following priorities have been established:

★1.20.1. **Priority One.** Priority one leads are those received through the RGM program (mail-back card), the National Lead Fulfillment System, prospective applicant centers of influence (COI), and direct referrals. Students who have passed the high school ASVAB test and indicate "military interested" are

priority one leads. Supervisors are authorized to assign any other lead into the priority one category. This is a recruiter's responsibility. Recruiters will contact all priority one leads within 5 workdays of receipt. **In the rare and extraordinary case** when a lead cannot be contacted within 5 days, document all **aggressive attempts** in AFRISS and have the flight chief review it for guidance.

★1.21. Prospecting--School Programs:

★1.21.1. **NPS.** Recruiters will establish in AFRISS the next year's school program for all high schools, vocational schools, and junior colleges in their zone no later than the end of the current school year.

★1.21.2. **OA.** Establish an AETC Form 1344 for all accredited colleges, universities, or institutions. This includes assigned 4-year colleges and universities, nursing schools, and residency programs. Flight chiefs will establish suspense dates for accomplishing new folders. The OA flight chief will forward a copy of all 4-year college school lists to the responsible NPS flight chief.

★1.22.1. **NPS.** Flight chiefs will periodically accompany their recruiters on school visits to ensure that visits are student-centered and productive. The flight chief will contact schools that refuse to give the ASVAB (AF responsible only), release lead lists, or allow recruiter visitations. Treat junior/community colleges equal to the highest priority placed on high schools. Flight chiefs will document their actions in AFRISS.

★1.23. Production Evaluations (PE):

★1.23.1. **Reasons for Evaluations.** A PE will be conducted any time the squadron commander or superintendent directs one based on production deficiencies or when the operations flight identifies one of the following conditions:

★1.23.1.1. A certified NPS recruiter misses goal for three consecutive months or two consecutive quarters.

★1.23.1.2. A certified NPS flight chief misses goal for three consecutive months or two consecutive quarters.

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

★1.23.2. **Procedures for PEs.** When a PE is required, one or more of the following procedures must be employed. (When necessary, ensure the first sergeant assesses any nonproduction detractors.) Tracking of PEs and waiver requests will be accomplished and maintained by the squadron superintendent for a period of 2 years. If a flight chief misses two consecutive quarters, the squadron superintendent (CCU) will submit a written game plan on what actions are being taken to improve production (this is not waivable). The group commander or CCU will approve or disapprove the plan.

★1.23.2.1. NPS Recruiters:

★1.23.2.1.1. The CCU reviews office visit checklists, feedback, and suspenses levied on the deficient recruiter and provides guidance or feedback to the flight chief.

★1.23.2.1.2. If the CCU deems it necessary, he or she conducts an office visit on the deficient recruiter and documents findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.3. The CCU can designate another evaluator, other than the flight chief, to conduct an office visit. The evaluator will be a previously certified flight chief and document his or her findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.4. The CCU will request assistance from the group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense sheet.

★1.23.2.1.5. The CCU may waive the PE requirement with the written approval of the squadron commander.

★1.23.2.2. NPS and OA Flight Chiefs:

★1.23.2.2.1. The CCU will review flight chief performance by evaluating JQS critical task items, flow trend products, expectations, AETC Form 1484 feedback (or electronic equivalent), etc. He or she will also review office visit checklists, feedback, and suspenses levied on deficient recruiters and provide guidance or feedback to the flight chief.

★1.23.2.2.2. If the CCU deems it necessary, he or she conducts office visits on deficient recruiters and documents findings and corrective actions on an office visit suspense sheet.

★1.23.2.2.3. The CCU may designate another evaluator to conduct the office visits. The evaluator will be a previously certified flight chief and document findings and corrective actions on the office visit suspense sheet.

★1.23.2.2.4. The CCU will request assistance from group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense sheet.

★1.23.2.2.5. The PE may be waived with written approval of the squadron commander.

★1.23.2.3. OA Recruiters:

★1.23.2.3.1. The CCU reviews office visit checklists, feedback, and suspenses levied on the deficient recruiter and provides guidance or feedback to the flight chief and commander.

★1.23.2.3.2. If the CCU deems it necessary, he or she conducts an office visit on the deficient recruiter and documents findings and corrective actions on an office visit suspense sheet.

★1.23.2.3.3. The CCU may designate another evaluator, other than the flight chief, to conduct the office visit. The evaluator will be a previously certified flight chief and document findings and corrective actions on an office visit suspense sheet.

★1.23.2.3.4. The CCU will request assistance from the group RSOT to conduct the evaluation when deemed necessary. The group RSOT member will document findings and corrective actions on the office visit suspense.

★1.23.2.3.5. The PE may be waived with the written approval of the squadron commander.

★1.23.2.4 - 1.23.6.2.3. **DELETED**

Attachment 1, Abbreviations and Acronyms:

ADD: **ATB**—across the board

ADD: **PE**—production evaluation

Delete: **PPE**—production performance evaluation