



Non-Enlisted Active Duty Airman Commissioning Program

913th Airlift Group Program Guide

Intent: This is a continuous program for Enlisted Air Force Reserve Airmen who meet the requirements for commissioning. This local guide will help Airmen and their supervisors compile a commissioning package for 913th Airlift Group leadership approval the June of each year. This program was formerly known as the Deserving Airman Commissioning Program.

Determining Eligibility:

	currently participating with an AFR unit or assigned as an Individual Mobilization Augmentee (IMA),
	accredited Bachelor's degree
	under the age of 40 prior to graduating Officer Training School (OTS) (under age 30 prior to flight training for rated positions (does not apply to Remotely Piloted Aircraft (RPA) positions))
	desire an appointment as a line officer

Note: If interested in AFR health professions commissioning programs and positions, you must speak with a Reserve health professions recruiter.

Commissioning Package Includes:

	Written recommendation from immediate supervisor
	AFOQT test—MUST schedule in advance with Education Center (501-987-3417)
	Completed Non-EAD Airman Commissioning Program Checklist (AFI 36-2005 and AFI 36-2013) See following pages
	Resume & Official photo not required
	Fitness Report with current status

Due Dates:

Jun UTA	Initial Package Submitted to 913 FSS: SSgt Jaylin Jones (Jaylin.jones@us.af.mil) - and- MSgt Brittney Jones (Brittney.Jones.3@us.af.mil) Office Ph: 501-987-7813	Mail Transcripts to: 913 FSS/FSPD ATTN: Jaylin Jones, Brittney Jones 262 Cannon Dr Little Rock AFB, AR 72099
Sept UTA	Final review of package and ready for the October board	

Helpful resources:

- MyPers—[Non EAD Airman Commissioning Program](#)
- Epublishing—[Official Forms](#)
- Sending encrypted email—[DoD SAFE](#)

Checklist for Officer Training School (OTS) Commissioning Program

AFI 36-2005 and AFI 36-2013

As of April 2018

Items to include in Non-EAD Airmen Commissioning Package	Applicant Initial	PM Initial
Gaining unit commander recommendation indorsed by IMA/NAF program manager with specific and strong justification for commissioning and/or exception to policy request. In addition, applicant will provide a letter requesting commissioning; and exception to policy request if required .	X	X
MAJCOM/Centrally Managed Manning Statistics provided by Program Manager (PM) current within 30 days: Authorized _____ Assigned _____ Projected Losses _____ (IMA Program)		X
AF Form 1288, <i>Application for Ready Reserve Assignment</i> (must be legible) Ensure all blocks are completed and provide complete 3-line unit addresses. Include an additional 1288 for blocked enlisted positions for applicants not in the IMA program. (follow instructions in AFI 36-2110 to complete AF Form 1288)	X	X
Applicant currently holds skill level commensurate with grade Yes ___ No ___ 3-skill level ___ 5-skill level ___ 7-skill level ___ 9-skill level ___		X
Professional Military Education Airmen Leadership School _____ NCO Academy _____ SNCO Academy _____	X	
RMVS printout showing vacant officer position to which applicant is projected, current within 30 days. For applicants not in IMA program provide RMVS printout for the blocked enlisted position.		X
Current SURF/RIP (from vMPF or MilPDS)	X	
AF Form 24, <i>Application for Appointment as Reserve of the Air Force or USAF without Component</i> . Ensure all blocks are completed or marked not applicable.	X	
AF Form 56, <i>Application for Training Leading to Commission in the United States Air Force</i> . Ensure all blocks are completed or marked not applicable. **NES applicants must successfully pass an English comprehension level assessment.	X	X
Last 5 Enlisted Performance Reports , for quality force review. (N/A for Non-Prior)	X	
AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> . If applicant has experimented or used marijuana, provide a statement explaining the circumstances (AFI 36-2005 Attachment 5)	X	
Applicant is not currently mobilized or on active duty without approved curtailment or conditional release.	X	X
Letter(s) of Recommendation	X	X
Physical/Medical Documentation based on Commissioning Standards IAW AFI 48-123. Provide copies of Certified Report of Medical Exams and Report of Medical History. Certified Physical, DD 2808, Report of Medical Examination and DD 2807, Report of Medical History (packages from recruiters only need page 1 of DD 2808 or memo from recruiter with date of physical and AFRC/SG certification, <i>AFI 48-123</i> , if medical waiver is required. If waiver is not required, can use AF Form 422).	X	
AFOQT Score printout Verbal _____ (15 minimum) Quantitative _____ (10 minimum). (non-rated Commissioning) .	X	

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

Checklist for Officer Training School (OTS) Commissioning Program

AFI 36-2005 and AFI 36-2013

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Official Transcripts - must have obtained a minimum of bachelor's degree. Original transcripts issued to student are not considered official.	X	
Resume (based on PM requirements)	X	
Official Photo (based on PM requirements)	X	
Agreement Statement -- If wearing dental braces on your teeth you must have the required MOU (Memorandum of Understanding) in your possession when in-processing. The MOU is available through your medical facility.	X	X
DD Form 214, Certificate of Release or Discharge from Active Duty.	X	
Fitness Report (must be current upon entry to OTS and a passing score). (N/A for Non-Prior)	X	X
Age waiver request (if applicable). Age waiver required if not commissioned prior to 40 th birthday.	X	X
Statement the Applicant meets all requirement for appointment (FSS or RS Official signs)	X	X
Participation Statement – Agree to meet the training requirements for the training category in which assigned and remain assigned for 3 years (nonrated officers) or 5 years (rated officers) after appointment.	X	X
Officer Training Statement – Agree to attend and successfully complete officer training. Failure to complete will result in administrative actions.	X	X
DD Form 368, Conditional Release (if applicable). **If serving in a Reserve Component such as AGR, include email from the member's chain-of-command stating request for curtailment of orders is approved.	X	
Retainability – Ensure Airmen acquire the retainability they need by taking one of these actions: (1) Extending their current enlistment 6 months from projected class graduation date for BOT OTs; (2) Reenlisting effective from the class start date AFROTC provides; (3) Students given a PCS to AFIT and NECP must have 6 years retainability; (4) Students reassigned in permissive TDY status must have 2 years retainability as of the expected graduation date; (5) Refer first-term Airmen to Table 3.1. of AFI 36-2606 for retainability guidelines.	X	X
DD Form 785, Record of Disenrollment from Officer Candidate Training (if applicable).		

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As of April 2018

ACKNOWLEDGEMENTS:

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

Applicant Signature

Program Manager Signature

ACTIONS AFTER APPROVAL

	Applicant	PM
AF Form 656, Clothing Request and Receipt. Direct questions to HQ AFRC/RMG, DSN 497-2282 or Commercial (478) 327-2282, once the AF Form 656 has been received from HQ AFRC/RMG.	X	
Complete Contract for Air Force Selected Reserve Service Commitment (RSC). 4 year RSC incurred and must have retainability on enlistment contract IAW AFRCI 36-2102. Additionally, individuals withdrawn or eliminated from education or training program will incur a 2-year RSC from the date the member was withdrawn or eliminated. Non-prior service members are not required to sign a contract for training; however, reference AFMAN 36-8001 for recall procedures.	X	X
Complete AROWS Request for school tour orders at the ARPC Training website. Direct questions to the IMA PM or Unit Training Manager.	X	X
Applicant not in IMA program must see recruiter to execute enlistment contract.	X	X
Visit the official Academy of Military Science website for additional information. http://www.angtec.ang.af.mil (Mandatory) Student Affairs Office: DSN 266-3539 or Comm (865) 985-3539	X	

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EXPLANATION OF FORMS

The following information is provided for specific forms:

1. **AF Form 24, Application for Appointment as Reserves of the Air Force or USAF without Component:** Enter all civilian employment during the last 10 years; explain in detail; include a copy of the job description offer each position held if available; if you were attending college full time, so state and show the major field of study.
2. **AF Form 1288, Application for Reserve Assignment:** Complete first page to include initials and signature. Losing Unit Commander will complete the first endorsement with signature. Gaining Unit will need to provide position number for second endorsement to be completed by Career Development. Gaining Commander will complete the third endorsement and sign.
3. **AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force:** Complete pages 1-4 and Section II of page 5. Leave the rest blank as this is for the interview with the gaining unit commander. On page 5, Section II, must be signed by Education & Training Office at the MPF.
4. **DD Form 2807-1 Report of Medical History and DD Form 2808, Report of Medical Examination:** Member needs to schedule a "Commissioning Physical" through 913 AMDS. The physical will not be accomplished until the member has been selected for a valid vacant position within the unit.
5. **DD Form 785, "Record of Disenrollment from Officer Candidate Type Training."** Complete this form only if applicable. The command or activity responsible for processing the application obtains the DD Form 785. AFI 36-2012 tells where and how to obtain the form.