

# UNITED STATES AIR FORCE RECRUITING SERVICE



## Line Officer Accessions Basic Officer Training (BOT) Program Guide *(Active Duty)*

AFRS BOT Website is located in AF Portal at web address:

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=-2191492&parentCategoryId=-1611609&channelPageId=-1537972>

AFRS/RSOCL, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

DATED: 26 Aug 2011

## **NEW CHANGES**

- **Modified AF FM 422 mandatory remarks to read as:** “Based on full record review the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have a AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member has not had PRK or Lasik surgery. Surgery date was on \_\_\_\_\_).”
- **Added following to paragraph 12.3.8.** If applicant wants less than 4 choices, applicant needs to write N/A on the choices not used.
- **Added Retraining and rule 5 to paragraph 7.1.8.** Addressing assignment and retraining action ineligibility criteria.
- **Added to paragraph 12.3.1.1:** List utilization field titles (not codes). Only AFSC in Section 14 can be listed; do not list specific aircraft AFSC, only list the rate trainee AFSCs.
- **Incorporated ALO process into BOT process and guide.** Added paragraph 6.3.1.2, Attachment 4, ALO Application Addendum Checklist and Sample of Hazardous Duty Volunteer Duty Statement.
- **Updated Entry Level AFSC Chart** and AFSC throughout document as necessary.
- **Application with waivers application cut-off** is due prior to application without waivers to allow sufficient time to process. (Paragraph 4.1)

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## 1. INTRODUCTION

This program announcement provides information necessary for line officer application processing and the shipping of active duty accessions to Basic Officer Training (BOT). Use this guidance in conjunction with AFRSI 36-2001, AFI 36-2013, AFI 36-2002, and 300-series Procedural Guidance Messages (PGMs). Our goal is to acquaint the reader with the BOT program and help identify the most frequently occurring errors before submitting a BOT application to HQ AFRS/RSOCL. This guide includes key terms and acronyms, guidance for preparing the BOT application, BOT checklists, waiver requests, selection board information, answers to frequently asked questions, and other related policies and procedures. This guide does not explain the use of every form in the application; it is designed to facilitate preparation of quality applications. The applicant is ultimately responsible for the completeness and accuracy of their application. The Education Center will assist the member in an advisory capacity only.

## 2. OFFICER INTERSERVICE TRANSFERS

Commissioned officers currently assigned to a Sister Service, the Reserves, or Guard who are interested in Active Duty as an Air Force Line Officer should visit the Air Force Contact Center Website for the latest in inter-service transfer information. They may also contact Recall/Inter-service Transfers: AFPC/DPSIPR (210) 565-2068/2288 or DSN 665-2288 or email [afpc.recall.ops@randolph.af.mil](mailto:afpc.recall.ops@randolph.af.mil).

## 3. OTHER COMPONENT ENLISTED MEMBERS

Sister Service, Reserve, and Guard enlisted component members interested in applying for BOT must apply through an Air Force Recruiter regardless of their current enlisted active duty status. Sister Service, Reserve, and Guard members can go to AirForce.com to locate the closest BOT recruiter.

**4. BOARD SCHEDULE INFORMATION** – The board schedule is posted on the AFRS Publication BOT Program Webpage located in the AF Portal (find link to AF Portal page on front cover). Applicants cannot reapply until 180 or more days has transpired between the date of final disposition of their previous application to the future board convening date IAW AFI 36-2013, Table 1.1., rules 27 and 30; AFRSI 36-2001, Table 1.1., Rule 48.

**4.1. Application Submission:** The board schedule is created with firm application cutoff dates. **Complete applications must be in place with AFRS/RSOCL NLT the waiver application cut-off date or the application cut-off date, so plan accordingly. Review board schedule carefully, applications with waivers now have an earlier cut-off date to allow sufficient time to process.** Late applications will no longer be accepted; postmarks will no longer qualify applications as being “on-time” if application is received after the cut-off date. The timeframe for the Line Officer Accessions program managers to receive applications begins 60-75 days prior to the application cutoff date. Read the schedule carefully, applications that include any type of waiver has an earlier cut-off date. An application should be received by AFRS/RSOCL in “board ready” status. This can be accomplished by following the instructions and checklist in sections 11 and 12. **Mail them to HQ AFRS/RSOCL, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527. Note:** Application will not be returned.

**4.2.** There are primarily two program categories: “**Rated**” and “**Non-rated**”. Rated is comprised of the Pilot, Combat System Operators (CSO), Remotely Piloted Aircraft (RPA) and Air Battle Manager (ABM) subprograms, and the non-rated category is comprised of technical (which includes TDSP), and non-technical subprograms. Supplemental boards will be conducted as directed to meet specific needs of the Air Force.

**4.3.** Rated applicants will now be considered for up to four rated sub-programs, based on desires annotated on the AF IMT 56, page 7, Refer to 12. 3. 8, for exact statement required. If non-selected, applicants can re-apply again after a 180-day wait from the date of non-selection or withdrawal from their

previous board.

4.4. Non-rated applicants will annotate up to three Air Force Specialties (AFS) on AF FM 56, page 1. If non-selected, applicants can re-apply again after a 180-day wait from the date of non-selection or withdrawal from their previous board.

## **5. ELIGIBILITY/ INELIGIBILITY FACTORS**

5.1. To determine eligibility, use AFI 36-2013, *Officer Training School and Airman Commissioning Programs*, AFRSI 36-2001, *Recruiting Procedures for the Air Force*, Chapter 3, *Recruiting Requirements for Basic Officer Training*, this program announcement, and AF Recruiting Service Procedural Guidance Messages (PGMs), located under the AF Portal at web address:

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=-2190378&parentCategoryId=-1611609&channelPageId=-1537972>

5.2. Air Force Officer Qualifying Test. Detailed information is located in AFI 36-2605, *AF Military Personnel Testing System*, attachment 2. The AFOQT is administered to all applicants applying for Air Force line officer commissioning programs. The AFOQT may only be taken twice. There's a 180-day wait to retest. Applicants may request a waiver to test within the 180-day wait. Testing a third time isn't authorized. Additional information can be found by accessing the HQ AFPC website, <https://gum-crm.csd.disa.mil/app/login/session/L3NpZC91VERHUmJ0aw%3D%3D> and conducting a search for "AFOQT" or by calling their TOLL FREE number at: 1(800) 525-0102, COMM: (210) 565-5000, DSN: 665-5000, Overseas Callers: Dial a toll-free AT&T Direct Access Number from the country you are in, then 800-525-0102.

## **6. APPLICATION PROCESSING**

Applicants can apply for rated or non-rated duty. All BOT applications must have a qualified AF Form 422, *Physical Profile Serial Report*, or a qualified AETC/SG physical. Refer to Section 11, application Layout Checklist, and Section 12, Application Instructions, to obtain detailed information regarding specific application contents. Refer to Section 14, *Air Force BOT Accession Specialties*, for specialty codes and information. The AF Officer Classification Directory (AFOCD) is a good source for specialty education requirements and job descriptions. It can be found by accessing the HQ AFPC website, <https://gum-crm.csd.disa.mil/app/login/session/L3NpZC91VERHUmJ0aw%3D%3D> and conducting a search for "AFOCD".

**6.1. Summary of Eligibility Criteria:** Table 1 provides current minimum application eligibility requirements for AFOQT Scores, GPA requirements, and degree disciplines.

**Table 1 - BOT SUMMARY OF CURRENT ELIGIBILITY CRITERIA**

<b>Program</b>	<b>PCSM (Note 2)</b>	<b>AFOQT SCORE S</b>					<b>GPA (Note 3)</b>	<b>Degree disciplines (Note 4)</b>
		<b>Pilot (P)</b>	<b>Navigator (N)</b>	<b>Academic Adaptability (AA)</b>	<b>Verbal (V)</b>	<b>Quantitative (Q)</b>		
<b>Pilot (Note 1)</b>	N/A	<b>50</b> total pilot & navigator composite score with a minimum of <b>25</b> pilot score and <b>10</b> navigator score.		--	<b>15</b>	<b>10</b>	<b>2.5</b>	Non-specific
<b>RPA (Note 1)</b>	N/A	<b>50</b> total pilot & navigator composite score with a minimum of <b>25</b> pilot score and <b>10</b> navigator score.		--	<b>15</b>	<b>10</b>	<b>2.5</b>	
<b>CSO (Note 1)</b>	N/A	<b>50</b> total pilot & navigator composite score with a minimum of <b>25</b> navigator score and <b>10</b> Pilot.		--	<b>15</b>	<b>10</b>	<b>2.5</b>	
<b>ABM (Note 1)</b>	N/A	<b>50</b> total pilot & navigator composite score		--	<b>15</b>	<b>10</b>	<b>2.5</b>	

		with a minimum of <b>10</b> in both the pilot and navigator score						
<b>Non-tech</b>	N/A	--	--	--	<b>15</b>	<b>10</b>	<b>3.0</b>	
<b>Technical</b>	N/A	--	--	--	<b>15</b>	<b>10</b>	--	Note 5
<b>TDSP</b>	N/A	--	--	--	<b>25</b>	<b>25</b>	<b>3.00</b>	Note 6

**Note 1:** There are no AFOQT score waivers for rated programs

**Note 2:** Although there is no minimum PCSM score for pilot and RPA applicants a Pilot Candidate Selection Method (PCSM) score is required. The AFOQT and TBAS test must be taken in order to receive a PCSM score. For information on the TBAS and to retrieve PCSM scores, refer to <https://pcsm.aetc.af.mil/> (the PCSM website). Once a PCSM score is available print the Printer Friendly Page and include in all pilot and RPA applications.

**Note 3:** Minimum Grade Point Average is the institution's GPA from the qualifying degree transcript or AF FM 1413, Verification of Schedule Graduation form. Minimum GPAs are effective with the 10OT04 boards. GPA waivers will only be considered if the applicant has a total cumulative score of 150 or higher when adding the AFOQT sub-scores of Academic Adaptability (AA), Verbal (V), and Quantitative (Q). A Master degree or higher GPA will only be considered if applicant does not have a bachelor degree; the lowest level degree's GPA will be used as the qualifying GPA.

**Note 4: Classification is based on the** qualifying degree and in all cases the Undergraduate (BS/BA) degree is the qualifying degree for classification; exception, applicant does not possess an undergraduate degree but has a Graduate (Masters, Doctorate) degree. AFS classification will be applied IAW the AFOCD.

**Note 5:** The following degrees qualify to meet a Technical panel:

- All engineering degrees for applicants who wish to apply for AFS in 32EXX and 62EXX require ABET Inc. accreditation. Applicants who have engineering degrees in electrical engineering or computer engineering that is not ABET Inc. accredited cannot be classified in an AFS in 32EXX or 62EXX, but are eligible for 17D1. Only ABET accredited computer, electrical, or electronic engineering technology degrees are eligible to meet under the technical program for classification into 17D1. Go to website <http://www.abet.org/> for list of ABET accredited institutions and to the AFOCD for classification requirements.
- Meteorology, Atmosphere Science, or Active Duty AF applicants who possess the following criteria: Currently performing in the 1W0XX career field with forecasting experience, an awarded Community College of the Air Force (CCAF) degree in Weather Technology, and a non-specific accredited bachelor degree. Refer AFOCD for 15W1 minimum course work requirements. Active Duty AF applicants who wish to apply to be a weather officer need to send the following to [Afrsots@randolph.af.mil](mailto:Afrsots@randolph.af.mil) to validate they are eligible for the 15W1 career field prior to application submission: a scanned copies of their CCAF degree transcript, Bachelor degree transcript, current VMPF Record Review/Update Report, and most current EPR.
- Computer Engineering Technology (ABET Accredited), for classification into 17D1, if selected
- Electrical Engineering Technology (ABET Accredited), for classification into 17D1, if selected
- Electronic Engineering Technology (ABET Accredited), for classification into 17D1, if selected
- Math/Physics/Chemistry/Architecture/Biochemistry

**Note 6:** Refer AFI 36-2013, for additional information about TDSP.

**6.2. Age Criteria - Critical Age Statement** process is to ensure the AF requirement that all officer selects must be able to enter rated training prior to age 30 and all non-rated be commissioned prior to age 35 is met. Age eligibility waivers and ETPS will not be considered. Note: Age critical applicants can be denied from competing on a board if it is determined the applicant cannot enter or complete required training by the appropriate age limit.

**6.2.1. Non-Rated** Applicants applying for non-rated programs who are 33 by the board convening

date require the Age statement on AF FM 56, Item 22, A to be initialed. Non-rated applicants must be able to complete a bachelor degree prior to age 34, be selected, attend BOT, and commission prior to their 35th birthday. Prior Service (PS) time will not be subtracted from a line officer applicant's age. Age waivers and ETPs are not authorized for non-rated applicants who are not able to commission prior to age of 35. Non-rated applicants must be briefed that, if selected, failure to complete BOT prior to 35 years of age could result in disenrollment from BOT, which could result in discharge from the Air Force.

**6.2.2. Rated** applicants applying for rated programs (Pilot, CSO, RPA and/or ABM) who are between the ages of 28-29 years of age by the board convening date require the Age statement on AF FM 56, Item 22, B to be initialed.

**6.2.2.1.** Rated applicants must be able to enter BOT NLT 29 and one month of age to ensure completion of approximately 30 weeks of training (depending on rated classification) and entry into undergraduate Pilot, RPA, CSO or ABM training prior to age 30.

**6.2.2.2.** Rated applicants who are age critical must have or have initiated a flying class 1 plus RPA (IIU) physical. Completed flying class 1 plus RPA (IIU) physicals must be stamped by AETC/SG. If physicals are not complete at the AETC/SG level, provide a memorandum from the medical treatment facility stating the physical status, estimated timeframe for completion, estimated date it will be forwarded to AETC/SG, and location where physical was completed. Place all physical documentation in the brown folder of the application and place copy in your residual file. Attachment 3, Sample Memo to Request Rated Physical and AF Form 422, is provided to assist in scheduling physical examination.

### 6.3. Subprogram Specifics

**6.3.1. Non-Rated applicants** may request consideration for up to three AFS preferences on AF Form 56, page 1, section 7C. Do not list rated and non-rated program choices on the same application.

**6.3.1.1. Combat Rescue Officer (13D1A) or Special Tactics Officer (13D1B)** Applicants must first complete phase I and II of the applicable Air Force Specialty before attending BOT. Applicant must have a military affiliation in order to attend Phase II. Refer to website: <http://www.specialtactics.com/> for specific details for competing on the CRO/STO phases. Applicants will need a CRO/STO Flying Class III physical that is certified by AETC/SG. Eligible applicants should apply for phase I before or simultaneously with a BOT non-rated board.

**6.3.1.2. Air Liaison Officer (ALO)** applicants must be in enlisted AFSC 1C45/71 to apply for this officer AFS. Depending on the criticality of this AFS ALO applicants will either meet on a Critical Accession Target (CAT) board or on the regular Non-rated Board. The ALO community will normally announce the ALO phase I board schedule and will provide specific application instructions for the ALO board that is conducted by AF/A3O. Applicant will submit a BOT application to AFRS with the additional ALO specific requirements. AFRS/RSOCL will review application for eligibility and quality review by AFRS/RSO. Once application is approved by AFRS/RSO to continue, AFRS/RSOCL will scan and email required documents to AF/ A3O for final review by the ALO board selection authority for final disposition of application. ALO applicants are to complete a BOT application with the additional items required by AF/ A3O. Refer to Attachment 4 for the ALO Addendum Application Checklist and Sample Hazardous Duty volunteer Statement. AFRS/RSOCL will

post when to submit applications for ALO consideration under “What’s Hot” on the AF Portal BOT Website. Refer to the AFOCD for the most current job description. Contact AFRS/RSOCL at [Afrsots@us.af.mil](mailto:Afrsots@us.af.mil) with any questions.

**6.3.1.3. The AF Office of Special Investigation Officer (OSI) (71S1)** - Individuals who are interested in becoming an OSI officer are to list OSI as their first choice on page one of AF FM 56 in order to be considered for OSI duty. See Attachment 7, AFOSI BOT Application Process memorandum, dated 22 Jul 2008, for more details on the selection process for OSI officers. Applicants who are not selected on the AFOSI board will be classified into another AF specialty. **Note:** Derogatory information discovered during the OSI background investigation and interview can eliminate the officer candidate from the OSI career field, and in some cases, from attending BOT.

**6.3.1.4. Pilot (92T0)/ RPA (92T3)** applicants must take the Test of Basic Aviation Skills (TBAS), in addition to the Air Force Officer Qualification Test (AFOQT), in order to receive a Pilot Candidate Selection Method (PCSM) score. The TBAS, AFOQT pilot score, and applicant’s flying hours are combined to calculate the PCSM score. It is used to predict an applicant’s probability of completing pilot training, and is used by board members as an evaluation of the whole person concept. Additional flight hours will increase the applicant's PCSM score. It is the applicant’s responsibility to update their score by visiting PCSM website <https://pcsm.aetc.af.mil/>. Applicants have until the Wednesday prior to the board convening date to update their PCSM scores. Any questions regarding the TBAS or PCSM can be answered by calling HQ AETC SAS/CS office at DSN 487-4529/4201 or commercial (210) 652-4529/4201.

**6.4. BOT Board Selection Process:** The BOT selection board is comprised of Air Force colonels or colonel (selects). There are 3 colonels assigned per subprogram. Each board member will review and score each record on a scale of 1 to 10. The board selection process is very competitive; therefore it’s important to pay close attention to detail in all areas of the application. Selection numbers are based on AFRS Line Officer Accession requirements established by AF/A1.

## **7. WAIVER PROCESSING**

Waiver requests must be included in the application along with any supporting documentation. All AFRS waivers and SRB waivers will be processed prior to the board. Assignment or DEROS related waivers will only be processed if selected. Commanders will be notified of disapproved waivers by email. Note: If the member’s commander disapproves or will not support a waiver or determination, the member is not eligible to apply for BOT. All tentative selects master personnel file at AFPC will be reviewed for derogatory information. If derogatory information is discovered and information was not disclosed in the member’s application, the application will be withdrawn from the board and member’s commander will be notified by AFRS/RSOC.

**7.1.** The ineligibility factors covered in this section are not all inclusive, but contain those that generate the most confusion. For more detail, refer to applicable AFIs identified in section 1. All waiver requests are reviewed using the “whole person” concept. Use the Waiver/Determination Worksheet at attachment 5 to assist in identifying most likely required waivers; use the Sample Waiver Memo at attachment 6 and attach supporting documents as applicable. Ensure they are located in the application as outlined in sections 11 and 12.

**Note:** The waiver worksheet does not identify all waiverable ineligibility factors, so it is very important to become familiar with the AF instructions that govern this process.

**7.1.1. Morals, Drugs, and FEDs, Dependency, RE Code** – It's mandatory to comply with the requirements listed in AFRSI 36-2001, Chapter 4. Use AFRSI 26-2001, chapter 4 to assist in determining if a waiver is required. If a waiver is required use AFI 26-2013, Table 1.1., AFH 33-337, Tongue and Quill and attachments 5 and 6 of this guide to accomplish the waiver request. If member used marijuana prior to entering service more than 15 times a Drug Eligibility Determination (DRED) is required. Refer to AFRSI 36-2001, chapter 4, paragraph 4.21.3, Table 4.1 and 4.22 to determine whether a determination or waiver require is required. AFRS/RSOC is approval authority for DREDS; AFRS/CC is approval authority for Drug waivers.

**7.1.2. Disenrollment (785) Waivers (AFI 36-2013, Table 1.1., Rule 17 and 26)** must provide valid reasoning for disenrollment. Waiver must include the applicant's statement, unit commander's endorsement, copy of applicant's DD Form 785 (DD Form 214 for Navy OCS), and any supporting documents. If the DD Form 785 is no longer available, an official memorandum from the commissioning source stating; the reason for disenrollment, when the applicant participated in the program, and a recommendation statement for future commissioning will suffice.

**7.1.2.1. DD FORM 785 (Record of Disenrollment from Officer Candidate-Type Training.):** This form is issued by the commissioning sources, and a copy is required on all applicants who were disenrolled from another commissioning program. Applicants who are disenrolled from USAFA or AFROTC, and are pending recall to Active Duty, are ineligible to apply (IAW AFI 36-2013, Table 1.1., Rule 17 and 26). Refer to AFI 36-2012, Record of Disenrollment from Officer Candidate-Type-Training, on how, and who, to request the DD Form 785 from.

**7.1.2.2. No Waiver Required** - If applicant was enrolled in AFROTC, but not on contract, request a verification memorandum from the applicant ROTC detachment and place a copy of the memorandum in the brown folder of the application. Ensure the applicant provides an explanation on the AF FM 56, page 7, Continuation Sheet, stating applicant was not on contract, and why the applicant chose not to continue in the commissioning program (be specific). If AFROTC detachment can't locate records, contact HQ AFROTC, Disenrollment Section, at (334) 953-6463 (or 0263, 3286, 7781). DSN prefix is 493.

**7.1.3. AFOQT Score Waivers** – Should only be considered on exceptional applicants, who have accomplishments that outweigh low AFOQT scores, for example, John Levitow Award, AFS AF level awards, 12 Outstanding Airmen nominee or award winner etc. Refer to Table 1, BOT Summary of Current Eligibility Criteria, and AFI 36-2013, Table 1.2

**7.1.4. Time-On-Station (TOS)/Overseas Tour Time Requirements Waivers:** Refer to AFI 36-2013, for waiver criteria. Refer to AFI36-2110, paragraph 2.25.3, for waiver processing requirements for individuals who need to attend BOT prior to meeting 1 year on station for CONUS location or ½ of overseas tour for OCONUS assignment that are more than 18 months long. A TOS waiver is not required if applicant will meet the TOS requirement by the board convening date or within the FY applicant may report to OTS. The first two digits of the board number indicate the earliest FY applicant may report to OTS.

**7.1.5. Financial Eligibility Determination (FED) for Active Duty AF Applicants** - Active Duty AF applicants require an FED (AFRSI 36-2001) when they have financial instability, such as bankruptcy, collections history, etc. See AFRSI 36-2001, paragraph 4.26.3, for ALL reasons that would require completion of an FED. (See Section 7.1.5.1 – 5 for FED processing).

**7.1.5.1.** The member's unit commander needs to review the circumstances surrounding the applicant's bankruptcy, and his/her current financial position for indications that he/she is

financially sound or unsound. The commander should speak with the unit First Sergeant, interview the applicant, and request a review of the final bankruptcy disposition letter, along with any other information needed to make a determination. If the applicant refuses to supply all requested information, the commander will terminate FED processing, since he/she can't make a determination without all necessary facts. Applicant will not be eligible to apply without an approved FED.

**7.1.5.2.** After conducting the review of the member's circumstances and current financial status, the commander's final objective is to determine if the member currently meets AF financial responsibility requirements IAW AFPD 36-29, *Military Standards*, paragraph 4, and doesn't have circumstances referenced in AFI 36-2906, *Personal Financial Responsibility*.

**7.1.5.3.** If the FED is approved then the following statement, as a minimum, needs to be placed in the interview remarks block: "I have reviewed the financial status of (applicant's name), and the financial eligibility determination is approved."

**7.1.5.4.** If the unit commander wants to expound on how the determination was arrived and emphasize his confidence that the applicant will not have future financial problems, he/she can submit a letter with his/her remarks and the above statement.

**7.1.5.5.** Applicants must use the AF FM 56 continuation sheet to explain the circumstances of their bankruptcy. The key is to answer any possible questions about the bankruptcy. If board members do not understand the circumstances surrounding the bankruptcy, they will rate the application accordingly, which might affect the applicant's competitiveness. **Note:** FED is in application when meeting the board.

**7.1.6. SRB/IEB Waivers/Extensions Policy:** Applicants must complete at least half of the current enlistment to be eligible to apply for an IEB/SRB waiver. Meeting this eligibility requirement does not however, result in automatic approval of a waiver. In all cases, the best interest and needs of the Air Force are given priority over the applicant's personal desires.

**7.1.6.1.** A waiver memorandum isn't required. Complete the waiver checklist located at attachment 5, and include it in the application as outlined in the application checklist at section 11. All SRB waivers will be processed prior to the board. Applicants who do not meet ½ of their contract by the board convening date will receive an ineligibility letter. Applicants' commanders whose waivers are disapproved will be notified by email.

**7.1.6.2.** An applicant who is approaching the end of their current enlistment has two options to avoid from becoming ineligible to apply due to a SRB. Option 1, allows Airmen to reenlist with SRB authorization, but suspends the payment until after the results of the board (AFI 36-2606, paragraph 2.5.5). Airmen selected for basic officer training do not receive the SRB. Airmen not selected for training receive the SRB if otherwise eligible. Option 2 allows Airmen to request a one-time extension of their current enlistment (AFI 36-2606, Table 4.1., Rule 28) for the purpose of meeting a board. The maximum extension period will not exceed 4 months after the date the board convenes. However, Airmen exercising this option will lose their SRB entitlement, if the extension period takes them out of the appropriate Zone. See attachment 8 for extension request procedures.

**7.1.7. DEROS Return Cycle Policy:** AFI 36-2013, Table 1.1., Rule 7, details criteria for those affected by a DEROS. Applicants who are within the 8 month and 25<sup>th</sup> day window prior to their DEROS

who will not depart the overseas area for at least 60 days after the board estimated release date, do not need to extend in the overseas area for the purpose of meeting the board. Extensions will be accomplished if selected, when necessary. Applicants whose DEROS is less than 60 days from the estimated release date or during the board process need only extend to have at least 60 days pass the estimated release date. If an assignment waiver is also required, the assignment RNLTD must also be adjusted to 60 days pass the estimated release date, when applicable.

**7.1.8. Assignment/Retraining:** AFI 36-2013, Table 1.1. Rule 4 and Rule 5, airmen who have an assignment and/or retraining date whose RNLTD does not extend at least 60 days past the estimated release date are ineligible to apply since they will PCS before the board process is complete. Applicants can contact their enlisted assignment POC to see if they can get their RNLTD change to be past 60 days from the estimated release date IAW AFI 36-2110 so that they can submit an application with an assignment waiver.

**7.1.9. Retainability required for board processing** – Applicants must have retainability at least 60 days pass the estimated board release date to ensure sufficient time to extend or reenlist to attend basic officer training.

**7.2.** Waiver disapproval can be at any level of the determination/waiver review process. AFRS/RSOCL will notify applicant's commander and courtesy copy respective education office of disapproved determinations or waivers. Any disqualifying factor occurring or discovered after application submission that requires a waiver must be brought to the attention of AFRS/RSOCL immediately. Anyone selected who at any time becomes disqualified may have their select status withdrawn.

## **8. POST BOARD PROCESS**

**8.1. Notification of Board Results:** HQ AFRS/RSOCL will announce the selects by message through the Official Personnel Services Delivery Memorandum (PDSM) process. AF/A1DL, MAJCOMS, and Education offices will receive a courtesy copy of the PDSM selectees' message and a message with the list of non-selectees. The Base Education Office will notify commanders of affected members only. Base Education Office needs to notify AFRS/RSOCL of any changes to email addresses used to receive messages pertaining to the release of boards, board schedules, program announcement changes etc. by emailing [afrsots@us.af.mil](mailto:afrsots@us.af.mil).

**8.2.** The number of selected applicants is based on Air Force requirements. HQ AFPC classifies non-rated AFS requirements based on applicant's qualifications, preferences, and needs of the Air Force.

**8.3. Post Selection Instructions** are located on the BOT website in the AF Portal under Active Duty Announcement and Tools:

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=-2191492&parentCategoryId=-1611609&channelPageId=-1537972>.

## **9. CHAIN OF COMMAND:**

Applicants are not allowed to contact HQ AFRS/RSOCL directly, unless it is in response to AFRS initiated contact. They must direct all questions and correspondence through their education counselor. The counselor should brief this rule to the applicant during the first interview. Education counselors may direct all questions to AFRS/RSOCL via email at [afrsots@randolph.af.mil](mailto:afrsots@randolph.af.mil), or telephone at 210-565-0340 (DSN: 665).

## **10. RESERVED**

(Intentionally left blank)

## 11. Application Content Layout Checklist

Applicant's Name (last, first, MI) \_\_\_\_\_

SSN \_\_\_\_\_

Squadron: \_\_\_\_\_

Board Number: \_\_\_\_\_

<b>INSIDE AFRS FORM 1360</b> (Ask your counselor for this form after your AFOQT Scores are back & all rough drafts approved by education counselor & ESO/BESO)	Attach to left side of AFRS Form 1360	Attach to right side of AFRS Fm 1360	Place under documents on right side	Inside Brown Folder
Waiver/Determination Worksheet				
Waiver Memorandum, if required				
Waiver Supporting Documents (i.e. court documents, AF Form 785, AF FM 3070A, etc)				
OTS Applicant Profile - Mandatory Format				
AF FM 56 ( <b>single-sided</b> ) <b>Original</b>				
Letter of Recommendation				
Rated – PCSM Web Printout ( <a href="https://pcsm.aetc.af.mil/">https://pcsm.aetc.af.mil/</a> )				
Rated – Copy of Pilot License(s)				
ALL Enlisted Performance Reports, Performance Reviews, etc. ( <b>single-sided</b> ), Chronological order of current to past.				
AFRS Form 1413, If Applicable				
<b>Original</b> transcripts of qualifying degree and transcripts of all degrees listed on Profile ( <b>Pages stapled</b> , place under documents on right); copies of professional certificates.				
Brown or Vanilla file folder with label listing Last Name, First, SSAN, and Squadron				
This Application Checklist ( <b>Pages stapled</b> )				
Award source documents (when not listed on RRR or EPRs)				
AFOQT Web Printout				
AF FM 56 ( <b>Copy/ Pages stapled</b> )				
AF FM 422 or Flying Class 1, plus RPA(IIU) Physical or memo, when required ( <b>Copy/ Pages stapled</b> )				
VMPF RR/Update, and Data Verification Brief for AF active duty/ANG/AF Reserve only ( <b>Copy/ Pages stapled</b> )				
UCMJ Quality Force Review Letter – Attachment 2 with AFPC/DPSIR response				
<b>Prior service documents, place in brown folder</b>				
DD Form 4(s) (Enlistment/Reenlistment documents) ( <b>Copy/ Pages stapled</b> ) ( <b>Only if member has had a break in service</b> )				
Undeleted DD 214 & 215's (if applicable)				
Discharge Certificates Copy (if applicable)				
Discharge Orders Copy (if applicable)				
ALO applicant only, Addendum checklist and documents				

**Instructions:** Use this checklist to ensure all required documents are in the application, in the correct location, and in the correct sequence. Place your initials indicating each document is in the application and in the correct area. Place a N/A if document is non-applicable. Include a completed copy of this checklist in the application. (Place it on top of all documents in the brown folder).

Education Counselor's Name: \_\_\_\_\_

Education Counselor's voice and fax numbers \_\_\_\_\_



## **12. INSTRUCTIONS FOR COMPLETING APPLICATION**

### **12.1. AFRS Form 1360** (Jun 04 version) Commissioning/Appointment Application.

Ensure the applicant's Last, First, MI, SSAN, are completed on the top of the form (typed or printed). Complete Applicant Information Section, Sections I – IV. If non-rated, place X next to appropriate category. If rated list choice number next to rated sub category, list RPA and choice number in Remarks section VI, i.e “RPA 3.”

**John W. Smith**  
**111 Main St.**  
**Smith, AL, 12345**  
(H) 321-555-1234 (W) 123-456-7890

### **ACADEMIC EDUCATION**

<u>Institution/City/State</u>	<u>Degree</u>	<u>Year Graduated</u>
- Troy State Univ., Montgomery AL	B.S., Human Resources	2008
- Troy State Univ., Montgomery AL	M.S., Human Resource	Projected 2012

### **PROFESSIONAL MILITARY EDUCATION** (For Prior Service, ROTC, USAFA Affiliation)

<u>School</u>	<u>Year Graduated</u>	<u>Awards</u>
- NCO Academy	2002	Distinguished Graduate

### **CAREER ACHIEVEMENTS**

- Air Force Commendation Medal, 2007
- Air University NCO of the Year, Maxwell AFB, 2006
- Air Force Achievement Medal, 2005, 2003, 2000
- Air University Airman of the Quarter, Maxwell AFB, 1998

### **PERSONAL ACHIEVEMENTS**

- Private Pilot's License
- National Dean's List, 2008, 2007
- Recognized as Community Outstanding Volunteer, 2003
- Team captain of the Maxwell AFB softball team for two years (2007, 2006)

### **PROFESSIONAL AFFILIATIONS**

- Gamma Beta Phi Honor Society
- Noncommissioned Officers Association

### **PERSONAL/OUTSIDE INTERESTS**

- Teach Adult Couples Sunday school, Ages 30-35, Eastdale Baptist Church
- Volunteer for Habitat for Humanity
- Fishing, Reading, Golf, Traveling, Music/Theater

### **WORK EXPERIENCE**

- |  |                             |               |
|--|-----------------------------|---------------|
| -US Air Force<br><i>NCOIC, Financial Management</i>  | Maxwell AFB, Alabama        | 2007– present |
| <ul style="list-style-type: none"> <li>● Traveled Weekly auditing location for financial and procedural compliance to DOD, OSHA, and AF standards.</li> <li>● Submitted analytical report to senior management weekly</li> </ul> |                             |               |
| -US Air Force<br><i>Athletic Services Manager</i>  | Ellsworth AFB, South Dakota | 2003-2007     |
| <ul style="list-style-type: none"> <li>● Managed athletic department</li> <li>● Worked closely with marketing director</li> <li>● Organized fundraising events.</li> </ul>   |                             |               |

**12.2. Applicant Profile** Mandatory Format - see sample below. Within each category list each entry in chronological order, present to pass. The Applicant Profile is mandatory for all applicants. Work experience should cover the last seven years or until 16<sup>th</sup> birthday, whichever is soonest. You may include

more experience depending on relevance to the application. Maximum length is 2 pages, plain paper, Times New Roman, 12-font size only. Applicant must provide copies of award memorandums, certificates if award or certification is not listed on VMPF RRR or in enlisted performance report.

## **DIAGRAM 1 - APPLICANT PROFILE**

**12.3. AF FM 56** – Type all entries, except where otherwise indicated. Form (dates/signatures) cannot be older than 180 days prior to the board convening date.

### **12.3.1 AF FM 56, I, Page 1:**

**12.3.1.1.** Ensure items 1–9 are complete and correct. Mark "OTS" in 7A. Leave item 8 blank (doesn't apply). Non-rated applicants complete block 7C; Rated applicants will list their choices on page 7 using the rated statement in paragraph 12.3.8. All applicants must mark item 7D, Volunteer for Flying Duty (rated **must** mark Yes, and non-rated AFSCs 13S1/ 13M1 require a Yes as well). Only List utilization field titles (not codes). Only AFSC in Section 14

can be listed; do not list specific aircraft AFSC.

Refer to section 14, *Air Force BOT Accession Specialties*, for entry level specialty codes and information. The AF Officer Classification Directory (AFOCD) is a good source for specialty education requirements and job descriptions. It can be found by accessing the HQ AFPC website, <https://gum-crm.csd.disa.mil/app/login/session/L3NpZC91VERHUmJ0aw%3D%3D> and conducting a search for “AFOCD”.

**12.3.1.2.** Ensure AFOQT scores on AF FM 56 match applicant’s AFOQT website printout.

**12.3.2. AF FM 56, I, Page 2:**

**12.3.2.1.** Review items 10–18. If required, ensure remarks are placed on Continuation Sheet.

**12.3.2.1.1.** Item 11. A waiver is required on applicants that have previously disenrolled from a commissioning program (see section 7). List any previous applications for commissioning programs even if not selected.

**12.3.2.1.2.** Ensure item 15 is clear and concise. List all offenses including any Article 15 action received. Note: Receipt of an Article 15 requires a waiver. Additionally, a morals or other waiver may be required, depending on the reason for the Article 15. Under “Disposition of charge”, be specific (“Paid \$115 fine” vs. Paid fine). Use the Continuation Sheet if more space is needed. Refer to AFRSI 36-2001, chapter 4 to determine moral waiver requirements. In the court column type “traffic court” for traffic ticket offenses even if payment was made by mail.

**12.3.2.1.3.** Item 18. If the answer is yes, ensure Financial Eligibility Determination (FED) is included in the application. **NOTE:** Answering No to this question does not preclude the necessity for an FED. See AFRSI 36-2001, paragraph 4.26.3, for ALL reasons that would require completion of an FED. (See section 7.1.6 of this document for explanation of FED process for active AF enlisted members).

**12.3.3. AF FM 56, I, Page 3 & 4**

**12.3.3.1.** When applicable, ensure items 19–23 are completed. Final AF FM 56 must have handwritten initials next to applicable statements. Item 21D(2) - ABM active duty service commitment is now 6 years upon receipt of aeronautical rating. ABM applicants need to cross through the 3 in Item 21. D (3) and pen in a 6 and initial. Enter "NA" next to non-applicable statements (don't use quotes). RPA applicants need to enter the following statement and initial on AF FM 56, page 7, “If selected for RPA Training I will incur an ADSC for 6 years from the date I am awarded an aeronautical rating.” Please make sure all blocks are initialed (especially 21e). Missing initials is a common problem. Under item 19; work experience should cover the last seven years or until 16<sup>th</sup> birthday, whichever is soonest. Air Force employment should be listed as one entry with current salary information.

**12.3.3.2.** Item 22 is completed in paragraph format. Both rated and non-rated applicants are to state their objectives and reason for desiring an Air Force commission and address any concerns they may have about their applications (i.e. low AFOQT, GPA, and/or PCSM scores). Rated applicants will also use this space to express why they wish to be a rated officer in addition to the

above requirements. Ensure all applicants initial next to the Age Statement pertaining to their application (all applicants need to initial regardless of their age).

#### **12.3.4. AF FM 56, II, GPA**

**12.3.4.1.** In Item 24. List the names of institutions the applicant has been awarded a degree or is projected to complete to include A.A., B.S., B.A., M.S., M.B.A., PhD. List the name of the institution and type of program in same block (i.e. CCAF, A.A. or U of Maryland, B.S.). This list needs to match applicant's degrees listed on the Profile. **All other blocks in item 24, should be left blank.**

**12.3.4.2.** Counselor signs item 25, and validates all information is accurate in sections I & II.

#### **12.3.5. AF FM 56, III – Commander's Interview/Evaluation**

**12.3.5.1.** Item 26 - Non-English Speaking (NES) Identification Statement. Interviewer determines if applicant is an NES applicant. An NES applicant is anyone whose primary language spoken at home as a child was not English. Refer to AFRSI 36-2001, Attachment 12, for NES processing procedures.

**12.3.5.2.** Item 27 - Commanders must initial statement, indicating a review and affirm that the member's Dependent Care Plan for military applicants married to military spouse or single parents is valid and effective.

**12.3.5.3.** Item 28, A - Ensure all waivers are listed.

**12.3.5.4.** Item 28, B - Self-explanatory.

**12.3.5.5.** Item 28, C – (1) self explanatory; (2) commander needs to request review of applicant's master personnel file located at the AF Personnel Center prior to initialing this block. Commanders can request a review of their applicants' master personnel files for derogatory information to determining eligibility for Officer Training School. Fax request to AFPC/DPSIR (210) 565-4021 (DSN: 665-4021) or email [dpsomp.incoming@us.af.mil](mailto:dpsomp.incoming@us.af.mil). Be sure to provide the applicant's SSN, purpose for request, and a return fax number/email address. **AFPC/DPSIR's response becomes an attachment to Attachment 2, UCMJ Quality Force Request and Review Letter** (3) Self-explanatory, refer to section 12.7 for more details on the letter of recommendation limitations and requirements.

**12.3.5.6.** Item 28, D - J - Interviewer rates accordingly.

**12.3.5.7.** Item 28, K - Bullet format is mandatory. Unit commander (interviewer who is on G-Series orders) provides comments and recommendations for rated and non-rated duty in this section (entries are mandatory) by covering the items listed in 28, D-J and any other information the commander wishes to include. If the commander is not available, the acting commander may complete interview; however, acting commander must include a copy of the orders reflecting he/she is the acting commander. Use hard-hitting bullets that tell a story and quantify or stratify if possible (i.e. "Best I've seen", "Top 5% of applicants interviewed", etc.) Honest evaluations are a must. Ensure the commanders are aware of any waivers that may be required. It is important that the commander acknowledges critical information when recommendation does not match information in the application (i.e. low GPA, poor EPR ratings, etc.). The interview must be

endorsed by a field grade officer in the applicant's chain of command if the unit commander is a Captain or below.

Acknowledging item 28 D-J validates that the commander has reviewed the information contained in the application and still recommends the applicant for BOT.

**12.3.6. AF FM 56, IV - Endorsing Official:** Only use this section when interview is conducted by an AF officer in the rank of captain. Indorsement must be within the applicant's chain-of-command.

**12.3.7. AF FM 56, V – Continuation Sheet (if necessary)**

**12.3.7.1.** Only use this for Items 10, 11, 13, 14, 15, 17, 18, and 24. Include applicant initials at the end of each statement listed on the AF FM 56 continuation sheet.

**12.3.7.2.** Make sure each entry has the correct item referenced. Any comments must be dated and initialed by the applicant.

**12.3.7.3.** If you don't have enough room on page 1 of AF FM 56, use the continuation sheet to provide MPF and BESO addresses.

**For Example:**

<p><b><u>MPF</u></b> (on page 1)          (Base MPF Org/Office Symbol)          (Street Address)          (Base AFB, State, Zip)          (Relocations) DSN xxx-xxxx Fax xxx-xxxx</p>	<p><b><u>BASE EDUCATION OFFICE</u></b> (on page 1)          (Base ESO Org/Office Symbol)          (Street Address)          (Base AFB, State, Zip)          DSN xxx-xxxx Fax xxx-xxxx</p>
<p><b><u>Counselor signature block</u></b> (on page 5)           (Counselor Name, GS-xx, DAF)          Guidance Counselor          Email address: <a href="mailto:counselor@base.af.mil">counselor@base.af.mil</a></p>	

**12.3.8.** For rated applicants place statement below and list up to 4 rated choices; ensure applicant's choices are in preferential order (1, 2, 3, and/or 4). If applicant wants less than 4 choices, applicant needs to write N/A on the choices not used.

---

I understand I may list up to four rated Air Force specialties and my application will be considered for selection in only the specialties I list below. I understand that my chance of selection will not increase with more choices. I am willing to serve in the Air Force in all

annotated choices.

---



---



---



---

1st. \_\_\_\_\_ 2nd. \_\_\_\_\_

---



---



---

3rd. \_\_\_\_\_ 4th. \_\_\_\_\_

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**12.4. UCMJ QUALITY FORCE REVIEW LETTER** All applicants must accomplish this letter and it must be signed by the applicant's commander. See attachment 2.

**12.5. PRIVATE/COMMERCIAL PILOT LICENSE** Pilot and RPA candidates must include a copy of all pilot licenses in the application if applicant marked yes to having a license on page 2 of the AF FM 56.

**12.6. PCSM WEBSITE PRINTOUT** – Mandatory for individuals applying for pilot and RPA and is placed in AFRS Form 1360 after the Letter of Recommendation. Refer to <https://pcsm.aetc.af.mil/> to obtain printout.

**12.7. LETTER OF RECOMMENDATION (LOR)** (SEE SAMPLE BELOW) - Letter must be within applicant's chain-of-command, no higher than the senior rater (normally the wing commander). Letter cannot be more than 180 days old from board convening date. Only one LOR is allowed. The LOR should be addressed to the Air Force Officer Selection Board. A LOR adds emphasis to the “whole person” concept. The LOR tells board members more about the individual's character and potential for commissioning. It is recommended that the unit commander not write the LOR, since he/she already performed the interview. The best person to write an LOR is one who has a working knowledge of the applicant; attesting to applicant's character, morals, standards, and potential. Individuals writing an LOR should state their relationship to the applicant and use specific examples they have observed leadership, moral character, talents, accomplishments, etc. Don't use a senior officer if he/she doesn't personally know applicant (it will reflect in overall rating). Applicants are not allowed to obtain an additional endorsement on the letter of recommendation.

Note: (Refer to AFI 36-2406, 1 Jul 2000, Attachment 1, Section "Terms", Page 144, Senior Rater (Officer) or contact MPF to determine who the organization's senior rater is when not assigned to a wing).

**DIAGRAM 2 – (SAMPLE) LETTER OF RECOMMENDATION**  
**FORMAT FOR LETTER OF RECOMMENDATION**  
 (Using AFH 33-337, Tongue and Quill,  
 Memorandum format and organization letterhead)

1 Jan 2005

## MEMORANDUM FOR AIR FORCE OFFICER SELECTION BOARD

FROM: Col John W. Smith  
 10 MAIN ST  
 Travis AFB, CA 92408  
 (Address not necessary here if letterhead is used with address already indicated)

SUBJECT: Suggested Letter of Recommendation for SSgt Jane Doe  
 (This example should be used as a guide only)

I'm the wing commander at Travis AFB, and I've known Jane Doe for five years...She has worked directly for me as a supervisor...She was one of my best NCOs...etc

2. Letter of recommendation should have lots of specific examples that show the applicant's abilities, character, desires for military service, personal traits, commitment, etc. Letter of recommendation should be no more than two pages and does not have to match the format of this example. Font size should be 12 to make it easier for board members to read. Do not use bullet format. Examples might include:

SSgt Jane Doe supervised ## workers and was responsible for...

She created a new database system to help manage millions of dollars of...

She helped organize a neighborhood event ....

She was an outstanding athlete in...

She won the ?? award for...

She showed great leadership ability when she...

She showed moral character when she...

She was recognized by the community for...

She worked and went to school which shows...

She easily adapts to the military lifestyle, because...

I highly recommend Jane Doe for an Air Force commission because...

3. You may contact me at (111) 123-4567 if you have any questions (LOR writer's phone number).

Sincerely,

(Signature required)

JOHN W. SMITH, Colonel, USAF

Commander

Attachment 2

## **12.8. CURRENT/PRIOR SERVICE RECORDS – EPRS, PERFORMANCE REPORTS**

- 12.8.1.** All records are required, regardless if from previous service or another branch.
- 12.8.2.** Mandatory - Copies of all Performance Reports EPRs/LOEs (Single-sided only obtained from Airmen Record Management System (ARMS)).
- 12.8.3.** Include derogatory information with waiver documents (Article 15 actions, etc.), if applicable.
- 12.8.4.** Copies of all undeleted DD Form 214s are required (NGB 22 for prior Guard), if applicable.
- 12.8.5.** Discharge orders are required for prior Reservists, if applicable.
- 12.8.6.** Include all DD Form 4s on ADAF applicants who have previously served in any other component. Prior Service applicants must request their military records using SF 180. Fax SF 180 requests to (314) 538-2875. Contact the AF Liaison at (314) 538-2876 if you need assistance.

## **12.9. AFRS FORM 1413 (VERIFICATION OF SCHEDULED DATE OF GRADUATION)**

- 12.9.1.** AFRS Form 1413 must include projected graduation date, classes needed to complete degree requirements, class standing (if available), and certification from the school registrar.
- 12.9.2.** Active Duty applicants must possess a baccalaureate or higher degree, or be within 365 days of graduation. The education counselor will sign and date the form in the recruiter's block.
- 12.9.3.** This form is located on the AF pubs website (type keyword *AFRS* for list of forms).
- 12.9.4.** There are no special instructions required to complete form. Ensure BESO counselor's name and organization address are listed in items 2 and 8. Please use AFRS Form 1413 instead of a registrar's letter (if possible). As a minimum, you must have the registrar's certification signature (a raised registrar seal is not mandatory).

## **12.10. TRANSCRIPTS**

- 12.10.1.** Refer to AFI 36-2013, paragraph 3.2.2 for educational requirements. Official electronic transcripts are acceptable in black and white. You must include the cover page of E-transcript when available.
- 12.10.2.** Applicants with conferred degree. Application requires official copy of qualifying conferred degree transcript. Highlight the degree type, major of study, and date the degree was conferred. Note: Applicant will have to order a second, unopened, official copy to take to BOT, if selected.
- 12.10.3.** Applicants pending graduation. Application must have official copy of most current qualifying degree awarding transcript with AF Form 1413.
- 12.10.4.** Additional transcripts. Official copies of additional conferred degree transcripts, projected completion of degree transcripts (i.e. incomplete MS transcript with AF FM 1413) are required. Copies of official certificates of completion are acceptable and required for professional certification listed on profile (i.e. Microsoft Exchange Server Certification). Basically any certification, conferred or projected degrees listed on the applicant's profile must have supporting documents validating

information.

**12.11. MEDICAL PHYSICAL EXAMINATION** – Applicants who have waivers for any part of the fitness test are ineligible to apply since all officer trainees must pass the fitness test without waivers per AFOTSI 36-2007. Applicants who have an Assignment Limitation Code (ALC) found in AFI 41-210, paragraph 10.8, are ineligible to apply for commission IAW AFI 36-2013, Table 1.1., Rule 20. No waivers for ALC codes are considered due to ALC-C codes being valid indefinitely, unless changed during a annual review. IAW AFI 41-210, 10.8 HQ AFPC/DPAMM is the authority to assign or remove the ALC-C on active duty members.

**12.11.1. Non-Rated Applicant:** A qualifying AF Form 422, *Physical Profile Serial Report*, is mandatory for inclusion in the application. The remarks section of the qualifying AF FM 422 must read:

“Based on full record review the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have a AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member has not had PRK or Lasik surgery. Surgery date was on \_\_\_\_\_).”

**12.11.1.1.** ALO applicants require a Ground Base Air Control (GBC)/ Commissioning physical certified by AETC/SG in their application if initial GBC physical on file is more than two years old. If initial GBC physical on file is less than two years old then only an AF FM 422 with statement below is required:

“Based on full record review the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty for the Air Liaison Officer specialty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have a AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member has not had PRK or Lasik surgery. Surgery date was on \_\_\_\_\_).”

**12.11.3. Rated Applicants:** A qualifying AF Form 422, *Physical Profile Serial Report*, is mandatory for inclusion in the application. The remarks section of the qualifying AF FM 422 must read:

“Based on full record review the member is medically qualified for continued enlistment, commissioning, and cleared for worldwide duty and does not have an ALC or in the process of a medical evaluation board (MEB). Also member does not have a AF Form 469 with Duty Limiting Condition Report describing duty limitations or exemption from any component for Fitness Testing. Member has not had PRK or Lasik surgery. Surgery date was on \_\_\_\_\_),” if applicable. **NOTE:** Individuals who are selected for rated duty and are subsequently medically disqualified for all rated duty will no longer be reclassified into a non-rated AFC. Member, if eligible, will have to reapply on the non-rated board.

12.11.3. For rated age critical requirements, refer to section 6.2. Plan in advance for anyone who is 27 years old, to schedule a physical early in the application process, since completion of a physical can take up to two or more months. Ensure the Flight Medicine or physical exam section submits the

physical and waiver (if needed) to AETC/SG via their Physical Examination Processing Program (PEPP) and Aeromedical Informational Medical Waiver Tracking System (AIMWTS). Include a copy of the completed flying class physical 1, plus RPA (IIU) or memorandum from the medical treatment facility in the application.

**12.11.3. Attachment 3**, Sample Memo to Request Rated Physical and/or AF Form 422 is provided to assist in scheduling physical examination

## **12.12. PERSONNEL DATA REPORTS** (Mandatory for all applications):

**12.12.1.** No earlier than 30 days prior to application submission, the BESO counselor must request the member's MPF or FSS to place an Assignment Availability Code (AAC) 05 on member's electronic MILPDS record. Code should remain valid for 12 months. BESO or designated OPR will remove code if applicant withdraws or is non-selected.

**12.12.2.** No sooner than one month prior to application submission, applicants must retrieve a VMPPF "Record Review/Update" print out and a "Data Verification Brief from VMPPF. Please staple all respective report pages together. It is the applicant's responsibility to ensure all information on the generated reports is accurate. If member is currently receiving an SRB then the report should reflect the SRB information. If it is missing member needs to correct it by going to their Career Enhancement Office. Please staple all respective report pages together.

## **13. COMMON ERRORS**

- Missing signature/date
- Item 4 on the AF Form 56 not filled out
- Missing rank order of rated and non-rated choices in item 7 or page 7 of AF FM 56.
- Missing current military information on item 13.
- Missing amount of fine paid for traffic offenses in item 15 of AF FM 56.
- Inaccurate offense or offense doesn't make sense in item 15 of AF FM 56.
- Missing salary and reason terminated in item 19 of AF FM 56.
- Misspelled words and grammatical errors throughout application.
- Missing waiver (when in doubt, contact AFRS/RSOCL)
- Combined GPAs - graduate work must be listed separately on AF IMT 56, page 7
- Combining of GPAs from various institutions – use GPA from qualifying degree transcript only
- AF FM 56, page 5 quality points, hours and GPA **not blank**.
- Wrong applicant's name in interviewing comment
- Items 21a through 21e on the AF IMT 56 not initialed by applicant; ABM ADSC not marked out and 6 entered with initials
- Wrong AFOQT date or wrong AFOQT scores on the AF IMT 56
- Letter(s) of Recommendation not dated and not signed
- RPA/ABM statement and/or rated choices statement not on page 7 of the AF IMT 56

## **HELPFUL HINTS**

- Don't put each form in document protectors
- Don't send photographs
- Save the government money - only forward duplicates of forms when required
- Ensure name and SSN is printed on top of page that do not have identity listed.

- Helpful to keep separate emails per applicant; grouping applicants updates gets time consuming to decipher.

**14. AIR FORCE BOT ACCESSION SPECIALTIES**

AFSC	<b>Program Job Title/ Physical Required after selection</b> <b>Refer to the AFOCD for Job Description/Education Requirement</b>	
R a t e d A F S p e c i a l t i e s		
92T0	Pilot Trainee	(Flying Class I physical)
92T1	Combat System Officer (CSO) Trainee	(Flying Class 1A physical)
92T2	Air Battle Management (ABM), AWACs	(Flying Class III physical)
92T3	Remotely Piloted Aircraft (RPA)	(Flying Class IIU physical)
A F S p e c i a l t i e s w i t h M a n d a t o r		

y D e g r e e R e q u i r e m e n t s		
	15W1	Weather (See Notes 1 and 3)
	15W1B	Basic Meteorology Program (BMP) - limited openings
	17D1	Cyberspace Operations (See Note 3)
	32EXA	Architectural Engineering
	32E1C	Civil Engineer, Civil Engineering
	32E1E	Electrical Engineer
	32E1F	Mechanical Engineer
	32E1G	General Engineer
	32E1J	Environmental Engineer
	61A1	Scientist, Analytical
	61B1	Scientist, Behavioral
	61C1	Chemist/Biologist
	61D1	Scientist, Physicist/Nuclear
	62E1A	Developmental Engineer, Aeronautical Engineer
	62E1B	Developmental Engineer, Astronautical Engineer
	62E1C	Developmental Engineer, Computer Systems Engineer
	62E1E	Developmental Engineer, Electrical/Electronic Engineer
	62E1G	Developmental Engineer, Project Engineer
	62E1H	Developmental Engineer, Mechanical Engineer
	63A1	Acquisition Manager (See Note 3)
	64P1	Contracting (See Note 3)
	65F1	Financial Management (See Note 3)
	65W1	Cost Analyst (See Note 3)
A F S p e c i a		

I t i e s w i t h o u t M a n d a t o r y D e g r e e R e q u i r e m e n t s		
	13D1A	Combat Rescue Officer (Flying Class III Combat physical)
	13D1B	Special Tactics Officer (Flying Class III Combat physical)
	13L1	Air Liaison Officer (Ground Base Aircraft Controller)
	13M1	Airfield Operations (AR/ATC Upgrade)
	13S1	Space & Missile Operations (ARSMOD/SMOD),
	14N1	Intelligence
	21A1	Aircraft Maintenance
	21M1	Munitions & Missile Maintenance
	21R1	Logistics Readiness
	31P1	Security Forces
	35B1	Band
	35P1	Public Affairs
	38F1	Force Support

71S1	Special Investigations	(See Note 2)
<b>Note 1:</b> Closed for BOT Accessions FY11 and 12		
<b>Note 2:</b> See section 6.3.1.2 and attachment 7 for changes in OSI classification		
<b>Note 3:</b> Non-		

ec hn ica l de gr ee s ma y qu ali fy for thi s A FS C		
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## **15. FREQUENTLY ASKED QUESTIONS**

Counselors who would like to add new questions to this section may send such requests via email to: [afrsots@randolph.af.mil](mailto:afrsots@randolph.af.mil). If the BESO counselor cannot answer a question, he/she should contact HQ AFRS. Only BESO Counselors are authorized to contact HQ AFRS).

**Q: What advice can you provide to me to help me increase my applicant's chances of being selected?**

*A: Applications should be typed flawlessly with an emphasis on leadership/management. Profile should be complete and list as much as possible about the applicant. Item 22 of AF FM 56 should be filled up as much as possible and should address the objective for officership, rated duty, if applicable, and address any negative factors. If possible, a Major or higher should perform the interview. If an officer in the grade of Captain or below performs the interview, you should obtain the squadron commander's or higher endorsement, if possible. Use verbiage such as outstanding, superior, excellent, average, below average, the absolute best, my number one, etc.... There is no doubt that the AF FM 56 is the most critical document in an application.*

**Q: What are the most common things that keep an applicant from getting selected?**

*A: Some of the most common reasons for non-selection are weak writing styles and a lack of bullets on the AF FM 56 interview. Interviewing officers often "cut and paste" bullets from previous applications and overlook the change in the name or pronoun. Also, an interviewing officer will sometimes use the same bullets on several applications. Poorly written OTS profiles and a poorly written letter of recommendation that leaves unanswered questions in the mind of a board member can result in lower board scores.*

**Q: I have an application that is almost completed. The deadline for applications is in two days. Should I submit the application early to meet the deadline or wait until the documents come in, then submit the complete application?**

*A: We always prefer to receive the application in "board ready" status, meaning no more than 5 errors. Each applicant's situation is different and extenuating circumstances do occur. Your best bet is to always be pro-active and plan to have the application to HQ AFRS the week prior to the application cut-off.*

**Q: Are minority applicants more competitive than other applicants?**

*A: Absolutely not. It is against the Equal Employment Opportunity Act to base the selection process on race, ethnic origin, religion, or sex. Board members do not consider these factors.*

**Q: Why is the pilot selection rate low if the Air Force needs 800 - 1,000 per fiscal year?**

*A: AFRS selects only 100 - 120 pilots every year. The majority of pilots come from USAFA and AFROTC.*

**Q: We heard that BOT has almost made goal for this year? The year just started, please explain.**

*A: Selections are made approximately 6 to 12 months in advance of the expected shipping timeframe. Therefore, in order to fill the first three to four BOT classes, selections for a fiscal year actually begin as early as October of the year proceeding the fiscal year in question.*

**Q: We are having a hard time getting Base X's Military Treatment Facility (MTF) to perform our rated physicals in a timely manner? What can we do to speed things up?**

*A: This is another common question and the cause of a lot of frustration in the field. If the OIC or NCOIC of Flight Medicine isn't assisting you, use your chain of command. The chain of command, starting from lowest to highest is the OIC, Flight Medicine, the Aerospace Medicine CC (usually a Colonel), the Medical Group CC (usually a Colonel), and finally the Hospital CC. Contrary to popular belief, base hospitals do not work for HQ AETC/SGPS. Instead they work for the base commander, then ultimately the MAJCOM commander. The SG has assured RSOCL that each hospital has established procedures in place. The SG also has told us, if there are errors on the physical (missed the DAT/HIV/depth perception/etc), or if*

*physicals are taking an excessive amount of time to be completed, that should be brought to the attention of one of the individuals listed above (in the chain of command).*

**Q: An Active Duty Air Force recruiter wants to apply to BOT. Who is the recruiter's Point Of Contact (POC)? Who completes the application?**

*A: The POC is the nearest base education office counselor. The applicant and education services POC complete the package together. Each has roles and responsibilities in the process. The applicant is the pacesetter.*

**Q: When will a selectee go to BOT?**

*A: Once an application is audited and qualified, and all physical requirements are met, selects will be assigned to the next available class date based on his/her date of availability and AFSC (usually 4 -12 months from selection).*

**Q: Where do selectees go after BOT?**

*A: Assignments are determined by AFPC. Once HQ AFRS has made a BOT class assignment, the individual's file is forwarded to AFPC for assignment action. AFPC will send a message to the individual's MPF with assignment instructions, no later than 60 days prior to his/her report date, not everyone will know where his or her next duty station will be prior to attending BOT.*

**Q: What should be done if an applicant is disqualified medically for a commission?**

*A: Applicant is ineligible to apply for commissioning if they are unable to get a qualifying AF FM 422 (refer to section 12.11. for criteria for a qualifying AF FM 422).*

**Q: What should applicants do if their BESO Counselor leaves the base before their BOT application is completed?**

*A: The BESO is the point of contact. They normally have more than one counselor at each base, or have contingency plans for such circumstances. Direct all questions through that office.*

**Q: What are the rules concerning Letters of Recommendation (LOR) for BOT packages?**

*A: Only one LOR may be used for an Active Duty applicant; however, it is optional. Someone in the applicant's current chain of command who is no higher than his/her organization's senior rater (usually the wing commander) must sign the LOR (no endorsements allowed on letter).*

**Q: What should an applicant do if he/she cannot remember and/or find the location, court, or amount of a speeding ticket?**

*A: Supply all information to the best of his/her ability (see AF FM 56, Item 15).*

**Q: Can a female apply for BOT while pregnant?**

*A: No. All applicants must be physically qualified at the time of application IAW AFI 48-123. Pregnancy is a medically disqualifying factor until after the member is cleared of her pregnancy profile and can provide a current AF Form 422 qualifying her for continued enlistment and commissioning.*

**Q: What determines if an applicant's degree is acceptable by BOT?**

*A: A degree qualifies for non-rated and rated if the degree is from a regionally or nationally accredited institution of higher learning. The best place to check is in the current edition of the Accredited Institutions of Postsecondary Education (AIPE), published by the American Council on Education (ACE) or on the [ACE website](http://www.ace.edu). If the degree granting institution is not listed in AIPE, the BESO Counselor should be consulted for further guidance for assistance. Application for AF engineering specialties requires a degree that is also accredited by the ABET Inc. Refer to: <http://www.abet.org/> to determine if a degree is ABET accredited.*



## **Attachment 1**

### **Key Terms/Acronyms**

**AFOQT** - Air Force Officer Qualifying Test. Detailed information is located in AFI 36-2605, AF Military Personnel Testing System, and attachment 2. The AFOQT is administered to all applicants applying for Air Force line officer commissioning programs. The AFOQT may only be taken twice. There's a 180-day wait to retest. Applicants may request a waiver to test within the 180-day wait. Testing a third time isn't authorized. Additional information can be found by accessing the HQ AFPC website, <https://www.ask.afpc.randolph.af.mil/afoqts/default.asp>, or by calling their TOLL FREE number at: 1(800) 616-3775, COMM: (210) 565-5000, DSN: 665-5000, Overseas Callers: Dial a toll-free AT&T Direct Access Number from the country you are in, then 800-616-3775.

**ADSC** – Active Duty Service Commitment - Commitment is 4 years from date of commissioning for all OTS candidates. Pilot candidates incur an additional ADSC of 10 years from the date they earn their aeronautical rating. Remotely Piloted Aircraft Officers, Combat System and Air Battle Manager Officers incur an additional ADSC of 6 years from the date they earn their aeronautical rating.

**AETC/SG** - Air Education Training Command Surgeon General

**AFOCD** - Air Force Officer Classification Directory

**AFOSI** - Air Force Office of Special Investigations

**AFPC** - Air Force Personnel Center

**AFRES** - Air Force Reserve

**AFRISS** - Air Force Recruiting Information Support System

**AFROTC** - Air Force Reserve Officer Training Corps

**AFRS** - Air Force Recruiting Service

**AFS** - Air Force Specialty

**ANG** - Air National Guard

**AR-ATC** – Aero-adaptability Rating - Air Traffic Control

**ARSMOD** - Aero-adaptability Rating - Space and Missile Officer Duty

**ASBC** - Air and Space Basic Course

**BOT** - Basic Officer Training conducted at Officer Training School at Maxwell, AFB, AL.

**CAT** - Critical Accession Target board are held to expedite accession in critical targeted degree or AFSCs

**CCAF** - Community College of the Air Force

**COT** - Commission Officer Training

**CPL** - Commercial Pilot License

**CRO** - Combat Rescue Officer

**CSO** - Combat Systems Officer

**CSS** - Command Support Staff

**DAT** - Drug Analysis Test

**DEP** - Delayed Enlistment Program

**DRED** - Drug Eligibility Determination

**DSN** - Defense Switchboard Network

**DVR** - Data Verification Report

**EA** - Enlisted Accession

**EAD** - Extended Active Duty

**ECAC** - Evasion Conduct after Capture

**FED** - Financial Eligibility Determination

**GOAL** - The overall Air Force officer accession goal is established by Air Staff using authorized officer end strength and predicted retirements/separations. AFRS Line Officer program is designed to “fill the gap” of USAFA and ROTC requirements.

**GPA** - Grade Point Average

**HIV** - Human Immunodeficiency Virus

**IFS** - Intermediate Flight Screening

**IRR** - Inactive Ready Reserve

**JPAS** - Joint Personnel Adjudication System

**LOR** - Letter of Recommendation

**MED** - Moral Eligibility Determination

**MEPS** - Military Entrance Processing Station

**MFS** - Medical Flight Screening

**MLS/LNCO** - Military Liaison Supervisor/Liaison Non-Commissioned Officer

**MTF** - Medical Treatment Facility

**NES** - Native English Speaking equals the primary language as English. Non-NES is the direct opposite

**OC** - Officer Cadet

**OTS** - Officer Training School

**PCSM** - Pilot Candidate Selection Method is an index that quantifies a pilot candidate's aptitude for success at UFT. Refer to the PCSM website for more details (<https://pcsm.aetc.af.mil/>).

**PGM** - Procedural Guidance Message

**PIR** - Personal Interview Record

**PPL** - Private Pilot License

**PRIOR SERVICE** - For the purpose of the line officer program, prior service means a person who has previous service (6 or more months of Active Duty) as a member of a Regular component of the US Armed Forces and is not currently in the Regular Air Force.

**QC** - Quality Check

**RE** - Reenlistment Code

**RPA** – Remotely Piloted Aircraft

**RRR** - Record Review RIP

**SPD** - Separation Personnel Data

**STO** - Special Tactics Officer

**TAFMS** - Total Active Federal Military Service

**TBAS** – Test of Basic Aviation Skills. It is a computerized battery of psychomotor tests. It is used as an aid in the selection of pilot and RPA candidates. All pilot and RPA applicants must take the TBAS.

**TDSP** - Technical Degree Sponsorship Program

**TFMS** - Total Federal Military Service

**URT** – Undergraduate Rated Training encompasses Undergraduate Pilot Training (UPT), Undergraduate Combat Systems Officer Training (UNT), Undergraduate Remotely Piloted Aircraft Training (URPAT) and Air Battle Manager Training. Pilot, Remotely Piloted Aircraft, Combat Systems Officer and ABM career fields are commonly referred to as rated. Applicants must enter URT prior to age 30.

**USAFA** - United States Air Force Academy

**VMPE** - Virtual Military Personnel Flight

## Attachment 2

### UCMJ Quality Force Review Request Form (Refer to section 12.3.5.5. for AFPC contact information) (Use appropriate letterhead)

Date

MEMORANDUM FOR AFPC/DPSIRP

FROM: \_\_\_\_\_

SUBJECT: UCMJ Quality Force Review Request for the Purpose of OTS Application

1. Request a derogatory information review of (full name), (SSN), master personnel file for the purpose of Officer Training School, Basic Officer Training, application eligibility determination.
2. Please forward results of review to \_\_\_\_\_.

\_\_\_\_\_  
*Commander's Signature Block*

### UCMJ Quality Force Review Letter (Use appropriate letterhead) Attach AFPC/DPSIRP Response as Attachment

Date

MEMORANDUM FOR LINE OFFICER ACCESSIONS BOARD

FROM: \_\_\_\_\_

SUBJECT: UCMJ Quality Force Review Letter

1. After review of (full name, SSAN,) local personnel information file and master personnel file located at AF Personnel Center (AFPC/DPSIR) for derogatory information, I have confirmed that (rank, last name) does/ does not have previous, judicial, administrative, or disciplinary actions that would preclude selection into the United States Air Force as a commissioned officer. Appropriate waiver(s) have been requested and are included in the application as required. The response from AFPC/DPSIR is attached.
2. (Rank, last name) does not have any judicial, administrative, or disciplinary actions pending, or in force, that would preclude selection into the United States Air Force as a commissioned officer.

\_\_\_\_\_  
*Commander's Signature Block*



**Attachment 3**  
**Sample Memo to Request Rated Physical**  
(Use appropriate letterhead)

Date

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (BESO Counselor’s organization)

SUBJECT: Request for Rated Flying Class Physical Due to Applicant’s Age or Selection

1. Request you schedule: \_\_\_\_\_  
Name SSAN

for a Flying Class 1 plus IIU commissioning physical. Member is applying for a rated commission through Basic Officer Training and is required to submit a medical exam upon application (due to age) /selection. The copies of DD Form 2808, Report of Medical Examination and DD Form 2807-1, Report of Medical History, and AMWITS, Report of Aeromedical Waiver Summary Report, when applicable must be submitted to AFRS in accordance with the guidelines outlined in AFI 48-123 and AFI 36-2013.

2. Physical examination documents may be hand carried by the service member to the Base Education Services Office.

3. Thank you for your assistance. If you have any questions, or need additional information, please contact me at DSN: xxx-xxxx, or e-mail: [xxxxx.xxx@xxxxxxx.af.mil](mailto:xxxxx.xxx@xxxxxxx.af.mil)

SIGNATURE BLOCK  
BESO Representative

**Attachment 3, Continuation**  
**Sample Memo to Request AF FM 422**  
(Use appropriate letterhead)

Date

MEMORANDUM FOR (MEDICAL ORGANIZATION)

FROM: (BESO Counselor’s organization)

SUBJECT: Request for AF FM 422 for Basic Officer Training Application

1. Request you schedule: \_\_\_\_\_  
Name SSAN

for a medical evaluation for commissioning. Member is applying for a commission through Basic Officer Training and is required to submit an AF FM 422 stating “Based on full record review member is medically qualified for continued enlistment, commissioning and cleared for worldwide duty and does not have an ALC or is in the process of a medical evaluation board (MEB). Member has/has not had PRK or Lasik surgery. Surgery date was on \_\_\_\_\_),” if applicable.

2. Physical examination documents may be hand carried by the service member to the Base Education Services Office.

3. Thank you for your assistance. If you have any questions, or need additional information, please contact me at DSN: xxx-xxxx, or e-mail: [xxxxx.xxx@xxxxxxx.af.mil](mailto:xxxxx.xxx@xxxxxxx.af.mil)

SIGNATURE BLOCK  
BESO Representative

**Attachment 4****ALO Application Addendum Checklist**

**Instructions:** In addition to using BOT Application checklist, ALO applicants must also use the checklist to ensure the additional application requirements are included in the BOT application. Staple this checklist to the items listed below and place in brown folder.

1. Copies of all AF Form 942s (Record of Evaluation) and AF Form 8s (Certificate of Aircrew Qualification) for all current or previously qualified enlisted 1C4 Joint Terminal Air Controllers (JTACs).
2. Copies of all Air Force and Army training certificates or diplomas documenting completion of formal training in the following courses; Airborne, Pathfinder, Air Assault, or Ranger School.
3. Copy of Air Force Fitness Management (AFFMS) "Individual Fitness Assessment History" printout that includes graphical and written history of applicant's fitness testing history while in the Air Force.
4. Qualifying Ground Base Controller/commissioning physical certified by AETC/SG
5. Hazardous Duty Volunteer Statement, see sample below

**Sample Hazardous Duty Volunteer Statement**

DD MM YY

MEMORANDUM FOR AIR FORCE OFFICER SELECTION BOARD

FROM: SrA John A. Doe  
1 ASOS  
Anywhere AFB, CA 90210

SUBJECT: Volunteer for Hazardous Duty

1. I, SrA John A. Doe, volunteer for hazardous duty.

*(Signature required)*

JOHN A. DOE, SrA, USAF

**Attachment 5  
Waiver/Determination Worksheet**

**Applicant's Name** \_\_\_\_\_ **SSN** \_\_\_\_\_

**Enlisted AFSC:** \_\_\_\_\_ **Board#** \_\_\_\_\_

**Program: Pilot / RPA /CSO/ ABM / Non-tech /Tech** (circle applicable subprogram(s))

The following waivers have been identified for this application and documents when required have been included in the application. Place an "X" next to applicable waiver(s) needed/included in application. Don't forget to mark page 5 of the AF FM 56 accordingly. Attach all waiver documentation, and this checklist, to the AF Form 1360, inside front cover, left side.

\_\_\_\_\_ **1. Age Critical:** Applicant is applying for rated/non-rated program (circle one). Applicant will be \_\_\_\_\_ years old on board convening date. Applicant's DOB \_\_\_\_\_, conferred degree date or projected graduation date \_\_\_\_\_, Applicant's availability date \_\_\_\_\_.  
Commander's endorsement of approval is required on Waiver Worksheet.

\_\_\_\_\_ **2. Moral/Article 15/Drug /FED/RE Code:** (AFI 36-2013, AFRSI 36-2001, and BOT guide Section 7.) RE Code – reenlistment code is found on DD FM 214 issued to members with prior service i.e. prior army, marine, etc.). Provide a memorandum and any additional documents as required.

\_\_\_\_\_ **3. Disenrollment:** (AFI 36-2013, AFI 36-2002, AFRSI 36-2001, and this BOT guide Section 7.1.2.) Provide information outlined in section 7.1.2 of this program announcement.

\_\_\_\_\_ **4. 180 Day Rule Exception:** Only used for the best interest of the Air Force. Provide a memorandum with justification on how letting applicant meet another board before 180 days is in the best interest of the AF.

\_\_\_\_\_ **5. AFOQT Minimum Score:** (AFI 36-2013) Provide a memorandum that states whether the test has been taken more than once, and what preparation were accomplished prior to the second test. Only the Verbal and Quantitative scores can be considered for a waiver.

\_\_\_\_\_ **6. IEB/SRB:** (AFI 36-2013) **Start** date \_\_\_\_\_, /IEB/SRB **Expiration** date \_\_\_\_\_, SRB AFSC \_\_\_\_\_. If waiver is for SRB did the member extend in order to meet the BOT board: Yes / No. Memo not required. Commander's endorsement is required on this checklist.

\_\_\_\_\_ **7. Other Waiver(s):** Those not listed on worksheet. List reference(s) to ineligibility factor(s), for example AFI 36-2001, Table 1.2, Rule 9. Time-on-station. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1<sup>st</sup> Endorsement Applicant's statement/signature**

I am requesting a waiver(s) for the marked items above and have included supporting memorandums and documents as applicable. I understand that I am ineligible to apply for BOT and I am requesting my ineligibility factors to be waived in order for my package to meet the board. I understand that if I have multiply waivers and that disapproval of any one waiver will stop the processing of my additional waivers.

---

Applicants Signature Block, Date, and Contact Number

**2<sup>nd</sup> Endorsement, Member's Squadron Commander**

I recommend approval for all waivers identified above. I've reviewed and endorsed any additional and applicable memorandums and waiver documentation.

---

Commander's Signature Block, Date, and Contact Number

**Attachment 6**  
**Waiver Memorandum Format on Letterhead**  
 (Use appropriate letterhead)

Date

MEMORANDUM FOR HQ AFRS/RSOCL

FROM: (Applicant's Rank, First Name, Middle Initial, and Last Name)  
 (Applicant's Unit of Assignment)  
 (Unit Address)  
 (Base and Zip Code)

SUBJECT: Waiver for AFRS Basic Officer Training (BOT) Board \_\_\_\_\_

1. I request a waiver of the (list type of waiver- i.e. – age, TOS, TIS, Assignment, etc) criteria listed in AFI 36-2013, Table 1.1., Rule XX (if applicable).

2. My identifying data are:

RANK/NAME:

SSAN:

AGE:

CAFSC:

3. The circumstances of the disqualifying factor and the specific justification for the waiver are as follows:

4. If you have any further questions, my duty phone number is DSN: XXX-XXXX, commercial (XXX) XXX-XXXX, or e-mail address is [XXXXX.XXXX@XXXX.af.mil](mailto:XXXXX.XXXX@XXXX.af.mil).

Applicant's Signature Block

1st Ind, Appropriate Commander (Organization and Office Symbol)\*

MEMORANDUM FOR: (Applicant's Rank and Last Name)

I have reviewed (Applicant's Rank and Last Name) waiver request and concur with it's submission as part of the AFRS BOT application process.

Commander's Signature Block

**Attachment 7**  
**AFOSI BOT Application Process**