BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2005

1 MAY 1998

Personnel

APPOINTMENT IN COMMISSIONED GRADES AND DESIGNATION AND ASSIGNMENT IN PROFESSIONAL CATEGORIES -- RESERVE OF THE AIR FORCE AND UNITED STATES AIR FORCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains procedures for direct appointment of persons as commissioned officers and designation and assignment in professional categories, Reserve of the Air Force (ResAF) and as commissioned officers, United States Air Force (Temporary). It tells how and where to apply, and outlines eligibility requirements for appointment, designation, and assignment. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It implements Department of Defense Directives (DoDD) 1205.14, *Enlistment, Appointment and Assignment of Individuals in Reserve Components,* 24 May 1974 with change 1, 1215.8, *Senior Reserve Officers Training Corps (ROTC) Programs*, 25 March 1994, 1304.19, *Appointment of Chaplains for the Military Services*, 18 September 1993, 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 21 December 1993, with change 1, 1312.2, *Entry Grade Credit for Health Services Officers,*4 October 1989, with change 1, 1312.3, *Service Credit for Commissioned Officers*, 21 October 1996, Department of Defense Instruction (DoDI) 1320.7, *Grades, Promotion Policies, Age, and Authorized Strengths in Grade for Medical and Dental Officers,* 16 November 1994, with change 2 and 6000.13, *Medical Manpower and Personnel,* 30 June 1997.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Sections 2104, 2107, 8067, 9411 and 12201. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty Files*, applies. Refer to **Attachment 1** for Glossary of References and Supporting Information. Process supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program* and Headquarters, Air Force Personnel Center (HQ AFPC) DPPAE must coordinate.

SUMMARY OF REVISIONS

This revision reflects changes required by the passage of the Reserve Officer Personnel Management Act (ROPMA). It stipulates that, after 30 September 1996, USAF Academy graduates will be appointed second lieutenants in the ResAF (paragraph **1.16.**); updates moral waiver requirements (paragraph **2.3.3.**);

states officers with a Military Service Obligation (MSO) who apply for a Ready Reserve participating assignment are not assigned to the Obligated Reserve Section (ORS) (paragraph **2.4.1.**); allows appointing Nurse Corps (NC) or Biomedical Sciences Corps (BSC) officers in the grades of second lieutenant through captain at any age before age 42 years (**Table 2.1.**, note 2); changes the amount of service credit awarded to medical and dental officers for service on active duty and/or in an active status (**Table 2.4.**); changes degree requirement and service credit for nurses (**Table 2.5.**, rules 3, 4, 5, 6, 7) and authorizes the award of year-for-year credit for completion of advanced health education or award of the advanced degree (**Table 2.5.** rules 27, 30, 33, 36, 37, and 38); expands on Air Force Officer Qualifying Test (AFOQT) criteria (paragraph **3.4.**); stipulates USAFR unit and Individual Mobilization Augmentee (IMA) judge advocate appointees who have served on Extended Active Duty (EAD) in another branch or who no longer have ResAF or RegAF commissions do not have to enter EAD (paragraph **4.3.1.**); clarifies education requirements for nurse appointments (paragraph **6.3.**); revises the educational requirement for health service administrator (paragraph **7.2.**); provides requirements to be met on conditional tender of appointments for Doctor of Dental Surgery (DDS), Doctor of Dental Medicine (DMD), or Doctor of Optometry (OD) (Attachment 7, [**A7.6.**]). The star preceding the title indicates a major revision from the previous edition.

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Chapter 1

GENERAL INFORMATION AND INSTRUCTIONS

1.1. Statutory Authority. The statutory authority for tendering appointments according to this instruction is in Title 10, U.S.C., Sections 531, 603, 1211, 2104, 2106, 2107, 8067, 9411, 12201, 12203, 12204, 12207, and 12208.

1.2. Temporary Appointments. The offices or agencies in this chapter may effect temporary appointments:

1.2.1. During a war or national emergency. Appointments are for 2 years or the duration of such war or national emergency and for 6 months thereafter, whichever is earlier, unless sooner terminated.

1.2.2. Without component (temporary) (**Attachment 2**) only according to special instructions issued by HQ USAF.

1.2.3. And give appointees who received temporary appointments Reserve appointments on request, if they are otherwise eligible.

1.3. Appointment Duration. All ResAF appointments (except those in paragraph **1.2.**) are for an indefinite term.

1.4. Procurement Objectives. The offices or agencies in this chapter:

1.4.1. Appoint by grade and category to satisfy HQ USAF needs and authorizations. These authorizations make up the procurement objectives. They use AFMAN 36-2105, *Officer Classification*, as a guide in determining the educational, professional, and technical requirements for appointments for duty in specialties not covered in this instruction. They only make appointments to meet procurement objectives in the categories currently authorized as shown in **Attachment 3** and within the grade ceilings established by law. The President, by and with the advice and consent of the Senate, directs Reserve appointments above the grade of lieutenant colonel.

1.4.2. Ensure persons selected for appointment meet requirements outlined in this instruction, AFMAN 36-2105, or other governing directives.

1.4.3. Make appointments to fill authorized Ready Reserve position vacancies or active duty (AD) requirements.

1.4.4. May appoint persons with outstanding credentials in business, scientific, professional, or technical fields who are not eligible under the appointment criteria in this instruction on approval of the Secretary of the Air Force (SAF).

1.5. Officer Procurement Branch (HQ AFPC/DPPAO). Appoints persons except as otherwise delegated.

1.6. The Judge Advocate General (HQ USAF/JA). Selects, appoints, or designates persons from all sources who qualify for appointment as judge advocates to fill active force requirements.

1.7. Air Force Recruiting Service, Recruiting Service Operations Division, Chaplain Branch (HQ AFRS/RSOCC) Chaplain Support Element (HQ USAF/HCS). Recruits and selects persons from all sources who qualify for appointment as chaplains with concurrent active duty.

1.8. Chaplain Personnel Management Division (HQ AFPC/DPAH). Appoints or designates persons from all sources who qualify for appointment as chaplain with concurrent active duty.

1.9. Medical Service Officer Management Division (HQ AFPC/DPAM). Approves for appointment or designation persons from all sources to perform on Extended Active Duty (EAD) as medical service officers.

1.10. Air Force Recruiting Service Commander (AFRS/CC). Recruits from civilian sources and selects from all sources persons to perform on EAD as medical service officers.

1.11. Air Force Reserve Officer Training Corps (AFROTC/CC). Appoints, as second lieutenants in the ResAF, persons who successfully complete the AFROTC program and Army and Navy ROTC graduates approved for commissioning in the Air Force.

1.12. Officer Training School (OTS/CC), USAF. Appoints, as second lieutenants in the ResAF, persons who successfully complete the OTS commissioning program.

1.13. HQ Air Force Reserve Command (AFRC).

1.13.1. Selects applicants for appointment as medical service officers for concurrent Ready Reserve assignments to units.

1.13.2. Selects former officers of any of the services who held an aeronautical rating for appointment to fill Selected Reserve unit aircrew positions.

1.13.3. Selects outstanding USAFR airmen and Reserve officers of other services for appointment to fill Ready Reserve unit vacancies. ***EXCEPTION:*** Numbered Air Force commanders (NAF/CC) may approve or disapprove applicants who do not require a waiver.

1.13.4. Selects Air Reserve Technicians (ARTs) to fill designated ART positions. ***EXCEPTION:*** NAF commanders may approve or disapprove applicants who do not require a waiver.

1.14. HQ Air Reserve Personnel Center (ARPC).

1.14.1. Appoints persons selected under paragraph **1.12.**

1.14.2. Appoints persons who are former officers of the RegAF.

1.14.3. Appoints individuals as ResAF officers for assignment to the Retired Reserve and placement on the USAF Reserve Retired List.

1.14.4. Selects and appoints:

1.14.4.1. Outstanding USAFR airmen and Reserve officers of the other services to fill ready Reserve individual mobilization augmentee (IMA) positions.

1.14.4.2. Chaplains with concurrent assignment to the Ready Reserve.

1.14.4.3. Chaplain candidates.

1.14.4.4. Applicants as medical service officers for concurrent Ready Reserve assignment as an IMA, Reinforcement Designee (RD) or medical Individual Ready Reserve (IRR).

1.15. Air National Guard Readiness Center, Officer Programs Branch (ANG/MPP). Selects and appoints applicants nominated by the various adjutant generals for all categories of officers, from all sources, to fill ANG vacancies. Before appointment, they obtain HQ USAF/JA (for judge advocates) and ANG/HC (for chaplains) approval for all appointments in these two categories.

1.16. USAF Academy Superintendent (HQ USAFA/CC). Appoints and assigns USAFA graduates as second lieutenants in the ResAF.

1.17. Guidelines for Procedures. Organizational activities shown in paragraphs **1.5.** through **1.16.** determine the administrative procedures to accomplish procurement objectives and to make sure they only appoint qualified persons. They process all approved appointments above the grade of lieutenant colonel for Senate confirmation. If they wish to approve a selectee who has not held a commission for appointment in the grade of colonel or above, they must process for Air Force Personnel Council approval before submitting for Senate confirmation.

1.18. Policy on Homosexual Conduct.

1.18.1. Congress has determined that the policy on homosexual conduct in the Armed Forces is based upon the following findings, which are codified at Section 654(a) of Title 10, U.S.C.

1.18.1.1. Section 8 of Article I of the Constitution of the United States commits exclusively to the Congress the powers to raise and support Armies, provide and maintain a Navy, and make rules for the government and regulation of the Land and Naval Forces.

1.18.1.2. There is no constitutional right to serve in the Armed Forces.

1.18.1.3. Pursuant to the powers conferred by Section 8 of Article I of the Constitution of the United States, it lies within the discretion of the Congress to establish qualifications for and conditions of service in the Armed Forces.

1.18.1.4. The primary purpose of the Armed Forces is to prepare for and to prevail in combat should the need arise.

1.18.1.5. The conduct of military operations requires members of the Armed Forces to make extraordinary sacrifices, including the ultimate sacrifice, in order to provide for the common defense.

1.18.1.6. Success in combat requires military units that are characterized by high morale, good order and discipline, and unit cohesion.

1.18.1.7. One of the most critical elements in combat capability is unit cohesion, that is, the bonds of trust among individual service members that make the combat effectiveness of a military unit greater than the sum of the combat effectiveness of the individual unit members.

1.18.1.8. Military life is fundamentally different from civilian life in that:

1.18.1.8.1. The extraordinary responsibilities of the Armed Forces, the unique conditions of military service, and the critical role of unit cohesion, require that the military community, while subject to civilian control, exist as a specialized society.

1.18.1.8.2. The military society is characterized by its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, that would be acceptable in civilian society.

1.18.1.9. The standards of conduct for members of the Armed Forces regulate a member's life for 24 hours each day beginning at the moment the member enters military status and not ending until that person is discharged or otherwise separated from the Armed Forces.

1.18.1.10. Those standards of conduct, including the Uniform Code of Military Justice, apply to a member of the Armed Forces at all times that the member has a military status, whether the member is on base or off base, and whether the member is on duty or off duty.

1.18.1.11. The pervasive application of the standards of conduct is necessary because members of the Armed Forces must be ready at all times for worldwide deployment to a combat environment.

1.18.1.12. The worldwide deployment of United States Military Forces, the international responsibilities of the United States, and the potential for involvement of the Armed Forces in actual combat routinely make it necessary for members of the Armed Forces to involuntarily accept living conditions and working conditions that are often spartan, primitive, and characterized by forced intimacy with little or no privacy.

1.18.1.13. The prohibition against homosexual conduct is a long-standing element of military law that continues to be necessary in the unique circumstances of military service.

1.18.1.14. The Armed Forces must maintain personnel policies that exclude persons whose presence in the Armed Forces would create an unacceptable risk to the Armed Forces' high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.

1.18.1.15. The presence in the Armed Forces of persons who demonstrate a propensity or intent to engage in homosexual acts would create an unacceptable risk to the high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.

1.18.2. A person's sexual orientation is considered a personal and private matter, and is not a bar to service entry or continued service unless manifested by homosexual conduct in the manner described in paragraph **1.18.3.** Applicants for enlistment, appointment, or induction shall not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. Applicants also will not be asked or required to reveal whether they have engaged in homosexual conduct, unless independent evidence is received indicating that an applicant engaged in such conduct or unless the applicant volunteers a statement that he or she is a homosexual or bisexual, or words to that effect.

1.18.3. Homosexual conduct is grounds for barring entry into the Air Force, except as otherwise provided in this paragraph. Homosexual conduct is a homosexual act, a statement by an applicant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.

1.18.3.1. An applicant will be rejected for entry into the Air Force if, in the course of the accession process, evidence is received (see paragraphs **1.18.3.1.5. - 1.18.3.1.8.**) demonstrating that the applicant engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is a further determination that:

1.18.3.1.1. Such acts are a departure from the applicant's usual and customary behavior;

1.18.3.1.2. Such acts, under all the circumstances, are unlikely to recur;

1.18.3.1.3. Such acts were not accompanied by use of force, coercion, or intimidation; and,

1.18.3.1.4. The applicant does not have a propensity or intent to engage in homosexual acts.

1.18.3.1.5. If the applicant is the source of the evidence received, the applicant will be notified (by the recruiter or other procurement source personnel) that he or she is disqualified for military service under current policy and will be given 10 calendar days to present written evidence (such as statements) to demonstrate why he or she should not be disqualified.

1.18.3.1.6. If the evidence is received from a source other than the applicant, the decision making authority must determine the credibility of evidence. If the evidence (from another source) is determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (e.g., evidence of homosexual acts). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received or to demonstrate why he or she should not be disqualified.

1.18.3.1.7. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

1.18.3.1.8. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

1.18.3.2. An applicant will be rejected for entry into the Air Force if he or she makes a statement that he or she is a homosexual or bisexual, or words to that effect, unless there is a further determination (see paragraphs **1.18.3.2.1. - 1.18.3.2.3.** below) that the applicant has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

1.18.3.2.1. The applicant has 10 calendar days to present written evidence (such as statements) to rebut the presumption (from a statement that he or she is a homosexual or bisexual, or words to that effect) that the applicant engages in, attempts to engage in, intends to engage in, or has a propensity to engage in homosexual acts.

1.18.3.2.2. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

1.18.3.2.3. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

1.18.3.3. An applicant shall be rejected for entry into the Air Force if, in the course of the accession process, evidence is received (see paragraphs **1.18.3.3.1. - 1.18.3.3.4.** below) demonstrating that an applicant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved).

1.18.3.3.1. If the applicant is the source of the evidence received, the applicant will be notified (by the recruiter or other procurement source personnel) that he or she is disqualified for military service under current policy.

1.18.3.3.2. If the evidence is received from a source other than the applicant, the decision making authority must determine the credibility of evidence. If the evidence (from another source) is determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (e.g., evidence of homosexual conduct or homosexual marriage). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received.

1.18.3.3.3. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

1.18.3.3.4. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

1.18.4. Prior to oath of enlistment or appointment, applicants will be informed of separation policy (Title 10, U.S.C., Section 654(b), see **Attachment 4**). Failure to receive such information shall not constitute a defense in any administrative or disciplinary proceeding.

1.18.5. Nothing in these procedures requires rejection for entry into the Air Force when the decision-making authority (see **Attachment 1**) determines:

1.18.5.1. That an applicant or inductee made a statement, engaged in acts, or married or attempted to marry a person of the same sex for the purpose of avoiding military service, and,

1.18.5.2. Rejection of the applicant or inductee would not be in the best interest of the Air Force.

Chapter 2

ELIGIBILITY, INELIGIBILITY, AND APPOINTMENT GUIDELINES

2.1. Eligibility Factors. To be eligible for appointment you must:

2.1.1. Be of high moral character and personal qualifications.

2.1.2. Be a United States (US) citizen. (Verify citizenship in accordance with AFI 31-501, *Personnel Security Program Management.)*

2.1.3. Be medically qualified, or medically acceptable with waiver for an AF commission, according to AFI 48-123, *Medical Examination and Standards*.

2.1.4. Be at least 18 years old. **Table 2.1.** shows the maximum age for appointment in the various grades. Age criteria for appointments through AFROTC and OTS are in AFI 36-2011, Air Force Reserve Officer Training Corps and AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Programs.

2.1.5. Have a baccalaureate or higher degree. (See **Attachment 1**)

2.1.6. Understand that to be eligible for retired pay under Title 10, U.S.C., Section 12731, the last 6 years of qualifying service must be as a member of any category named in Section 12732(a)(1) of this title, but not while a member of a Regular component, the Fleet Reserve, or the Fleet Marine Corps Reserve. (The National Defense Authorization Act for Fiscal Year 1995 change expires 30 Sep 1999; unless further extended, the last 6 years reverts back to the last 8 years on 1 Oct 1999.)

2.1.7. Meet additional eligibility requirements prescribed under other sections of this instruction for the applicable commissioning program.

2.2. Ineligibility Factors. Table 2.2. lists conditions that make persons ineligible for appointment.

2.3. Waivers.

2.3.1. General Information. Forward waiver requests of eligibility or ineligibility criteria through appropriate command channels only if recommending approval. The overriding consideration is the best interest of the Air Force.

2.3.2. Age Waivers. **Table 2.1.** shows maximum age for grades. The agencies below may not grant age waivers for appointment in the grade of second lieutenant beyond age 35. In the most unusual cases or the extraordinary qualifications of the individual, they may grant an age waiver for appointment in the grade of first lieutenant or higher. Waivers will not exceed the maximum age limit by more than 3 years. The following organizational activities consider age waivers:

2.3.2.1. HQ AFPC/DPAM (Force Management Branch), for persons who apply for appointment as medical service officers to fill active force requirements.

2.3.2.2. HQ ARPC/DAO (Appointments Branch), for persons who apply for appointment to fill authorized position vacancies in the USAFR Ready Reserve.

2.3.2.3. ANG/MPP, for persons who apply for appointment to fill Air National Guard of the United States (ANGUS) vacancies.

2.3.2.4. ANG/HC, for persons who apply for appointment as ANGUS chaplains up to a maximum age of 42.

2.3.2.5. HQ USAF/JAX, for persons who apply for appointment as judge advocates.

2.3.2.6. HQ USAF/DPAH, for persons who apply for appointment as chaplains to fill active force requirements vacancies.

2.3.2.7. HQ ARPC/HC, for persons who apply for appointment to fill USAFR Ready Reserve vacancies as chaplain candidates prior to age 35 and chaplains up to a maximum age of 42.

2.3.2.8. HQ AFPC/DPPAO, for persons who apply for appointment in other categories.

NOTE:

Applicants for appointment as medical service officers who exceed the age limit with waivers as reflected in **Table 2.1.** may be appointed upon approval by the Directorate of Military Personnel Policy (HQ USAF/DPX). Exceptions to commissioning age policy for appointment of USAFR airmen not on EAD and ARTs under section C may be submitted through command channels in rare and unusual circumstances when Air Force Reserve needs clearly dictate that such action is warranted. The approval authority is the Chief of Air Force Reserve.

2.3.3. Moral Waivers. Refer to AFI 36-2002, *Regular Air Force and Special Category Accessions*, for list of typical offenses and waivers.

2.3.3.1. Waiver approval authorities for applicants convicted or adversely adjudicated of Category I, II, and III offenses are:

2.3.3.1.1. AFRS/CC (may delegate to Recruiting Squadron/CC), for persons who apply for appointment to perform on EAD as medical service officers.

2.3.3.1.2. AFRC/CV (Vice Commander), for appointment of ARTs and other non-EAD assigned airmen to Category A units.

2.3.3.1.3. Appointing authority for all other applicants.

2.3.3.2. Waiver approval authorities for persons convicted or adversely adjudicated of Category IV and V offenses are:

2.3.3.2.1. HQ ARPC/DP for persons applying for appointment in the programs in paragraph **1.14.**

2.3.3.2.2. ANG/MPP for persons applying for appointment to fill ANGUS vacancies.

2.3.3.2.3. RS/CC for persons applying for the OTS commissioning program.

2.3.3.2.4. Appointing authority for all other applicants.

2.3.3.3. Appointing authority for chaplains to fill active force requirements and ANGUS vacancies.

2.3.3.3.1. HQ AFPC/DPAH.

2.3.4. Other Waivers.

2.3.4.1. The appointing authority may waive conditions listed in **Table 2.2.**, items 9, 10 and 13 (acknowledgment executed for item 13 becomes a part of the application). The appointing authority may also waive conditions listed in **Table 2.2.**, items 17, 20, and 21.

2.3.4.2. The following may waive conditions listed in **Table 2.2.**, items 23 and 25:

2.3.4.2.1. HQ ARPC/DAO for persons applying for appointment to fill USAFR Ready Reserve positions.

2.3.4.2.2. HQ AFRC/SG (Surgeon), for persons applying for appointment as medical service officers with assignment to AFRC units.

2.3.4.2.3. HQ AFRC/DPMB, for persons applying for appointment with assignment to vacant Category A positions.

2.3.4.2.4. ANG/MPP, for persons applying for appointment to fill ANGUS vacancies.

2.3.4.3. Approval authorities for waiver of dependency procedures (**Table 2.2.**, rule 31) are:

2.3.4.3.1. HQ ARPC/DP for persons applying for appointment in the programs in paragraph **1.14.**

2.3.4.3.2. ANG/MPP for persons who apply for appointment to fill ANGUS vacancies.

2.3.4.3.3. RS/CC for persons applying to OTS commissioning program.

2.3.4.3.4. HQ AFPC/DPAH for persons applying for appointment as active duty chaplains.

2.3.4.3.5. Appointing authority for all other applicants.

2.3.4.4. The following organizational activities may waive licensing, registration, and certification requirements:

2.3.4.4.1. HQ AFPC/DPAM, for persons who apply for appointment to perform on EAD.

2.3.4.4.2. HQ AFRC/SG or HQ ARPC/SG (Directorate of Health Services Individual Reserve Programs), as appropriate, for persons who apply for appointment to fill vacancies in any of the USAFR Ready Reserve programs.

2.3.4.4.3. ANGRC/SG, for persons who apply for appointment to fill ANGUS vacancies.

2.3.4.5. Waiver authorities specified in AFI 48-123 may approve waivers of physical requirements.

2.3.4.6. AFI 36-2701, *Social Actions Program*, or NGR (AF) 36-2, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force* (for ANGUS applicants) outlines waiver procedures concerning drug and alcohol abuse.

2.4. Former Officers of the Regular Air Force (RegAF).

2.4.1. An officer who submits an unqualified resignation following a period of honorable service and who has a remaining Military Service Obligation (MSO) or unfulfilled contractual agreement, is discharged if he or she accepts a Reserve appointment in the grade held in the RegAF at the time of discharge. HQ ARPC/DAO initially transfers an officer with a remaining MSO to the Ready Reserve and assigns the officer to the ORS, ARPC, unless they applied for a Ready Reserve participating assignment.

2.4.1.1. To control contingent resignations, discharge from the RegAF and acceptance of the Reserve commission must take place on the same date. The special order announcing discharge is also the ResAF appointment instrument. The effective date specified in the special order is the last day of duty as a RegAF member. The individual becomes a ResAF officer the following day.

2.4.2. An officer, who has no MSO or unfulfilled contractual agreement and who is honorably discharged by reason of unqualified resignation, may request appointment as a ResAF officer at the time of resignation.

2.4.2.1. The unit commander must submit a memorandum of recommendation or non-recommendation, which will accompany the request. For non-recommendation, the commander specifies the reasons and gives the officer a copy. The commander also promptly notifies HQ ARPC/DAO and the servicing military personnel flight (MPF), if, after submitting a recommendation for Reserve appointment, the recommendation changes. Approval for ResAF appointment may be withdrawn if it is determined that the appointment would not be in the best interest of the Air Force.

2.4.2.2. Since accepting a Reserve commission constitutes voluntary assignment to the Ready Reserve (IRR or Selected), HQ ARPC/DAO transfers officers appointed under paragraph **2.4.2.** to the Ready Reserve and assigns them to the Nonobligated Nonparticipating Ready Personnel Section (NNRPS), unless they applied for a Ready Reserve participating assignment.

2.4.2.3. The officer accepts the ResAF appointment, by memorandum, and completes the oath of office as a Reserve officer on the day after discharge to ensure continuous commissioned status. The oath of office must be executed and returned to HQ ARPC/DAO within 15 calendar days of discharge or the Reserve appointment is canceled. To decline a Reserve appointment, applicants must so state in writing to HQ ARPC/DAO within 15 calendar days of discharge, with the reasons for declination.

2.4.3. An officer who resigns to enter seminary training is not eligible for appointment as a ResAF officer. Under law, an individual preparing for the ministry in a recognized theological or divinity school may not be required to serve on AD or participate in active duty training or service, active duty for training (ADT), or inactive duty training (IDT). However, the officer may apply for appointment as a chaplain or chaplain candidate after meeting the requirements specified in **Chapter 5**.

2.4.4. An officer who does not request a ResAF appointment upon resignation, or who originally declined a Reserve appointment, may ask HQ ARPC/DAO for Reserve appointment consideration up to 12 months after discharge.

2.4.5. In addition to other requirements, a former chaplain submits a current DD Form 2088, **Certificate of Ecclesiastical Endorsement**, for appointment as a ResAF.

2.5. Former Officers of Any of the Uniformed Services. Except for those ineligible under **Table 2.2.** appointing authorities may appoint former officers of any of the services for duty in any specialty for which they qualify and for which there is a procurement quota. They may not appoint former officers based solely on prior service, except as provided in this instruction.

2.6. Reserve Officers of Other Uniformed Services. Appointing authorities may not tender ResAF appointment to a Reserve officer of another uniformed service not on EAD whose service dates, Total Years Service Date (TYSD) and Date of Rank (DOR) place the officer beyond the mandatory phase point

for promotion to the next Reserve grade. They may tender ResAF appointment to a Reserve officer of another uniformed service, if, in addition to the application and allied papers, they meet the following requirements:

2.6.1. Age does not exceed the maximum for the grade (**Table 2.1.**). If applying for flying training, the officer must commission in time to enter the program before age 27 1/2 years.

2.6.2. A Ready Reserve position vacancy exists for which the officer qualifies.

2.6.3. No ResAF officer with the required qualifications and residing within a reasonable distance of the assignment is available for, volunteers for, and will accept the assignment.

2.6.4. The officer submits AF Form 1288, **Application for Ready Reserve Assignment**, in triplicate.

2.6.5. The officer does not have an AD obligation under the Military Selective Service Act of 1967.

2.6.6. The officer obtains a conditional release from the uniformed service or component in which he holds an appointment.

2.6.7. If the officer holds an aeronautical rating, HQ USAF/XOOT (Training and Warrior Management Division) must approve the aeronautical rating before processing the application to completion. If the officer is in inactive aviation service status, refer to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, for revalidation or requalification process.

2.6.8. The officer is not in a failed promotion status.

NOTE:

Refer to **Table 2.3.** when calculating entry grade credit.

2.7. Former Officers Who Held an Aeronautical Rating. Appointing authorities may appoint former officers of any of the uniformed services (including RegAF officers who did not apply for a Reserve commission within 12 months after resigning) who held an aeronautical rating to fill aircrew positions in the ANGUS or USAFR Ready Reserve. The applicant must meet the following eligibility requirements:

2.7.1. Be available for, and agree to participate in, an aircrew position in the ANGUS or USAFR Ready Reserve for at least 4 years after being appointed.

2.7.2. Qualify or requalify for an Air Force aeronautical rating or have previous Air Force aeronautical orders revalidated under AFI 11-402.

2.7.3. Not have a previous appointment terminated for cause.

2.7.4. Meet all criteria for initial appointment as a ResAF officer, except that age may exceed the normal maximum by the number of years of previous commissioned service.

2.7.5. Not have held a permanent Reserve grade higher than major (or equivalent) at the time of discharge.

2.7.6. Never nonselected for promotion to the next higher grade.

2.8. OTS and AFROTC Graduates. In addition to meeting the eligibility requirements in this instruction, AFROTC and OTS graduates must meet the requirements in AFIs 36-2011 and 2013.

2.9. Appointment as a ResAF Officer for Assignment to the Retired Reserve and Placement on the US Air Force Reserve Retired List. Appointing authorities may appoint an individual who qualifies for membership in the Retired Reserve under AFI 36-3203, *Service Retirement*s, and does not hold a Reserve commission under this paragraph for the sole purpose of assignment to the Retired Reserve.

2.9.1. Appoint in the highest grade the individual is eligible for by law.

2.9.2. Air Force Reserve members who choose discharge, in lieu of transfer to the Retired Reserve, will not be allowed to reaffiliate and will only be entitled to retired pay and medical care at age 60. This policy became effective 15 June 1993.

2.10. Appointment as a ResAF Officer on Removal From the Temporary Disability Retired List (TDRL) (Title 10, U.S.C., Section 1211). Reappoint a member removed from TDRL after a finding of physically fit, the day following discharge from the TDRL, in the Reserve grade with DOR held when the member was placed on the TDRL.

2.11. Posthumous Appointments. Posthumous appointment as a ResAF officer may be issued in the name of an Air Force member who was selected for appointment, or successfully completed officer training and was recommended for appointment by the school's commander, and died in the line of duty. (AFROTC cadets are not eligible for posthumous appointments.) The MAJCOM sends a request to publish the posthumous appointment to HQ AFPC/DPPAO. (No financial benefits accrue as a result of a posthumous appointment.)

2.12. Appointment for Entry on Active Duty. Appointing authorities appoint eligible persons who meet recall criteria for immediate recall to active duty, using this instruction only in skills listed on the current recall requirements listings.

2.13. Process for Appointing USAFR Airmen Not on EAD. Appointing authorities direct appointment of qualified airmen not on EAD to officer status and a concurrent Selected Reserve assignment to fill a unit vacancy only in Line of the Air Force (LAF) specialties and in the grade of second lieutenant.

2.13.1. On discharging an airman to accept appointment under this program, the Reserve servicing MPF disposes of the field record group (FRGp) according to AFI 36-2608, *Military Personnel Records Systems*.

2.13.2. The base director of personnel (DP) informs a selectee who is an ART that the ART position must be vacated if accepting appointment.

2.13.3. HQ AFRC/DPMB or HQ ARPC/DRM (Individual Programs Division) schedules the member to attend an officer training class.

2.14. Qualifications for Appointing USAFR Airmen Not on EAD. In addition to meeting the requirements in this chapter, applicants must:

2.14.1. Never before have held a commission.

2.14.2. If applying before receipt of baccalaureate degree, be enrolled in the senior year of undergraduate study and scheduled to graduate on or before the end of the fiscal year in which the selection board meets. The applicant must furnish an official transcript or certification from the registrar that

provides the projected graduation date. Selectees must furnish evidence that the qualifying degree has been conferred and they meet all other applicable requirements before appointments.

2.14.3. 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. Applicant will complete a statement of understanding.

2.14.4. Be tentatively selected for assignment to a vacant lieutenant or captain position in a training Category A unit or to an authorized IMA position in an active duty Air Force unit. For unit personnel, the NAF, wing or group commander may approve one or two grade undergrade waivers for all AFRC unit assigned applicants.

2.14.5. Agree, in writing, to attend officer training.

2.14.6. Achieve minimum AFOQT scores.

2.14.7. If applying for an ART position, qualify for the required civil service rating of the position.

2.15. Unit of Assignment Instructions.

2.15.1. Determine whether the applicant meets the eligibility requirements.

2.15.2. Schedule eligible applicants for AFOQT and medical examination.

2.15.3. Verify through the personnel data system (PDS) that the applicant meets the personnel security investigative requirements of paragraph **3.6.** If not, initiate a request for a Personnel Security Investigation (PSI).

2.15.4. Help the applicant complete and assemble the forms and documents that make up the application package (paragraph **3.1.2.**).

2.15.4.1. In item 26 of 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 for each position held, if available. If the applicant is attending college full time, so state and show the major field of study. Attach:

2.15.4.1.1. AF Form 1145, **Evaluation of Commissioning Applicants**.

2.15.4.1.1.1. Before the interview, the applicant's unit of assignment commander (or supervising commissioned officer, if the member is geographically separated from the commander) completes items 11 and 12.

2.15.4.1.1.2. If the applicant is not a ResAF member, the interviewer completes the evaluation items and the next level of authority endorses it.

2.15.4.1.1.3. The evaluator includes in item 13 specific statements about the applicant's leadership and officer potential, ability to use resources, and readiness to accept responsibility, and gives facts and achievements typical of the applicant's performance. If the applicant is a sergeant (pay grade E-4) or below, the evaluator should address individual qualities such as military bearing, behavior, and how the applicant compares with his or her peers.

2.15.4.1.2. The signed statement paragraph **2.14.3.** requires:

2.15.4.1.3. A copy of last five enlisted performance reports (EPR). Individuals from other branches may substitute corresponding rating reports. USAFR unit assigned personnel under the grade of SSgt do not receive EPRs.

2.15.4.1.4. A copy of current Record Review Report of Individual Personnel (RREV RIP) printout, if a ResAF member.

2.15.4.1.5. Results of AFOQT.

2.15.4.1.6. A signed statement that the applicant meets all requirements.

2.15.4.2. Complete all items on the SF 88, **Report of Medical Examination**, except items 16, 17, 63, 65, 70, and 72. HQ AFRC/SG or HQ ARPC/SG reviews and certifies medical examination reports according to AFI 48-123.

2.15.4.3. If the applicant is a ResAF member, determine whether current enlistment will expire before the anticipated commissioning date. If it will, reenlist the member according to AFI 36-3207, *Separating Commissioned Officers*, or voluntarily extend the member.

2.15.4.4. Submit applications according to **Chapter 3**

2.15.5. Advertise vacancies or projected vacancies to Reserve recruiters. The unit of assignment commander may consider enlisted personnel within the unit. Category A unit commanders will convene a selection board of three field grade officers when there is more than one applicant for a position. If there is more than one applicant for a Category B position, attached unit commander will choose the best qualified applicant for the position. Factors bearing on selection include but are not limited to the applicant's potential, Reserve participation, education, civilian employment, supervisor's comments, AF Form 1145, **Evaluation of Commissioning Applicants**, and qualifications any additional documentation substantiates.

2.16. Major Command (MAJCOM) Processing Instructions.

2.16.1. HQ AFRC/DPMB (for non-EAD Reserve airmen):

2.16.1.1. Reviews applications for eligibility and completeness.

2.16.1.2. Prepares applications for presentation to HQ AFRC/CC/CV, as appropriate, for approval or disapproval.

2.16.1.3. Forwards approved applications to HQ ARPC/ DPRB for appointment and assignment action.

2.16.2. Other MAJCOMs, Field Operating Activities (FOA) and Direct Reporting Units (DRU) (for IMA applicants):

2.16.2.1. Review applications for eligibility and completeness.

2.16.2.2. Indorse properly completed applications to HQ ARPC/DAO recommending approval or disapproval.

2.17. HQ ARPC Processing Instructions.

2.17.1. For all applicants, completes all actions associated with appointing and assigning selected applicants. This includes discharging the selectee from airman status 1 day before the airman accepts a commission. HQ ARPC commander will review and approve or disapprove commissioning appli-

cations for USAFR Airmen not on EAD received from attached unit commanders for Category B positions.

2.17.2. Forwards a copy of the appointment order to HQ AFRC/DPMB on personnel commissioned under paragraphs **2.4.** through **2.7.** and **2.13.**

2.18. Determining Service Credit. The Reserve Officer Personnel Management Act (ROPMA) repealed Title 10, U.S.C., Section 8353, and enacted Section 12207, effective 1 October 1996. Appointing authorities must use this provision of law as implemented in this instruction to appoint persons in the Reserves on or after 1 October 1996.

2.18.1. Service credit includes:

2.18.1.1. Credit for prior commissioned service as a Regular or Reserve officer within the following limitations:

2.18.1.1.1. Medical or dental officers (**Table 2.4.**, rules 8 and 10).

2.18.1.1.2. BSC, MSC, NC officers (**Table 2.5.**, rules 43 through 46).

2.18.1.1.3. Chaplains, judge advocates, or line officers (**Table 2.6.**, rules 4 through 7 and 10 through 15).

2.18.1.2. Constructive service credit awarded to officers selected for appointment or designation to perform professional functions that the Air Force needs.

2.18.2. Service credit cannot exceed 14 years.

2.18.2.1. The total entry grade credit granted shall be no more than required for an officer to be eligible for an original appointment in the grade of major. The SAF may waive the entry grade limit of major to permit appointment in the grades of lieutenant colonel or colonel to relieve manning shortfalls in a specialty, or prevent a serious inequity in the appointment action. In these cases, credit will be limited to the amount required for appointment in these grades.

2.18.2.2. HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO may waive the limit for appointment of medical and dental officers in the grade of lieutenant colonel in shortage specialties designated by the HQ USAF Surgeon General (SG). Limit lieutenant colonels to no more than 21 years service credit. Depending on the officer's competitive category, use **Table 2.4.**, **Table 2.5.**, or **Table 2.6.** to determine service credit.

2.18.2.3. Forward recommendations for appointment as a colonel only when HQ AFPC/DPAM, ANG/MPPMO, HQ ARPC/SG, or HQ AFRC/SG recommends approval. HQ AFPC/DPAM routes recommended approvals through HQ USAF/SG. HQ ARPC/SG and HQ AFRC/SG route recommended approvals through the Air Force Reserve Command Surgeon (HQ USAF/REM) enroute to the SAF. Limit colonels to no more than 23 years service credit. HQ ARPC/DAO will prepare formal appointment nomination packages for all Air Force Reserve nominations. Packages will include proper approval by the President and Senate.

2.18.3. A period of time, or qualification, counts only once when computing service credit. Count constructive service credit listed in **Table 2.4.**, **Table 2.5.**, and **Table 2.6.** for education or professional training. When education or training overlaps other creditable service, count the constructive service first, then reduce the other creditable service for any overlapping period. Award full constructive credit through the date the officer completed professional requirements.

2.18.3.1. HQ AFPC/DPPAOR (Service Verification) annotates the oath of office and statement of service to show the date the officer completed professional requirements. The person who annotates the oath of office and statement of service authenticates the annotation by including his or her name, office symbol, and the date.

2.18.3.2. Within the limits of **Table 2.4.**, **Table 2.5.**, and **Table 2.6.**, treat any remaining time between the date the officer completed professional requirements and the day before EAD as commissioned service in an active status.

2.18.4. Proportionately credit to the nearest day qualifying periods of less than 1 year except where otherwise noted in **Table 2.4.**, **Table 2.5.**, and **Table 2.6.**

2.18.5. Service credit does not apply to persons being initially commissioned through OTS or AFROTC.

2.18.6. Without specific congressional direction, appointing authorities cannot apply constructive service credit or service credit entitlements (grandfathering) retroactively and a member cannot terminate his or her appointment and request reappointment in order to take advantage of changes to constructive service credit or service credit rules.

2.19. Determining Grade, Computing and Recording Total Years Service Date (TYSD), Date of Rank (DOR), and Total Federal Commissioned Service Date (TFCSD).

2.19.1. Use **Table 2.3.** to determine grade and compute TYSD, DOR, and TFCSD.

2.19.2. Enter the TYSD, DOR, and TFCSD on the file copy of the appointment documents, in the PDS, and on records.

2.19.3. Do not compute TYSD and DOR for officers holding only USAF (temporary) appointments.

Table 2.1. Grade Determination.

RULE	A	B	C
	To be eligible for appointment in the grade of (note 1)	**applicant's service credit awarded (paragraph 2.18.) must be**	**and the applicant's age must be less than**
1	second lieutenant	none required	35 years (see notes 2, 3, and 4).
2	first lieutenant	at least 2 years	34 years (see notes 2, 3, and 5).
3	captain	at least 7 years (see note 6)	40 years (see note 3).
4	major	at least 14 years	46 years.
5	lieutenant colonel (see note 7)	at least 21 years	51 years.
6	colonel (see note 7)	at least 23 years	56 years (see note 7).

NOTES:

1. See paragraph **2.3.2.** for waivers.
2. Air Force policy requires that individuals appointed in the grade of second lieutenant to fill active force requirements in the LAF and medical services and individuals appointed in the grade of first lieutenant to fill active force requirements as judge advocates be eligible for

RegAF commission consideration. Title 10, U.S.C., Section 532 requires that to be eligible for a RegAF commission in one of the above categories, an individual must be able to complete 20 years of active commissioned service before reaching age 55 years. Therefore, individuals appointed in the above categories to fill active force requirements must enter EAD before reaching age 35 years. Officers serving in NC or BSC must be able to complete 20 years active federal military service to include 10 years active federal commissioned service by the end of the month of the officer's 62nd birthday. Therefore, individuals appointed in NC or BSC to fill active force requirements must enter EAD before reaching age 42 years. This policy was signed 29 July 1994 and is retroactive to 1 October 1993. (***EXCEPTION:*** Health professionals in specialties designated by HQ USAF/SG as specialties critically needed in wartime do not have to meet eligibility requirements for RegAF commission to enter EAD.)

3. Maximum age for initial appointment in a health professional specialty designated by HQ USAF/SG as a specialty critically needed in wartime is less than 47 years. Submit exceptions to policy through channels to HQ USAF/DPX.
4. Maximum age for chaplain candidates is less than 35 years.
5. Maximum age for chaplains is less than 40 years or less than 42 years with 2 years satisfactory prior service .
6. Reserve Medical Corps (MC) officers may be originally appointed in the grade of captain with 4 years of credit (**Table 2.4.**, rule 1) on completing medical school. This provision began 1 October 1983.
7. For appointment in this grade, see paragraph **2.18.2.**

Table 2.2. Conditions That Make Applicants Ineligible For Appointment.

ITEM	Applicants are ineligible for appointment when one of the following conditions exists (note 1).
1	Questionable moral character, history of antisocial behavior, alcoholism, frequent difficulties with law enforcement agencies, history of psychotic disorders, transsexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism and other paraphilias, or homosexual conduct (see note 2).
2	Moral disqualification (convicted or adversely adjudicated of offenses as indicated in AFI 36-2002, atch 3) or involvement with narcotics or illegal drugs.
3	Appointment is not clearly consistent with interest of national security under AFI 31-501 as determined by the appointing authority after completion of the minimum investigation (not waiverable).
4	Conscientious objector or person with personal beliefs or convictions that preclude unrestricted assignments.
5	On AD in another uniformed service (see note 3).
6	Under restraint imposed by civil or criminal court or subject of a subpoena ordering attendance on some specified future date (includes those relieved from restraint on the condition of appointment). (See definition on **Attachment 1**)
7	Member of the Reserve force of another uniformed service (see note 4).

ITEM	Applicants are ineligible for appointment when one of the following conditions exists (note 1).
8	Persons enrolled in training or instruction leading to a commission in any of the uniformed services, including the Merchant Marine.
9	Disenrolled from an officer training program as defined in AFI 36-2012, *Record of Disenrollment From Officer Candidate -Type Training-DD Form 785.*
10	Previously applied for appointment but was not selected, or was selected for appointment but declined acceptance (see note 5).
11	Not available for AD 30 calendar days from the date of acceptance of appointment when appointment depends on immediate entry on AD.
12	Not available for AD 30 calendar days from the date of the order calling the person to active duty in time of war or national emergency declared by the President or the Congress, or when otherwise authorized by law (see note 6).
13	Cannot qualify for retirement under Title 10, U.S.C., Section 8911 (AD retirement) or Section 12731 (Reserve retirement), before or on removal from an active status, unless the person acknowledges in writing that retention for retirement is not possible (see note 7).
14	On the retired roll of any of the uniformed services.
15	Discharged with other than an honorable discharge certificate or with other than "Honorable" on DD Form 214, **Certificate of Release or Discharge From AD**, or DD Form 2l5, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**.
16	Released from AD or discharged for failure to meet acceptable standards of conduct or duty performance, unsuitability, misconduct, personal abuse of drugs, for the good of the service, for security reasons or court-martial convictions.
17	Discharged for failure to meet minimum Reserve participation requirements.
18	Discharged for physical disability.
19	Discharged for hardship reasons.
20	Discharged for failure to respond to official correspondence.
21	Eliminated from the Inactive Status List Reserve Section (ISLRS).
22	Dropped from the rolls of any uniformed service because of confinement to a state or federal penitentiary or correctional institution, or due to absence without authority for 3 months.
23	Received severance pay, or separation pay, or readjustment pay, or Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) pay when released from AD or discharged from any uniformed service (see note 8).
24	Resigned in lieu of court-martial, reclassification, elimination, or any form of corrective or disciplinary action.
25	Nonselection for promotion for the second time (regardless of selection for continuation on AD); or after initial continuation on AD, not subsequently continued due to nonselection or declination (see note 9).

ITEM	Applicants are ineligible for appointment when one of the following conditions exists (note 1).
26	Deferred as defined in Title 10, U.S.C., 14001, or whose name has been removed from the recommended list under Title 10, U.S.C., Section 14310.
27	Regular officer resigned with more than 18 years of AD (see note 8).
28	Retirement eligible Regular officer.
29	Retired as a Regular officer.
30	Not in the best interest of the Air Force to grant a commission.
31	Has any family members under age 18 years, or incapable of self-care, and is single, married to a military member, or has a common-law spouse (see note 10).
32	Has been twice nonselected for appointment in the Medical Service Corps (MSC), if application is for EAD appointment in the MSC (see note 5).

NOTES:

1. Refer to paragraph **2.3.** for waiver procedures

2. Refer to paragraph **1.18.3.** for eligibility determination procedures involving evidence of homosexual conduct.

3. A commissioned officer may establish eligibility by obtaining a conditional release from the parent uniformed service according to AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*.

4. A member may establish eligibility by obtaining a conditional release from the parent service, unless the member is on AD or under orders to report for AD.

5. An individual is not eligible to reapply for 12 months from the date notified of nonselection or the date the individual declined the appointment. This restriction does not apply to persons applying for appointment or reappointment for judge advocate duties or designation as a judge advocate. This restriction also does not apply to persons who wish to affiliate with the Air Force Reserve after declining to execute the oath of office because they did not want to accept AD assignments offered them.

6. This applies for appointments based on ANG or USAFR requirements but not for appointments for immediate entry on AD with the United States Air Force.

7. Each commissioned officer whose Reserve grade is brigadier general or below (except an officer covered by Title 10, U.S.C., Section 14512) and has not been selected for promotion to the grade of major general, must be separated on the last day of the month the officer becomes age 60. (Title 10, U.S.C., Section 14510). A Reserve officer in the grade of colonel, unless continued on the Reserve Active Status List (RASL) under Title 10, U.S.C., Section 14701 or 14702, and who is not on a list of officers recommended for promotion to the next higher grade shall be removed from that list on the first day of the month after the month in which the officer completes 30 years of commissioned service (Title 10, U.S.C., Section 14507(b)). A Reserve officer in the grade of lieutenant colonel, unless continued on the RASL under Title 10, U.S.C., Section 14701 or 14702 or retained as provided in Title 10, U.S.C., Section 12646 or 12686, and who is not on a list of officers recommended for promotion to the next higher grade shall be removed

from the list on the first day of the month after the month in which the officer completes 28 years of commissioned service (Title 10, U.S.C., Section 14507(a)). A Reserve officer in the grade of major, unless retained as provided in Title 10, U.S.C., Sections 12646, 12686, 14701, or 14702, who has failed of selection to the next higher grade for the second time and whose name is not on a list of officers recommended for promotion to the next higher grade shall be removed from that list on the first day of the month after the month in which the officer completes 20 years of commissioned service (Title 10, U.S.C., Section 14506). A Reserve officer in the grade of captain, unless retained as provided in Title 10, U.S.C., Section 12646 or 12686, who has failed selection for promotion to the next higher grade for the second time and whose name is not on a list of officers recommended for promotion to the next higher grade and who has not been selected for continuation on the RASL under Title 10, U.S.C., Section 14701, shall be separated not later than the first day of the seventh month after the month in which the President approves the report of the board which considered the officer for the second time (Title 10, U.S.C., Section 14505). A Reserve Officer in the grade of first lieutenant who has failed selection for promotion to the next higher grade for the second time and whose name is not on a list of officers recommended for promotion to the next higher grade shall be separated not later than the first day of the seventh month after the month in which the President approves the report of the board which considered the officer for the second time (Title 10, U.S.C., Section 14504). The SAF, with the officer's consent, may retain in an active status any Reserve officer of the Air Force designated as a medical officer, dental officer, veterinary officer, nurse until the officer becomes age 67 years, or a chaplain until he or she becomes age 60 years (Title 10, U.S.C., Section 14703) or who is designated as a biomedical sciences officer and is qualified for service as a veterinarian, optometrist, or podiatrist. Retain an officer in an active status under Section 14703 only to fill a mission-based requirement. Title 32, U.S.C., Section 324(a)(1) shall not apply to an officer during any period in which retained in an active status under Title 10, U.S.C., Section 14703.

8. EXCEPTION: VSI and SSB Program officers and officers involuntarily separated from AD due to reduction in force are eligible for appointment in the ResAF, if separating from AD effective 1 February 1992 through 30 September 1999; however, are not eligible for any future voluntary entry on EAD under AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers.* VSI/SSB officers who continue participation in the Selected Reserve remain eligible to apply for statutory tours under AFI 36-2116, *Extended Active Duty for Reserve Component Officers.*

9. Reserve officers of other uniformed services who apply for appointment under paragraph **2.6.** and former officers who held an aeronautical rating who apply for appointment under paragraph **2.7.** are ineligible if they have been nonselected for promotion for the first time.

10. Such individuals are eligible to apply for appointment; however, a waiver request or a dependency eligibility determination has to accompany their application. The following applicants are exempt from the dependency restrictions and do not require a waiver or dependency eligibility determination:

10.1. Former RegAF officers who apply for ResAF appointment under paragraph **2.4.** if discharge from the RegAF and acceptance of the Reserve commission takes place on the same day or day after discharge.

10.2. Officers appointed as ResAF on removal from the TDRL.

10.3. Officers who interservice or intraservice transfer.

10.4. Air Force enlisted members who are serving on AD or in Ready Reserve units of the ANGUS and USAFR.

Table 2.3. Appointment Grade And Computation Of Total Years Service Date (TYSD), Date of Rank (DOR), & Total Federal Commissioned Service Date (TFCSD).

RULE	A If the individual	B then (see note 1)
1	is being appointed for the first time	determine the grade according to **Table 2.1.** (see note 2). Compute the TYSD by backdating the date of appointment by the total amount of service credit awarded according to AFI 36-2604, *Service Dates and Date of Rank*, and this instruction. Determine the DOR by back dating date of appointment by the amount of service credit in excess of the service credit that **Table 2.1.** requires to determine the appointment grade. The TFCSD is the date of appointment.
2	is a ResAF officer being reappointed (for example, MSC to MC)	recompute the TYSD and DOR to reflect any additional service credit authorized according to AFI 36-2604 and this instruction (see note 3). The TFCSD does not change.
3	is a former RegAF officer who is discharged and accepts appointment in the ResAF in the same competitive category without a break in service	appoint in the grade held when discharged. Compute the TYSD by back dating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. The DOR is the same as the officer's AD DOR (see note 4). The TFCSD is the same as that held on the date of discharge.
4	is a former AF officer who is discharged and accepts appointment in the ResAF in the same competitive category after a break in service	determine the grade, TYSD, and DOR based on service credit provisions in effect for the Air Force at the time of appointment. When the determination results in a grade that is higher than the previously held grade, appoint in the grade determined based on service credit. When the grade determination results in a grade equal to or lower than the previously held grade, appoint the officer in the previously held grade. Compute the TYSD by backdating the date of the latest appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. Add the break in service to the previously held TFCSD and DOR. Add periods of inactive status in the previously held grade to the previously held DOR.
5	is a former officer of another uniformed service who, after discharge, accepts appointment in the ResAF after a break in service (when appointing as an MC officer, see note 5)	determine the grade according to **Table 2.1.** (see note 2). Compute the TYSD by back dating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. Determine the DOR by back dating the date of appointment by the amount of service credit in excess of the service credit that **Table 2.1.** requires to determine the appointment grade. Compute the TFCSD by back dating the date of appointment by the total service creditable for TFCSD according to AFI 36-2604.
6	accepts ResAF appointment in a different competitive category (see note 6)	
7	is an officer of the Public Health Service (PHS) and interservice transfers to a Reserve component of the Air Force	

RULE	A	B
	If the individual	**then (see note 1)**
8	is an officer of a Reserve component of another uniformed service (except PHS) and interservice transfers to a Reserve component of the AF in the same competitive category	appoint in the grade held in the parent service. Compute the TYSD by backdating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. The DOR is the DOR held in the parent service adjusted for any periods of inactive status. The TFCSD is the same as that held in the parent service. The TYSD and DOR must not place the officer beyond mandatory phase points for promotion to the next higher Reserve grade.

NOTES:

1. Age restrictions in **Table 2.1.** apply (see paragraph **2.7.4.** for exceptions).
2. The total amount of appointment grade credit and DOR credit awarded cannot exceed 14 years except as authorized in paragraph **2.18.2.**. Also, the awarded DOR may not result in the officer being eligible for promotion consideration within the next 12 months. ***EXAMPLE:*** For officers appointed as first lieutenant, the maximum DOR credit is 3 years; as captain, 6 years; as major, 6 years.
3. On reappointment an officer may qualify for the same grade, a higher grade, or a lower grade. Compute the TYSD and DOR in these cases based on service credit provisions in effect for the Air Force at the time of reappointment. Refer to paragraph **3.8.** of this instruction for further guidance.
4. If the officer had prior Reserve commissioned service in the same grade not reflected in the DOR, the DOR is adjusted to include prior promotion service in the same grade, excluding inactive service.
5. If the former officer was a physician in another uniformed service, the Principal Deputy Assistant SAF (Manpower, Reserve Affairs, Installations and Environment) (SAF/MI), may approve a request for appointing the officer under rule 4 versus rule 5 as an exception to policy, if justified. Fully justified requests for exception to policy may be forwarded to HQ AFPC/DPAM (for EAD appointments), ANG/MPP (for ANGUS appointments), or HQ USAF/REP, Personnel Division, (USAFR Ready Reserve appointments), for disapproval or recommended approval. If HQ AFPC/DPAM, ANG/MPP, or HQ USAF/REP recommends approval, they forward the request to HQ USAF/DPXF (Force Policy Division) for processing to SAF/MI for a final decision.
6. This rule applies whether or not there is a break in service.

Table 2.4. Service Credit On Appointment As A Medical Or Dental Officer.

R U L E	A **If the individual has successfully completed**	B **then the amount of service credit awarded is**
1	a Doctor of Medicine (MD), Doctor of Osteopathy (DO), Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) degree	4 years.
2	an internship approved by the Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA)	1 year.
3	A graduate medical education in a specialty approved by the ACGME or AOA and creditable toward certification by an American Specialty Board (***EXAMPLE:*** residency or fellowship)	1 year for each year (or school year) (see note 1).
4	graduate or postgraduate education, after graduation from dental school, in dentistry or in the specialty to which assigned and creditable toward specialty board certification	1 year for each year (or school year) (see note 1).
***5**	a master's degree or doctorate in a field listed in **Table 2.7.**	1 year for each school year not to exceed 24 months for a master's degree and 48 months for a doctorate. Total credit may not exceed 48 months (see notes 1 and 2).
6	full time experience as a physician or dentist after graduation from medical, osteopathic, or dental school in an environment usually associated with high professional standards	1/2 year for each year of experience up to a maximum of 3 years (see notes 1, 3, 4, and 5).
7	unusual special experience	1 year for each year (see notes 1 and 6).
***8**	service on active duty or in an active status as commissioned officer in any uniformed service, in the professional specialty in which being appointed	1 year for each year (see note 1).
***9**	service on active duty or in an active status as a commissioned officer in any uniformed service, but not in the professional specialty in which being appointed	1/2 year for each year of service (see note 1).
***10**	Commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the MC/DC corps	1 year for each year (see note 1)

NOTES:

1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to 14 years unless granted a waiver according to paragraph **2.18.2.** Do not award United States Military Academy (USMA), United States Naval Academy (USNA), or Unites States Air Force Academy (USAFA) graduates any credit for education, training, service, or experience they gained before graduating from the academy. Attainment of permanent certification by the Educational Council for Foreign Medical Graduates (ECFMG) or completion of a Fifth Pathway program is not creditable as an internship.
2. HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO, as appropriate, approves, on an individual basis, any credit awarded under this rule. The advanced education must contribute directly to the performance of duty. The advanced degree must not have been earned concurrently with the primary credentials (MD, DO, DDS, DMD). Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and a doctorate degree may not exceed the maximum allowed for a doctorate.
3. Unless HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO, as appropriate, waives, no credit may be given for practice outside the United States, the District of Columbia (DC), Puerto Rico, or Canada.
4. Use the permanent and unrestricted licensure in a state, the DC, the Commonwealth of Puerto Rico, a territory of the United States, or Canada, to establish the date from which to award credit for experience to foreign-trained physicians.
5. Compute from the day after the officer completed the internship or the education listed in rules 3, 4, or 5, as appropriate, until the day before appointment. Do not award credit for periods of unemployment of more than 30 days.
6. HQ AFPC/DPAM, ANG/MPP or HQ ARPC/DAO, as appropriate, may award credit under rule 7 only for a specialty designated critical or urgent. Do not award credit under rule 7 unless the maximum credit under rule 6 has been awarded.

Table 2.5. Service Credit On Appointment Or Designation As A Biomedical Sciences Corps (BSC), Medical Service Corps (MSC), Or Nurse Corps (NC) Officer.

R U L E	A **If appointing or designating an individual as a**	B **and they have completed**	C **then the amount of service credit awarded is (see note 1)**
1	nurse	a masters degree in nursing	24 months.
2		a doctorate (doctor of philosophy (Ph.D)) degree in nursing	48 months (see note 2).
***3**		a masters degree program for nurse anesthesia	24 months (see note 3).
***4**		a masters degree program for nurse midwifery	24 months.
***5**		a masters degree program for women's health care nurse practitioner, or obstetrics, gynecology (OB/GYN) nurse practitioner	24 months (see note 3).
***6**		a masters degree program for pediatric nurse practitioner	24 months (see note 3).
***7**		a masters degree program for family nurse practitioner	24 months (see note 3).
8	bioenvironmental engineer	a Master of Science degree in engineering or industrial hygiene	12 to 24 months (see note 4).
9		a Ph.D. degree in engineering	48 months (see note 2).
10	medical entomologist	a Master of Science degree in entomology	24 months.
11		a Ph.D. degree in entomology	48 months (see note 2).
12	biomedical laboratory officer	a Master of Science degree in a field listed in paragraph **8.4.1.2.**	24 months.
13		a Ph.D. degree in a field listed in paragraph **8.4.1.2.**	48 months (see note 2).
14		a clinical laboratory certification program	12 months (see note 5).
15	aerospace physiologist	a Master of Science degree in physiology, zoology, or related degree acceptable to HQ USAF/SG	24 months.
16	aerospace physiologist	a Ph.D. degree in physiology, zoology, or related degree acceptable to HQ USAF/SG	48 months (see note 2).

RULE	A If appointing or designating an individual as a	B and they have completed	C then the amount of service credit awarded is (see note 1)
17	health physicist	a Master of Science degree in health physics, radiobiology, radiological physics, or related degree acceptable to HQ USAF/SG	24 months.
18		a Ph.D. degree in health physics, radiobiology, radiological physics, or related degree acceptable to HQ USAF/SG	48 months (see note 2).
19	clinical psychologist	a Ph.D. degree in psychology	48 months (see note 6).
20		a clinical psychology internship	12 months (see notes 6 and 7).
21	clinical social worker	a Master of Social Work degree	24 months.
22		a Doctor of Social Work degree	48 months (see note 2).
23	dietitian	a dietetic internship	9 months.
24	occupational therapist	occupational therapy field work level II after receiving a baccalaureate degree and/or career mobility plan	6 months (see note 8).
25	physical therapist	physical therapy clinical education	12 months (see note 8).
26	pharmacist	a Bachelor of Science (B.S.) degree in pharmacy from an accredited 5-year program	12 months.
*27		a Master of Pharmacy degree	1 year for each school year, not to exceed 24 months.
28		a Ph.D. degree in pharmacy or a Doctor of Pharmacy (PharmD) degree	48 months (see note 2).
29		a pharmacy residency accredited by the American Society of Hospital Pharmacists	12 months (see note 9).
*30	optometrist	a Doctor of Optometry degree	48 months.
31	biomedical specialist	a master's degree in audiology, speech therapy, or speech pathology	24 months.
32		a Ph.D. degree in audiology, speech therapy, or speech pathology	48 months (see note 2).
*33	podiatrist	a Doctor of Podiatry degree	48 months.

RULE	A If appointing or designating an individual as a	B and they have completed	C then the amount of service credit awarded is (see note 1)
34		a podiatry residency accredited by the American Podiatry Association and the Council on Podiatric Medicine Education	12 months.
35	physician assistant (PA)	a post baccalaureate PA specialist training program acceptable to HQ USAF/SG	12 to 24 months (see note 4).
*36	environmental health officer	a Doctor of Veterinary Medicine (DVM) degree	48 months.
37		a master's degree in public health	12 to 24 months (see note 4).
*38	chiropractor	a doctoral degree from a chiropractic college approved by the Council on Chiropractic Education and acceptable to HQ USAF/SG	48 months.
*39	health services administrator	a master's or Ph.D. degree in health business or public administration, com-puter science, engineering, planning, or related degree as determined by HQ AFPC/DPAMF or HQ ARPC/DAO	1 year for each school year, not to exceed 24 months for a master's degree or 48 months for a doctorate degree (see note 10).
40	officer in all specialties	a master's or doctorate degree in a field listed in **Table 2.7.**	1 year for each school year not to exceed 24 months for a master's degree or 48 months for a doctorate degree. See note 10).
41		full time professional experience in the specialty in which appointed when the experience is accrued after obtaining the qualifying degree or license	1/2 year for each year of experience up to a maximum of 3 years (see notes l1 and 14).
42		full time special professional experience in the specialty in which appointed when the experience is accrued after obtaining the qualifying degree or license	1 year for each year (see notes 12 and 14).

RULE	A	B	C
	If appointing or designating an individual as a	**and they have completed**	**then the amount of service credit awarded is (see note 1)**
43		service on active duty or in an active status as a commissioned officer in any of the uniformed services, in the corps or professional specialty in which being appointed	1 year for each year served.
44		service as a commissioned officer in an active status while participating in an education or training program that would qualify for credit in the specialty under rules l through 38	1 year for each year (or school year).
45	officer in all specialties	service on active duty or in an active status as a commissioned officer in any of the uniformed services, but not in the corps or professional specialty in which being appointed	1/2 year for each year (see note 13).
46		commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the BSC/MSC/NC corps	1 year for each year (see note 1).

NOTES:

1. In computing service, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to 14 years unless granted a waiver according to paragraph **2.18.2.** Do not award graduates of the USMA, USNA, or USAFA any credit for education, training, service, or experience they gained before graduating from the academy.
2. No additional credit is authorized for a master's level degree in the same or related field.
3. Must also be nationally certified by the applicable specialty board.
4. Depending on the official length of the program, award an applicant 12 to 24 months credit for a master's degree. ***EXAMPLE:*** 1 year for each school year not to exceed 24 months. HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO, as appropriate, determines the amount of credit awarded.
5. Do not grant credit under rule 13 if credit has been granted under rule 11 or 12, or if certification is required for award of the baccalaureate degree.

6. If the applicant's Ph.D program required the applicant to complete a 1-year clinical psychology internship for award of the doctorate, do not award credit for completing the internship. The maximum credit this applicant may receive is 48 months.
7. Award 48 months service credit to an individual accepted for the USAF Clinical Psychology Internship Program who has not received a Ph.D. in psychology.
8. Do not award any credit to individuals who complete clinical internship affiliation or residency training as part of their baccalaureate program.
9. Do not award any credit for completing the residency to an applicant whose master's of pharmacy or PharmD degree program required the 1-year residency for award of the degree. The maximum credit this applicant may receive is 24 months.
10. HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO, as appropriate, approves any credit awarded under this rule on an individual basis. Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and doctorate degree may not exceed the maximum allowed for a doctorate.
11. Credit under this rule applies to individuals appointed as BSC, MSC, or NC officers on or after 4 December 1987. Do not award credit for experience of 1/2 year or less or for periods of unemployment of more than 30 days. For those individuals that require a license, award experience credit from time of licensure.
12. Credit under this rule applies to individuals appointed as BSC, MSC, or NC officers on or after 4 December 1987. Award credit under this rule only when HQ USAF/SG determines that a specialty is critical or urgent. HQ USAF/SG, ANGRC/SG, or HQ USAF/REM, as appropriate, determines (on a fiscal year basis) which skills may get credit under this rule and sets the limits on the amount of credit awarded. According to DoDD 1312.2, by 1 July of each year, the Services provide to ASD(HA) their plan for granting additional credit for special experience to certain critically short specialties. HQ AFPC/DPAM, ANG/MPP, and HQ ARPC/DAO award credit for special experience accordingly. Do not award credit under this rule unless the maximum credit under rule 40 has been awarded. Do not award credit for periods of unemployment of more than 30 days. For those individuals who require a license, award experience credit from time of licensure.
13. For competitive category transfers to the BSC, MSC, or NC, award 1 year for each year of prior service if constructive service credit under Title 10, U.S.C., Section 12207 is not going to be awarded (see paragraph **3.8.4.**).
14. An individual achieves full time professional experience by being employed 40 hours per week in one or more places of employment. ***EXCEPTION:*** Individuals employed for 32-39 hours per week and considered full time employees must submit a letter from their employer verifying they are full time employees.

Table 2.6. Service Credit For Line Of The Air Force, Chaplain, Judge Advocate, And Air Force General Counsel's Honors Program Officers.

RULE	A If individual is	B and has completed	C then the amount of service credit awarded is (see note 1).
1	designated as a chaplain	a Master of Divinity or equivalent degree as approved by HQ AFRS/RSOCC	3 years.
2		7 or more years of extensive practical experience in a ministry following completion of qualifying graduate educational credit or ordination, whichever is later	1 year.
3		special experience or unique qualifications (***EXAMPLE:*** Dean of Seminary, or has national prominence)	1/2 year for each year up to a maximum of 3 years as determined by HQ AFPC/DPAH
4		AD commissioned service as a chaplain	1 year for each year.
5		commissioned service as a chaplain, in an active status, other than on EAD	1 year for each year (maximum 1 year (see note 2)).
6	designated as a chaplain	AD commissioned service, other than as a chaplain	1/2 year for each year.
7		commissioned service, other than as a chaplain, in an active status, other than on EAD	1/2 year for each year (maximum 1 year).
8	designated as a judge	Bachelor of Laws or Juris Doctor degree	3 years (see note 3).
9	advocate (JA) or assigned as an attorney in the AF General Counsel's Honors Program	special experience or unique qualifications	1/2 year for each year up to a maximum of 3 years as determined by the AF General Counsel or The Judge Advocate General, as appropriate.
10		commissioned service in an active status while participating in an education program that would qualify for credit under rule 8	1 year for each year (or school year) (see note 3).
11		AD commissioned service	1 year for each year.
12	designated as a judge advocate (JA) or	commissioned service as a JA in an active status, other than on EAD	1/2 year for each year.
13	assigned as an attorney in the AF General Counsel's Honors Program	commissioned service other than as a JA in an active status, other than on EAD	1/4 year for each year.
14	assigned to LAF	AD commissioned service	1 year for each year.

RULE	A	B	C
	If individual is	**and has completed**	**then the amount of service credit awarded is (see note 1).**
15		commissioned service in an active status other than on EAD	1/2 year for each year.

NOTES:

1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to 14 years unless granted a waiver according to paragraph **2.18.2.** Do not award USMA, USNA, or USAFA graduates any credit for education, training, service, or experience they gained before graduating from the academy.
2. For the purpose of determining service credit for appointment, chaplain candidate service is considered inactive service and is not creditable.
3. The sum of credit under rules 8 and 10 may not exceed 3 years.

Table 2.7. Advanced Degrees Creditable For Awarding Additional Credit.

RULE	A	B	C
	If the officer has a master's or doctorate degree in	**then it may be creditable to an officer in the MC and DC (see note).**	**BSC, MSC, and NC (see note).**
1	Anatomy	X	X
2	Audiology		X
3	Bacteriology	X	X
4	Biochemistry	X	X
5	Clinical Laboratory	X	X
6	Dietetic		X
7	Engineering (health related)		X
8	Environmental Health	X	X
9	Immunology	X	X
10	Medical Entomology	X	X
11	Medical Laboratory Sciences	X	X
12	Microbiology	X	X
13	Nuclear Medical Science (Health Physics, Radiobiology, Radiological Physics, Nuclear Physics, Biophysics)	X	X
14	Nursing Specialties		X
15	Occupational Therapy		X

R U L E	A	B	C
	If the officer has a master's or doctorate degree in	**then it may be creditable to an officer in the MC and DC (see note).**	**BSC, MSC, and NC (see note).**
16	Optometry		X
17	Parasitology	X	X
18	Pharmacy		X
19	Physiology	X	X
20	Physical Therapy		X
21	Podiatry		X
22	Psychology		X
23	Public Health	X	X
24	Virology	X	X
25	Zoology		X
26	Other specialties when approved on a case-by-case basis by HQ AFPC/DPAM, ANG/MPP, or HQ ARPC/DAO, as appropriate	X	X

NOTE:

The additional degree must add adjunctive skills to the primary specialty and must contribute directly to performance in the specialty in which being appointed.

Chapter 3

APPLICATION AND PROCESSING PROCEDURES

3.1. How To Apply.

3.1.1. Recruiters or base education services offices assist individuals applying for appointment to enter active duty.

3.1.1.1. The Reserve servicing MPF, unit commander, or Reserve recruiter where the vacancy exists, assists individuals applying for appointment to fill authorized vacancies in the Ready Reserve units of the USAFR and ANGUS.

3.1.1.2. Before requesting any information concerning Social Security Number (SSN) and specific personnel data, brief the applicant on the provisions of the Privacy Act and give the applicant a copy of AF Form 883, **Privacy Act Statement - US Air Force Application Record**. Document on any retained records the date on which the applicant was briefed and provided AF Form 883.

3.1.2. Except for procedures that apply to OTS and AFROTC, the documents in paragraphs **3.1.2.1.** through **3.1.2.12.** constitute the basic application.

3.1.2.1. AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component** (in duplicate). In the upper right hand corner, specify the specialty for which applying. The "Applicant Briefing Item on Separation Policy" (**Attachment 4**) must be attached as an annex to AF Form 24. ***NOTE:*** This is a requirement only for civilian applicants and enlisted members.

3.1.2.2. Prior service records. If the applicant has prior:

3.1.2.2.1. Commissioned military service but has resigned that commission, have the applicant authorize release of the records (by SF 180, **Request Pertaining to Military Records**, or by letter) to the appropriate activity listed in **Table 3.2.** (see exceptions below).

3.1.2.2.1.1. Request that copies of the prior service records include an order reflecting the most current promotion and DOR, the date of original commission, inclusive dates of active and inactive service, type and date of discharge or release, all performance reports, and a statement of service showing all active, inactive, and Extension Course Institute course points for Reserve time.

3.1.2.2.1.2. Request records as early in the application process as possible. If applying for assignment in the medical service under **Chapter 6**, **Chapter 7**, or **Chapter 8**, with concurrent assignment to the Ready Reserve or to a Category A Reserve unit, have the applicant authorize release of the records to HQ ARPC/DAO.

3.1.2.2.2. Enlisted service but was discharged or released, submit a copy of DD Form 4-1-2, **Enlistment/Reenlistment Document - Armed Forces of the United States**; DD Form 214, (undeleted copy); and if applicable, DD Form 215; discharge or release order, and discharge certificate. If not available, have the applicant request documents from the appropriate branch of service.

3.1.2.2.2.1. Military service in any uniformed service (except the Public Health Service) and still holds a commission or enlisted status, request the parent uniformed service release the records to the appropriate activity listed in **Table 3.2.**

3.1.2.2.2.2. Commissioned or enlisted service in the Public Health Service, still holds a commission, or has resigned or been discharged, submit a complete statement of service and copies of performance evaluations. If the statement of service does not indicate whether member is in a failed promotion status, include a statement that the individual is not currently in a failed promotion status.

3.1.2.3. SF 88, **Report of Medical Examination**; SF 93, **Report of Medical History** and electrocardiogram (EKG). Submit original and two copies of SFs 88 and 93. Be sure the documents meet the validity requirements of AFI 48-143, chapter 1. ***NOTE:*** Air Force AD enlisted personnel applying for commission in the MSC (**Chapter 7**) do not submit physical examination documents unless selected for appointment.

3.1.2.4. Results of a National Agency Check (NAC), a favorably completed Entrance National Agency Check (ENTNAC) with a break in service of less than 24 months or written confirmation that a prior check is acceptable. Applicants for the health professions, chaplains, or judge advocates do not submit results of a NAC as long as they meet requirements of paragraph **3.6.** Applicants for these positions submit a completed SF Form 86, **Questionnaire for National Security Positions**, as part of their application.

3.1.2.5. Official transcripts of all college work. Final transcript must include the day, month, and year of award of degree. ***EXCEPTION:*** International medical graduates may submit a photostatic or certified copy of their college diploma. If the diploma is not in English, include translation.

3.1.2.6. Conditional release from parent uniformed service, if applicable.

3.1.2.7. DD Form 785, **Record of Disenrollment From Officer Candidate-Type Training**, 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. If the DD Form 785 does not provide sufficient information, send a request for additional facts to the appropriate address shown in AFI 36-2012 or to the MAJCOM responsible for the commissioning program.

3.1.2.8. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Include a drug and alcohol abuse circumstances statement (attachment 5, **A5.1.**) if the applicant answers "yes" to any of the questions on the AF Form 2030.

3.1.2.9. AF Form 1288, if appointment is contingent on assignment to a USAFR Ready Reserve unit or IMA position, as required by AFI 36-2115, *Assignments Within the Reserve Components*.

3.1.2.10. AF Form 3010, **USAF Statement of Understanding, Dependent Care Responsibilities.** Only applicants for appointment to perform on EAD who have family members or a military spouse submit this form. Include the name, relationship, and date of birth of each family member (including spouse) in the remarks section of the form.

3.1.2.11. Dependency eligibility determination statement (**Attachment 6**) when required according to **Attachment 1**

3.1.2.12. Waiver request, as applicable. When the request is for waiver of dependency procedures (**Table 2.2.**, item 31), include a statement from the applicant indicating that he or she received counseling according to AFI 36-2908, *Family Care Plans*, and fully understands the Air Force policy on the relationship between family members' care responsibilities and accomplishing military duties and obligations, both in peacetime and during contingency. ***EXCEPTION:*** Do not require a statement for persons applying for appointment to perform on EAD. AF Form 3010 satisfies the requirement.

3.1.3. For additional documents required to apply for appointment as a judge advocate, chaplain, or medical service officer, see paragraphs **3.1.4.**, **3.1.5.** or **3.1.6.**. Submit applications according to **Table 3.2.**

3.1.3.1. Officers applying for reappointment as judge advocates under **Chapter 4** do not submit the documents required by paragraphs **3.1.2.3.**, **3.1.2.4.**, and **3.1.2.9.**. Officers already designated as judge advocates or assigned to The Judge Advocate General's Department who apply for reappointment under **Chapter 4** do not submit documents previously submitted if the documents are still current (for example, certificate of graduation from an American Bar Association accredited law school).

3.1.3.2. LAF officers desiring reappointment to the MSC or BSC submit a memorandum of application according to paragraph **3.8.**

3.1.4. For applications under **Chapter 4**, include the following documents in addition to those required in paragraph **3.1.2.**

3.1.4.1. A copy of certificate of graduation from an American Bar Association accredited law school.

3.1.4.2. A certificate from the proper court clerk indicating original admission date and present standing at the bar of a federal court or the highest court of a state.

3.1.4.3. A report of interview by an active duty career judge advocate prepared according to separate instructions issued by The Judge Advocate General, HQ USAF.

3.1.4.4. Current resume listing educational background, legal and other experience.

3.1.5. For applications under **Chapter 5**, include the following documents in addition to those required in paragraph **3.1.2.**

3.1.5.1. DD Form 2088.

3.1.5.2. Certified scholastic transcripts.

3.1.6. For applications under **Chapter 6**, **Chapter 7**, or **Chapter 8**, include the following documents in addition to those required in paragraph **3.1.2.**

3.1.6.1. A verified copy of license to practice, registration, or certification, if applying for appointment in a specialty that requires licensure, registration, or certification. ***NOTE:*** Verify license to practice, registration, and certification through the issuing source.

3.1.6.1.1. Foreign trained physicians must submit evidence of permanent certification by the ECFMG or the Fifth Pathway program. They must also submit a verified copy of the initial license as well as the current license to practice in a state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

3.1.6.1.2. Nurses must have current registration in at least one state, the District of Columbia (DC), the Commonwealth of Puerto Rico, or a territory of the United States. Nurse anesthetists submit documentary evidence of current certification by the Council on Accreditation of Programs in Nurse Anesthesia.

3.1.6.2. A verified (through the issuing source) copy of certificate of internship training, residency training, and board certification (health care practitioners).

3.1.6.3. Verification letter (from the program director) with beginning and ending dates, if still in training (health care practitioners).

3.1.6.4. Statement in attachment 7, paragraph **A7.1.1.** (applicants for commission in the medical services for assignment to USAFR Ready Reserve unit or IMA positions).

3.1.6.5. Statement in attachment 7, paragraph **A7.2.** (health care practitioners except clinical psychologists).

3.1.6.6. Statement in attachment 7, paragraph **A7.3.** (clinical psychologists).

3.1.6.7. Brief statement indicating why individual desires appointment. ***EXCEPTION:*** Health service administrator applicants for appointment to perform on EAD submit a one-page letter indicating why they desire appointment. Address the letter to the MSC selection committee.

3.1.6.8. Part one of National Boards (Dental Corps applicants). Submit part two, if available. ***NOTE:*** Do not include documents in paragraphs **3.1.6.8.** through **3.1.6.17.** with applications for appointment of Category A or Category B health care practitioners. Maintain the documents on file at the unit of assignment or attachment. Include a statement with the application from the unit commander regarding completion of precredential screening.

3.1.6.9. Copy of credentials file from previous hospitals (health care practitioners).

3.1.6.10. AF Form 1541, **Credentials Continuing Health Education Training Record** (health care practitioners not applying for appointment directly from a training program).

3.1.6.11. AF Form 1562, **Credentials Evaluation of Health Care Practitioners**. Applicants with hospital privileges submit AF Form 1562 from the hospital chief of staff (or training program monitor if in a training program during the last 5 years), hospital administrator, and professional supervisor or department chairperson.

3.1.6.12. Statement of prior professional privileges (health care practitioners except interns, residents, and fellows). Use the appropriate credentials privilege list form. (See NGR (AF) 36-2 for ANG applicants.)

3.1.6.13. Quality assurance check for physicians from the Federation of State Medical Boards or for other health care practitioners from the National Practitioner Data Bank.

3.1.6.14. Memorandum of personal interview from an officer of the same corps and specialty (health care practitioners).

3.1.6.15. Curriculum vitae (physicians).

3.1.6.16. Malpractice documents (applicants for appointment in specialties that require licensure, registration, or certification). If the applicant has been the subject of a malpractice allegation, the applicant must submit a statement of facts concerning each such allegation. Unless a malpractice allegation has been unconditionally dropped or dismissed or the applicant was acquitted, the appli-

cant must also submit complete copies of the complaint or other statement of the allegations and the responsible insurance carrier's analysis of such allegations. If the case is not merely a nuisance suit (a malpractice suit that has been unconditionally dropped or dismissed or the applicant has been acquitted), submit a copy of the plaintiff's complaints and allegations and the insurance carrier's analysis of the case.

3.1.6.17. Test scores from the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) (health service administrator applicants). Applicants with a master's degree in health services administration accredited by the Accrediting Commission on Education for Health Service Administration (ACEHSA) do not have to submit the test scores.

3.1.6.18. Medical College Admission Test (MCAT) scores (Armed Forces Health Professions Scholarship Program [AFHPSP] applicants).

3.1.6.19. Interview with an active duty USAF Medical Service Corps hospital or clinic administrator (health service administrator applicants for appointment to perform on EAD). Interviewers forward interview memorandum for civilian applicants to HQ AFRS/RSHM (Medical Recruiting Division); for other applicants to HQ AFPC/DPAMS.

3.1.6.20. Two but no more than three letters of recommendation (health service administrator applicants for appointment to perform on EAD).

3.1.6.21. Interview with a medical treatment facility commander (health service administrator applicants for ANGUS or USAFR Ready Reserve vacancies). The medical facility commander prepares a recommendation addressing the applicant's education, technical experience, potential to perform as a health service administrator, and appearance and bearing. Do not require this for persons requesting appointment under the provisions of the ANG Early Commission Program for Physicians.

3.1.6.22. Interview with an active duty officer of the same specialty (BSC applicants who are not health care practitioners and apply for appointment to perform on EAD). Interviewers forward interview memorandum for civilian applicants to HQ AFRS/RSHM. For all others, forward interview memorandum to HQ AFPC/DPAMS.

3.1.6.23. Financial eligibility determination (civilians applying for appointment on or after 1 October 1992 to perform on EAD who require a dependency determination and appointment would be in grades second lieutenant through captain).

3.2. Processing Applications and Appointment of Medical Service Officers forAssignment to the Air Reserve Components. Appointment of medical service applicants (major and below) who are United States citizens, graduates of accredited United States schools, and desire affiliation with the Air Reserve components, will be within 30 days after receiving their complete application.

3.3. Processing Applications to Officer Training Program Examining Centers (OTPEC).

3.3.1. Continental US (CONUS), Alaska, and Hawaii. Commanders who receive applications under this instruction (except as specified in **Table 3.2.**, rules 2, 4 through 12 and 18) forward the applications to the OTPEC primary project officer most convenient to the applicant. Before forwarding an application to an OTPEC for processing, the commander screens it to make sure it is complete and the applicant qualifies. Commanders forward applications to OTPECs within 15 workdays after receipt, except when they require additional information to complete an application.

3.3.2. Overseas. The MAJCOM having jurisdiction over applicants in the overseas area (except as specified in **Table 3.2.**, rules 2, 4 through 12 and 18) forwards applications to the most appropriate OTPEC. MAJCOMs may prescribe administrative channels for receiving applications. However, it is the MAJCOM's responsibility to screen all applications for completeness and verify applicant qualifications before forwarding applications to OTPECs for processing. MAJCOMs screen and forward applications within 15 workdays after receipt, except when they need additional information to complete an application.

3.3.3. Examining Boards. Examining boards recommend individuals who have not held an appointment and have requested appointment above the grade of major under Title 10, U.S.C., Section 12204. The MAJCOM commander having appointment responsibilities for requested specialties or, if overseas, the MAJCOM having jurisdiction over the geographical area concerned appoints examining boards. If required, HQ AFPC/DPPAO may convene examining boards.

3.3.4. Composition.

3.3.4.1. The appointing authority convenes examining boards composed of an uneven number of officers totaling not less than three. Ensure the majority are Reserve officers and all are in a grade equal to or higher than the grades which applicants have requested. Ensure one of the board members is female if considering a female applicant. Reserve officers appointed to these boards may or may not be on EAD. However, do not appoint non-AD officers without their consent. Do not place Reserve officers on AD for this purpose.

3.3.4.2. The MAJCOM forwards the recommendations of these boards to the appropriate OTPEC. The OTPEC incorporates the recommendations with the individual's application and other allied papers.

3.3.5. Applications for Appointment and Concurrent Ready Reserve Assignments Under Current Procurement Objectives. Do not send these applications to the OTPECs for processing. The units having the vacancies a member wishes to fill process them.

3.4. Duties of the Examining Centers. Refer to AFI 36-2001, *Officer Training Program Examining Centers* (OTPEC).

3.4.1. Unless exempt, each applicant has to take all composites of the AFOQT. See **Table 3.1.** for minimum scores.

3.4.1.1. The following categories are exempt:

3.4.1.1.1. Former officers.

3.4.1.1.2. Officers of any of the services, except those applying for entry into pilot or navigator training.

3.4.1.1.3. Individuals applying under **Chapter 5** and **Chapter 6**; chapter 7, paragraph **7.3.**; and **Chapter 8**.

3.4.2. Testing requirements for AFROTC students and individuals applying for entry into OTS are in AFI 36-2013.

3.5. Selecting Applicants.

3.5.1. The selection authorities specified in paragraphs **1.5.** through **1.8.** and **1.12.** through **1.14.** review applications and make selections. Selection boards include at least one Reserve officer. They select applicants through the use of a quality-oriented system including, but not limited to, factors such as education, experience, test scores, potential, motivation, and, if applicable, prior military performance.

3.5.2. Selection authorities generate accessions data as prescribed in the PDS Documentation Handbook 171-130, part one, section 7.

3.6. Personnel Security Investigations (PSI). Prior enlisted personnel selected for appointment may receive a commission based on a favorable ENTNAC if they have not had a break in service greater than 24 months. For all others a NAC is required.

3.6.1. Appointing authorities must review investigations initiated according to AFI 31-501 before appointment. They may appoint applicants before receiving a completed NAC if:

3.6.1.1. They receive a NAC request with the application and submit the request to the Defense Investigative Service (DIS).

3.6.1.2. The applicant signs a statement of understanding (attachment 7, paragraph **A7.4.**) agreeing to discharge processing if the results of the NAC are unfavorable.

3.6.2. If a selectee was the subject of a previous PSI and there has been no break in service greater that 24 months, a new PSI is not required or authorized.

3.6.3. Send applications through the personnel office (AFROTC members), unit security manager (active duty airmen), or Reserve servicing MPF (non-EAD airmen). That office provides written confirmation of a favorably completed PSI (include the type of investigation and date completed). Obtain data from the AF Form 2584, **Record of Personnel Security Investigation and Clearance**, (for AFROTC members), or the PDS (for other members).

3.6.4. Only HQ 497IG/INS has the authority to record clearance eligibility in the PDS. They forward copies of investigations containing questionable information to the appointing authority for a suitability determination. After review of the investigation, the appointing authority advises HQ 497IG/INS of the applicant's acceptance or rejection for commissioning.

3.7. Appointing Selectees and Notifying Nonselectees.

3.7.1. Appointing authorities appoint selectees by memorandum or administrative order. They issue appointments as of the current date and make them effective as of the date of acceptance.

3.7.1.1. Refer to **Attachment 8**, **Attachment 9**, and **Attachment 10** for appointment memorandum formats. Do not use an authority line on appointment memorandum.

3.7.1.2. Air Education and Training Command (AETC), Air Force Military Training Center (AFMTC) appoints USAF graduates of OTS by administrative orders instead of appointment memorandums. They appoint USAFR graduates of OTS by memorandum according to **Attachment 8**

3.7.1.3. After appointment, the appointing authority forwards a copy of the appointment memorandum or order, oath of office, and application with attachments to:

3.7.1.3.1. HQ AFPC/DPPAOR for all direct appointments as ResAF officers with concurrent entry on EAD.

3.7.1.3.2. HQ ARPC/DSFR (Residual Field Records Branch) for all direct appointments as ResAF officers with concurrent Ready Reserve assignments.

3.7.2. The selection or appointing authority ensures persons who are nonselected, ineligible, or found not qualified for appointment, are so advised. They then dispose of application documents according to AFMAN 37-139, *Records Disposition Schedule.*

3.7.3. When an applicant fails to accept an appointment, the appointing authority cancels the appointment by reason of nonacceptance and notifies the appointee. The appointing authority enters the declination and date on all retained copies of the appointment memorandum and disposes of application documents according to AFMAN 37-139.

3.7.4. Appointing authorities establish procedures to notify the losing service of the acceptance of their members for appointment as ResAF officers. Notification must contain complete information.

3.8. Designation To Perform Professional Functions as a Chaplain, Judge Advocate, or Medical Service Officer. A reappointment action is usually required when a ResAF officer is designated to perform professional functions. To apply, an officer submits a memorandum application and attaches documents not already included in the Master Personnel Record Group (MPerRGp). ***EXAMPLE:*** Diploma from medical school, transcript of college work, copy of license to practice, and any other documents or information the officer desires to submit.

3.8.1. Accept a certificate of physical fitness instead of a medical examination, if the officer has complied with the requirements for a periodic physical examination. However, an officer who has not submitted a report of medical examination within 3 years before the date of application must submit a current examination.

3.8.2. The appointing authority reappoints officers of the MSC who are medical or dental students as first lieutenants when the students meet the requirements outlined in **Chapter 6**. (See **Table 2.1.**, note 6, for authority to reappoint medical students as captains.)

3.8.3. The appointing authority may withdraw designation to perform professional functions and assign an officer to the LAF if:

3.8.3.1. The initial appointment professional functions performed in another category are not being used to acquire line officer status.

3.8.3.2. HQ USAF/SG, HQ USAF/JAX, or HQ USAF/HC, as appropriate, does not object to such reappointment or transfer.

3.8.3.3. A requirement exists in a line specialty for which the officer qualifies and can be effectively utilized.

3.8.3.4. The officer agrees to accept reappointment despite an adjustment of grade or DOR. When there is no change in service credit involved, the appointing authority assigns the officer to the LAF in the officer's current grade and does not change the officer's service dates.

3.8.4. When the action does not involve the award of service credit and a change in grade or DOR does not occur, the appropriate appointing authority designates the officer to perform professional functions or withdraws such designation by administrative order.

3.8.5. When the action involves the award of service credit and a change in grade or DOR occurs, reappointment is required. Before reappointment, the appointing authority advises the officer, in writing, of potential ramifications of a change in grade, DOR, or the loss of service credit. The applicant should sign and date the written advisory.

3.8.6. When a line officer on flying status with a current effective aeronautical rating accepts reappointment in the medical service, or as a chaplain, or judge advocate, the appropriate office (AFI 11-402) publishes an order disqualifying the officer from flying status.

3.9. Validity of Oaths of Office and Acceptances.

3.9.1. Each individual must take and subscribe to an oath of office according to AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission* before entering the duties of the office. The appointing authority cancels the appointment if the individual will not execute the oath of office without modifications or reservations. In situations described in 3.9.2 and 3.9.3, when an officer establishes acceptance by another means, the officer must submit a properly executed oath of office as a prerequisite for entitlement to full pay and allowances.

3.9.2. Executing and returning the oath of office constitutes a formal acceptance of appointment. (Acceptance is "expressed," as by formal acceptance in writing, or "implied," as by performance of the duties of the office pursuant to an order of competent authority or an obligated Regular officer who accepts a discharge from active duty, contingent upon acceptance of a Reserve appointment.)

3.9.2.1. If an appointee enters on AD or into active status before executing the oath of office, the appointing authority records the date of entry on AD or into active status, as applicable, as the implied or constructive date of acceptance. However, the appointing authority must obtain an executed oath of office as soon as possible.

3.9.2.2. The officer executes the oath as of the current date. On receiving the oath from the officer, the appointing authority annotates it as follows: Date of entry (on active duty or into active status, as applicable) on (date) pursuant to Special Order (#) HQ (Issuing), dated (of order), constitutes constructive acceptance of appointment. Acceptance officially recorded as of date of EAD or entry into active status, as applicable.

3.9.3. An oath of office properly dated and signed by an appointee, but administered by other than an authorized official is not a valid oath, but it is effective as an acceptance and recorded as such. In such cases, the appointing authority:

3.9.3.1. Obtains a valid oath of office dated as the date actually executed.

3.9.3.2. Forwards both oaths with the application and appointment documents to the proper MPerRGp custodian.

3.9.4. When an individual who is in training to qualify for later reappointment executes the oath of office on a date after he or she completes educational requirements, the appointing authority annotates the oath as follows: Date of appointment recorded for record purposes as the completion date of educational requirements.

3.10. Orders and Records.

3.10.1. General Information. AFI 37-128, *Information Management*, tells what series of special orders to use and how to number, authenticate, reproduce, and distribute them. Appointing authorities

publish orders to announce ResAF appointment or reappointment, to announce termination or vacation of ResAF appointment, and correction, amendment, rescissions, or revocation of ResAF appointment.

3.10.2. Appointment or Reappointment. Issue AF Form 778, **Reserve Appointment Order**, or a composed order to announce acceptance of appointment or reappointment. Include items listed at **Attachment 11**.

3.10.3. Changes to Orders--Amendments, Rescissions, and Revocations. Organizations publishing the original order, use AF Form 973, **Request and Authorization for Change of Administrative Orders**, or a composed order, if the form is not practical. Publish in the same series as the original order; that is, amend a Reserve order with a Reserve order.

Table 3.1. Air Force Officer Qualifying Test (AFOQT) Minimum Scores.

R	**A**	**B**
U L E	**If applying for**	**then the applicant completes all five composites of the AFOQT and the minimum qualifying scores are**
1	flying (pilot or helicopter) training	at least 25 percentile in the pilot and at least 10 percentile in the navigator composites with a total score in these two being at least 50 percentile and at least 15 percentile in the verbal and at least 10 percentile in the quantitative composites (see note 1)
2	flying (navigator) training	at least 25 percentile in the navigator and at least 10 percentile in the pilot composites with a total score in these two composites being at least 50 percentile and at least 15 percentile in the verbal and at least 10 percentile in the quantitative composites (see note 1)
3	non flying duties	at least 15 percentile in the verbal and at least 10 percentile in the quantitative composites (see notes 1 and 2)

NOTES:

1. In exceptional cases, based on the "whole person" or on the "needs of the AF," ANGRC may waive the minimum verbal and quantitative composite scores for persons who apply for appointment to fill ANGUS vacancies.
2. Applicants for appointment to fill authorized vacancies in the USAFR Ready Reserve must also score at least 15 percentile in the academic aptitude composite and have a combined composite score of at least 100 in academic aptitude, verbal and quantitative.

Table 3.2. Submitting Application.

RULE	A **If the applicant is or is applying for**	B **then submit the application**
1	appointment in the medical service under **Chapter 6**, **Chapter 7**, or **Chapter 8**, with concurrent AD and holds military status (see note 1)	to HQ AFRS/RSOOA.
2	appointment in the medical service under **Chapter 6**, **Chapter 7**, or **Chapter 8**, with concurrent AD and holds no military status	
3	a USAF Reserve member not on EAD	through the Unit/CC and command channels to HQ AFRC/DPMB (to fill Reserve unit positions); or through the appropriate MAJCOM, FOA, or DRU, to HQ ARPC/DAO (to fill IMA positions).
4	seeking initial appointment for judge advocate (JAG) duties	to HQ USAF/JAX.
5	an officer on EAD applying for reappointment or designation for JAG duties	through servicing MPF and MAJCOM to HQ USAF/JAX.
6	an officer not on EAD applying for assignment or reappointment for JAG duties	through Reserve channels to HQ ARPC/JAR and HQ ARPC/DAO, in turn, if necessary.
7	appointment as a chaplain candidate or for reappointment and designation as a chaplain on ordination and graduation from seminary	to HQ ARPC/HC.
8	appointment and designation as a chaplain with concurrent assignment to the Ready Reserve	
9	appointment and designation as a chaplain with concurrent AD	to HQ AFRS/RSOCC.
10	appointment in the medical service under **Chapter 6**, **Chapter 7**, or **Chapter 8**, with concurrent assignment in the Ready Reserve	to HQ AFRC/SGSR, (for Category A unit); to HQ ARPC/SG (for IMA/RD/Medical IRR programs).
11	competitive categories transfers (for example, an LAF officer applying for reappointment as a JAG, chaplain, or medical service officer under **Chapter 4**, **Chapter 5**, **Chapter 6**, **Chapter 7**, or **Chapter 8**)	according to AFI 36-2106, *Competitive Category Transfers* (for officers on EAD).
12		through Reserve channels to HQ ARPC/DAO (for officers not on EAD).
13	a former officer of the RegAF	HQ ARPC/DAO or HQ AFRC/DPME.

RULE	A	B
	If the applicant is or is applying for	**then submit the application**
14	a Reserve officer of another uniformed service other than rules 1, 4, 7, 8, 9, and 10 (see note 2)	through Reserve channels to HQ AFRC/DPMB (for Category A unit); through Reserve channels
15	a former officer of any service who held an aeronautical rating, applying for appointment to fill an aircrew position in the Ready Reserve	to HQ ARPC/DAO (for all others).
16	appointment with assignment to the Retired Reserve	as outlined in AFI 36-3203, using AF Form 131, **Application for Transfer to the Retired Reserve**.
17	appointment or reappointment as a ResAF (ANGUS) in any category	to the ANG servicing MPF, the adjutant general of the state concerned, and ANG/MPP, in turn.
18	an AF AD enlisted member applying for appointment under **Chapter 6**, **Chapter 7**, or **Chapter 8** with concurrent AD	to HQ AFPC/DPAM.
19	appointment to the AF Ready Reserve Stipend Program (AFRRSP) in the AFRC unit program	through HQ AFRC/SGSR to HQ ARPC/SG.
20	appointment in the AFRRSP other than AFRC unit program	to HQ ARPC/SG.

NOTES:

1. Rule 1 does not pertain to Air Force AD enlisted personnel applying for appointment in the MSC, BSC, or NC under **Chapter 6**, **Chapter 7**, or **Chapter 8**. They submit application according to rule 18.
2. Rule 14 pertains only to Reserve officers of the other uniformed services not serving on EAD.

Chapter 4

APPOINTING JUDGE ADVOCATE OFFICERS

4.1. Submitting Applications for Appointment or Reappointment.

4.1.1. Appointment. Applicants for appointment as ResAF for duty in The Judge Advocate General's Department submit applicable documents listed in paragraphs **3.1.2.** and **3.1.4.**

4.1.2. Reappointment. Usually, on designation as a judge advocate, an officer is not reappointed. However, reappoint the applicant if he or she will receive constructive service credit not authorized under the appointment currently held. To apply for reappointment for judge advocate duties you must submit a statement that you understand the following:

4.1.2.1. The current Reserve commission is vacated.

4.1.2.2. Any service credit is subject to recomputation as provided in paragraph **2.18.**

4.1.2.3. TYSD and DOR are adjusted accordingly.

4.1.2.4. The additional constructive service credit awarded counts for appointment and promotion under Title 10, U.S.C., chapters 36 and 1205.

4.2. Professional Qualifications. Applicants for appointment as ResAF for duty in The Judge Advocate General's Department who qualify must meet the age and grade requirements paragraph **2.1.** establishes, be a graduate of an accredited law school, and be a member of the bar of a federal court or of the highest court of a state.

4.2.1. A senior attending or a graduate of an accredited law school may apply for appointment on the basis of current transcript (senior) or before being admitted to the bar (law school graduate). However, the appointing authority will not tender the appointment without documented evidence of law school graduation (senior) and admission to the bar (senior or graduate).

4.3. Appointment and Reappointment Guidelines.

4.3.1. Appointment. HQ USAF/JA is the reviewing and approval authority for all applicants. Original appointments require the applicant's consent to immediately enter EAD for 4 years, except for ANG applicants; applicants for USAFR unit, or IMA judge advocate positions, who have served on EAD as judge advocates in another branch of the armed forces for 2 years or more; and applicants for USAFR unit or IMA judge advocate positions who have served on EAD as Air Force judge advocates for 2 years or more, but who no longer hold ResAF or RegAF commissions.

4.3.2. Reappointment. Subject to **Chapter 2**, or paragraph **3.8.3.**, and this chapter, ResAF officers who are not in a deferred status under Title 10, U.S.C., Section 14501 or nonselect status under Title 10, U.S.C., chapter 36 may apply for reappointment as judge advocates under the following conditions:

4.3.2.1. Non-EAD USAFR applicants who have not served on EAD as commissioned officers and desire to fill authorized EAD requirements. Complete AF Form 125, **Application for Extended Active Duty with the United States Air Force**. Selection is on a competitive basis within authorized recall quotas for judge advocates. (See AFI 36-2008, *Voluntary Extended*

Active Duty (EAD) for Air Reserve Commissioned Officers, for reappointment of AFROTC graduates forecast to EAD to perform judge advocate duties.)

4.3.2.2. AFROTC graduates on educational delay who participated in an internship program as specified in AFI 51-101, *Judge Advocate Accession Program*, unless excused by The Judge Advocate General, HQ USAF.

4.3.2.3. HQ USAF/JA for applicants on EAD, ANG/MPP for applicants in the ANGUS component, and HQ ARPC/DAO for USAFR applicants not on EAD, render reappointment for their respective component.

4.3.2.4. HQ USAF/JAX, ANG/MPP, or HQ ARPC/JAR limits reappointment to officers below the grade of major, qualified but not designated for appointment as judge advocates, or assigned to The Judge Advocate General's Department and gives officers reappointed under this paragraph credit according to paragraph **2.18.**. This service counts for appointment and promotion.

4.3.2.5. If applicants on EAD are not in Conditional Reserve Status, HQ USAF/JAX must approve dates of separation that are at least 4 years from the date of designation as judge advocates.

Chapter 5

APPOINTING CHAPLAINS

5.1. Application for the Air Force Chaplaincy.

5.1.1. General.

5.1.1.1. Qualified applicants appointed as chaplains, ResAF receive AFSC 52R1.

5.1.1.2. Applicants receive appointment only when military authorizations and faith group requirements exist within the Reserve quotas the HQ USAF Chief of Staff allocates.

5.1.1.3. Applicants for initial appointment must be less than 40 years or less than 42 years with 2 years of satisfactory prior service at time of commissioning.

5.1.2. Application Procedure. **Table 3.2.** tells where to submit applications. Applications must include all applicable documents listed in paragraphs **3.1.2.** and **3.1.5.**

5.1.3. Qualification and Requirements. Applicants must possess 120 semester hours of undergraduate credit from an accredited college or university; and possess a Master of Divinity (normally 90 semester hours) or an equivalent theological degree, (usually acquired in 3 years), or have completed 3 full time resident years of graduate level study in theology or related subjects leading to ordination and ecclesiastical endorsement that qualifies the applicant to perform professional functions as a chaplain. (See further explanation at **Attachment 2**)

5.2. Applicants from Religious Faith Groups That Do Not Operate Accredited Seminaries. The Chief of Chaplains may consider these applicants if they meet paragraph **5.1.3.** requirements; have earned a minimum of 90 semester hours of graduate credit in the social sciences, the humanities, or theology (or a combination of all three) at an accredited institution of higher learning; are fully qualified clergy members as their particular faith group requires; and are actively engaged full time in the religious vocation at the time of appointment and have completed the professional experience their faith group requires.

5.3. Ecclesiastical Endorsement.

5.3.1. Applicants for EAD chaplaincy must ask their ecclesiastical endorsing agency to submit an endorsement on DD Form 2088 to HQ AFRS/RSOCC. Applicants for Reserve chaplaincy send form to HQ ARPC/HC; for ANG to ANG/HC (see **Attachment 1** for addresses). Appropriate authority reviews the DD Form 2088 and forwards the application forms with instructions to the applicant (Reserve and ANG will send if there is a vacancy).

5.3.2. The ecclesiastical endorsement is valid only if a religious endorsing agency recognized by the Department of Defense Armed Forces Chaplains Board issues it. The endorsement will certify that the applicant is:

5.3.2.1. A fully qualified clergy member of the faith group the endorsing agency represents, professionally qualified, and meets the educational requirements for the chaplaincy.

5.3.2.2. Qualified spiritually, morally, intellectually, and emotionally to serve as an Air Force chaplain.

5.3.2.3. Sensitive to religious pluralism and will provide for the free exercise of religion by all military personnel, their family members, and other authorized personnel the military services serve.

5.4. The Chaplain Candidate Program.

5.4.1. Eligibility Criteria. In addition to being otherwise qualified, applicants seeking appointment as chaplain candidates must:

5.4.1.1. Possess 120 semester hours of undergraduate credit from an accredited college or university.

5.4.1.2. Apply when enrolled full time in seminary, but no later than the third semester before graduation. Enrollment must be in an accredited or recognized theological seminary or school of religion (see **Attachment 1**).

5.4.1.3. Possess the potential professional qualifications paragraph **5.1.** requires.

5.4.1.4. Obtain ecclesiastical endorsing agency approval to enter the Chaplain Candidate Program.

5.4.1.5. Be less than age 35 years at the time of appointment.

5.4.1.6. Be acceptable to the Chief of Chaplains.

5.4.2. Procedures. Contained in this chapter and **Chapter 3**. Also, the application must include a statement of ecclesiastical approval signed by the applicant's ecclesiastical endorsing agency.

5.4.3. Appointment. Appointment is contingent on a military authorization and a faith group requirement as HQ ARPC/HC determines.

5.4.3.1. Submitting the Application. Submit applications directly to HQ ARPC/HC for final review, approval, and appointment.

5.4.3.2. Approved Applicants. HQ ARPC/DAO commissions each approved applicant in the grade of second lieutenant, awards Reporting Identifier 92R0, designates as a Ready Reservist, and assigns to the 9017 Air Reserve Squadron. Each applicant signs the statement of understanding (attachment 7, paragraph **A7.5.**) at the time of appointment.

5.4.3.3. Monitoring the Chaplain Candidate Program. HQ ARPC/HC monitors this program. On or before 1 November each year, the chaplain candidate must submit a certification from the registrar of the theological institution he or she is attending to HQ ARPC/HC. The certification must state that the chaplain candidate is a current student in good standing and has been accepted for the ensuing academic year, and include the estimated graduation date.

5.4.4. Reappointment as Chaplain (AFSC 52R1). A candidate applies for reappointment after graduating from a theological seminary and satisfying faith group ecclesiastical requirements.

5.4.4.1. HQ ARPC/HC approves reappointment if the Chief of Chaplains accepts and the ecclesiastical endorsing agency endorses the applicant, and the applicant meets all requirements.

5.4.4.2. On reappointment, the officer actively participates in the Ready Reserve for a minimum of 3 years unless selected to fill an active duty vacancy.

5.4.4.3. The officer must agree to apply for the Chaplain Orientation Course as soon as possible, but no later than 1 year after the date of reappointment.

5.4.4.4. If no vacancy exists in a Category A Reserve unit or IMA position, HQ ARPC/HC assigns the officer to 9002 Air Reserve Squadron (Chaplain Reinforcement Program).

5.4.5. Title of Chaplain Candidate. Address a chaplain candidate, when in military status, as "lieutenant," with written title as "Chaplain Candidate, 2nd Lt." A chaplain candidate may not wear the chaplain insignia.

5.4.6. Termination of Chaplain Candidate Status.

5.4.6.1. The status of a chaplain candidate is in force until ARPC reappoints the candidate as a chaplain or separates the individual.

5.4.6.2. HQ ARPC terminates a chaplain candidate's commission under the provisions of AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*, when required.

5.4.6.3. A member's active participation as a continuation candidate requires a written "statement of intent" at least annually. Except in the most unusual circumstances, HQ ARPC/HC submits a continuation candidate for involuntary administrative discharge if he or she fails to obtain ecclesiastical endorsement within 3 years after graduating from seminary.

5.4.7. Promotion of Chaplain Candidates. Chaplain candidates do not meet promotion boards while enrolled in the program.

5.5. Appointment or Reappointment From Enlisted or Line Officer Status. Applicants applying for appointment or reappointment from enlisted or ResAF line officer status must meet the criteria in paragraph **5.1.** or **5.4.**

Chapter 6

APPOINTING PHYSICIANS (INCLUDES OSTEOPATHS), DENTISTS, AND NURSES

6.1. How To Apply. See **Table 3.2.** and paragraphs **3.1.2.** and **3.1.6.**

6.2. Doctors of Medicine (MD), Doctors of Osteopathic Medicine (DO), and Doctors of Dentistry (DDS or DMD).

6.2.1. Appointment as first lieutenant (or captain under **Table 2.1.**, rule 3, note 6). Applicants must:

6.2.1.1. MD: Be a graduate of a medical school approved by HQ USAF/SG or of a foreign medical school. Graduates of foreign medical schools must have attained permanent certification by the Educational Council for Foreign Medical Graduates (ECFMG) or have completed a Fifth Pathway program with a certificate of completion by an accredited United States medical school.

6.2.1.2. DO: Have completed 3 years of college work before entering a college of osteopathic medicine or have completed a 4-year course and been awarded a DO degree from a school approved by HQ USAF/SG. Graduates must be eligible for licensure to practice medicine or surgery in a majority of the states.

6.2.1.3. DDS/DMD: Possess a DDS or DMD degree from a school accredited by the American Dental Association. Applications from dental students may be accepted and processed before the applicant receives the qualifying degree. Applicants furnish a statement from the institution indicating they have completed all degree requirements or expect to do so by the end of the senior year of professional school. If otherwise qualified, the applicant may be conditionally tendered an appointment no earlier than 180 days before graduation. On application, students sign and date the conditional tender of appointment at attachment 7, paragraph **A7.6.**

6.2.1.4. Have completed 1 year of postgraduate study approved by the ACGME (MD, DO) or AOA (DO).

6.2.1.5. Be acceptable to HQ USAF/SG and engaged in the ethical practice of medicine, osteopathic medicine, or dentistry.

6.2.1.6. Possess a current, permanent and unrestricted license to practice medicine or dentistry in a state, the District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States (MD/DDS/DMD) or be licensed to practice medicine, surgery, or osteopathy in a state or territory of the United States or in the District of Columbia (DO).

6.2.1.7. Appointing authorities may waive license and actual engagement in practice:

6.2.1.7.1. For individuals who graduate from approved medical (MD) or dental (DDS/DMD) schools, or schools of osteopathic medicine (DO).

6.2.1.7.2. For those who have attained permanent certification by the ECFMG or Fifth Pathway program (MD only) if they apply for appointment within 1 year after completing internship or residency training (MD/DO) or 1 year after graduating and while undergoing appropriate postgraduate instruction or engaged in a dental internship (DDS/DMD). Formal postgraduate medical training must have been continuous and uninterrupted since receiving the MD or DO degree.

6.2.2. Reappointment as first lieutenant (or captain, if applicable under **Table 2.1.**, rule 3, note 6). Regardless of the provisions of paragraph **6.2.1.4.**, reappointment as first lieutenant or captain is tendered to participants in the AFHPSP, Uniformed Services University of the Health Sciences (USUHS) and ANGUS Early Commissioning Program (ECP) on receipt of the MD or DO degree.

6.2.3. Appointment in Higher Grades. Applicants must possess all the qualifications specified in paragraph **6.2.1.** They must also have sufficient service credit awarded under **Table 2.4.** to qualify for a higher grade determined according to **Table 2.1.**

6.2.4. Final Year Sponsorship. Persons applying for appointment in the MC or DC to complete a sponsored residency or fellowship program must sign a statement of understanding (attachment 7, paragraph **A7.7.**).

6.3. Nurses.

6.3.1. Appointment as Second Lieutenant. In addition to meeting eligibility requirements outlined in **Chapter 2**, applicants must:

6.3.1.1. Have successfully passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and possess current registration in at lease one state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the U.S. Graduate nurses who have participated in the AFROTC-Scholarship Program (CSP) must successfully pass the NCLEX-RN prior to accession into the Nurse Corps. Graduates who fail to pass the NCLEX-RN on the second attempt or fail to petition the appropriate State Board of Nurse Examiners for the second attempt will be offered to the line of the Air Force.

6.3.1.2. Meet the following education requirements:

6.3.1.2.1. For active duty - must be a graduate of a baccalaureate degree program in nursing (BSN) which is accredited by a nationally recognized nursing accreditation agency. Registered nurses who are graduates of associate degree in nursing (ADN) or diploma programs and do not have a BSN are not eligible for active duty unless they also have a post-baccalaureate (masters or doctorate) degree in nursing. The basic nursing program and graduate degree in nursing must be nationally accredited.

6.3.1.2.2. For Air Force Reserve - must be a graduate of an associate degree, diploma or baccalaureate degree program in nursing which is accredited by a nationally recognized nursing accreditation agency. Registered nurse applicants must also have a baccalaureate degree in nursing (nationally accredited BSN program), a health-related field or in business administration.

6.3.1.2.3. For Air National Guard - must be a graduate of an associate degree, diploma or baccalaureate degree program in nursing which is accredited by a nationally recognized nursing accrediting agency. Effective 1 October 2000, registered nurse applicants must possess a baccalaureate degree in nursing (nationally accredited BSN program) or a health related field.

6.3.1.2.4. Nursing accreditation agencies recognized by the U.S. Department of Education meet the criteria for nationally recognized nursing accrediting agency. These include some state agencies as well as national agencies. Recruiting Service, HQ AFRS/RSOCN (DSN 487-6210/2206) maintains a listing of agencies that are currently U.S. Department of Educa-

tion approved, as well as effective dates of recognition for agencies. Applicants' nursing education programs must have been nationally accredited at the time of graduation.

6.3.1.2.5. Masters-level preparation in the specialty is required for award of the advanced practice nurse AFSCs for Nurse Anesthetist, Nurse Midwife, or Nurse Practitioner (**Table 2.5.**). Certificate or non-masters education programs are not acceptable.

6.3.2. Appointment in Other Grades. In addition to meeting the qualifications under paragraph **6.3.1.**, see **Table 2.1.**, **Table 2.5.**, and **Table 2.7.**

Chapter 7

APPOINTING OFFICERS IN THE MEDICAL SERVICE CORPS

7.1. Applying, Processing, and Selecting. Paragraphs **3.1.2.** and **3.1.6.** list the required application documents. **Table 3.2.** tells where to submit applications. Air Force officers on EAD apply for competitive category transfer according to AFI 36-2106. USAFR Ready Reserve officers apply for competitive category transfer according to paragraph **3.8.** and **Table 3.2.** rule 12. **Table 3.2.**, rule 17 applies to ANGUS officers.

7.2. Health Service Administrator (AFSC 41AX). For entry into this specialty or transfer from another Air Force Specialty Code (AFSC) into this specialty, a graduate degree in one of the following is mandatory: health care administration, hospital administration, public administration, business administration, business management, information systems management, or equivalent, or an undergraduate academic major in accounting, business administration, computer science, information systems, economics, finance, health care administration, marketing, business management, public administration, clinical or health systems engineering, or other related business field. Appointees must sign a statement of understanding (attachment 7, paragraph **A7.11.**).

7.3. Other Applicants. Reserve appointment, reappointment, or designation and grade in the Medical Service Corps in AFSC 4lA1 with Reporting Identifier (RI) or persons participating in AFHSP and USUHS is according to AFI 41-110, *Applying forMedical School and Medical Programs*.

Chapter 8

APPOINTING OFFICERS IN THE BIOMEDICAL SCIENCES CORPS

8.1. Applying, Processing, and Selecting. Applicants must submit applicable documents listed in paragraphs **3.1.2.** and **3.1.6. Table 3.2.** tells where to submit applications. The appointing authority determines a selectee's grade according to **Table 2.1.** based on the amount of service credit awarded according to **Table 2.5.**

8.2. Bioenvironmental Engineer (AFSC 43E1).

8.2.1. Education. The minimum requirement is a baccalaureate degree in engineering from an institution accredited by the Accreditation Board for Engineering and Technology, or otherwise acceptable to HQ USAF/SG; **or** a master's degree in industrial hygiene acceptable to HQ USAF/SG for award of AFSC 43ElB **or** a baccalaureate degree in architecture or architectural engineering from an institution accredited by the National Architectural Accreditation Board for award of AFSC 43ElC or 43ElE. An individual under this program must sign a Statement of Understanding (attachment 7, A7.12)

8.2.2. Area of Experience. Qualifying experience must be in a professional capacity, including:

8.2.2.1. The design, management, or investigation of works or a program for potable water, waste water, and industrial waste systems or other facets of environmental engineering;

8.2.2.2. The recognition, evaluation, and control of occupational stresses, including those related to noise, hazardous materials or agents, radiation, light, heat and cold;

8.2.2.3. The management of regulatory programs related to paragraph **8.2.2.1.** or **8.2.2.2.**;

8.2.2.4. Research and development work in environmental engineering or occupational health areas;

8.2.2.5. Clinical as well as research and development facets of biomedical engineering;

8.2.2.6. The design and construction of health care facilities; or

8.2.2.7. Responsible teaching positions in subjects associated with paragraphs **8.2.2.1.** and **8.2.2.2.** in accredited educational institutions.

8.3. Medical Entomologist (AFSC 43M1).

8.3.1. Education. The minimum requirement for this specialty is a master's degree in entomology.

8.3.2. Area of Experience. Qualifying experience must be in medical entomology positions, including formulating policies and procedures, directing personnel in medical entomological activities, and conducting field and laboratory studies on development, testing, and application of insect control.

8.4. Biomedical Laboratory Officer (AFSC 43T1).

8.4.1. Education. Applicants may qualify in one of four ways:

8.4.1.1. As a general biomedical laboratory officer (43T1A): Possess a baccalaureate degree (master's degree desirable) acceptable to HQ USAF/SG and certified by either the American Soci-

ety of Clinical Pathologists (ASCP) as a Medical Technologist (MT), or the National Certifying Agency (NCA) for Medical Laboratory personnel as a Clinical Laboratory Scientist (CLS).

8.4.1.2. For appointment as a specialist (43TlB, C, E, and G): Possess a master of science degree (Ph.D. is desirable) in one of the following fields related to biomedical laboratory work: chemistry, bacteriology, hematology, virology, toxicology, histology, parasitology, microbiology, or pharmacology, or as otherwise acceptable to HQ USAF/SG. Must additionally be board certified by one of the certifying boards listed in AFI 41-108, *Training Affiliation Agreement Program*, or as otherwise acceptable to HQ USAF/SG.

8.4.1.3. For appointment as a specialist (43T4D) in environmental and industrial hygiene chemistry: Possess a master of science degree in one of the following scientific disciplines or equivalent experience acceptable to HQ USAF/SG: industrial hygiene chemistry, inorganic chemistry, organic chemistry, or chemical toxicology.

8.4.1.4. To qualify for a USAF Medical Technology Internship: Possess a master of science degree discipline as outlined above is desirable. An individual appointed under this program must sign a statement of understanding (attachment 7, paragraph **A7.8.**).

8.4.2. Area of Experience. Experience must be in biomedical laboratory positions, including analysis, development, and application of procedures in chemistry, bacteriology, hematology, virology, serology, and tissue pathology.

8.4.3. Other. For award of 43T3A, current certification by either the American Society of Clinical Pathologists as a Medical Technologist, or the National Certifying Agency for Medical Laboratory Personnel as a Clinical Laboratory Scientist, is mandatory.

8.5. Aerospace Physiologist (AFSC 43A1).

8.5.1. Education. The minimum requirement is a baccalaureate degree in physiology, zoology, or other related degrees acceptable to HQ USAF/SG. A master's degree in physiology or zoology is desirable.

8.5.2. Area of Experience. Qualifying experience must be in aerospace physiology or related positions. Experience in physiological research, aviation human factors, and the development of physiological life support systems and equipment for aircrew personnel is desirable.

8.5.3. Medical Qualifications. Applicants for aerospace physiologist must physically qualify for flying class III according to AFI 48-123.

8.6. Health Physicist (AFSC 43Y1).

8.6.1. Education. The minimum requirement is a bachelor of science degree in health physics, radiobiology, radiological physics, radiation biophysics, or other health physics related subjects acceptable to HQ USAF/SG.

8.6.2. Area of Experience. Qualifying experience must be in controlling, shipping, and disposing of radiological materials; conducting radiological protection surveys; monitoring the treatment and disposal of radioactive wastes; calibrating instruments; conducting research in health or radiological physics; instruction in health physics, or directing health physics programs.

8.7. Clinical Psychologist (AFSC 42P1).

8.7.1. Education. An applicant may qualify in one of two ways:

8.7.1.1. Have a doctorate degree in psychology from an accredited college or university acceptable to HQ USAF/SG and have completed a clinical psychology internship acceptable to HQ USAF/SG.

8.7.1.2. Apply for a USAF Clinical Psychology Internship and have a doctorate degree in psychology, or be enrolled in the final year of a course leading to a doctorate degree in psychology from an accredited college or university. An individual under this program must sign a statement of understanding (attachment 7, paragraph **A7.9.**).

8.7.2. Area of Experience. Qualifying experience must be in clinically oriented psychological positions and academic practice; administering, scoring, and interpreting psychological procedures; rehabilitation; or psychological research.

8.7.3. Licensure. A current license to practice clinical psychology in a state or the District of Columbia is required for individuals qualifying for appointment under paragraph **8.7.1.1.** Licensure may be waived for individuals appointed within 1 year from the date they graduated from the qualifying educational program and satisfied other applicable licensure criteria.

8.8. Clinical Social Worker (AFSC 42S1).

8.8.1. Education. An applicant must possess at least a master of social work degree from an accredited graduate school of social work. As part of the individual's graduate training, he or she must have:

8.8.1.1. Majored in casework and should have at least a 1-year field placement in a psychiatric or other mental health setting; or

8.8.1.2. Majored in group work, community organization, or administration, and must have at least a 1-year placement in a psychiatric or other mental health setting.

8.8.2. Area of Experience. In addition to the field placement requirements in paragraph **8.8.1.**, it is desirable that an applicant be certified by the Academy of Certified Social Workers, and have professional social work experience in a mental health setting such as an adult mental health clinic, a child guidance clinic, an inpatient mental health service, or a community mental health program.

8.9. Dietitian (AFSC 43D1). An applicant may qualify in one of two ways:

8.9.1. An applicant must have a baccalaureate degree from an approved school, college, or university and have completed a hospital dietetic internship or an equivalent program with equal emphasis on hospital food service administration and clinical dietetics, acceptable to HQ USAF/SG. Current status as a registered dietitian (R.D.) by the Commission of Dietetic Registration, a service of the American Dietetic Association, is required. Registration may be waived for individuals appointed within 1 year from date they completed the dietetic internship or equivalent program.

8.9.2. An applicant for the USAF Hospital Dietetic Internship must have completed, or be enrolled in the final year of a course leading to a baccalaureate degree from an accredited college or university and meet the academic requirements for entrance to a hospital or general dietetic internship.

8.9.2.1. An individual enrolled in the final year of an undergraduate degree program acceptable to HQ USAF/SG may apply for the USAF Hospital Dietetic Internship.

8.9.2.2. The applicant must include evidence of evaluated transcripts of credits through the central screening procedures used by the American Dietetic Association. When an individual applies for the dietetic internship, he or she must sign a statement of understanding (attachment 7, paragraph **A7.8.**).

8.10. Occupational Therapist (AFSC 42T1). An applicant must have:

8.10.1. A baccalaureate degree from an approved school, college, or university and have completed an occupational therapy course acceptable to HQ USAF/SG; or

8.10.2. A baccalaureate degree in occupational therapy from an approved school, college, or university.

8.11. Physical Therapist (AFSC 42B1).

8.11.1. Education. An applicant may qualify in one of three ways: have a baccalaureate degree from an approved school, college, or university and have completed a physical therapy certificate course acceptable to HQ USAF/SG; a baccalaureate degree in physical therapy from an approved school, college, or university; or be an AD Air Force member with a baccalaureate degree acceptable to HQ USAF/SG.

8.11.1.1. These members will be appointed in the BSC and sponsored under an Air Force Institute of Technology (AFIT) program to complete master's degree requirements. An individual appointed under this program must sign the statement at attachment 7, paragraph **A7.10.**.

8.11.2. Licensure. A current license to practice in a state or the District of Columbia. Licensure may be waived for individuals appointed within 1 year after graduation.

8.12. Pharmacist (AFSC 43P1).

8.12.1. Education. The minimum requirement is a baccalaureate degree in pharmacy.

8.12.2. Area of Experience. Qualifying experience must be in pharmacy positions, including ordering pharmaceuticals, filling prescriptions, maintaining medication profiles, screening profiles for drug interactions, compounding extemporaneous preparation and directing pharmacy personnel. Hospital pharmacy experience, including patient and staff education, drug information, drug utilization review, and work with unit dose and intravenous admixture services is preferred.

8.12.3. Licensure. A current license to practice pharmacy is required. Licensure may be waived for individuals appointed within 1 year after graduation.

8.13. Optometrist (AFSC 42E1).

8.13.1. Education. The minimum requirement is a degree in optometry from an accredited school of optometry. However, students may be conditionally tendered an appointment no earlier than 180 days before they attain the qualifying degree. On application, students sign and date a conditional tender of appointment (attachment 7, paragraph **A7.6.**).

8.13.2. Area of Experience. Qualifying experience must be in optometry positions, including conducting examinations of the eye to determine the presence of visual defects, prescribing lenses and orthoptic therapy to correct, conserve, or improve vision; detecting cases of ocular pathology; and examining and testing lenses for workmanship and conformance to prescriptions.

8.13.3. Licensure. A current license to practice in a state or District of Columbia is required. Licensure may be waived for individuals appointed within 1 year after graduation.

8.14. Biomedical Specialist (AFSC 42N1/43B1).

8.14.1. Education. For all subspecialties (AFSC 42NlA, Audiologist; AFSC 42NlB, Speech Therapist; and AFSC 43B1, Special), the minimum education requirement is a master's degree in the appropriate specialty. All degrees must be from accredited institutions of higher learning acceptable to HQ USAF/SG.

8.14.2. Area of Experience. Qualifying experience must be in a full time position as an audiologist, speech pathologist, rehabilitation therapist (including providing care and treatment for human ailments), or planning, directing, and conducting research in one of these fields.

8.14.3. Licensure. Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association is required. State licensure is highly desirable.

8.15. Podiatrist (AFSC 42F1).

8.15.1. Education. The minimum requirements are: have a Doctor of Podiatric Medicine from a college or university of podiatric medicine acceptable to HQ USAF/SG. It is highly desirable for the individual to have completed a postgraduate surgical residency.

8.15.1.1. Have a diploma from the National Board of Podiatry Examiners.

8.15.2. Area of Experience. Qualifying experience must be in a full time position as a podiatrist, including the examination, diagnosis, treatment, prevention, and care of conditions and functions of the human foot by medical and surgical means and by other methods based on scientific knowledge.

8.15.3. Licensure. A current license to practice podiatric medicine in a state or the District of Columbia is required. Licensure may be waived for individuals appointed within 1 year from the date they graduated from the Doctor of Podiatric Medicine program.

8.16. Physician Assistant (PA) (AFSC 42G1).

8.16.1. Education. Appoint those PAs who possess a baccalaureate degree in a health related field from an accredited college or university, and are graduates of a primary care physician assistant program approved by the American Medical Association Joint Review Committee on Education Programs for the Assistant to the Primary Care Physician (including the Air Force Physician Assistant program).

8.16.2. Licensure. Certification by the National Commission on Certification of Physician Assistants is highly desirable.

8.17. Public Health Officer (AFSC 43H1).

8.17.1. Education. Doctor of Veterinary Medicine (DVM) degree or Bachelor of Science in Nursing (BSN) degree with a Master of Public Health (MPH) degree from a college recognized by HQ USAF/SG is required for entry into this AFSC.

8.17.1.1. In unique cases, and in consideration of acceptable experience in public health, the requirement for a DVM or BSN may be waived by HQ USAF/SG if the applicant has a Bachelor

of Science degree (specialization) in a biomedical or biological science with an MPH degree with emphasis in environmental health, occupational medicine and epidemiology.

8.17.2. Experience. It is desirable that an applicant has applied the required knowledge in basic epidemiology, food safety and sanitation, communicable diseases, and occupational health programs.

8.18. Chiropractor (AFSC 43BX).

8.18.1. Education. The minimum requirement is a doctoral degree from a chiropractic college approved by the Council on Chiropractic Education (CCE) and acceptable to HQ USAF/SG.

8.18.2. Experience. Qualifying experience must include at least 1 year in health care services in an allopathic model immediately prior to accession. Experience in the allopathic model must include a case load and complexity considered sufficient by HQ USAF/SG, and all professional experience must have been accrued in the ethical practice of chiropractic.

8.18.3. Licensure. Applicants must have taken and passed all parts of the National Board of Chiropractic Examiners test and have a current license to practice chiropractic in a state or the District of Columbia. Applicants must provide evidence of credentialing and privileging action in an allopathic model.

8.19. Forms Prescribed. Prescribed forms are AF Form 24, AF Form 778, and DD Form 2088.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, *Armed Forces*, Sections 532, 603, 654, 1211, 2104, 2106, 2107, 8067, 8911, 9411,12201, 12203, 12204, 12207, 12208, 12731,14510, 14512, 14703, and 14706, 1982 edition

Title 10, United States Code, Armed Forces, Chapter 36, *Promotion, Separation, and Involuntary Retirement of Officers on the Active-Duty List*

Title 32, United States Code, *National Guard*, Section 324(a)(1), 1952 edition

Department of Defense Directive (DoDD) 1205.14, *Enlistment, Appointment and Assignment of Individuals in Reserve Component*, 24 May 1974, with change 1, 16 November 1994

DoDD 1215.8, *Senior Reserve Officers Training Corps (ROTC) Programs*, 25 March 1994

DoDD 1304.19, *Appointment of Chaplains for the Military Services*, 18 September 1993

DoDD 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, 4 March 1994

DoDD 1312.2, *Entry Grade Credit for Health Services Officers*, 4 October 1989, with change 1, 16 November 1994

DoDD 1312.3, *Service Credit for Commissioned Officers*, 21 October 1996

DoDD 1320.7, *Grades, Promotion Policies, Age, and Authorized Strengths in Grade for Medical and Dental Officers*, 29 September 1993, with change 2, 16 November 1994

Department of Defense Instruction (DoDI) 1320.7, *Grades, Promotion Policies, Age, and Authorized Strengths in Grade for Medical and Dental Officers*, 29 September 1993

DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 36-2001, *Officer Training Program Examining Centers (OPTEC)*

AFI 36-2002, *Regular Air Force and Special Category Accession*

AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*

AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission*

AFI 36-2008, *Voluntary Extended Active Duty(EAD) for Air Reserve Commissioned Officers*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2116, *Extended Active Duty for Reserve Component Officers*

AFI 36-2608, *Military Personnel Records Systems*

AFI 36-2701, *Social Actions Programs*

AFI 36-2908**,** *Family Care Plans*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*

AFI 37-128, *Information Management*

AFI 41-108, *Training Affiliation Agreement Program*

AFI 41-110, *Applying for Medical School and Medical Programs*

AFI 51-101, *Judge Advocate Accession Program*

AFMAN 36-2105, *Officer Classification*

AFMAN 37-139, *Records Disposition Schedule*

NGR (AF) 36-2, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*

Abbreviations and Acronyms

ACEHSA—Accrediting Commission on Education for Health Service Administrators

ACGME—Accreditation Council for Graduate Medical Education

AD—Active Duty

ADN—Associate Degree in Nursing

ADT—Active Duty for Training

AFA—Air Force Academy

AFHPSP—Armed Forces Health Professions Scholarship Program

AFPC—Air Force Personnel Center

AFOQT—Air Force Officer Qualifying Test

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFSC—Air Force Specialty Code

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

ANGUS—Air National Guard of the United States

AOA—American Osteopathy Association

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

BSC—Biomedical Sciences Corps

BSN—Bachelor of Science in Nursing

DC—Dental Corps

DDS—Doctor of Dental Surgery

DMD—Doctor of Dental Medicine

DO—Doctor of Osteopathy

DOR—Date of Rank

DP—Director of Personnel

DRU—Direct Reporting Unit

DVM—Doctor of Veterinary Medicine

EAD—Extended Active Duty

ECFMG—Educational Council for Foreign Medical Graduates

ECP—Early Commissioning Program

ENTNAC—Entrance National Agency Check

FOA—Field Operating Activity

HQ—Headquarters

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

LAF—Line of the Air Force

MA—Mobilization Augmentee

MAJCOM—Major Command

MC—Medical Corps

MD—Doctor of Medicine

MPerRGp—Master Personnel Record Group

MPF—Military Personnel Flight

MPH—Master of Public Health

MSC—Medical Service Corps

MSO—Military Service Obligation

NAC—National Agency Check

NAF—Numbered Air Force

NC—Nurse Corps

NCLEX-RN—National Council Licensure Examination for Registered Nurses

OTPEC—Officer Training Program Examining Center

OTS—Officer Training School

PA—Physician Assistant

PDS—Personnel Data System

PharmD—Doctor of Pharmacy

Ph.D.—Doctor of Philosophy

PHS—Public Health Service

PSI —Personnel Security Investigation

RASL—Reserve Active Status List

RegAF—Regular Air Force

ResAF—Reserve of the Air Force

SAF—Secretary of the Air Force

SG—Surgeon General

SSB—Special Separation Benefit

SSN—Social Security Number

TDRL—Temporary Disability Retired List

TFCSD—Total Federal Commissioned Service Date

TYSD—Total Years Service Date

USAFR—United States Air Force Reserve

U.S.C.—United States Code

USUHS—Uniformed Services University of the Health Sciences

VSI—Voluntary Separation Incentive

Terms

Active Duty (AD)—Full-time duty in the active military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty but does not include full-time National Guard duty.

Active Status—The status of all Reserves except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points or pay and may be considered for promotion.

Advanced Training—Professional training received after completion of the entry level degree requirements for commissioning.

Appointment—The creation of a commissioned status. In this context, an appointment is neither a promotion nor a demotion. Appointments generally require nomination by the President, confirmation by the Senate (depending upon the grade and component), tender of the appointment to the person, and

acceptance of the tender. The term appointment as used in this instruction refers to an "original" appointment as defined in Title 10, U.S.C. 101(b)(10).

Armed Forces of the United States—A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Assignment—An administrative act performed by competent authority to direct an individual to perform duties in a particular AFSC.

Bisexual—A person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual and heterosexual acts.

Chaplain Advanced Degrees—Applicants must complete professional education work at a graduate school listed as an accredited member in the current Directory of the Association of Theological Schools; a regional accrediting agency or association listed in either the current Accredited Institutions of Postsecondary Education Directory; the latest edition of the Higher Education Directory; or any other education publication which clearly indicates regional accreditation. If one of the above references does not list the graduate school, the applicant may be accepted if he or she meets all other educational requirements and if a school listed in one of the above references submits a statement that the applicant's credits are transferable to the school issuing the statement.

Conviction or Adverse Adjudication—A conviction is the act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trial. An adverse adjudication (adult or juvenile) is a finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is adverse. Pretrial diversion, deferred adjudication, suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. If a person is charged and convicted with violating any federal (including Uniform Code of Military Justice (UCMJ) offenses), state, or municipal law or ordinance, that conviction is an adverse adjudication.

Decision Making Authority—The command authority designated (see chart below) to determine applicant eligibility for military service, when, through the normal accession process, an applicant reveals, or evidence is presented demonstrating that an applicant has engaged in homosexual conduct.

Figure A1.1. Chart for Determining the Decision Making Authority.

If the Applicant is a Civilian (see note 1) and Applying for:	Then, Decision Making Authority (see note 2) is:
Air Force Reserve Command	HQ AFRC/RS
Air National Guard	ANG/MPP
Officer Training School	AFRS/CC
Commissioning Program Medical Service Officer	AFRS/CC
The Judge Advocate General's Department	HQ USAF/JAX
Air Force Chaplaincy	HQ AFPC/DPAH
Air Force Reserve Officer Training Corps	HQ AFROTC/CC

If the Applicant is a Civilian (see note 1) and Applying for:	Then, Decision Making Authority (see note 2) is:
Air Force Academy	USAFA/CC

NOTES:

1. HQ AFPC/DPP is the decision making authority for individuals being reinstated to military service by the Board for Correction of Military Records, or removed from the Temporary Disability Retired List.
2. The eligibility determination of the decision making authority is final.

Degree Criteria—The degree must be accredited by one of the six regional accrediting associations and listed in the current Accredited Institutions of Postsecondary Education Directory (published by the American Council on Education), or the latest edition of the Higher Education Directory (published by Higher Education Publications, Inc.), or any other education publication which clearly indicates regional accreditation. An applicant for appointment as a commissioned officer to the Air Force Reserve Nurse Corps must have at least a baccalaureate degree in nursing, a health-related field, or in business administration or be a graduate of a nursing program accredited by the National League for Nursing or another state professional agency recognized by the US Department of Education and be acceptable to HQ USAF/SG. An applicant who has a degree from a school not listed in one of the directories must present a statement or transcript showing that the credits are acceptable. The credits must be acceptable for unconditional admission or for full transfer to a nationally or regionally accredited graduate school, except as otherwise provided in this instruction. The degree must be in the academic discipline specified in AFMAN 36-2105, if appointment will be in a specialty for which specific degrees are a mandatory entry prerequisite. When AFMAN 36-2105 does not specify an academic specialization as mandatory, exceptionally well qualified applicants for initial appointment in the ANGUS may request a waiver of the degree requirement. To be eligible for a degree waiver, applicants must have completed a minimum of 60 semester hours or 90 quarter hours as reflected on a consolidated transcript from a 4-year degree granting institution. Individuals initially appointed as officers in the ANGUS after 30 September 1984 must have a baccalaureate degree by the end of their seventh year of commissioned service or their Federal recognition status will be withdrawn. This requirement will not be waived.

Dependency Eligibility Determination—A determination the recruiting service commander makes when the applicant is single, married to a military member, or has a common-law spouse, and awarded legal custody of family members to another person or family members have been adopted by another person. If awarded legal custody of family members to another person or if the family members have been adopted, the applicant can be determined not to have, and therefore, eligible to apply for commissioning based on restrictions. ***NOTE:*** The Commander, AFRS (AFRS/CC) has the authority to delegate approval no lower than squadron commander for persons who apply for appointment to perform on EAD. The Director, ANG (NGB/CF) or HQ USAF, Chief of Air Force Reserve (HQ USAF/RE), as applicable, may delegate approval as necessary to align enlisted and officer dependency eligibility determination policies for persons who apply for appointment to fill ANGUS or USAFR Ready Reserve positions.

Designation—A professional status to which competent authority (the designating authority) selects an individual to perform certain professional functions. Title 10, U.S.C. 8067, specifies those functions,

which include medical, judge advocate and chaplain functions. Designating authorities (SG, The Judge Advocate General, Chief of Chaplains) are established by appropriate Air Force instruction.

Extended Active Duty (EAD) (As defined in this AFI only)—A tour of active duty (normally more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD changes from the Air Reserve components to the active force. ADT and AD in a service academy or Armed Forces preparatory school are not creditable as EAD.

Family Member—For the purpose of this instruction and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a family member is:

1. A spouse.
2. Any person under the age of 18 for whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support of (includes children from a previous marriage, a relative by blood or marriage and stepchildren or adopted children of the applicant or spouse).
3. Any unmarried natural child of the applicant or spouse regardless of current residence. (For male applicants, the term "natural child" includes those born out of wedlock.)
4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support, regardless of age.
5. For male applicants only: An unborn child of the spouse or one which applicant claims, or a court order determines to be his child.

Fifth Pathway—A certification program that takes the place of the ECFMG for individuals who studied medicine in a school outside of the United States, Puerto Rico, or Canada, listed in the World Directory of Medical Schools. The program allows physicians to enter postgraduate training in the United States.

Health Care Practitioner—A trained professional who independently provides direct health care service to a patient. Includes physicians, dentists, podiatrists, nurse anesthetists, nurse practitioners, nurse midwives, physician assistants, optometrists, clinical psychologists, clinical social workers, physical therapists, occupational therapists, audiologists, and speech pathologists.

Homosexual—A person, regardless of sex, who engages in, attempts to engage in, has a propensity to engage in, or intents to engage in homosexual acts

Homosexual Act—A homosexual act is:

(1) Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires; and

(2) Any bodily contact (for example, hand-holding or kissing, in most circumstances) that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described in paragraph (1).

Homosexual Conduct—A homosexual act, a statement by an applicant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.

Homosexual Marriage—A homosexual marriage or attempted marriage is when a member has married or attempted to marry a person known to be of the same biological sex.

Inactive Status—The status of Reserve members on an inactive status list of a Reserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion.

Individual Ready Reserve (IRR)—A manpower pool consisting of individuals who have had some training and who have served previously in the Active Component or in the Selected Reserve and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Also called IRR. See also Selected Reserve.

Medical Service Officer—An officer of the MC, DC, NC, MSC, or BSC.

Military Service Obligation (MSO)—The time that a member must serve in a Regular or Reserve component of the Armed Forces as required by the Military Selective Service Act of 1967 or Title 10, U.S.C., 651, as amended.

Preprofessional Training—The normal length of undergraduate (baccalaureate) education or training required before entry into graduate or professional training.

Propensity—Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.

Ready Reserve—The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law (Title 10, U.S.C., Sections 10142, 10143, 12301, and 12302).

Reserve Active Status List (RASL)—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade.

Restraint—Court-imposed restrictions such as confinement, suspended sentence of confinement, parole, probation, or work detail. Also any type of pretrial diversion program imposed by the court or by agreement with authorities. The following are not considered forms of restraint: A fine, whether or not suspended or an unconditional suspended sentence or unsupervised unconditional probation imposed by a criminal or juvenile court. The imposed unconditional suspended sentence or unsupervised unconditional probation place no conditions on the individual's freedom of movement, requirement of the payment of damages, requirement for periodic reporting by the applicant to an officer of the court (to include probation officer), and supervision by an officer of the court (to include probation officer).

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

Sexual Orientation—An abstract sexual preference for persons of a particular sex, as distinct from a propensity or intent to engage in sexual acts.

Statement that a Person is a Homosexual or Bisexual, or words to that effect—Language or behavior that a reasonable person would believe was intended to convey the statement that a person engages in, attempts to engage in, or has a propensity or intent to engage in homosexual acts. This includes statements such as "I am a homosexual," "I am gay," "I am a lesbian," "I have a homosexual orientation," and the like.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

Addresses—

ANG/MPP
3500 Fetchet Ave
Andrews AFB DC 20762-5157

HQ AFPC/DPPAE
550 C Street West Ste 10
Randolph AFB TX 78150-4712

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

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

HQ AFPC/DPAM
550 C Street West Suite 25
Randolph AFB TX 78150-4727

HQ AFPC/DPAMF, DPAMN, DPAMS
550 C Street West Suite 27
Randolph AFB TX 78150-4729

HQ AFRC/DPMB or SGSR
155 2nd Street
Robins AFB GA 31098-1635

HQ ARPC/DAO
6760 E. Irvington PL #2200
Denver CO 80280-2200

HQ ARPC/DSFR
6760 E. Irvington PL #4000
Denver CO 80280-4000

HQ ARPC/HC
6760 E. Irvington PL #5100
Denver CO 80280-5100

HQ ARPC/JAR
6760 E. Irvington PL #5200
Denver CO 80280-5200

HQ ARPC/SG
6760 E. Irvington PL #7000
Denver CO 80280-7000

HQ USAF/DPXF
1040 Air Force Pentagon
Washington DC 20330-1040

HQ USAF/HCS
172 Luke Ave
Bolling AFB DC 20332-5113

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

HQ USAF/REPX
1150 Air Force Pentagon
Washington DC 20330-1150

HQ USAF/XOOT
1480 Air Force Pentagon
Washington DC 20330-1480

HQ AFRS/RSHM, RSHO or RSHOCN
550 D Street West Suite 1
Randolph AFB TX 78150-4527

Attachment 2

USAF APPOINTMENT MEMORANDUM

(date)

MEMORANDUM FOR (grade, name), USAF (Category)

(address) AFSC: XXXX

FROM: (functional address symbol)

SUBJECT: USAF Appointment

The Secretary of the Air Force has directed me to inform you that, by direction of the President, you are appointed as an officer of the United States Air Force in the grade shown in the address above. Appointment is effective on date of acceptance.

Execute and return promptly, in the envelope provided, the attached Oath of Office form. Its execution and return constitute your acceptance of the appointment. No other evidence is required. If you are unable to accept this appointment, return this memorandum with your statement of declination. Failure to respond to this tender of appointment within a reasonable time will result in cancellation.

You will not perform the duties of an officer under this appointment until specifically ordered.

Authority for this appointment is Title 10, U.S.C., Section 533 and AFI 36-2005.

(signature)

(name, grade, USAF)

(title)

Attachments:

1. Oath of Office
2. Self-Addressed Envelope

Attachment 3

CURRENT DIRECT APPOINTMENT PROGRAMS

A3.1. Direct appointment as ResAF officers and concurrent entry on EAD are authorized for applicants who can qualify as:

A3.1.1. Physicians, dentists, nurses, and biomedical sciences corps and medical service corps officers.

A3.1.2. Chaplains.

A3.1.3. Judge advocates.

A3.2. Direct appointment as ResAF officers and concurrent Ready Reserve assignment in the Air Reserve components (ANGUS units; Category A, USAFR units and Category B, Mobilization Augmentee (MA) positions) are authorized for applicants who can qualify as:

A3.2.1. Physicians, dentists, nurses, and biomedical sciences corps and medical service corps officers when existing Air Reserve component resources are not available to satisfy requirements.

A3.2.2. Chaplains to meet Air Reserve component unit and MA requirements when existing Air Reserve component chaplain resources are not available.

A3.2.3. Former officers of any of the services who held an aeronautical rating to fill aircrew positions.

A3.2.4. Air Reserve technicians (ART) to fill designated ART positions in all specialties.

A3.2.5. Former officers of the Regular Air Force (AFI 36-2005, paragraph **2.4.**).

A3.2.6. Reserve officers of other services through interservice transfers (AFI 36-2005, paragraph **2.6.** including those who qualify for undergraduate pilot or navigator training under AFI 36-2205.

A3.2.7. Outstanding airmen for the Air Force Reserve to fill specific Ready Reserve positions (AFI 36-2005, chapter 2, section C).

A3.2.8. Former Reserve or Regular officers of any uniformed service who held the AFSC 11XX, 12XX, 62XX or 32XX or the equivalent, or who qualify for equivalent AFSCs.

A3.2.9. Former Reserve or Regular officers of any uniformed service who held any other critical AFSC that has been unfilled for an extended period (15 to 24 months). HQ USAF/DPXFA must approve.

A3.3. Direct appointment as ResAF officers and concurrent Ready Reserve program assignment (Category H and Category E Medical Individual Ready Reserve Program) are authorized for applicants who can qualify as medical service officers in selected critical specialties as identified annually by the Surgeon General.

A3.4. HQ ARPC/DPR (Assignment Management Division) provides vacancy information and assists in locating appropriate positions.

Attachment 4

APPLICANT BRIEFING ITEM ON SEPARATION POLICY

A4.1. Brief applicants, prior to the commissioning oath, as follows:

A4.1.1. As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the US Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

A4.1.1.1. You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

A4.1.1.2. Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

A4.1.1.3. You fail to meet the weight control standards.

A4.1.2. Although we have not and will not ask you whether you are a heterosexual, a homosexual, or a bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends:

A4.1.2.1. Homosexual Conduct. A homosexual act, a statement by an individual that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.

A4.1.2.2. Homosexual Act. A homosexual act is:

A4.1.2.2.1. Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires; and,

A4.1.2.2.2. Any bodily contact (for example, hand holding or kissing, in most circumstances) that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described in the paragraph above.

A4.1.2.2.3. Homosexual Statements. A statement that a person is a homosexual or bisexual, or words to that effect. Language or behavior that a reasonable person would believe was intended to convey the statement that a person engages in, attempts to engage in, or has a propensity or intent to engage in homosexual acts. This includes statements such as “I am a homosexual,” “I am gay,” “ I am a lesbian,” “I have a homosexual orientation,” and the like.

A4.1.2.2.4. Homosexual Marriage. A homosexual marriage or attempted marriage is when a member has married or attempted to marry a person known to be of the same biological sex.

A4.1.3. You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined. The Armed Forces do not tolerate harassment or violence against any service member, for any reason.

A4.1.4. Provide a typed copy of the following to each applicant prior to the commissioning oath:

RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES

Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, that may be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order and discipline, and unit cohesion that are essential for combat effectiveness.

The Armed Forces must be ready at all times for worldwide deployment. Military laws and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base or off base, from the time the member enters the service until the member is discharged or otherwise separated from the Armed Forces.

Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as: (a) member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction, (b) a member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program, (c) a member may be discharged by reason of parenthood, if it is determined the member because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment, (d) a member may be separated for violation of laws or regulations regarding sexual conduct of members of the Armed Forces, for example, engaging or attempting to engage in a homosexual act or soliciting another to engage in such an act; for stating that he or she is a homosexual or bisexual, or words to that effect; or for marrying or attempting to marry an individual of the same sex, (e) a member may be separated for failure to meet service weight control standards, or (f) a member may be separated for harassment or violence against any service member.

Title 10, U.S.C. Section 654(b)

POLICY. A member of the Armed Forces shall be separated from the Armed Forces under regulations prescribed by the Secretary of Defense if one or more of the following findings is made and approved in accordance with procedures set forth in such regulations: (a) that the member has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts. However, if there are further findings, made and approved in accordance with procedures set forth in such regulations, that the member has demonstrated that, such conduct is a departure from the member's usual and customary behavior; the conduct, and under all the circumstances, is unlikely to recur; the conduct was not accomplished by use of force, coercion, or intimidation; under the particular circumstances of the case, the member's continued presence in the Armed Forces is consistent with the interests of the Armed Forces in proper discipline, good order, and morale; and, the member does not have a propensity or intent to engage in homosexual acts, or (b) that the member has stated that he or she is a homosexual or bisexual, or words to that effect, unless there is a further finding, made and approved in accordance with procedures set forth in the regula-

tions, that the member has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts, or (c) that the member has married or attempted to marry a person known to be of the same biological sex.

FOR OFFICIAL USE ONLY

(Sample)

Attachment 5

INSTRUCTIONS FOR DRUG ABUSE CIRCUMSTANCES STATEMENT

A5.1. An applicant answering "Yes" to any of the questions on the AF Form 2030 must provide a handwritten statement concerning the drug abuse circumstances. (Safeguard the handwritten statement. On the top and bottom of each page of the statement, print or stamp FOR OFFICIAL USE ONLY.) As a minimum, include in the statement:

A5.1.1. Dates and circumstances surrounding each occurrence. (Include specifics.)

A5.1.2. Specific drug or combination of drugs used and how used (orally, injected, skin popping, sniffing).

A5.1.3. What effects (be specific) did the drug produce. Some examples are relaxation, irritability, euphoria (high), time or visual perception distortion, panic, sleepiness, flashback, restlessness, loss of consciousness.

A5.1.4. Describe any residual effects.

A5.1.5. State current feelings toward drug abuse and use, and whether the applicant would use them again.

A5.1.6. Include any other information that would be helpful in evaluating a waiver request.

A5.2. The following organizational activities evaluate (screen) the information the handwritten statement provides:

A5.2.1. HQ AFPC/DPAMM and AFRS/RSOM, within their area of responsibility, for medical service personnel who apply for appointment and immediate active duty.

A5.2.2. HQ AFRC/DP, for individuals who apply for appointment and assignment to USAFR Ready Reserve units.

A5.2.3. HQ ARPC/DAO, for individuals who apply for appointment to IMA positions.

A5.2.4. ANG/MPP, for individuals who apply for ANGUS appointment.

A5.2.5. HQ AFPC/DPAOM (Airlift/Helicopter/Tanker Assignments Branch), for those who apply for appointment with concurrent active duty to fill aircrew positions or to undergo Undergraduate Flight Training (UFT).

A5.2.6. HQ USAF/JAX, for individuals who apply for appointment with duty as judge advocates with Active Duty Service Commitments (ADSC)/Extended Active Duty (EAD) obligations.

A5.2.7. HQ AFRS/RSOCC, for individuals who apply for appointment with duty as chaplains.

Attachment 6

DEPENDENCY ELIGIBILITY DETERMINATION STATEMENT

(date)

I have reviewed the bona fide court order of (*applicant's name*) which was filed in (*county*) of (*state*) on (*date)*. I verify that the permanent transfer of legal custody of the applicant's minor (family members) has been awarded to another individual as a result of adoption.

(signature)
(typed grade, name of recruiting
service commander, or delegated
authority*)*

(signature)
(typed name of applicant)

OR

(date)

I have reviewed the bona fide court order of *(applicant's name)* which was filed in *(county*) of (*state*) on (*date*). I verify that legal custody of the applicant's (family member(s)) has been awarded to another individual. I have determined that it is not a joint custody and has no restrictions under which the applicant would resume custody.

(*signature)*
(typed grade, name of recruiting
service commander, or delegated authority)

(*signature)*
(typed name of applicant)

Attachment 7

STATEMENTS OF UNDERSTANDING

A7.1. Complete all statements on plain bond paper and when completed, file in the MPerRGp.

A7.1.1. Medical Service Officers Orientation Course. Complete as outlined in paragraph **3.1.6.4.**

"I, *(print or type name and SSN*), agree to attend Military Indoctrination for Medical Service Officers Course, JMOBMO104-003 as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(signature) *(date)*

(unit or authorized representative's signature) *(date)*

(witness' signature) *(date)*

NOTE:

All applicants for commission in the medical services for assignment to USAFR Ready Reserve unit or MA positions complete this statement.

A7.2. For All Health Care Practitioners Except Clinical Psychologists. Complete as outlined in paragraph **3.1.6.5.**

"I, (*print or type name and SSN)*, understand that I must obtain a permanent, unencumbered, unrestricted state license within 1 year of graduation from a graduate medical education (GME) program. I also understand that failure to procure a license may lead to separation from the United States Air Force."

(signature) *(date)*

(recruiter's signature) *(date)*

Physicians	-GME equates to internship, residency, or fellowship training.
Nurses	-GME equates to nursing school.
Dentists	-GME equates to dental school or any additional dental education if entered immediately upon graduation from dental school.
BSC	-GME equates to professional school where specialty degree was received.

A7.3. For All Clinical Psychologists. Complete as outlined in paragraph **3.1.6.6.**

"I, *(print or type name and SSN)*, understand that I must obtain a permanent, unencumbered, unrestricted state license within 2 years after receipt of the award of the Doctor of Philosophy (Ph.D.) degree in psychology. I also understand that failure to procure a license may lead to separation from the United States Air Force."

(signature) *(date)*

(recruiter's signature) *(date)*

A7.4. Appointment as a Commissioned Officer. Complete as outlined in paragraph **3.6.1.**

"I, *(print or type name and SSN),* understand that my appointment as a commissioned officer in the United States Air Force is being accomplished prior to completion of the required National Agency Check.

I further understand that if, as a result of completion of the post commissioning investigation process, I am determined ineligible or unqualified for original appointment as an Air Force commissioned officer under the laws and instructions applicable on the date of accelerated appointment or the laws and instructions applicable on the date the investigation is

finally reviewed by the Air Force, or if the investigation discovers information which, if known, could have permissively prevented tender of commission, I will be subject to discharge."

(signature) *(date)*

(witness' signature) *(date)*

A7.5. Appointment as a Chaplain. Complete as outlined in paragraph **5.4.3.2.**

I *(print or type name and SSN),* understand that to retain my commission as a Reserve of the Air Force, I must earn a minimum of 90 semester hours of graduate credit or an appropriate theological degree from a theological school accepted as a member of the American Association of Theological Schools, or from an accredited graduate school of religion. I further understand that failure to complete this theological training satisfactorily will result in the termination of my commission as a Reserve of the Air Force (Authority: AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*). I agree to attend the Chaplain Candidate Familiarization Course (CCFC) and all other required training courses. I also agree to perform 100 days of training at assigned Air Force bases as a chaplain candidate and authorize forwarding of a copy of the training report from each base to my ecclesiastical approving agency. I will initiate dialogue for appointment as Chaplain Reserve of the Air Force with my endorsing official, and upon endorsement, agree to apply to attend the Chaplain Orientation Course at the USAF Chaplain School as soon as possible but not later than 1 year after I receive my commission as a chaplain. I agree to consider seriously participating actively and satisfactorily in the Ready Reserve for a minimum of 3 years which would entail accepting an Air National Guard, Category A, or Category B (individual mobilization augmentee) position when one is available. Otherwise, I agree to consider accepting an assignment to the Category E (reinforcement designee) program.

(signature) *(date)*

(witness' signature) *(date)*

A7.6. Conditional Tender of Appointment of DDS, DMD and OD. Complete as outlined in paragraph **6.2.1.3.** or **8.13.1.** ***NOTE:*** Students take and execute the oath of office only after they graduate and furnish evidence that the degree has been conferred and they have met all other requirements.

"I, (print or type name and SSN), understand that I am being conditionally tendered an appointment, conditional on receipt of my qualifying degree, and that failure to receive that degree by *(date)* will

result in the conditional tender of appointment being revoked. On satisfying the requirements for appointment, I agree to serve a minimum of 3 years on extended active duty unless sooner relieved by proper authority. I further understand and agree that my date of graduation and no other date will be used to compute my service, promotion and pay dates."

(signature) *(date)*

(witness' signature) *(date)*

A7.7. Appointment of MD, DO, DDS, or DMD in Sponsored Residency or Fellowship Programs. Complete as outlined in paragraphs **6.2.4.**

"I, *(print or type name and SSN)* understand that, if appointed in the *(see note below)*, continuation of the appointment is contingent on my completing the residency for which I was sponsored. On completing training, I must serve any active duty service commitment specified in AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*. Failure to complete my training program will result either in utilization in another appropriate specialty, or separation, as determined by Air Force needs."

(signature) *(date)*

(witness' signature) *(date)*

NOTE:

Type in Medical Corps (MC) or Dental Corps (DC) as appropriate.

A7.8. USAF Medical Technology or Hospital Dietetic Internship Programs. Complete as outlined in paragraphs **8.4.1.4.** or **8.9.2.2.**

"I *(print or type name and SSN)*, understand that, if appointed in the Biomedical Sciences Corps (BSC), continuation of the appointment is contingent on my completing the *(see note*) internship. I agree to serve on extended active duty for a period of 3 years according to AFI 36-2107 after I complete the internship. If I fail to complete the internship, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation."

(signature) *(date)*

(witness' signature) *(date)*

NOTE:

Enter Medical Technology or Hospital Dietetic, as appropriate.

A7.9. Clinical Psychology Internship Program. Complete as outlined in paragraph **8.7.1.2.**

"I *(print or type name and SSN)* understand that, if appointed in the Biomedical Sciences Corps (BSC), continuation is contingent upon my completing the doctorate degree and clinical internship. I agree to

serve on extended active duty for a period of 3 years according to AFI 36-2107 after I complete clinical internship. If I fail to complete the doctorate or clinical internship, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation.

(signature) *(date)*

(witness' signature) *(date)*

A7.10. Appointment in the BSC as a Physical Therapist. Complete as outlined in paragraph **8.11.1.** and **8.11.1.1.**

"I, *(print or type name and SSN),* understand that if I am other than a Regular Air Force officer, I will automatically be granted Conditional Reserve Status after appointment in the Biomedical Sciences Corps (BSC) and before entering training. Continuation of this appointment is contingent on completion of the master's degree. On completing the training, I must serve any active duty service commitment specified in AFR 36-2107. If I fail to complete the master's degree, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation."

(signature) *(date)*

(witness' signature) *(date)*

A7.11. Appointment in the MSC as a Health Services Administrator (AFSC 41A1). Complete as outlined in paragraph **7.2.**

"I, *(print or type name and SSN),* agree to attend the Health Services Administration Course, J30BR41A1 001, as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(applicant signature) *(date)*

(unit commander or authorized representative signature) *(date)*

(witness' signature) *(date)*

NOTE:

All applicants for commission in the medical service corps complete this statement.

A7.12. Appointment in the BSC as a Bioenvironmental Engineer (AFSC 43E1). Complete as outlined in paragraph **8.2.1.**

"I, *(print or type name and SSN)* agree to attend the Bioenvironmental Engineering Course, B30BY43E1 000/001/002/003/004, as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(applicant signature) *(date)*

(unit commander or authorized representative signature) *(date)*

(witness' signature) *(date)*

NOTE:
All applicants for commission in AFSC 43E1 in the biomedical sciences corps complete this statement.

Attachment 8

RESERVE OF THE AIR FORCE APPOINTMENT MEMORANDUM

MEMORANDUM FOR *(grade, name)*, ResAF *(Category) (see note)*

(address) AFSC: XXXX

FROM: *(functional address symbol)* *(date)*

SUBJECT: Appointment as a Reserve of the Air Force

The Secretary of the Air Force has directed me to inform you that, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown in the address above. Appointment is effective on date of acceptance.

Execute and return the enclosed Oath of Office at once. This action constitutes acceptance of your appointment; no other evidence is required. If you are unable to accept this appointment, return this memorandum with your statement of declination. Failure to respond to this memorandum within 15 calendar days will result in cancellation of this tender of appointment.

You will not perform the duties of an officer under this appointment until specifically ordered.

Authority for this appointment is Title 10, U.S.C., Section 12203 and AFI 36-2005.

(signature)

(name, grade, USAF)

(title)

Attachments:

1. Oath of Office
2. Self-Addressed Envelope

NOTE:

Applicants tendered appointments in the Biomedical Sciences Corps with duties listed in paragraph **8.9.**, **8.10.**, or **8.11.** are designated on appointment as medical specialists. Such designation will appear in memorandums of appointment as: ResAF (BSC--Medical Specialist).

Attachment 9

RESERVE OF THE AIR FORCE REAPPOINTMENT MEMORANDUM

MEMORANDUM FOR *(grade, name)*, ResAF *(Category)*

(address) AFSC: XXXX

FROM: *(functional address symbol)* *(date)*

SUBJECT: Appointment as a Reserve of the Air Force

The Secretary of the Air Force has directed me to inform you that, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown in the address above. Appointment is effective on date of acceptance.

Execute and return the enclosed Oath of Office at once. This action constitutes acceptance of your appointment; no other evidence is required. If you are unable to accept this appointment, return this memorandum with your statement of declination. Failure to respond to this memorandum within 15 calendar days will result in cancellation of this tender of appointment.

You will not perform the duties of an officer under this appointment until specifically ordered. (This paragraph does not apply to persons who are currently serving on extended active duty as commissioned officers.)

Authority for this appointment is Title 10, U.S.C., Section 12203 and AFI 36-2005.

Acceptance of this appointment will vacate your present Reserve of the Air Force appointment but will not affect any temporary grade you may presently hold.

(signature)

(name, grade, USAF)

(title)

Attachments:

1. Oath of Office
2. Self-Addressed Envelope

Attachment 10

RESERVE OF THE AIR FORCE APPOINTMENT MEMORANDUM—AFROTC

MEMORANDUM FOR *(grade, name)*, ResAF

(address)

FROM: *(functional address symbol)* *(date)*

SUBJECT: Appointment as a Reserve of the Air Force

The Secretary of the Air Force has directed me to inform you that, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown in the address above. Appointment is effective on date of acceptance.

Execution of the accompanying Oath of Office constitutes acceptance of your appointment; no other evidence is required. Please do this at once. If you do not accept this Tender of Appointment within the month in which this memorandum is dated, it is canceled and must be returned with an explanation immediately.

You will not perform the duties of an officer under this appointment until specifically ordered.

Authority for this appointment is Title 10, U.S.C., chapter 103.

(signature)

(name, grade, USAF)

(title)

Attachment:

Oath of Office

Attachment 11

COMPOSED ORDER, TERMINATION OF APPOINTMENT ORDERS DISTRIBUTION

A11.1. Composed orders will include:

--"By direction of the President, the Air Force appoints":

--Name and SSN.

--Present grade, if applicable.

--"As a Reserve of the Air Force in grade of (grade appointed)."

--"Ready Reservist" or "Standby Reservist."

--Date of birth.

--Permanent residence.

--Primary AFSC.

--Date of appointment.

--Unit, major command, and address of unit of assignment.

--Effective date of assignment.

--Total years service date, promotion service date, and total federal commissioned service date.

--Source of commission (include DMG if a distinguished military graduate).

--Authority.

--If reappointment, statement that the prior appointment is vacated.

A11.2. Termination or Vacation of Appointment. Include:

--Statement "By direction of the President, the Air Force terminates (or member vacates) appointment of."

--Grade, name, and SSN.

--AFSC, functional code and position control number. Enter N/A.

--As a Reserve of the Air Force.

--Effective date.

--Reason for termination or vacation.

--Mailing address.

--Authority: Cite the directive which separates member.

A11.3. Orders Distribution. Distribute order no later than the first workday after publication. Send one copy for each officer on the order to HQ AFPC/DPSRI (Microform Systems Branch) for the master personnel record of active duty Air Force officers and underline the grade, name, and SSN in red. Delete all other SSNs. Distribute a minimum of:

--Two copies to individual.

--Two copies to unit of assignment and attachment.

--Two copies to the Air University, if appointment is from AFROTC.

--One copy to HQ USAF/JAX (judge advocates only).

--Five copies to each serving MPF or unit named in the order.

--One copy to the officer's MPerR custodian.

A11.4. Personnel Records. MPFs initiate the mechanized personnel record and confirm or report the accession in the PDS. If they cannot initiate the record before the officer's entry on EAD, the MPF provides the initial unit to which the officer reports (whether for temporary or permanent duty), a duplicate or reproduced copy of the application and attachments and an appointment memorandum annotated with the acceptance date, TYSD, DOR, and TFCSD.