

Current as of: 22 February 2024

HQ ARPC/DPAR Line Initial Commissioning Program Checklist			
Applicant's Full Name:			
Personal Email:		Program:	
<p align="center">General Information</p> <p align="center">This form implements DAFMAN 36-2032, AFOCD, and U.S.C Title 10, 12203.</p>			
<p align="center">Responsibilities</p> <p align="center">Servicing FSS, Recruiting Services (RS), or RIO Detachment (if IMA) holds responsibility for the completion and routing of the applicant's package.</p>			
<p align="center">Required Documents</p> <p align="center">Below is a list of documents which are required for initial commissioning. The necessary forms are available electronically and should be uploaded as a single PDF (portfolio style).</p>			
	ITEMS	Applicant Initials	FSS/RS/RIO Initials
1	Selection Memo <ul style="list-style-type: none"> Signed by approved selection authority in accordance with DAFMAN 36-2032 		
2	This section only applicable to 14N/15A/17D/17S/31P/61C/61D/62E/63A AFSCs Constructive Service Credit (CSC) with Direct Commission (DC) <ul style="list-style-type: none"> Applies only to members that may qualify for CSC/DC per SAF/MR program memo (memos can be found in myVector at myApplications>ARPC Accessions>Non-Extended Active Duty Airmen Commissioning Program>Apply>Documents). Please work with your Recruiter or FSS for assistance on coordinating a CSC package. <p>For more information regarding CSC/DC requirements, please contact the applicable Career Field Manager at:</p> <p>14N - afrc.a2fworkflow@us.af.mil 15A – hqafrc.15a.functionalmanager@us.af.mil 17D/17S – afrc.17d@us.af.mil 31P – HQAFC.A4S.securityForces@us.af.mil 61C/61D/62E/63A – saf.aq.reserve.force.modernization@us.af.mil</p>		
3	AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force <ul style="list-style-type: none"> Ensure ALL sections are completed, enter “N/A” and “Not Applicable” for any item that does not apply or to which you have no response. Item 28: If interviewing official is an O-3 or below, a field grade officer in the applicant's chain of command must provide an endorsement. <p><i>DAFMAN 36-2032 Table 7.4 Rule 3</i></p>		
4	Official Transcripts <ul style="list-style-type: none"> Minimum of bachelor's degree Original transcripts issued to students are not considered official. Must be from an accredited institution. Ensure all degrees reflect in the Career Data Brief <p><i>DAFMAN 36-2032 5.4.9 & Table 7.4 Rule 7</i></p>		
5	AFOQT Score Printout <i>DAFMAN 36-2032 Table 5.1 & Table 7.4 Rule 4</i>		
6	AF Form 1288, Application for Ready Reserve Assignment <ul style="list-style-type: none"> Ensure all blocks are completed and provide complete addresses. No Special Duty Identifiers (SDIs) or Reporting identifier (RIs) for initial commissioning applicants. 		

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	<ul style="list-style-type: none"> Exception: AFRC/CV may approve or disapprove for ART position as SDIs or RIs <p><i>DAFMAN 36-2032 7.3.10 & 7.3.10.2</i></p>		
7	RMVS Printout <ul style="list-style-type: none"> Position must be vacant and funded for at least one year from expected OTS graduation date, printout current within 30 days. <p><i>DAFMAN 36-2032 7.3.10 & 7.3.10.2</i></p>		
8	Career Data Brief		
9	Service Records <ul style="list-style-type: none"> Include performance reports for all applicants who currently hold or previously held military status within the past 10 years (performance reports from United States Sister Services when applicable) DD Form 4 DD Form(s) 214, or NGB Form(s) 22 Discharge/Separation order(s) Any derogatory information documents (i.e., moral waiver documents, Article 15, Uniform Code of Military Justice, court-martial, approved financial eligibility determination) within the past 10 years. <p><i>DAFMAN 36-2032 Table 7.4</i></p>		
10	AF Form 2030, USAF Drug and Alcohol Abuse Certificate <ul style="list-style-type: none"> If applicant marked “YES” to any questions, they must provide a statement explaining the circumstances. <p><i>DAFMAN 36-2032 Table A10.1</i></p>		
11	FSS or DET <ul style="list-style-type: none"> Ensure the applicant is SSgt or above the day before going to OTS in MILPDS Ensure Airmen acquire the necessary retainability: <ul style="list-style-type: none"> Continental United States (CONUS) selects: Extend their current enlistment 6 months from projected class graduation date. Overseas (OCONUS) selects: 13 months from class report date. <p><i>DAFMAN 36-2032 Table 10.3 Rule 1-11, 15</i></p>		
12	Physical/Medical Documents <ul style="list-style-type: none"> All Reserve currently serving complete DD Form 2808 Stamped by AFRC/SG All Non-Prior Service: DD Form 2808 Stamped by MEPS Transferring from different component or service (IST): AF Form 422 <ul style="list-style-type: none"> RegAF applicants: must submit a copy of their commission-qualifying AF Form 422. (T-1) Civilian applicants: submit MEPS commission-qualifying physical or AFRC/SGP commission-qualifying physical. <p>If wearing dental braces, you must have the required Memorandum of Understanding in your possession when in-processing. MOU is available through your medical facility.</p> <p><i>DAFMAN 48-123 Table A2.3 and DAFMAN 36-2032 Table 7.4 Rule 9 Note 9</i></p>		
13	Rated Only <ul style="list-style-type: none"> Flying Class Physical <ul style="list-style-type: none"> Qualified flying class physical or memorandum from the military treatment facility stating the physical has been accomplished and is in coordination to AETC/SG. This only applies to rated applicants who are older than 28 1/2 years. All others are suspended for their physical upon selection notification. Pilot specific documents PCSM website Printout Private/Commercial pilot license photocopy (if applicable) <p><i>DAFMAN 36-2032 Table 7.4 Rule 10-13</i></p>		

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14	Fitness Report (Not applicable to NPS) <ul style="list-style-type: none">• Must have a current and passing score upon entry to OTS<ul style="list-style-type: none">○ No profile or exemptions DAFMAN 36-2032 5.4.7.1.2 & 7.4.3.2.3.2.2		
15	AF Form 1034, <i>Active-Duty Agreement (Officer Training School) United States Air Force</i>		
16	Letter(s) of Recommendation <ul style="list-style-type: none">• Rated: Centralized board selection memo• Non-Rated: minimum one DAFMAN 36-2032 Table 7.4 Rule 5		
17	Letter of Intent (Rated Only) <ul style="list-style-type: none">• Sign by Chief Pilot from gaining unit		
18	Resume <ul style="list-style-type: none">• If required by gaining unit		
19	For all waiver approval authority see DAFMAN 36-2032 or contact HQ ARPC/DPAR at hq.arpc.dpar@us.af.mil. <ul style="list-style-type: none">• Submit waivers via TMT to HQ ARPC/DPAR• Disenrollment waivers-ensure DD Form 785 is included		

ACKNOWLEDGEMENTS

“I have reviewed and provided all required documents outlined on this checklist.”

Applicants Signature

FSS/RIO/RS Signature