



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

15 April 2021

MEMORANDUM FOR AFRC Wing/Group Commanders

FROM: HQ AFRC/A4

SUBJECT: Non-Extended Active Duty (Non-EAD) Airman Commissioning Board Convening Notice and Invitation to Apply Instructions; Package

SUSPENSE: COB 15 JULY 2021

1. HQ AFRC/A4R, will conduct a Non-Extended Active Duty (Non-EAD) Airman Commissioning Board, convening Tuesday, **31 August 2021** to select the best qualified candidates for placement in Logistics Readiness and/or Aerial Port Squadrons. This board will focus solely on the 21R (Logistics Readiness Officer) career field. Board members will evaluate applicants and their board packages objectively based on the whole-person concept so as to select candidates who demonstrate commitment to the welfare of Airmen, to the core values of integrity, service, and excellence and demonstrate the ability to mentor and lead in a dynamic Air Force culture.
2. Outcomes of the board will be shared with the applicable MSG/CC for review and placement consideration. The goal of this process is to accelerate our readiness by expediting the recruiting and hiring process. Since the Deserving Airman Commissioning Program is the primary source for entry level, non-rated officers in the Reserve Command, the HQ AFRC/A4R team is leaning forward to help address manpower needs of today and tomorrow.
3. Please ensure this message is given widest possible dissemination; applications must comply with the instructions outlined in the HQ AFRC/A4R Non-Extended Active Duty (Non-EAD) Airman Commissioning Program Guide (Attachment 1). The goal of this program is to expand access to this program by running the board at the HQ level. To be successful, we need this information passed to all unit Airmen, regardless of AFSC, that may be interested in commissioning.
4. Interested members, eligible for participation on the Non-EAD Airman Commissioning Board, should contact their unit commander prior to gathering or submitting components of the required package. For questions relating to the Non-EAD Airman Commissioning program, please contact your local FSS/FSPD. All other questions related to the process and board can be directed to Lt Col Kelly Bronson, HQ AFRC/A4RF (kelly.bronson@us.af.mil).

WILLIAM R. KOUNTZ JR., Brig Gen, USAF
Director, Logistics, Engineering, and
Force Protection

Attachment(s)

1. HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Handbook

**Non-EAD LOGISTICS READINESS OFFICER
(21R)**

**DESERVING AIRMAN COMMISSIONING(DAC)
PROGRAM (LINE OFFICERS)
HANDBOOK**



HQ AFRC/A4R
ROBINS AFB, GA
Lt Col Kelly Bronson, HQ AFRC/A4RF

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Part I – Introduction

This handbook is designed to specify the requirements of the HQ AFRC/A4R – (21R) Non-Extended Active Duty Airman Commission Program as well as provide guidance through the entire commissioning process. The intent of this handbook is to offer clear, simplified direction; however, it does not replace applicable Air Force Instruction. (AFIs). AFI guidance takes precedence. The HQ AFRC Director of Logistics, Engineering, and Force Protection in concert with the gaining Mission Support Group Commander, is the certifying official and the HQ AFRC/A4R Force Management Branch is the Office of Primary Responsibility (OPR) for this handbook.

What is the Non-EAD Airman Commissioning Program?

The Non-EAD Airman Commissioning Program is a path for enlisted members possessing a baccalaureate or higher degree to earn a commission in the USAF Reserve. Non-EAD Airman Commissioning Programs are meant to select candidates for vacant and overage Logistics Readiness Officer (LRO – 21R) position(s) across various Groups/Squadrons across the command. If selected by the Non-EAD Airmen Commissioning Program, you will not have earned your commission or guaranteed to commission, but have cleared your first hurdle in the path to becoming a Second Lieutenant as an LRO.

What do I need to do to meet the Non-EAD Airman Commissioning Program?

The **first** step is to talk to your commander. You will need your commander's endorsement to pursue this path. **Second**, meet with Force Development (wing training) to schedule your Air Force Officer Qualifying Test (AFOQT). Think of this as the college-level Armed Service Vocational Aptitude Battery (ASVAB) test. It is important to put time and effort into studying for this test as you would the SAT/ACTs. AFOQT results are a mandatory requirement of the board package. **Third**, you are required to complete an application package to be reviewed by the HQ AFRC/A4R Non-EAD Airmen Commissioning Program. What goes into the package is explained in more detail in this handbook. **Lastly**, you will interview with the 21R, Non-EAD Airman Commissioning Program Selection Panel at a scheduled time. Those who are not screened to meet the board or not approved by the board may apply to future boards.

When does the LRO-21R Non-EAD Airman Commissioning Program meet?

- The board will meet **31 August 2021**.
- Notification of selection to interview will be sent no later than **31 July 2021**.
- Incomplete packages will be returned without action.

How long does the commissioning process take?

From the time the Non-EAD Airman Commissioning Program recommends commissioning to completing your OTS application and starting OTS averages about six month. This process takes time, effort, and dedication. The more participative you are with gathering appropriate documents, the smoother the process will go. A lot can happen in a year which may affect your decision to pursue a commission; don't get discouraged.

Can I look for positions anywhere in the USAF Reserve?

Prior to the selection board convening, AFRC/A4RF will coordinate with Mission Support Group Commanders across the command to determine placement opportunities. Each selected candidate will be required to provide a ranked order preference sheet and will be provided placement options where possible. If you are not matched to a location of your choice, you can continue seeking commissioning opportunities locally as positions become available. If you wish to obtain a commission through another avenue, you need to contact that unit and obtain their Non-EAD Airman Commissioning Program process.

Minimum Eligibility Factors

- Be of high moral character and personal qualifications.
- Be a United States (US) citizen.
- Be medically qualified, or medically acceptable with waiver, for an AF Commission.
- Be able to commission by your 40th birthday.
- Have a baccalaureate or higher degree.

Disqualifying Factors

- Questionable moral character
- Involvement with narcotics or illegal drugs
- Conscientious objector or beliefs/convictions that preclude unrestricted assignments
- Under restraint imposed by civil or criminal court or subject of a subpoena
- Dis-enrolled from an officer training program as defined in AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*, 26 October 2018
- Discharged with other than "Honorable" on DD Form 214
- Received severance/separation pay (N/A for Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) pay)
- Not in the best interest of the Air Force
- Involved in, arrested, indicted, or convicted for any violation of civil or military law, including non-judicial punishment pursuant to Article 15 or UCMJ or minor traffic violations. Waivers are possible for minor issues

Waivers

Unless otherwise directed, waiver authority for the contents or instructions of this handbook is the AFRC/A4 Director.

Part II - Board Packages

You will upload your package as one PDF File, in the order listed below. Please ensure you scan your complete package in the appropriate order to ensure compliance with board instructions. Upload to <https://safe.apps.mil> On the landing page, you will select “DROP OFF” files and list Kelly Bronson (kelly.bronson@us.af.mil) in the appropriate boxes when prompted for “recipient”. The app will notify the receiver when the file is uploaded. Please pay attention to the PII note and requirements for uploading documents containing PII data. **All items are required.**

Tab 1 – Letter of Intent addressed to the HQ AFRC/A4R – 21R Non-EAD Airman Commissioning Program. The paper is a 300-500word essay properly formatted in accordance with the AFH 33-337, Tongue & Quill clearly articulating your reason for seeking a commission.

Tab 2 – Resume (two pages max); show relevant military and civilian experience.

Tab 3 – Last 3 EPRs: if applicable, can be retrieved from Personnel Records Display Application (PRDA). If you do not have any EPRs, a Letter of Evaluation (LOE) is required from your commander.

Tab 4 – Record Review RIP retrieved from MilPDS (contact your CSS). Also, include a color copy of current decorations.

Tab 5 – AFOQT scores with minimum of 15 for verbal and 10 for quantitative. Certificate of test scores may be used or you can print your scores from the secure Air Force Personnel Center website (NFARS Test Center). **Test must be complete prior to meeting the Non-EAD Airman Commissioning Program Board and be submitted in this tab.**

Tab 6 – Fitness Test Scores: provide your fitness history printed from the Air Force Fitness Management System (AFFMS II).

Tab 7 – Three letters of recommendation; one is required from your squadron commander.

Tab 8 – College Transcripts: Official transcripts with seal only, **must include the date degree was awarded.** These transcripts may be re-used for OTS application.

Reference:

1. PRDA/vMPF/AFFMS II can be accessed from the Air Force Portal:
<https://www.my.af.mil/gcss-af/USAF/ep/home.do>
2. Packages are due **no later than** the close of business on the day indicated in the announcement. You must pay attention to detail. You are required to Quality Check (QC) your package prior to submission. **Late packages will not be accepted without specific approval of the Director of Logistics, Engineering, and Force Protection.**
3. The appointed board recorder screens packages for approval to meet the scheduled 21R Non-EAD Airman Commissioning Program. Packages deemed incomplete by the board recorder will disqualify the application. Those selected to meet the board will be notified no later than one week after the package submission deadline.

- 4 A candidate's application package will meet the board before the interview. ***Put thought and effort into the package, as this is a graded area and will be the first impression of you.***

Part III - Meeting the Board

Board Composition:

The board will consist of five members. A line-officer Colonel will chair the board and will be appointed by AFRC Director of Logistics, Engineering, and Force Protection. Remaining board members will be current Logistics Readiness Officers (LROs) and nominated by the AFRC Logistics Readiness Division Chief. At no point will a board member will be a direct reporting official of an applicant. The board chairperson will coordinate with HQ AFRC Force Management Branch for administrative support.

Function of the Board:

The Air Force is looking for enlisted members who have demonstrated the ability to mentor and lead in a diverse and inclusive Air Force culture to become officers. The board will use the whole person concept to judge applicants' worthiness to earn a commission, as well as to select those that have the best chance of being successful during officer training school. Simply meeting all the minimum qualifications does not guarantee approval. Factors such as duty performance, job responsibility, experience, supervisory and leadership ability, professional competence, education, AFOQT scores, military bearing and appearance, writing skills, and verbal communication skills are considered.

What to Expect:

This is a formal military board. Each individual being considered will appear virtually (via Zoom or other teleconference platform) before the selection board for a formal interview in the service dress uniform, as will the board members. Applicants will formally report to the board giving a reporting statement. Applicants are being evaluated from the moment of reporting; maintain proper military bearing and ensure the uniform is clean, current, and correct. The board members will ask questions to determine suitability. The questions may be about anything, however, anticipate being asked why you want to be an officer; what you would do in a given scenario; what you think is the biggest problem facing the Air Force today; or how do you handle stress? Other possible questions may include current events, Air Force policies, or resources. Also, be prepared to answer questions about your application that may need clarification. Briefly think about the question before answering. If you do not know the answer, do not make one up.

Helpful Hints:

- Make sure the ribbons on your uniform match your RIP. The board will compare both
- Have someone else read your letter of intent. What you wrote may not come across how you intended
- Check your records well in advance. It is your responsibility to correct them
- Be ready to answer questions about any past issues you have had or any mistakes you may have made. Tell the board what you learned from the event, what you did to correct it, etc.
- If your personal email on your record/résumé/application raises questions about your character or maturity, you may want to change it. For example wildpartydog@#####.com may lead the board to question your readiness to take on more responsibility.

- Most importantly, **PRACTICE YOUR INTERVIEW**. Take the time to think about the obvious questions (Why do you want to be an officer? What would make you a good officer? How does your leadership style inspire others?)

Part IV - After the Board:

Congratulations! You have been accepted by the Non-EAD Airman Commissioning Program; now what? Selected candidates will be directed to their respective Force Support Squadrons for assistance and direction to complete the OTS commissioning package. That package will be forwarded up the chain to Headquarters, Air Force Reserve Command for further processing and approval. A time-consuming element of your OTS application will be your commissioning physical. Candidates are responsible to schedule their own physical if one is not already completed. The commissioning physical is separate from your annual physical and is more exhaustive in nature. The physical will likely be done on a UTA; however, if you were able to be in paid military status during the week, it would be beneficial to get started early. If you are not medically cleared, your package for commissioning will cease. Once your OTS application and commissioning physical is complete, your FSS will forward your application to your respective Number Air Force (NAF) for approval. It is important to ensure that your original Non-EAD Airman Commissioning Program package is thorough, accurate, and complete. Once approved by the NAF, your package will be forwarded to AFRC/A1 for OTS allocation.

Required items in Commissioning Package (*This will be required after you are aligned to a Logistics Readiness or Aerial Port Squadron)

- Non-EAD Airman Commissioning Program Checklist
- Member letter requesting commissioning
- Unit, Wing, and NAF Commander (or equivalent) endorsement • Waiver (if applicable)
- AF Form 1288, Application for Ready Reserve Assignment (Provide personal email) (include on 1288)
- RMVS printout showing vacant officer position (cannot be an SDI or RI position per AFI 36-2005 para.1.5.1.5.1.4 and 1.5.1.5.1.5)
- MilPDS SURFs (REPSRF and GRBOTH)
- AF Form 24, Application for Appointment as Reserve of the Air Force or USAF without Component
- AF Form 56, Application for Training Leading to Commission in the United States Air Force
- AF Form 2030, USAF Drug and Alcohol Abuse Certificate
- Physical/Medical Documentation
- AFOQT Score printout
- Official Transcripts and Transcript Statement
- Officer Training Statement
- Participation Statement
- Dental Statement (if applicable, for braces only)
- DD Form 214, Certificate of Release or Discharge from Active Duty
- Fitness Report
- Retain-ability, verify member's ETS extends 6 months beyond projected class graduation date

Attachment 1

HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Charge (Board Members)

HQ AFRC/A4R desires to commission the best-qualified individuals to the rank of *Second Lieutenant*. The best-qualified individuals will have a demonstrated potential to serve at a higher level, and the ability to serve with distinction as a professional military ambassador for the wing. Your role as board members is to rate the applicants and recommend those highly qualified for commission in various 21R positions from participating Mission Support Groups.

Board members will use the “whole person” concept when assessing each candidate’s package. The following are the responsibilities of the board members:

1. Be an impartial member – you are representing AFRC, not your wing/unit
2. Evaluate each package objectively, using the whole person concept to select officers who demonstrate leadership, commitment to the welfare of Airmen, and to the core values of Integrity, Service, and Excellence.
3. Do not share the results of the board with anyone (including commander, first sergeant, etc.).
4. Do share the process and any pointers you learn from reading these packages that will help your personnel.
5. Judge self-improvements and efforts versus simply obtaining degrees. Consideration should be given to applicability of education/training to the individual’s Air Force job.

REMEMBER – The board is a recommending body; results are subject to review by HQ AFRC, Director for Logistics, Engineering, and Force Protection. Selected candidates will be given geographic choices based on current/projected needs from participating MSG/CCs. Results are privileged and should not be shared outside the board. Thank you for your participation.

I have read and acknowledge the HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Charge.

Board Member (Name, Rank, Unit)

Board Member (Signature, Date)

Attachment 2

HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Interview/Package Rating Worksheet

Board Member: _____

Candidates Name: _____ **Unit:** _____

Geographic Preference/Position(s) Applying for: _____

PACKAGE (70 points max)

AREA

POINTS AWARDED

NOTES

EDUCATION & EXPERIENCE
(Civ level of degree; Mil skill level)
(MAX POINT - 15)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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AWARDS & DECORATIONS

(Appropriate for rank)
(MAX POINT - 5)

1	2	3	4	5
---	---	---	---	---

LETTER OF INTENT
(Written skill eval)
(MAX POINT - 15)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

OVERALL STRENGTH OF PACKAGE
(Recommendations, Resume, Evaluations)
(MAX POINT - 35)

Tab 2	1	2	3	4	5	Tab 5	1	2	3	4	5	Tab 8	1	2	3	4	5
Tab 3	1	2	3	4	5	Tab 6	1	2	3	4	5	Total: _____					
Tab 4	1	2	3	4	5	Tab 7	1	2	3	4	5						

Package Total: _____
(MAX POINT OVERALL- 70)

INTERVIEW (30 points max)

AREA

POINTS AWARDED

NOTES

DRESS AND APPEARANCE
(MAX POINT – 5)

1	2	3	4	5
---	---	---	---	---

LEADERSHIP AND PROFESSIONALISM
(MAX POINT – 10)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

(Military bearing, competence, judgment, mannerisms)

(Insight, vision, teamwork, handles change)

COMMUNICATION SKILLS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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(Verbal skill eval; articulation, delivery)
(MAX POINT - 15)

Interview Total: _____
(MAX POINT OVERALL- 30)

SCORE: Package _____ Interview _____ Total _____ (Max 100 points)

PLACEMENT: _____
(Rank#/Total#)

Attachment 3

HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program board selection/approval memorandum

XX July 2021

MEMORANDUM FOR AFRC WING/CC's

FROM: HQ AFRC/A4

SUBJECT: 21R – Airmen Commissioning Board Selection Appointment

1. The following members have are appointed to the HQ AFRC/A4R, (21R) Non-Extended Active Duty Airman Commission (NEADAC) Program convening on 31 August 2021.

Col	Chair
Col	Member
Col	Member
Lt Col	Member
Lt Col	Member
Major (AFRC/A4R)	Recorder

2. All board members will review the HQ AFRC/A4R (21R) Non-EAD Airmen Commissioning Program Information Handbook, read and sign the HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Charge, and review the HQ AFRC/A4R (21R) Non-EAD Airman Commissioning Program Interview/Package Rating Worksheet prior to board commencement. All questions concerning the board will go through the appointed chairperson.

WILLIAM R. KOUNTZ Jr., Brig General, USAF
Director, Logistics, Engineering, and
Force Protection