

Line Initial Commissioning Program Checklist for IMAs		OPR – ARPC/DPAR		
HQ RIO		DATE:		
Applicant's Full Name: Applicant's Personal Email: 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 stye).		Completed (select one)	Applicant's Initials	Detachment Technician's Initials
Servicing RIO Det:				
1	Member will provide a letter requesting commissioning			
1a	Gaining Active Duty Commander must provide a Memorandum with endorsement -The memorandum must include specific and strong justification for commissioning			
1b	Assigned RIO Detachment Commander must provide a Memorandum with endorsement - This memorandum must include specific and strong justification for commissioning - MFR must include a Statement that Applicant meets all requirement for appointment			
2	<p>This section only applicable to 14N/15A/17D/17S/31P/61C/61D/62E/63A AFSCs</p> <p>Constructive Service Credit (CSC) with Direct Commission (DC)</p> <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 – HQAFRC.A4S.securityForces@us.af.mil 61C/61D/62E/63A – saf.aq.reserve.force.modernization@us.af.mil</p>			
3	<p>AF Form 56, Application for Training Leading to Commission in the United States Air Force</p> <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. Approval authority for this form is the gaining Active Duty Commander. Item 28: If interviewing official is an O-3 or below, a field grade officer in the applicant's gaining chain of command must provide an endorsement <p>DAFMAN 36-2032 Table 7.4 Rule 3</p>			
3a	Once the data in Sec II, Block 24, has been computed, send AF Form 56 to ARPC Education via myFSS (myEducation Tile) for review/signature. - <i>Please submit as ARPC Education Services inquiry</i>			
4	<p>Official Transcripts (Baccalaureate Degree) send to servicing detachment</p> <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>DAFMAN 36-2032 5.4.9 & Table 7.4 Rule 7</p>			
5	<p>AFOQT Score Printout</p> <p>DAFMAN 36-2032 Table 5.1</p>			
6	<p>AF Form 1288, <i>Application for Ready Reserve Assignment (must be legible)</i> Ensure all blocks are completed</p> <ul style="list-style-type: none"> Follow instructions in DAFI 36-2110 to complete AF Form 1288 No Special Duty Identifiers (SDIs) or Reporting identifier (RIs) for initial commissioning applicants. Exception: AFRC/CV may approve or disapprove for ART position as SDIs or Ris <p>DAFMAN 36-2032 7.3.10 & 7.3.10.2</p>			
6a	Civilian email address must be provided and it may not be a .hotmail or .edu email address			

6b	Block 15, requires complete 3 line address			
7	RMVS printout showing vacant officer position to which applicant is projected, current within 30 days. Position must be vacant and funded for at least one year from expected OTS graduation date DAFMAN 36-2032 7.3.10 & 7.3.10.2			
8	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. DAFMAN 36-2032 Table 7.4			
9	AF Form 2030 , USAF Drug and Alcohol Abuse Certificate <ul style="list-style-type: none"> - If applicant marked "YES" to any question, the applicant must provide a statement explaining the circumstances DAFMAN 36-2032 Table A10.1			
10	Servicing Detachment <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. DAFMAN 36-2032 Table 10.3 Rule 1-11, 15			
11	Physical/Medical Documentation <ul style="list-style-type: none"> - All Reservists currently serving complete DD Form 2808 Stamped by AFRC/SG - If wearing dental braces, you must have the required Memorandum of Understanding in your possession when in-processing. MOU is available through HQ RIO's website DAFMAN 48-123 Table A2.3 and DAFMAN 36-2032 Table 7.4 Rule 9 Note 9			
12	Rated Applicants 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) DAFMAN 36-2032 Table 7.4 Rule 10-13			
13	Fitness Report <ul style="list-style-type: none"> - Not applicable for Non-Prior Service Members - must have a passing score and be current upon entry to OTS - Member may not currently be on a profile or have any exemptions DAFMAN 36-2032 5.4.7.1.2 & 7.4.3.2.3.2.2			
14	AF Form 1034 , Active Duty Agreement (Officer Training School) United States Air Force			
15	Signed Letter(s) of Recommendation <ul style="list-style-type: none"> - Rated: Centralized board selection memo - Non-Rated: minimum one Letter of Recommendation must be provided DAFMAN 36-2032 Table 7.4 Rule 5			

16	Letter of Intent (Rated Only) - Sign by Chief Pilot from gaining unit			
17	Resume (Standard template can be found in AFH 33-337, The Tongue and Quill)			
18	For all waiver approval authority see DAFMAN 36-2032 or contact HQ ARPC/DPAR at hq.arpc.dpar@us.af.mil - HQ RIO will submit waiver requests to HQ ARPC/DPAR via ETMS2 - Disenrollment waivers-ensure DD Form 785 is included - Age Waiver Request (if applicable) Age waiver required if member is not commissioned prior to 40 th birthday. - Please ensure that for prior service members, the adjusted age is being calculated IAW DAFMAN 36-2032 Para 7.4.1.3			

ACKNOWLEDGEMENTS:

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

X

Applicant

X

Detachment Technician

“I verify that I have reviewed this package and an interview has been conducted”

X

RIO Detachment/SEL

X

HQ RIO/SEL