

Non-EAD Airman Commissioning Program (ACP) Checklist for IMAs		OPR – ARPC/DPAR		
NAME: _____ DET: _____		DATE: _____		
Items to include in Non-EAD Package:		Completed	Applicant's Initials	Detachment Technician's Initials
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 endorse the members request -Tab 2 - MFR must include a Statement that Applicant meets all requirement for appointment			
2	MAJCOM/Centrally Managed Manning Statistics provided by Detachment technician current within 30 days: Authorized _____ Assigned _____ Projected Losses _____			
3	AF Form 1288 , Application for Ready Reserve Assignment (must be legible) Ensure all blocks are completed - Include an additional 1288 for blocked enlisted positions for applicants not in the IMA program (follow instructions in DAFI 36-2110 to complete DAF Form 1288)			
3a	Civilian email address must be provided and it may not be a .hotmail or .edu email address			
3b	Block 15, requires complete 3 line address			
3c	Ensure applicant is SSgt or above			
4	Applicant currently holds skill level commensurate with grade Yes _____ No _____ 3-skill level _____ 5-skill level _____ 7-skill level _____ 9-skill level _____			
5	Professional Military Education Airmen Leadership School _____ NCO Academy _____ SNCO Academy _____			
6	RMVS printout showing vacant officer position to which applicant is projected, current within 30 days (For Non-Prior Service members, a RMVS printout must be provided to show both vacant enlisted and officer positions to which applicant is projected)			
7	MilPDS SURFs (A#D001 and GRBOTH) and vMPF RIP (Go to vMPF → Record Review/Update → View/Print all pages); all SURFs must be current within 30 days			
8	AF Form 1034 , <i>Active Duty Agreement (Officer Training School) United States Air Force</i>			
9	AF Form 56 , <i>Application for Training Leading to Commission in the United States Air Force</i> - Ensure all blocks are completed or marked N/A - Approval authority for this form is the gaining Commander.			
9a	Once the data in Sec II, Block 24, has been computed, send AF Form 56 to ARPC Education via myFSS for review/signature.			
10	Enlisted Performance Reports (EPRs) – Last 10 years - Must be updated in MilPDS and in descending order. If the member is missing evaluations or does not have evaluations, include a MFR stating the reason and course of action to remedy outdated evaluations history, if any.			
11	AF Form 2030 , USAF Drug and Alcohol Abuse Certificate - If applicant has experimented or used marijuana, provide a statement explaining the circumstances (AFMAN 36-2032)			
12	Mobilization/AGR Curtailment - Is member currently mobilized or have a projected mobilization? _____ No _____ Yes - Is member an AGR that needs order curtailment? _____ No _____ Yes - If yes to either, provide an MFR			
13	Signed Letter(s) of Recommendation (optional) - If provided, must be dated and current within 6 months of application submission			

14	Physical/Medical Documentation based on Commissioning Standards IAW DAFMAN 48-123 - Current members: AF Form 422 and current PHA - Non Prior: Provide copies of Certified Report of Medical Exams and Report of Medical History. - DD form 2808, Report of Medical Examination (packages from recruiters only need page 1 of DD 2808) - DD form 2807, Report of Medical History			
15	AFOQT Score Printout See DAFMAN 36-2032 if waiver is required.			
16	Official Transcripts (Baccalaureate Degree) send to servicing detachment - Original transcripts issued to student are not considered official			
17	Resume (Standard template can be found in AFH 33-337, The Tongue and Quill)			
19	DD Form 214, Certificate of Release or Discharge from Active Duty - Member must provide all DD Form 214's received in career			
20	Fitness Report (must have a passing score and be current upon entry to OTS) - Not applicable for Non-Prior Service Members			
21	Age Waiver Request (if applicable) (DAFI 36-2032, para 5.4.6.1) Age waiver required if not commissioned prior to 40 th birthday. - Please ensure that for prior service members, the adjusted age is being calculated. See AFMAN 36-2032, para 7.4.1.3.1.1			
22	Retainability – Must provide most current DD form 4 or AF form 1411 - Member must acknowledge that they require at least 6 months of retainability from projected OTS graduation. This may require an extension or reenlistment once OTS date is provided.			

ACKNOWLEDGEMENTS:

“I verify that I have reviewed and provided all documents on this checklist”

Applicant

Detachment Technician

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

Detachment Commander