



Personnel

OFFICER ACCESSION AND UTILIZATION

COMPLIANCE WITH PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC Public Website. To access it, go to the website at: <http://www.afrc.af.mil/afrcpubs/pubs>.

OPR: 446 MSS/DPMSCE

Certified by: 446 AW/CC (Col Alan M. Mitchell)

Pages: 5

Distribution: F

This publication implements Air Force Policy Directive (AFPD) 36-20, *Accessions of Air Force Military Personnel* and Air Force Instruction (AFI) 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*. This instruction provides guidance for the accession of officers through the Deserving Airman Commissioning Program (DACP), and for assignment of officers within the 446th Airlift Wing. The DACP allows units to commission enlisted members who meet certain criteria, when vacancies exist. This instruction applies to all individuals assigned to the 446th Airlift Wing.

1. Officer Accession. When company grade officer vacancies exist, the unit commander will consider candidates from all sources, including DACP. The final decision to consider DACP candidates is made by the group commander having jurisdiction over the unit advertising the officer vacancy. The group commander will make the determination based on the needs of the group. The DACP is not a reward for performance in the enlisted grades but, is an opportunity for advancement of individuals with proven potential and a willingness to serve in the commissioned ranks.

2. Notification Procedures. All unit vacancy announcements for DACP nominees will be made via e-mail to all commanders and first sergeants, not later than 90 days prior to the deadline for application. Additionally, position vacancies can be found in MS Outlook at the following site: Public Folder/All Public Folders/McChord AFB, WA/Personnel/Employment/Vaclist.doc.

2.1. Applications will be submitted to the 446 AW Vice Commander (446 AW/CV) no later than the date specified in the announcement. A board will be convened in accordance with AFI 36-2005, paragraph 2.15.5.

2.2. The selection board will consist of three board members with the president of the board being the highest-ranking member. The board will consider the factors stated in AFI 36-2005, paragraph 2.17.1. (See Attachment 1 of this instruction.) The board's ranking will be forwarded through the group commander to the commander of the unit with the vacancy for consideration. This unit commander will notify all applicants of their selection or non-selection, in writing, as soon as practical upon candidate selection.

2.3. The commander of the unit with the officer vacancy is required to consider commissioned officers referred by recruiters, in addition to the DACP candidate. If the selectee for the position is the DACP candidate, the individual's application package will be forwarded to 446th Mission Support Squadron, Career Enhancement Section (446 MSS/DPMSCE), for review and finalization. Nomination requires concurrence of 446 AW/CC and approval at Headquarters, Air Force Reserve Command (AFRC). All non-selected packages will be returned back to the individual applicant. Nominations are not guaranteed to lead to commissioning.

3. Application and Processing Procedures. All airmen who meet the minimum requirements (except physical exam) are eligible to apply regardless of whether or not a vacancy exists or is even anticipated.

3.1. Eligibility Criteria. Applications must consist of the documentation listed in Attachment 1 and as follows (with the exception of the commissioning physical) in order to be considered for the DACP Program.

3.1.1. Must have a baccalaureate degree or higher.

3.1.1.1. Applicant can be enrolled in the senior year of college, but must provide an official transcript.

3.1.1.2. Certification from the registrar that graduation is expected on or before the end of the fiscal year of selection.

3.1.1.3. Can be conditionally tendered an appointment, but must furnish evidence that the degree has been awarded.

3.1.2. Blocked in an officer's position.

3.1.3. Must have a high moral character and personal qualifications.

3.1.4. Must be a US citizen.

3.1.5. Must be medically qualified.

3.1.6. Must be 18 years old and commissioned before 35th birthday.

3.1.7. Must have a minimum Air Force Officer Qualification Test (AFOQT) score of 15 verbal; 10 quantitative; 15 aptitude; and achieve a composite score of these three categories combined of at least 100.

3.1.8. Must have completed one good year of military service obligation (MSO).

3.1.9. Enlisted ARTs must vacate present position.

3.2. Further guidance can be obtained from AFI 36-2005, paragraph 2.15. and Chapter 3. In addition, the Career Enhancement Section (446 MSS/DPMSCE), can offer assistance in completing the required documentation, as needed.

3.3. Ineligibility Criteria. The following are automatic disqualifying factors that eliminates consideration for the DACP Program.

3.3.1. Record of conviction(s) (other than minor traffic).

3.3.2. Conscientious objector.

3.3.3. Those pending discharge and/or release for general Uniform Code of Military Justice (UCMJ) violations.

3.3.4. Questionable moral character and former serious substance abuse.

3.3.5. Received severance pay [does not include Voluntarily Separation Incentive (VSI) or Special Separation Bonus (SSB)].

4. **Officer Utilization.** At least semi-annually, the AW/CC, AW/CV, OG/CC, LG/CC, SPTG/CC and AW/CCC will meet to discuss officer assignments and DACP opportunities within the wing.

ALAN M. MITCHELL, Colonel, USAFR
Commander

AFI 36-2005 - COMMISSIONING CHECKLIST

IF APPLICANT IS		RULE						
		1	2	3	4	5	6	7
USAFR Airmen not on EAD/ARTs/Civilian		Yes						
Former Officers (Any Service)			Yes					
Reserve Officers (Professional to Line of the Air Force)				Yes				
Former Officers of Regular Air Force					Yes			
Reserve Officers of Other Services						Yes		
Reg AF Officers--Twice Deferred for Promotion							Yes	
Former Rated Officers of Regular Air Force								Yes
<i>THEN APPLICANT MUST SUBMIT DOCUMENTS IN A THRU HH (WHERE APPLICABLE) TO THE RESERVE MILITARY PERSONNEL FLIGHT OR RESERVE RECRUITER</i>								
A	AF Form 1288, Application for Reserve Assignment (3.1.2.9)	X	X	X	X	X	X	X
B	AF Form 24, Application for Appointment (2.15.4.1 and 3.1.2.1)	X	X			X		
C	SF 88, Report of Medical Examination (2.15.4.2 & 3.1.2.3)	X	X			X		
D	SF 93, Report of Medical History (2.15.4.2 & 3.1.2.3)	X	X			X		
E	Member's Waiver Request (2.3. & Items 1 & 2, Table 2.2, & Atch 5)	X	X		X			
F	Commander's Recommendation (2.13, 2.14, 2.15 & Table 3.2, Rule 3B)	X	X	X	X	X	X	X
G	AF Form 2030, USAF Drug Abuse Certificate (3.1.2.8 & Atch 5)	X	X			X		
H	Personnel Security Investigation Printout through PDS (2.15.3 & 3.6)	X						
I	SF Form 86 (2.15.3 & 3.6)	X	X			X		
J	DJFD Form 258, FBI Applicant Finger Print Card (3.6 & AFI 31-501)	X	X			X		
K	Statement of Citizenship--Naturalized Citizens Only (2.1 & AFI 31-501)	X	X					
L	Statement that Applicant Meets All Requirements for Appointment (Non-EAD)(2.15.4.1)	X						
M	College Transcript (2.14.2 & 3.1.2.5)	X	X			X		
N	Training Requirement(s) Statement (2.14.4)	X	X	X	X	X		X
O	AF Form 883, Privacy Act Statement (3.1.1.2)	X	X	X	X	X	X	X

P	Direct Deposit Statement (3.1.2.13)	X	X		X	X	X	X
Q	DD Form 368, Conditional Release (3.1.2.6)					X		
R	Prior Service Records (3.1.2.2)		X		X	X		
S	Promotion Nonselection Statement (3.1.2.2)		X		X	X	X	X
T	Approved ARB/Revalidation (2.7.2 & AFI 11-402) (Only if applicable)		X		X	X	X	X
U	Member's Waiver Request (Item 23 or 25, Table 2.2)		X		X	X	X	X
V	Losing/Gaining AFRC Unit Commander's Indorsement (Only if applicable)	X		X				
W	AMS Attendance Statement (2.14.6)	X						
X	AF Form 3010, USAF Statement of Understanding, Dependent Care Responsibilities (3.1.2.10)(Only if applicable)	X	X	X	X	X		
Y	AF Form 1145, Evaluation of Commissioning Applicants (2.15.4.1)	X						
AA	Failure to Complete AMS Statement (3.10.1)	X						
BB	DD Form 785, Record of Disenrollment from Officer Candidate-Type Training (3.1.2.7 & Table 2.2, Item 9)	X						
CC	Copy of RIP (2.15.4.1) (Only if applicable)	X						
DD	Last Five APRs/EPRs--If None Rendered So State (2.15.4.1)	X						
EE	Manning Statistics Authorized Vs Assigned (2.6.3)				X			
FF	Copies of OERs/EPRs (3.1.2.2)	X	X	X	X	X	X	X
GG	AFOQT Scores (2.14.7 & Table 3.1, Rule 3, Note 2)	X						
HH	Request for Appointment (2.4.2 & Table 3.2, Rules 11 & 12)		X	X	X	X	X	X
II	Letters of Recommendation (Optional)	X	X	X	X	X	X	X