

DESERVING AIRMAN COMMISSIONING
(DAC) PROGRAM (LINE OFFICERS)

AFI 36-2005

INFORMATION PACKAGE



477th FIGHTER GROUP
JOINT BASE ELMENDORF-RICHARDSON AK

POC: 477 FSS/CAREER DEVELOPMENT
551-4742

As of 24 July 2014

DESERVING AIRMAN COMMISSIONING PROGRAM

TABLE OF CONTENTS

INTRODUCTION -----	3
ELIGIBILITY CRITERIA -----	4
CONTENTS OF DAC PACKAGE -----	5
EXPLANATION OF FORMS -----	6
APPOINTMENT CHECKLIST -----	7, 8
ATTACHMENT 1 (TRAINING STATEMENT) -----	9
ATTACHMENT 2 (PARTICIPATION STATEMENT) -----	10

INTRODUCTION

OBJECTIVE

The Reserve Airman Commissioning Program, AFI 36-2005, is designed to select highly recommended enlisted members for leadership roles as officers. Commission tendered is Second Lieutenant. Eligible enlisted members who demonstrate outstanding leadership abilities may fill vacant positions in grades Captain through Major. Selection is an honor reserved for the most qualified, motivated and deserving individuals.

POLICY

- AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignments Professional Categories – Reserve of the Air Force and United States Air Force
- Unit Commanders advertise the vacant position and should consider candidates from all sources. The final decision to consider DACP candidates is made by the group commander having jurisdiction over the unit advertising the officer vacancy

MEMBER/UNIT RESPONSIBILITIES

- Determine if the applicant meets the eligibility IAW AFI 36-2005
- Schedule the applicant for medical examination (Commissioning)
- Quality check forms to ensure neatness and legibility
- Contact the Career Development for guidance and reviewing final package

477 FSS/FSDE RESPONSIBILITIES (EDUCATION & TRAINING)

- Only test those members who have a written recommendation to take the AFOQT from their commander (obtain test request form from Wing Training)
- Schedules applicant for Air Force Qualifying Test (AFOQT)
- Testing dates are the third Thursday of every month
- Contact the Base Education Office at 982-3354 for specific dates and times

477 FSS/FSMPD RESPONSIBILITIES (CAREER DEVELOPMENT)

- Helps applicant ensure that all required forms per established checklist are complete and signed.
- Provides statement acknowledging that applicant meets all requirements for appointment
- Coordinates completed package with unsigned Wing/CC Letter of Recommendation for review and signature, nomination requires concurrence of 477 FG/CC
- Forwards final package to HQ ARPC for approval and final processing

GAINING UNIT RESPONSIBILITIES

- Gaining Unit/CC will notify the selected member and member's current commander
- Gaining unit is responsible to ensure the member gets all the uniforms for OTS IAW AFI36-3014
- Gaining unit prepares the orders for the member to attend OTS

ELIGIBILITY CRITERIA

Reference AFI 36-2005, Chapter 2, paragraph 2.1

- Be of high moral character and personal qualifications
- Be a United States citizen
- Be medically qualified or medically acceptable with waiver for an AF commission, according to AFI 48-123, Medical Examination and Medical standards
- Be at least 18 years old and less than 35 years old at the time of Second Lieutenant
- Have a Bachelors degree or higher from an accredited university
- Understand that to be eligible for retired pay under Title 10 U.S.C., Section 12731, the last 6 years of qualifying service must be a member of any category names in Section 12732(a)(1) of this title, but not while a member of a Regular component, the Fleet Reserve, or the Fleet Marine Corps Reserve
- Meet additional eligibility requirements prescribed under other sections of this instruction for the applicable commissioning program
- Never before have held a commission
- Be tentatively selected for assignment to a “VACANT” position in training category “A” unit; the “Authorized/Assigned” wing-wide for that AFSC determines if there is a true vacancy for commissioning
- If applying for an ART position, qualify for the required civil service rating of the position
- Officer Training Statement: See Attachment 1
- Participation Statement: See Attachment 2
NOTE: Non-Rated officers – 3 years; Rated officers – 5 years

CONTENTS OF THE DAC PACKAGE

- AF Form 24, Application for Appointment
- AF Form 1288, Application for Reserve Assignment
- Certified Physical, Report of Medical Examination and Report of Medical History or PHA (DD 2807-1, Report of Medical History and DD 2808, Report of Medical Examination provide after selection)
- Member's Waiver(s) Request (if applicable)
- Gaining Commander's Letter of Recommendation
- AF Form 2030, USAF Drug Abuse Certificate
- Statement from Career Development applicant meets all requirements for appointment
- All official college transcripts (Sealed with a raised seal, no copies or student copy)
- Participation Statement (see attachment 2)
- Officer Training Statement (see attachment 2)
- AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force
- DD Form 785, Record for Disenrollment from Officer Candidate Type Training (if applicable)
- Record Review Listing (available on vMPF)
- Last Five EPRs or if none rendered provide statement of why not
- AFOQT Scores
- Letters of recommendation – dated within the application period no more than two
- Current Fitness printout from Unit Fitness Program Manager or AFFMS
- Current Resume
- Letter of Recommendation prepared by the member for the Wing/CC to endorse; Career Development will coordinate with the final package for Wing/CC review and signature

EXPLANATION OF FORMS

All Air Force Forms can be located on the internet at www.e-publishing.af.mil and all Department of Defense (DD) Forms can be located on the internet at www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

The following information is provided for specific forms:

1. AF Form 24, Application for Appointment as Reserves of the Air Force or USAF without Component: Enter all civilian employment during the last 10 years; explain in detail; include a copy of the job description offer each position held if available; if you were attending college full time, so state and show the major field of study.
2. AF Form 1288, Application for Reserve Assignment: Complete first page to include initials and signature. Losing Unit Commander will complete the first endorsement with signature. Gaining Unit will need to provide position number for second endorsement to be completed by Career Development. Gaining Commander will complete the third endorsement and sign.
3. AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force: Complete pages 1-4 and Section II of page 5. Leave the rest blank as this is for the interview with the gaining unit commander. On page 5, Section II, must be signed by Education & Training Office at the MPF.
4. DD Form 2807-1 Report of Medical History and DD Form 2808, Report of Medical Examination: Member needs to schedule a "Commissioning Physical" through 477 AMDS. The physical will not be accomplished until the member has been selected for a valid vacant position within the wing.
5. DD Form 785, "Record of Disenrollment from Officer Candidate Type Training." Complete this form only if applicable. The command or activity responsible for processing the application obtains the DD Form 785. AFI 36-2012 tells where and how to obtain the form.
6. Official College Transcripts can be mailed to the following address:

477 FSS/FSMPD
9443 Mundy Ave Suite 215
JOINT BASE ELMENDORF-RICHARDSON AK 99506
ATTN: CAREER DEVELOPMENT

**AFI 36-2005
APPOINTMENT CHECKLIST**

IF APPLICANT IS		1	2	3	4	5
CIVILIAN/ENLISTED MEMBER APPLYING TO THE LINE		YES				
RESERVE OFFICERS (NON-LINE TO THE LINE; REQUIRES MAJCOM FUNCTIONAL MANAGER RELEASE)			YES			
FORMER OFFICERS (ANY SERVICE)				YES		
RESERVE OFFICERS OF OTHER SERVICES (INTERSERVICE TRANSFER)					YES	
REGULAR OFFICERS TWICE DEFERRED (PROJECTED SEPARATION OR WITHIN 12 MOS AFTER DISCHARGE)						YES
THEN APPLICANT MUST SUBMIT ORIGINAL AND 1 COPY OF THE FOLLOWING DOCUMENTS (WHERE APPLICABLE) TO THE RESERVE MILITARY PERSONNEL FLIGHT OR RESERVE RECRUITER						
A	AF Fm 24, Application for Appointment *Note 1	U/I	U/I	U/I	U/I	
B	AF Fm 1288, Application for Reserve Assignment	U/I	U/I	U/I	U/I	U/I
C	Certified Physical, Report of Medical Examination and Report of Medical History or PHA	U/I		U/I	U/I	
D	Member's Waiver Request (If applicable) *Note 2	U/I	U/I	U/I	U/I	U/I
E	Gaining Commander's Letter of Recommendation	U/I	U/I	U/I	U/I	U/I
F	AF Fm 2030, USAF Drug Abuse Certificate	U/I		U/I	U/I	
G	Statement that Applicant Meets all Requirements for Appointment (MPF or RS Official)	U/I				
H	All Official College Transcripts	U/I		U/I	U/I	
I	Participation Statement (see attachment 2)	U/I		U/I	U/I	U/I
J	DD Fm 368, Conditional Release (If applicable)	U/I			U/I	
K	Prior Service Records *Note 3			U/I	U/I	
L	Approved ARB/Revalidation (Rated Only) *Note 4			U/I	U/I	

M	Officer Training Statement (See attachment 1)	U/I				
N	AF Fm 56, Application & Evaluation for training leading to a commission in the United States Air Force	U/I				
O	DD Fm 785, Record of Disenrollment from Officer Candidate Training (If Applicable)	U/I				
P	Record Review RIP or Officer Personnel Brief (vMPF)	U/I			U/I	
Q	Last Five OPRs or EPRs OR If None Rendered Provide Statement	U/I		U/I	U/I	U/I
R	Manning Statistics (Auth vs. Asgn) Waivers Only	U/I		U/I	U/I	U/I
S	AFOQT Scores	U/I				
T	Letters of Recommendation (max of two)	U/I	U/I	U/I	U/I	U/I
U	AF Form 1289 (If Formal Training Required)	I	I	I		I

U = Unit Program
I = IMA Program

*Notes

1. Provide all pertinent military dates and validate prior service documents in item 17
2. All waivers must be processed thru command channels
3. This includes all oaths of office, promotion orders, point credit summary, and separation documents
4. AFI 36-2005, para. 2.7. and AFI 11-402, para. 3.10.2.1., attach 7, and ARPC supplement 1 to AFI 11-402 refers to the criteria required for rated officer positions to include the revalidation of flight physicals

Attachment 1

OFFICER TRAINING STATEMENT

I, _____, agree to attend Officer Training Course (OTS). I also understand that I must attend and successfully complete OTS to be appointed as a commissioned officer.”

PRINTED NAME/SSAN

DATE

MEMBER'S SIGNATURE

Attachment 2

PARTICIPATION STATEMENT

I, _____, understand and agree to meet the training requirement for the training category in which assigned and remain assigned for (3 or 5) years after appointment.

PRINTED NAME/SSAN

DATE

MEMBER'S SIGNATURE