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Personnel

**DESERVING AIRMAN COMMISSIONING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for considering and approving personnel from the wing for a commission under the Deserving Airman Commissioning Program. It implements AFPD 36-20, *Accession of Air Force Military Personnel*. The intent of these procedures is to ensure that all personnel eligible for a commission have the opportunity to be considered and that only the best qualified candidates are selected. This instruction applies to all enlisted personnel desiring line commissions.

SUMMARY OF REVISIONS

Added paragraph 2.5. A (I) indicates revisions from the previous edition.

1. Application Procedures:

1.1. When there is an officer vacancy or projected vacancy within the wing the commander of the unit with the vacancy may first choose to attempt to fill the vacancy with a qualified commissioned officer. The commander may defer filling the position for a maximum of six months while he or she searches for an officer to fill the vacancy.

1.2. After six months, or sooner at the discretion of the unit commander, the Deserving Airman Commissioning Program may be used to fill the vacancy. The vacancy will be published in the wing's Unit Training Assembly bulletin and in the unit newspaper, HeadsUp. Potential candidates will apply through their unit commander to the personnel section who will consolidate all applications. The specific requirements of the commissioning package will be maintained by the personnel section. To be considered, all candidates must receive a letter of recommendation from their unit commander (wing commander for members assigned to wing headquarters) and must meet all published commissioning requirements. The personnel section screens all packages received to ensure potential candidates are qualified.

1.3. Normally, personnel are not considered nor recommended for officer vacancies in the squadron or unit to which they are assigned. The wing commander may grant an exception to this policy. Unit commanders wishing to recommend a candidate from the unit with a vacancy will forward their request for exception through their group commander.

1.4. After the suspense for applications has passed, the wing convenes a commissioning board to interview and rate candidates.

1.5. Career Enhancement. Maintains a list of individuals interested in a Deserving Airman Commission. Those individuals are counseled to initiate a commissioning physical and set up an Air Force Officer Qualification Test (AFOQT).

2. Board Procedures:

2.1. The wing Deserving Airman Commissioning Board consists of the wing commander, wing vice commander, operations group commander, logistics group commander, support group commander, senior enlisted advisor (non-voting member), unit commander with the vacant officer authorization and a military personnel representative. Additional board members may be called upon at the discretion of the board president. The wing commander and wing vice commander will alternate as board president.

2.2. Candidates report to the board at the time and place instructed. Uniform for the board proceedings is the service dress uniform. Candidates who have completed their interviews will not discuss board proceedings with other candidates.

2.3. Candidates are rated and selected based upon the whole person concept. **Attachment 1** to this instruction lists a sample of the type of objective criteria which is used to rank candidates. These criteria may be changed or tailored for each vacancy without changing attachment 1 to this instruction.

2.4. Each person who appeared before the board is "debriefed" by a designated board member on their performance before the board. The intent of this session is to make the member aware of their actual and perceived strengths and weaknesses and to make the application for commission process a positive and learning experience for all.

3. Training:

3.1. All selected candidates will attend the ANG Academy of Military Science at McGhee-Tyson ANGB, TN before the oath of the office is administered and actual commissioning occurs.

3.2. Any required officer technical training will be attended as soon as possible but within 18 months based upon class availability.

DAVID E. TANZI, Brigadier General, USAFR
Commander

Attachment 1

419TH FIGHTER WING COMMISSIONING BOARD OBJECTIVE CRITERIA

CANDIDATE NAME:		BOARD DATE:		
FACTOR	EVALUATE	POINTS AVAILABLE	POINTS SCORED	REMARKS
Commander's Recommendation	Specific facts, growth potential	10		
Leadership traits	Bearing, presence, ability, professionalism	10		
Supervisory experience	Level, time, complexity	10		
Verbal communication	Extemporaneous oral expression	10		
Written communication	Composition, structure, grammar	10		
Job level and performance record	Functional level and recognition	10		
Participation	Attendance, volunteerism	6		
Civilian work experience	Scope, responsibility, applicability	6		
Dress and appearance	Compliance with AFI 36-2903	6		
PME	Courses taken relative to rank	6		
Civilian education	Level, degrees, major(s), GPA	6		
Awards and decorations	Number, type, level, dates	5		
Community involvement	Activities, public recognition	5		
TOTAL POINTS AVAILABLE:		100		

BOARD MEMBER SIGNATURE: _____