

21 NOVEMBER 2002



Personnel

**OATH OF OFFICE (MILITARY PERSONNEL)
AND CERTIFICATE OF COMMISSION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Anthony C. Bivins)
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This instruction requires Air Force officers to complete AF Form 133, **Oath of Office (Military Personnel)** and tells how to complete the form. It tells how to issue DD Form 1AF, **Certificate of Commission**, to newly commissioned officers. It explains who issues the form, when to issue it, and how to deliver it. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013. System of Records Notice F036 PC C, *Military Personnel Records System*, applies. Process supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program*. Coordinate supplements with HQ AFPC/DPPAO for approval prior to publication.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1 (**Attachment 2**). This change instructs “The servicing military personnel flight (MPF) issues DD Form 1AF, Commissioning Certificate, to Reserve officers when they accept appointment in the Regular Air Force and to direct accessions (Biomedical Sciences, Medical Service, and Nurse Corps) who receive their commission at the base level” (paragraph 7.). See the last attachment of the publication, IC 2002-1, for the complete IC. A “[” indicates revised material since the last edition.

Section A—AF Form 133

1. Legal Requirements. Persons elected or appointed to an office of honor or trust under the government of the United States are required to take and subscribe to the oath prescribed by Title 5, U.S.C., Section 3331, before entering upon the duties of such office.

2. Taking the Oath. People being appointed or commissioned in the Regular Air Force, Reserve of the Air Force, or US Air Force (Temporary), must execute AF Form 133 when they accept the appointment or commission.

3. Administering the Oath. Persons being appointed or commissioned in the Air Force may take the oath before a:

3.1. Civil official authorized by law to administer oaths.

3.2. Commissioned officer of any component of any Armed Force of the United States (includes Reserve components), whether on active duty or retired. (This includes commissioned warrant officers of the Army, Navy, Marine Corps, and Coast Guard.)

3.3. Warrant officer serving on active duty as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant of a command.

4. Authenticating the Oath. Instructions printed on AF Form 133 tell how to authenticate the Oath and to return it to the headquarters tendering the commission.

4.1. Air Force officer's oaths of office should be taken before:

4.1.1. A civil officer authorized by the laws of the United States or local municipal law to administer oaths.

4.1.1.1. If a civil official administers the oath, it must bear the official seal of the person administering it. If the official does not use a seal, his/her capacity to administer oaths must be certified to under seal by a clerk of court or other proper local official.

4.1.1.2. If a notary administers the oath, the expiration date of his or her commission must be included (if required by the State concerned) and the AF Form 133 must bear the notarial seal or indicia.

4.1.2. A commissioned officer of any U. S. Armed Force component, including Reserves, whether active duty or retired (includes commissioned Army, Navy, Marine Corps and Coast Guard warrant officers);

4.1.3. A warrant officer who is serving on active duty as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant. (Army, Navy, Marine Corps and Coast Guard warrant officer W-1, receive their appointment by warrant and are not eligible to administer the oath unless serving on active duty as adjutants as listed above.) Navy, Marine Corps and Coast Guard chief warrant officers (CWO), W-2 through W-5, are appointed in those grades by commission and are authorized to administer oaths. Army CWOs appointed on or after 8 May 1986 receive their appointment by commission and are authorized to administer oaths. Before 8 May 1986, they received their appointment by warrant and are not eligible to administer oaths unless they were later granted a CWO appointment by commission or are serving on active duty as an adjutant as listed above. Retired Air Force warrant officers received their appointment by warrant and are not authorized to administer oaths.

5. Filing the Oath. The headquarters making the appointment or commission sends AF Form 133 to the custodian of the officer's Master Personnel Record Group for filing.

Section B—DD Form 1AF

6. Who Receives a DD Form 1AF. Air Force commissioned officers receive this form at the time of their first appointment, when reappointed in a different component, or, for Reserve officers, when they accept a Regular appointment.

7. Who Issues the DD Form 1AF. The headquarters or agency making the appointment or commission issues the DD Form 1AF. The servicing military personnel flight (MPF) issues it to Reserve officers when they accept appointment in the Regular Air Force.

8. When to Issue the DD Form 1AF. Issue the form no later than 60 days after the officer accepts the appointment.

9. How to Complete the DD Form 1AF. Use only forms bearing the signatures of the incumbent Secretary of the Air Force and Headquarters United States Air Force (HQ USAF) Deputy Chief of Staff for Personnel. OPR for certificate signatures is HQ USAF/DPXFA.

9.1. Complete the form in original only.

9.2. Use an Old English or Script font, if possible, and spell out all entries.

9.3. See [Table 1](#) for specific entries.

10. How to Deliver and Record DD Forms 1AF.

10.1. Deliver the DD Form 1AF to the appointee in person, or by mail (inside the continental United States only). Send to the address indicated on completed appointment documents. **EXCEPTION:** Air Force Recruiting squadrons provide DD Forms 1AF for the medical service officers they recruit.

10.2. When mailing a DD Form 1AF, protect it with a piece of cardboard or use a mailing tube.

10.3. Note on AF Form 133 the date on which you delivered or mailed the DD Form 1AF. If AF Form 133 is not available, annotate the file copy of the appointment letter.

11. How to Request a Replacement or a Corrected DD Form 1AF. An officer may request a replacement or a corrected DD Form 1AF directly or through the servicing MPF:

11.1. For officers on extended active duty (EAD):

11.1.1. Regular Air Force officers send requests to Headquarters Air Force Personnel Center (HQ AFPC/DPPPOC), 550 C Street West, Ste 08, Randolph AFB TX 78150-4710, if the MPF does not have a proper DD Form 1AF.

11.1.2. Reserve and USAF without component (Temporary) officers on active duty, other than medical service officers, send requests to HQ AFPC/DPPAO, 550 C Street West, Ste 10, Randolph AFB TX 78150-4712, if the MPF does not have a proper DD Form 1AF.

11.1.3. Reserve and USAF without component (Temporary) officers of the medical services on active duty send requests to HQ AFPC/DPAMF, 550 C Street West, Ste 27, Randolph AFB TX 78150-4729, if the MPF does not have a proper DD Form 1AF.

11.2. Reserve officers not on active duty send requests to Headquarters Air Reserve Personnel Center (HQ ARPC/DPRB), 6760 E. Irvington PL #2200, Denver CO 80280-2200.

11.3. Air National Guard (ANG) officers send requests to Air National Guard Readiness Center (ANGRC/DPMO), 3500 Fetchet Ave., Andrews AFB MD 20331-5157.

11.4. Servicing MPF will maintain a stock of DD Form 1AF through PDO channels and will complete the forms or request local base graphics office to do so. When DD Form 1AF is unavailable, MPF may make a request to the addressees above furnishing the name, Social Security Number (SSN), date of commission of the officer, and the reason for replacement. Replacement DD Form 1AF may be made using the current edition of the forms. *NOTE:* Change of name occurring after the date of commissioning is not a reason for replacement.

12. Forms Prescribed. AF Form 133, **Oath of Office (Military Personnel)** and DD Form 1AF, **Certificate of Commission.**

Table 1. How To Complete DD Form 1AF.

R U L E	To complete line	enter
1	3	the full name of recipient in the blank (centered). When appropriate, add "Junior", "Senior", or numerical designator, such as "Third".
2	4	"him" or "her" after the word "appoint" and the grade in which appointed (for Chaplains, insert "Chaplain" before the grade). Center under appointee's name.
3	5	the component and corps, for example, "Regular" or "Reserve" for line officers; "Regular (Medical Corps)"; "Reserve (Medical Corps)"; "Temporary" or "Temporary (Medical Corps)" for appointees in the USAF without component. Center under commissioned grade.
4	7	the word "rank" after "to" if appointment is to the Regular Air Force. Center appointment date (day and month) in appropriate space. For other than Regular Air Force appointments, enter the word "date" in the appropriate space and center the appointment date (day and month). This date is when the oath of office is executed or other formal acceptance occurs.
5	8	the appropriate year spelled out (for example, "ninety-four"). Center it after the word "and".
6	20 and 21	the day, month, and year that the DD Form 1AF is issued (center). For Regular Air Force appointees or replacement certificates, use the date of the oath of office.
7	22	immediately after "the", enter the numerical year of US independence (for example, two hundred and seventeenth). Since the 1st year of independence ended 3 July 1777, 4 July 1992 is the 1st day of the 217th year of independence. For replacement DD Forms 1AF, use the numerical year of US independence appropriate for the date of the oath of office, not the replacement date.

RICHARD E. BROWN III, Lt General, USAF
DCS/Personnel

Attachment 1

YEAR OF INDEPENDENCE COMPUTATION SHEET

Date of Appointment _____
 Year Month Day

Subtract 1776

Year of Independence _____ Month Day

Example 1989 **May 25**

-1776

Year of Independence 213

Date in Year of Independence 25th Day of May in the 213th Year of Independence

Example 1989 **Aug 25**

-1776

(If 4 July through 31 December) +1

Year of Independence 214

Date in Year of Independence 25th Day of August in the 214th Year of Independence

Attachment 2**IC 2002-1 TO AFI 36-2006, OATH OF OFFICE (MILITARY PERSONNEL)
AND CERTIFICATE OF COMMISSION****21 NOVEMBER 2002*****SUMMARY OF REVISIONS***

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Supersedes AFI 36-2006, 6 July 1994.

7. Who Issues the DD Form 1AF. The headquarters or agency making the appointment or commission issues the DD Form 1AF. The servicing military personnel flight (MPF) issues it to Reserve officers when they accept appointment in the Regular Air Force.