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Personnel

**DELAY IN ACTIVE DUTY FOR AFROTC
GRADUATES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides information and explains procedures for delaying the entry to extended active duty (EAD) of Air Force Reserve Officer Training Corps (AFROTC) graduates commissioned as second lieutenants in the Air Force. It includes instructions to use in applying for delays to pursue graduate or professional studies. It implements Department of Defense Directive (DoDD) 1215.8, *Senior Reserve Officers Training Corps Programs, 17 April 1985*, and interfaces with Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. This instruction applies to Headquarters United States Air Force (HQ USAF), Air Force Personnel Center (AFPC), Air Force Institute of Technology (AFIT), AFROTC and its detachments and members, and Air Reserve Personnel Center (ARPC). It does not apply to members of the Air National Guard.

The Privacy Act of 1974 affects this instruction. Title 10, U.S.C., Section 8013, provides the authority to collect and maintain the data required by this instruction (**Attachment 1**). Each form coming under Air Force Instruction (AFI) 37-132, *Air Force Privacy Act Program*, requires a Privacy Act Statement incorporated in the body of the document. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. The Forms Management Program in accordance with (IAW) AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program*, affects this instruction. The System of Records Notice F045 MPC A, *Educational Delay Board Findings*, applies. **Attachment 1** is a glossary of references and supporting information. Process supplements that affect any military function as shown in AFI 33-360, volume 1, *Publications Management Program*. Headquarters Air Force Personnel Center, Directorate of Personnel Program Management, Personnel Procurement and Development Division, Line Officer Procurement Branch (HQ AFPC/DPPAO) must coordinate on all supplements. Send comments and suggested improvements of this AFI on AF Form 847, **Recommendation for Change of Publication**, to the Personnel Procurement and Development Division, Line Officer Procurement Branch (HQ AFPC/DPPAO), 550 C Street West Suite 10, Randolph AFB TX 78150-4712.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication provides general guidance on Special Instructions Regarding Delays; updates and clarify definitions pertaining to educational delays and mailing addresses of the offices of primary responsibilities (OPR) (paragraph **1.**); adds Actions Concerning Educational Delays and updates program management responsibilities, functional address symbols, mailing addresses of various OPRs and changes various processes and procedures (paragraph **2.**); adds new procedure imposed by Air Force Institute of Technology Civilian Institution Programs (AFIT/CIGD) to ensure students participating in the Educational Delay Program maintain weight standards according to AFI 40-502, *The Weight Management Program* (paragraph **2.3.1.7.**) and adds additional Abbreviations and Acronyms and terms (**Attachment 1**).

1. Special Instructions Regarding Delays :

1.1. Educational Delays. The Air Force approves educational delays based upon Air Force needs, provided the delay does not preclude an officer from entering Extended Active Duty (EAD) before the officer's 35th birthday.

1.1.1. Air Force Specialty Code (AFSC) classifications are projected against valid authorizations and are directly related to an individual's advanced degree. Should Air Force needs change, an approved educational delay does not assure assignment to duties in or related to the individual's academic specialty.

1.2. Immediate EAD. HQ AFPC/DPPAO may terminate delays at any time and order officers to immediate EAD, if Air Force requirements so dictate.

1.2.1. An approved delay does not relieve an officer from fulfilling their contractual agreement (AF Form 1056, **Air Force Reserve Officer Training Corps Contract**). This includes serving on EAD when the person completes the delay, or sooner, if the Air Force orders it.

1.2.2. AFROTC cadets enrolled as pilots, navigators, or missile launch officer candidates are not eligible to apply for educational delays unless they seek an advanced degree in the legal (5YYY) or medical (7YYY) academic areas. **NOTE:** Cadets entering EAD accessed in the Officers Awaiting Permanent Change of Station (PCS) Training (APT) Program are excluded from this policy.

1.2.3. HQ AFPC/DPPAO withdraws AFROTC commissioning categories on pilots, navigators, or missile launch officer candidates who accept entry into the legal or medical advanced degree academic areas.

1.2.4. When the Air Force disenrolls a person from an advanced degree program, it does not reinstate their previous commissioning categories.

1.3. Unauthorized Delays. Delays are not granted to pursue less than a full-time course of instruction, study theology, work in the Peace Corps, accept civilian employment for hardship, obtain a second degree at the same academic level, or attend other than an accredited educational institution as defined in **Attachment 1**.

1.4. Periods of Delay. See **Table 1.** (Delays Granted and Maximum Delay Periods) for the periods of delay.

1.5. Involuntarily Terminating Delays. The Dean, Civilian Institutions Programs, AFIT, has the authority to terminate delays for failure to maintain acceptable academic or retention standards, or failure to comply with AFIT requirements.

1.5.1. Reasons for involuntarily terminating delays include but are not limited to:

1.5.1.1. Failure to maintain satisfactory academic progress at a rate that would allow completion within authorized periods.

1.5.1.2. Failure to continue in a full-time course of instruction in the same academic field for which delayed.

1.5.1.3. Failure to furnish AFIT a report of academic grades after each grading period.

1.5.1.4. Failure to furnish AFIT a revised educational plan as changes occur.

1.5.1.5. Failure to obtain approval before changing graduate schools.

1.6. Physical Qualifications. Officers must continue to meet the physical qualifications outlined in AFI 48-123, *Medical Examinations and Standards*, and have a current medical examination in order to qualify for EAD upon completing the delay.

1.6.1. Requests for medical waivers will be submitted to Headquarters Air Force Personnel Center, Directorate of Assignments, Medical Service Officer Management Division, Medical Standards Branch (HQ AFPC/DPAMM), 550 C Street West, Suite 25, Randolph AFB, TX 78150-4727.

1.6.2. The Air Force orders an officer who fails to voluntarily complete a medical examination to a special active duty training tour of 15 calendar days to complete the medical examination. This period is for diagnostic purposes only and is not to correct disqualifying defects. The Air Force orders officers found physically qualified to EAD.

1.6.3. An officer who develops a potentially disqualifying medical condition while on an educational delay must report the condition to AFIT/CIGD within 7 workdays from date of diagnosis.

1.6.4. Officers must have satisfied National Agency Check (NAC) requirements under AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force (Temporary)*, to enter EAD upon completing the delay.

1.7. Identification Cards. A student on an educational delay may apply through an AFROTC detachment or Air Force base for a Reserve identification card (DD Form 2 Air Force Reserve (AFRES), **Armed Forces of the United States Identification Card**). The card includes unlimited base exchange privileges, but does not allow commissary privileges.

2. Actions Concerning Educational Delays:

2.1. Students desiring an educational delay must follow the instructions contained in **Table 2.**, Application Instructions and Approval Authority, when and how to submit delay requests and approval authorities, and in **Table 3.**, Documents Required to Apply for Delays. Refer to **Table 1.** for types and lengths of delays.

2.2. For students who apply for a delay, AFIT/CIGD (Civilian Institution Program) accomplishes the following:

- 2.2.1. Reviews the application packages for completeness.
- 2.2.2. Obtains recommendations from AFIT offices of primary responsibility (OPR) for the feasibility and practicality of educational plans submitted.
- 2.2.3. Forwards application packages to HQ USAF/JAX, 1420 Air Force Pentagon 5B269, Washington, DC 20330-1420 or HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712, (see paragraph 2.4.), as appropriate, for action.
- 2.2.4. Notifies applicants through AFROTC detachment commanders (by letter) of delay decisions when it receives results for initial delay requests. AFIT/CIGD will notify applicants (by memorandum) of the final status of their additional or extension of delay requests.

2.3. For students granted an Education Delay, AFIT:

- 2.3.1. Maintains and monitors records to ensure compliance with delay agreement.
 - 2.3.1.1. Monitors the status of students on educational delay, extensions, and those on additional delay (excluding health care students granted additional delays under **Table 2.**, rule 7) and supervises them during the delay period.
 - 2.3.1.2. Notifies Headquarters Air Force Personnel Center, Directorate of Assignments, Medical Service Officer Management Division, Force Management Branch (HQ AFPC/DPAMF2), 550 C Street West, Suite 25, Randolph AFB, TX 78150-4727, 6 months before the student completes school or the need to reappoint officers awarded degrees in health care specialties into the appropriate corps on graduation.
 - 2.3.1.3. Reports changes in data for those in delay status to HQ AFPC/DPPAO.
 - 2.3.1.4. Maintains all officer educational data items.
 - 2.3.1.5. Advises students and explains changes to AFI 36-2604, *Service Dates and Dates of Rank*, AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of The Air Force and United States Air Force (Temporary)*, *Voluntary Entry on Extended Active Duty of Commissioned Officers*, that may affect their EAD.
 - 2.3.1.6. Forwards a copy of documents changing educational delay status (including successful completion of degree requirements) to HQ AFPC/DPPAO.
 - 2.3.1.7. Upon approval of an Educational Delay request, AFIT/CIGD, 2950 P Street Bldg 125, Wright-Patterson AFB OH 45433-7765, will forward a welcome package to the student. A form requiring the student's signature stating that they will comply with AFI 40-502, *The Weight Management Program*, standards will be included. Students granted acceptance, extension and continued participation in the Educational Delay program must meet standards established in AFI 40-502.
 - 2.3.1.8. Twice a year an Educational Delay Health Form certifying the student's current health, height and weight will be mailed to the students. Within 30 days of receiving the health form, students must take it to an AFROTC Detachment, local recruiter or School Nurse for completion and certification and then will be forwarded to AFIT/CIGD.

2.3.1.9. Students not meeting standards prescribed by AFI 40-502 may have their Educational Delay deferment rescinded and called to Active Duty.

2.4. HQ USAF/JAX. HQ USAF/JAX will:

2.4.1. Select or nonselect (based on recommendations of a board of officers). The Judge Advocate General appoints AFROTC graduates who apply for educational delays to study law.

2.4.2. Notify HQ AFPC/DPPAO and AFIT/CIGD of officers granted delays.

2.4.3. Reappoint and order officers to EAD when they complete legal licensing requirements.

2.4.4. Forward master personnel records group (MPerRGp) documents to Headquarters Air Force Personnel Center, Directorate of Personnel Management Program, Personnel Procurement and Development Division, Officer and Airman Service Verification Programs Section (HQ AFPC/DPPAOR), 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712. when officers enter EAD.

2.4.5. Notify HQ AFPC/DPPAO of officers who fail to complete legal licensing requirements so they may be ordered to EAD as line officers.

2.5. Headquarters Air Force Personnel Center (AFPC):

2.5.1. HQ AFPC/DPPAO:

2.5.1.1. Approves or disapproves requests for educational delays.

2.5.1.2. Monitors the overall educational delay program.

2.5.1.3. Notifies AFIT/CIGD and HQ AFPC/DPAM of officers for whom HQ AFPC/DPPAO grants educational delays.

2.5.1.4. Forwards all commissioning documents received from detachments on AFROTC and medical career fields graduates to HQ ARPC/DSF (for name, address and social security number), 6760 E Irvington Place #4100, Denver CO 80280-4001.

2.5.1.5. Prepares orders to EAD for all officers granted educational delays who enter EAD as line officers. This includes officers who fail to complete advanced training or education in a health care specialty and whom HQ AFPC/DPAM does not accept for appointment in one of the medical career fields, as well as officers who fail to obtain legal licensing, providing they are physically qualified according to AFI 48-123 and meet National Agency Check (NAC) requirements (AFI 36-2005).

2.5.1.6. HQ AFPC/DPPAO will revoke educational delays for students who enroll in other than accredited institutions.

2.5.2. Medical Service Officer Management Division, HQ AFPC/DPAM:

2.5.2.1. Recommends approval or disapproval to HQ AFPC/DPPAO on applicants who request delays for training or education that qualifies them for appointment in one of the medical career fields.

2.5.2.2. Establishes an educational delay folder on each officer in health care specialty training and monitors additional approved training under [Table 2.](#), rule 7.

2.5.2.3. Determines whether students who complete approved educational delays will be

accepted for duty in a corps of the medical services. Notifies HQ AFPC/DPPAO of disposition (ordered to EAD, granted extension of delay, granted additional delay or not accepted for assignment in a corps of the medical services).

2.5.2.4. Reappoints and orders to EAD all AFROTC graduates accepted for duty in a corps of the medical services provided the officers are physically qualified according to AFI 48-123 and meet NAC requirements (AFI 36-2005).

2.5.2.5. Forwards master personnel records group (MPerRGp) documents to HQ AFPC/DPPAOR when officers enter EAD.

2.6. Air Reserve Personnel Center (ARPC):

2.6.1. Maintains all data items designated as HQ USAF (ARPC) controlled. Supporting documents must be provided according to paragraph [2.8](#).

2.6.2. Maintains graduates in the Obligated Reserve Section (ORS) concurrently with their appointment as United States Air Force Reserve (USAFR) officers.

2.6.3. Assigns all AFROTC graduates granted an educational delay to study law to the 9035 Air Reserve Squadron (JAC-CJ) as category J Reservists.

2.6.4. With HQ USAF/JAX, assigns students delayed to study law to bases of attachment for internship training under AFI 51-101 *Judge Advocate Accession Program*.

2.6.5. Forwards master personnel records group (MPerRGp) documents to HQ AFPC/DPPAOR when officers enter EAD.

2.7. AFROTC Detachment Commanders:

2.7.1. Send educational delay application and other documents (see [Table 3](#) for requirements) to AFIT/CIGD, 2950 P Street Bldg 125, Wright-Patterson AFB OH 45433-7765, to arrive within the time periods [Table 2](#) prescribes.

2.7.2. Require each AFROTC cadet to:

2.7.2.1. Confirm intentions to apply for delay 7 months before projected commissioning date by completing the educational delay status memorandum ([Attachment 2](#)). Retain the memorandum in the cadet field personnel record.

2.7.2.2. Report educational delay intentions by updating the assignment availability code to "59" in the accession data of the cadet personnel system.

2.7.3. Submit educational delay applications and educational delay education plans according to [Table 2](#) with documentation prescribed by [Table 3](#).

2.7.4. Inform each AFROTC cadet completing AF Form 477, *Application for Delay from Entry on Extended Active Duty (AFROTC)*, that:

2.7.4.1. If the cadet is granted an educational delay and declines, more than 90 calendar days may occur between the requested and actual EAD entry date.

2.7.4.2. AFIT/CIGD will not accept an application arriving at its office less than 90 calendar days before the projected commissioning date. Applications to study law must arrive by 15 March of the year in which the delay is requested. In other than extenuating circumstances, detachment commanders do not accept applications received within 90 calendar days of the

projected commissioning date. Late application and late acceptance to graduate school are not extenuating circumstances. Educational Delay applications will not be accepted without a letter of acceptance from the graduate school. Also, cadets may not apply for more than one course of study at a time.

2.7.5. Assist AFROTC graduates who ask for help on educational delays within limitations of detachment resources.

2.7.6. Notify AFIT/CIGD if a cadet with an approved educational delay fails to be commissioned.

2.7.7. Regardless of approval authority, update and delete the assignment availability code (AAC) and expiration date in the Personnel Data System (PDS) for all initial delays, extensions, and additional delays.

2.7.8. Forward all commissioning documents for AFROTC graduates to HQ ARPC/DSF, 6760 E Irvington Place #4100, Denver CO 80280-4001.

2.7.9. Upon approval of an Educational Delay request, AFIT/CIGD, 2950 P Street Bldg 125, Wright-Patterson AFB OH 45433-7765, will forward a welcome package to the student. A form certifying the student's current height and weight will be included. Students granted acceptance, extension and continued participation in the Education Delay program must meet standards established in AFI 40-502.

2.7.10. Twice a year, students will send an Educational Delay Health Information Sheet (provided in the welcome package or downloadable on CIGD webpage) to AFIT/CIGD, certifying their current health, height and weight. Within 45 days after completion of each term, students must take the sheet to an AFROTC detachment, local recruiter or school nurse for completion and certification and then forward it to AFIT/CIGD. (**NOTE:** This should be accomplished during the same time period in which the student is reporting their grades.)

2.7.11. Students not meeting standards prescribed by AFI 40-502 may have their Educational Delay deferment rescinded and called to active duty.

2.8. AFROTC graduates granted delays:

2.8.1. Notifies AFIT/CIGD (within 5 calendar days) of any change of address (either permanent or current mailing address) and telephone number.

2.8.2. Sends a grade report to AFIT/CIGD at the end of each grading period. If a grade report is not readily available, send a letter or e-mail to AFIT/CIGD containing known grades and send the grade report as soon as possible.

2.8.3. Notifies AFIT/CIGD promptly of failure to continue the full-time approved delay program. Do the same if the student cannot complete the program as scheduled.

2.8.4. Completes degree requirements in the shortest time possible at an approved educational institution.

2.8.5. For Air Force Line Officers, forwards a letter to HQ AFPC/DPPAO, 550 C Street West Suite 10, Randolph AFB TX 78150-4712, stating assignment preferences to arrive not later than February of the fiscal year prior to completion of educational delay.

2.8.6. On the graduation date, executes a reappointment oath of office (AF Form 133, **Oath of Office Military Personnel**), if the member is awarded a health care specialty degree. Send it to HQ AFPC/DPAME, 550 C Street West Suite 27, Randolph AFB TX 78150-4729.

2.8.7. On completion or termination of the delay, sends an official transcript of all work completed and degree certification to AFIT/CIGD, 2950 P Street Bldg 125, Wright-Patterson AFB OH 45433-7765. AFIT/CIGD will assume students who fail to forward a transcript have not graduated.

2.9. If there is a change to the controlled data items while a member is on educational delay, supporting documentation must be forwarded to:

2.9.1. HQ ARPC/DSF (for name, address and social security number), 6760 E Irvington Place #4100, Denver CO 80280-4001.

2.9.2. HQ ARPC/DPJ (for grade and promotion), 6760 E Irvington Place #2000, Denver CO 80280-2000.

2.9.3. HQ ARPC/DPR (for AFSC data), 6760 E. Irvington Place #2200, Denver CO 80280-2200.

3. Waivers . HQ AFPC/DPPAO is the waiver authority for requirements to this instruction.

4. Forms Prescribed . AF Form 477, **Application for Delay from Entry on Extended Active Duty**; and AF Form 1082, **Educational Delay Education Plan**.

Table 1. Delays Granted and Maximum Delay Periods.

R U L E	A	B	C
	If the person	then delay may be granted for	and does not exceed
1	has applied for enrollment in the first class beginning after commissioning (summer school attendance is encouraged but not mandatory)	study leading to a master's degree	2 years (see note 1).
2		study leading to a law degree and completing legal licensing requirements	3 years 9 months (see notes 1 and 2).
3		study for advanced training or education in the health care specialties	4 years (see note 1).
4		study leading to a doctorate degree without award of a master's degree (Table 3. , note 1)	
5	has completed academic work for award of a master's degree	study leading to a doctorate level degree	2 years (see note 1).
6	is enrolled in an institution that requires 5-year course to obtain a bachelor of science (BS) degree and has satisfied requirements for a bachelor of arts (BA) degree	attaining a BS degree	1 year (see note 1).

NOTES:

1. Shorter periods are binding, if approved. Periods of graduate schooling completed while in a pre-commissioning status are applied against maximum delay periods.
2. This delay period allows 3 years to complete law school and 9 months to complete legal licensing requirements (pass the bar examination and be admitted to the practice of law before the highest court of a state or Federal Court). Officers who do not complete legal licensing requirements perform other than judge advocate duties if called to EAD.

Table 2. Application Instructions and Approval Authority.

R	A	B	C	D	E	F
U L E	If the request is for	and the purpose of delay is to obtain a	then the person applies	using	and addresses the request	and the approval authority is
1	initial delay	BS or master's degree (other than in a health care specialty)	in enough time for the application to arrive at AFIT by 90 calendar days but no earlier than 240 calendar days before commissioning	documents Table 3. requires	through detachment commander to AFIT/ CIGD, 2950 P Street, Wright-Patterson AFB OH 45433-7765 (see note 1)	HQ AFPC/ DPPAO.
2		degree or certificate in a health care specialty				
3		doctorate degree				
4		law degree and legal licensing requirements	in enough time for the application to arrive at AFIT by 15 March (see note 2)			HQ USAF/ JAX.
5	extension of delay	degree for which delay approved under Table 1. , rule 1, 2, 3, 4, or 5, and degree requirements cannot be met within the maximum time allowed	90 calendar days or more before termination date or when the need arises		direct to AFIT/ CIGD	HQ USAF/ JAX (for law delay applicants) and HQ AFPC/ DPPAO (for all other applicants).
6	additional delay	doctorate, other than medical health care specialty (this excludes doctor	by 90 calendar days before completing master's degree 350 calendar days			HQ AFPC/ DPPAO.

R	A	B	C	D	E	F
U L E	If the request is for	and the purpose of delay is to obtain a	then the person applies	using	and addresses the request	and the approval authority is
7		of medicine [MD] and doctor of osteopathic medicine [DO])	before completing the present curriculum		direct to Medical Off Assignments Branch (HQ AFPC/DPAME) 550 C Street West, Suite 27, Randolph AFB TX 78150-4729	HQ AFPC/DPAME (see notes 3 and 4).

NOTES:

1. The detachment commander ensures the request is complete before indorsing it to AFIT. The professor of aerospace studies or commander will include the applicant's grade point average (GPA) in the indorsement. The GPA will be based on the scale of A = 4, B = 3, C = 2, D = 1, F = 0.
2. Law delay applicants who will complete one or more terms of law school before commissioning must submit their applications in sufficient time to arrive at AFIT/CIGD by 90 calendar days but no earlier than 240 calendar days before commissioning.
3. Students will participate in graduate health education in their discipline, if required, in the Obligated Reserve Section (ORS) (deferred) or active duty status, as the Air Force selects. Consistent with Air Force requirements, HQ AFPC/DPAM may terminate graduate education after the first or succeeding years.
4. The Physician Education Branch (HQ AFPC/DPAME) considers graduate medical education (GME) for physicians, including osteopathic physicians, under the Air Force Graduate Medical Education Program. During June each year, HQ AFPC/DPAME sends applications for GME to fourth year medical students.

Table 3. Documents Required To Apply For Delays.

		RULE (IN Table 2.)						
	If the cadet is applying for	1	2	3	4	5	6	7
A	initial delay to obtain a BS or master's degree (other than in a health care specialty)	X						
B	initial delay to obtain a degree or certificate in a health care specialty		X					
C	initial delay to obtain a doctorate degree			X				
D	initial delay to obtain a law degree and legal licensing				X			
E	extension of delay approved under Table 1., rule 1, 2, 3, 4, or 5, and degree requirements cannot be met within the maximum time allowed					X		
F	additional delay to obtain a doctorate degree (other than medical)						X	
G	additional delay to obtain a health care specialty (this does not include MDs or DOs)							X
then submit three copies of								
H	AF Form 477 (see note 1.)	X	X	X	X	X	X	
I	proof of acceptance into graduate school (see note 2.)	X	X	X	X			
J	AF Form 1082, <i>Educational Delay Education Plan</i> (see note 3.)	X	X	X	X	X	X	
K	undergraduate transcript (one copy must be original)	X	X	X	X			
L	AF Form 1056, <i>Air Force Reserve Officer Training Corps Contract</i>		X					
M	letter of recommendation from the Dean's office		X					
N	Medical College Admission or Dental Aptitude Test scores		X					
O	Law School Admission Test scores				X			
P	Air Force Officer Qualifying Test scores				X			
Q	field training evaluation				X			
R	letter of evaluation from the detachment commander				X			
S	interview with a Staff Judge Advocate (SJA) (see note 4.)				X			
T	personal justification					X		
U	personal letter							X

NOTES:

1. Applicants for doctorate degrees who bypass a master's degree program must provide a complete explanation. The explanation must include the estimated completion date. Applicants must clearly state their desires on the bypassed master's program in case the doctorate program is denied. When no master's program is offered, a confirming statement from a school official is required.
2. Applicants may submit applications before graduate school acceptance only if final acceptance has not been received by the submission cutoff date. However, the application must include evidence that the applicant has been conditionally accepted for graduate school. If conditional acceptance has not been received, evidence that the applicant has made formal application must be included. Once formal acceptance notification is received, the applicant must promptly send the notification to AFIT/CIGD. After notification of graduate school acceptance, it is the responsibility of the student to notify AFIT/CGID of any changes to their school of acceptance. Failure to notify AFIT/CIGD may result in a delay of their processing.
3. If the applicant cannot get a completed plan by the cutoff date for sending in the delay application, he or she must send a tentative plan or a detailed narrative description of the specialized study area the applicant intends to seek. The education plan must show enrollment in the first class beginning after appointment (summer enrollment is encouraged but not required).
4. Applicants contact HQ USAF/JAX for an Air Force Lawyer Information Guide and interview forms to take with them on the SJA interview. Call toll-free 1-800-524-8723 (1-800-JAG-USAF) to request the documents. The SJA submits the results of the interview directly to HQ USAF/JAX.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 8013, 1993 edition

DoDD 1215.8, *Senior Reserve Officer Training Corps Programs*, 25 Mar 94

AFI 33-360, *Publication Management Program*

AFPD 36-20, *Accession of Air Force Military Personnel*, 16 Aug 93

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary)*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 37-132, *Air Force Privacy Act Program*

AFI 40-502, *The Weight Management Program*

AFI 48-123, *Medical Examination and Standard*

AFI 51-101, *Judge Advocate Accession Program*

Abbreviations and Acronyms

AAC—Assignment Availability Code

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRES—Air Force Reserve

AFOATS—Air Force Officer Accession Training School - (comprised of AFROTC and OTS)

AFROTC—Air Force Reserve Officer Training Corps

AFSPACECOM—Air Force Space Command

AFRS—Air Force Recruiting Service

AFSC—Air Force Specialty Code

APT—Awaiting Permanent Change of Station (PCS) Training Program

ARPC—Air Reserve Personnel Center

BA—Bachelor of Arts

BS—Bachelor of Science

EAD—Extended Active Duty

DO—Doctor of Osteopathic Medicine

DoDD—Department of Defense Directive

GME—General Medical Education

GPA—Grade Point Average

HQ USAF/DP—Air Force Deputy Chief of Staff, Personnel

HQ USAF/JAX—Professional Development Division, Office of the Judge Advocate General

HQ USAF/SG—Air Force Surgeon General

HQ USAF/XO—Air Force Deputy Chief of Staff, Operations

MD—Doctor of Medicine

MperRGp—Master Personnel Record Group

NAC—National Agency Check

OPR—Office of Primary Responsibility

ORS—Obligated Reserve Section

PCS—Permanent Change of Station

PDS—Personnel Data System

TAFMS—Total Active Federal Military Service

SJA—Staff Judge Advocate

TDY—Temporary Duty

USAF—United States Air Force

USAFR—United States Air Force Reserve

Terms

Accession—A new officer entering active duty.

Accredited Educational Institution—An institution conferring a degree accredited by one of the six regional accrediting associations and listed in the current Accredited Institutions of Postsecondary Education Dictionary (published by the American Council on Education), or the latest edition of the Higher Education Dictionary (published by Higher Education Publications, Inc.), or any other education publication which clearly indicates regional accreditation. Refer to [Attachment 1](#), AFI 35-2005.

Additional Delay—A delay granted to pursue a doctorate after receiving a master's degree. In the health care specialties, a delay granted to pursue specialty training.

Administrative Delay—An option available to AFROTC commissionees which allows the individual to delay entrance on active duty by up to 12 months from date of commissioning. HQ AFPC/DPPAO is final approval authority for such requests.

Availability Date—Per AFI 36-2011, *Air Force Reserve Officer Training Corps*, officers successfully completing the AFROTC program will be ordered to extended active duty within 60 days of commissioning, unless: HQ AFPC/DPPAO approves an educational or administrative delay requested by the cadet; or changing Air Force end strengths or requirements dictate a delay. Availability date is established by adding the date the officer enters active duty plus any authorized travel time. AFPC establishes the EAD date as the 59th day following commissioning unless training requirements dictate an earlier date.

Educational Delay—An initial delay from entry on EAD granted an AFROTC graduate to pursue full-time instruction in graduate or professional studies. Study must be at an accredited school in the United States or Puerto Rico.

Extension of Delay—A delay granted beyond the maximum period listed in [Table 1](#). or the initial period authorized by the approving authority.

Full-Time Course of Instruction—An uninterrupted course of instruction that an accredited educational institution defines as full-time (usually at least 12 hours per term). The delayed person may accept research or teaching assistantships or fellowships while on delay. However, accepting an assistantship or fellowship must not cause an extension of delay beyond the maximum authorized by period [Table 1](#). Also, full-time student status must be maintained. Unless the school requires attendance at summer sessions, summer attendance is encouraged but is not mandatory.

Attachment 2

EDUCATIONAL DELAY STATUS MEMORANDUM

FROM: (functional address symbol) (date)

SUBJECT: Educational Delay Status

TO: AFROTC Cadet _____(name)_____

Seven months before your projected commissioning date, you are required to reaffirm your intent to apply for an Educational Delay under AFI 36-2009, Delay in Active Duty for AFROTC Graduates. Please indicate your intent by completing the first indorsement below and return this to the detachment by (date).

(signature)

(typed name, grade), USAF

(title)

1st Ind, AFROTC Cadet _____(name)_____ (date)

TO: AFROTC Detachment

I understand that all cadets who formally indicate an intent to apply for an educational delay are removed from the normal active duty assignment cycle. I also understand that if my application for an educational delay does not reach AFIT/CIGD within 90 calendar days before my projected date of commissioning, I automatically will be placed in the active duty assignment cycle, and my name will be forwarded to HQ AFPC/DPPAO for active duty assignment processing. If I decide not to accept an educational delay or if I fail to gain acceptance to graduate school, I must notify the detachment commander of such change in my educational delay status at the earliest possible time. I further understand that a change in status made less than 5 months before my projected date of commissioning may result in a delay in my accession to extended active duty. My educational delay status is (check one):

___I have decided that I do not desire an educational delay.

___I still wish to apply for an educational delay.

(Signature)