









































































































































































































TDY - Temporary Duty

TPR - Training Personnel Requirements

TRQI - Training Requestor Quota Identifier

TSgt – Technical Sergeant

U.S.C. - United States Code

UCMJ - Uniform Code of Military Justice

UFT - Undergraduate Flying Training

UIF - Unfavorable Information File

UPRG - Unit Personnel Record Group

USAF - United States Air Force

USAFA - United States Air Force Academy

USAFR - United States Air Force Reserve

USAFR/MPF - United States Air Force Reserve, Military Personnel Flight

USMA - United States Military Academy

USUHS - Uniformed Services University of the Health Services

#### Terms

Action Pending--Possible derogatory information found during the security investigation.

Active Duty Airman--An individual serving in enlisted status in the Regular Air Force.

Dependent--For the purposes of this AFI, a dependent is: A civilian spouse or; any person under 18 years of age in the legal or physical custody of the applicant or the applicant's spouse and who depends on the applicant or the applicant's spouse for support, including children from a previous marriage, a relative by blood or marriage, and stepchildren or adopted children of the applicant or the applicant's spouse or; any unmarried natural child of the applicant or the applicant's spouse, including children born out of wedlock or; any person dependent on the applicant or the applicant's spouse for their care, maintenance, or support, regardless of age or; the unborn child of a male applicant, including those determined by court order.

**Elimination**--The formal disenrollment of a student from training by a faculty board, medical disqualification, or administrative action.

**Holdover**--An OT who has not completed all training requirements for commissioning or has not received a medical, security, or administrative clearance by graduation date. OTS reassigns such trainees to the next graduating class for either commissioning or disenrollment.

**Nonnative English-Speaking (NES)**--Anyone whose primary language spoken at home as a child was not English.

**Non Prior-Service**--For the purposes of this instruction, having less than 6-months of service as a member of a Regular component of the U.S. Armed Forces and not currently serving in the Regular Air Force.

**Officer Candidate-type Training Program**--Any of the officer training programs defined in AFI 36-2012. These programs include but are not limited to: U.S. Air Force Academy (USAFA); U.S. Military Academy (USMA); U.S. Naval Academy (USNA); U.S. Coast Guard Academy (USCGA); U.S. Merchant Marine Academy (USMMA); AF Reserve Officer Training Corps (AFROTC): Professional Officer Course (POC)-last 2 years, College Scholarship Program (CSP); Airman Scholarship and Commissioning Program (ASCP); Army ROTC (advanced training) and Financial Assistance Program (FAP); Naval ROTC (advanced training) and FAP; Air Force Officer Training School (OTS) Basic Training Program and the academic portion of the Airman Education and Commissioning Program (AECF); Army Officer Candidate School (OCS); Naval OCS; Coast Guard OCS; Naval Aviation Reserve Officer Candidate Program; Naval Aviation Officer Candidate Course; Naval Flight Officer Candidate Course; Naval Aviation Maintenance Duty Course; Naval Officer Candidate (Aviation Intelligence Course); Marine Platoon Leaders Course; Marine Officer Candidate Course; and Air National Guard Academy of Military Science (AMS).

**Officer Training School (OTS)**--An intensive program that trains OTs and commissioned officers who meet Air Force standards. The program is open to college graduates with the required academic background and leadership potential who have not completed another commissioning program.

**Officer Trainee (OT)**--A student undergoing training or on hold status in the OTS commissioning program.

**Personnel Quality Review Screening**--An AFPC review of personnel records to ensure applicants meet established eligibility criteria.

**Prior Service**--For the purposes of this instruction, 6 or more months of active duty as a member of a Regular component of the US Armed Forces and not currently in the Regular Air Force. (Does not apply to applicants on USAFR quotas.)

★Processing Authorities:

HQ AFROTC/RRUE: AECP, ASCP, SOAR, and POC Early Release Program applicants.

HQ AFRS/RSOCL: OTS applicants who desire to enter the program to fill active duty quotas.

HQ AFRC/A1BB: OTS applicants who desire to enter the program to fill AFRC quotas.

USAFA/RRS: Applicants who desire to enter the LEAD Program.

AFPC/DPAMN: Applicants who desire to enter the NECP Program.

Reclassification--A change in an OT's career field approved by AFPC/DPSIP.

Recycle--Removing an OT from training through a faculty board for medical reason, or by administrative action and placing the OT in a later class.

Removal from Training for Evaluation or Medical Observation--Removing an OT from training that has not completed all training requirements, is waiting for medical clearance for a selected career field, or is under medical observation for a specified period. This temporary removal from training may not exceed 3 months (waiverable to 6 months by HQ AETC/SGPS) and requires the OTS commander's authorization).

Tentatively Eligible--An applicant determined by AFPC, HQ AFROTC, HQ AFRS, or HQ AFRC (as appropriate), to be eligible for AECP, SOAR, ASCP, POC-ERP, NECP, or OTS (as applicable) after preliminary processing and who qualifies for review by the appropriate selection board.

## Attachment 2

## SAMPLE, AFFIDAVIT OF INVOLVEMENT WITH CIVIL OR MILITARY LAW ENFORCEMENT AUTHORITIES

- A3.1. Each applicant and selectee for AECF, ASCP, SOAR, POC-ERP, or NECP with a significant involvement with civil, military, or school authorities must prepare an affidavit detailing any involvement with civil or military law enforcement authorities using this format on the AFROTC Form 4, *Affidavit of Civil Involvement*.
- A3.2. Time, date, and place (city, county, state) of the offense or other involvement.
- A3.3. Conditions that led to the offense or other involvement, including all relevant factors. If the arresting authority cited the use of drugs or alcohol, indicate the number of drinks or how and why the applicant took drugs and the degree of impairment.
- A3.4. Event that caused the involvement.
- A3.5. Manner or method of apprehension. Include whether or not detained or confined.
- A3.6. Disposition of the charge, if any, including punitive measures imposed.
- A3.7. I am aware of the following provision of Title 18 United States Code, Section 1001, *Statements or Entries Generally*: “Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious, fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.”
- A3.8. The official must review the information in the affidavit before administering the oath. If the statement is incomplete or fails to answer all relevant questions, he or she will have the applicant or selectee rewrite it before administering the oath.

Attachment 3

USAF RECRUITING SQUADRON COMMANDER’S (OR OTHER DESIGNATED OFFICER) TDSP PARTICIPANT BRIEF

On \_\_\_\_\_ (date), TDSP enlistee \_\_\_\_\_ (name) was briefed on:

	CC Initials	TDSP OT Initials
a) Air Force security.		
b) Standards of conduct to include Equal Opportunity policy.		
c) Reporting/investigating espionage, sabotage, subversion, and terrorism.		
d) Protection of the President and other officials.		
e) Drug and alcohol abuse.		
f) Military law.		
g) Armed Services commissary sales stores and AAFES benefits.		
h) Use of medical facilities and TRICARE enrollment.		
i) Personal affairs to include financial responsibilities.		
j) Air Force personal grooming standards.		
k) Air Force leave and pay.		
l) Academic plan to include transcript review.		
m) TDSP participant’s personal appearance must be IAW AFI 36-2903 from the initial date of active duty enlistment.		
n) Failure to meet graduation requirements by the scheduled graduation date, due to circumstances within a student’s control, results in being held to the contractual service agreement of two years of enlisted active duty service.		
o) The TDSP participant is responsible for visiting, in person, the Air Force recruiting office at least quarterly to ensure academic progress and enlistment standards are being met.		
p) Completion of AF Form 220, <i>Request, Authorization, and Pay Order, Basic Allowance for Subsistence (BAS)</i> .		

q) Any additional topics:		
Recruiting Officer Signature	TDSP Participant Signature	

Attachment 4

TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, PRIOR  
ENLISTED SERVICE  
(ADDITION TO DD FORM 4 AND ANNEX C)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE: \_\_\_\_\_

I. ALL PARTICIPANTS:

I hereby agree to participate in the AF TDSP according to the following terms and conditions:

1. I understand that the USAF will not reimburse me for any educational costs.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
2. I will enlist in the Regular AF for a 48-month period, serving in the grade of E-3 while completing my degree requirements, receiving basic pay/privileges of that grade.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice (UCMJ) and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required. (LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and tendered a commission as a Regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my active duty officer Air Force Specialty Code (AFSC). My minimum extended active duty service commitment will be 4 years from the date of appointment as a Regular officer.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus 6 months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (10 U.S.C. 671a and b).  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .

## II. PARTICIPANTS WITHOUT AN UNDERGRADUATE DEGREE:

Upon failure to complete the TDSP requirements or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by \_\_\_\_\_ (date), or fail to satisfactorily complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of \_\_\_\_\_ authorized IAW AFRSI 36-2001, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .

## III. PARTICIPANTS WITH AN UNDERGRADUATE DEGREE:

1. Upon failure to complete the TDSP requirements and selects a 4-year officer commitment or failure to complete OTS:

I understand that if I fail to successfully complete the requirements of my degree program by \_\_\_\_\_ (date), I will compete at the next available OTS board. If selected I will attend OTS. If I am not selected for OTS or fail to successfully complete OTS, or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP or eliminated from OTS and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of \_\_\_\_\_ authorized IAW AFRSI 36-2001, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .

2. Upon failure to complete the TDSP requirements and selects a 2-year enlistment

I understand that, should I fail to successfully complete the requirements of my degree program by \_\_\_\_\_ (date), or become disqualified to be commissioned for any reason other than not meeting physical examination standards, I will be disenrolled from TDSP and be required to continue on active duty for a period of 2 years in an enlisted grade of E-3 or the higher grade of \_\_\_\_\_, which would have been authorized had current enlistment been under the prior service enlistment program. In such an event, the 2 years of extended active duty in an enlisted status is over and above the time spent as a TDSP member and will commence with reporting to my first active duty assignment. (LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .

## IV. CERTIFICATION:

I have read and completely understand the meaning and contents of this document, which will be made a part of my enlistment agreement. **NO PROMISES, EITHER WRITTEN OR ORAL, HAVE BEEN MADE TO ME REGARDING MY PARTICPATION IN THE TDSP, EXCEPT**

AS HEREIN SPECIFIED. I FURTHER ACKNOWLEDGE RECEIPT OF A SIGNED AND DATED COPY OF THE AGREEMENT.

\_\_\_\_\_  
(Signature of TDSP participant)

\_\_\_\_\_  
(Signature of AF representative)

NOTE: (LNCO) = Liaison Noncommissioned Officer

## Attachment 5

TECHNICAL DEGREE SPONSORSHIP PROGRAM (TDSP) AGREEMENT, NON-PRIOR  
ENLISTED SERVICE  
(ADDITION TO DD FORM 4 AND ANNEX C)

INSTRUCTIONS: Initial all paragraphs that apply. Cross out all others.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE: \_\_\_\_\_

I. ALL PARTICIPANTS:

I hereby agree to participate in the AF TDSP according to the following terms and conditions:

1. I understand that the United States Air Force will not reimburse me for any educational costs.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
2. I will enlist in the Regular AF for a period of 48 months and serve in the grade of E-3 while completing my degree requirements, receiving the basic pay and privileges of that grade.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
3. According to the written orders presented to me, I will proceed to the school I will be attending and complete the requirements for my degree. While on active duty, I am subject to the Uniform Code of Military Justice (UCMJ) and to all instructions, directives, and orders issued by superior military authorities of the organization to which I am assigned. I understand I will be required to maintain the standards of dress, grooming, and decorum required of all Air Force members on active duty. Classes and other activities related to my degree are military duties and my attendance at all such gatherings is required. (LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
4. After completion of my degree requirement, I will attend Officer Training School (OTS). Upon graduation from OTS, I will be discharged from enlisted status and tendered a commission as a Regular officer in the United States Air Force in the grade of second lieutenant and be assigned to my active duty officer Air Force Specialty Code (AFSC). My minimum extended active duty service commitment will be 4 years from the date of appointment as a Regular officer.  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .
5. I understand that any attempt by me to tender a resignation of my commission before completing my service commitments will normally be disallowed. Resignation of my commission after completing my service commitments will normally be accepted, unless the needs of the service dictate otherwise. Federal law presently provides for the period of active service of any member of an armed force to be extended for the duration of any wars plus 6 months thereafter, and for extension of active service when the President determines that the national interest so requires, if Congress is not in session (10 U.S.C. 671a and b).  
(LNCO) \_\_\_\_\_ (Participant) \_\_\_\_\_ .











Attachment 8

SAMPLE MESSAGE—OTS ELIMINEE ASSIGNMENT INSTRUCTIONS

FROM: 22 TRSS MAXWELL AFB AL//MSPC//  
TO: AFPC RANDOLPH AFB TX//DPAA5//  
INFO: AFPC RANDOLPH AFB TX//DPSSM/DPAPP2//  
LOSING MAJCOM//DPAA//

UNCLAS

SUBJ: Assignment Instructions

1. (Disenrolled student, SSN) was eliminated from (OTS, Pre-commissioning Program) on (date). Your assistance is required in providing reassignment instructions to his/her (servicing MPE). He/She is currently en route to (Projected PAS) in officer AFSC (List AFSC) per Special Order: \_\_\_\_\_, issued by \_\_\_\_\_ (organization), and dated: \_\_\_\_\_. He/She is available for immediate reassignment.

2. Member's previous enlisted classification information was:

a. PAFSC:

b. CAFSC

c. 2AFSC:

d. DOS:

e. He/She (has/has not) relocated dependents. He/She (has/has not) relocated HHGs to new duty location.

f. His/Her assignment preferences are:

1. Overseas:

2. CONUS: (list maximum of 8)

g. Remarks. Take actions to affect Airman demotion, if applicable, IAW AFI 36-2503. Publish orders affecting demotion in accordance with AFI 36-2503 and AFI 36-2013.

3. For (Servicing MPE): Fax copies of amended orders to 22 TRSS/MSPC, fax number: DSN: 493-4652/Commerical: (334) 953-4652.

Attachment 9

SAMPLE E-MAIL—AECF ELIMINEE ASSIGNMENT INSTRUCTIONS

Date

MEMORANDUM FOR AFPC/DPAA5

FROM: HQ AFROTC/RRUE

SUBJECT: Assignment Instructions

1. (Disenrolled student, SSN) was eliminated from the Airmen Education and Commissioning Program on (date). Your assistance is required in providing reassignment instructions to his/her (servicing MPE). He/She is available for immediate assignment.

a. Member's AFSC is: 9T100

b. PAFSC: (AFSC prior to enrollment in AECF)

c. CAFSC: (AFSC prior to enrollment in AECF)

d. DOS is (DOS prior to entry in AECF)

e. Member (has/has not) relocated dependents. He/She (has/has not) relocated HHGs to new duty location.

f. His/Her assignment preferences are:

1. Overseas:

2. CONUS: (list maximum of 8)

g. Remarks: Take actions to affect Airman demotion, if applicable, IAW AFI 36-2503. Publish orders affecting demotion in accordance with AFI 36-2503 and AFI 36-2013.

2. Any questions regarding this matter please call (Supt, Enlisted/In-College Scholarships Section) at DSN 493-2029 or (Name of Deputy, Scholarships Branch) at DSN 493-2528.

Name, Rank, USAF  
Supt, Enlisted/In-College Scholarships Section