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PERSONNEL

**APPOINTMENT OF OFFICERS IN THE AIR  
NATIONAL GUARD OF THE UNITED STATES  
AND AS RESERVES OF THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies, procedures and criteria for appointment and Federal recognition of officers below the grade of general in the Air National Guard (ANG) of the United States and as Reserves of the Air Force (AF). It implements appropriate provisions of 10 United States Code (USC) and 32 USC and is to be used in conjunction with AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*. Copies of state supplements to this instruction will be provided to ANG, Directorate of Diversity, Personnel and Training (ANG/DP).

**SUMMARY OF REVISIONS**

This publication incorporates significant changes to the ANG officer appointment process. **Table 3.1**, Grade Determination which lowers the service credit requirement for grade entry has been added. This revision removes the temporary appointment provision. Waiver requirements have been listed in **Chapter 11** and a list of Uniform Guide List for Typical Offenses has been added at **Attachment 7**. **Attachment 2**, Statement of Agreement and Understanding Required for Air National Guard of the United States (ANGUS) Appointment, has been revised. Forms, Information Management Tools (IMTs), and documents for ANG appointment, **Attachment 5**, have been completely revised and list all required documents by competitive category. **Attachment 8** is a new form memo, State Air Surgeon Verification of Credentials, for use with health care provider appointment/applications. **Attachment 9** lists the conditions, which allow waivers of deferred officers.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Statutory Authority.** The statutory authority for appointments made under this instruction are contained in 32 USC, Sections 305, 307, 308, 310, 312; and 10 USC 2104, 8067, 12201, 12202, 12203, 12204, 12205, 12206, 12207, and 12212.

#### **1.2. Responsibilities.**

1.2.1. The National Guard Bureau (NGB) has overall responsibility of establishing policies, procedures and criteria for federal recognition of officer appointments.

1.2.2. The ANG/DP has the responsibility for approving applications for federal recognition and Reserve of the Air Force appointment, and for monitoring compliance with the policies and procedures contained in this instruction:

1.2.2.1. Approving applications for initial appointment as authorized in AFI 36-2005.

1.2.2.2. Granting Federal recognition for ANG officers.

1.2.2.3. Advising the ANG Personnel Development Division (ANG/DPD) of any changes in applicant's status after referral for training.

1.2.3. The Adjutant General (TAG) (or designated representative) has responsibility for implementing policies and procedures and establishing effective officer appointment programs.

1.2.3.1. Reviews appointment and Federal recognition applications for compliance with established policies and procedures.

1.2.3.2. Advises ANG/DP of any change in applicant's status after application is submitted for Federal recognition.

1.2.3.3. Ensures that the applicant meets the moral, ethical and professional standards expected of an ANG officer.

1.2.3.4. Appoints an Officer Accession Representative (OAR) to manage all officer appointment packages.

1.2.4. Wing/Geographically Separated Unit (GSU) commanders at all levels have the responsibility for filling officer vacancies within their personnel force management plan.

1.2.4.1. All entry level officer vacancies will be advertised immediately or within 30 days of vacancy, unless waived by the TAG in writing.

1.2.4.2. Commander or designated representative will appoint an OAR to manage all officer appointment packages.

1.2.4.3. Commanders will appoint designated recruiting representative(s) to be the initial point of contact for the officer appointment program.

1.2.4.4. Recommend utilization of selection board process.

1.2.5. The Mission Support Flight (MSF) is responsible for:

1.2.5.1. Advising and assisting unit commanders on officer vacancies by providing a monthly list.

1.2.5.2. Providing all vacancy announcements to the recruiters.

1.2.5.3. Assisting the recruiters in scheduling officer applicants for appropriate testing, medical examinations, processing security clearances, obtaining completed results, and providing administrative support.

1.2.5.4. Enlisting applicants for Line of the Air Force appointment when the applicant has no previous commissioned service.

1.2.5.5. Scheduling applicants for Federal Recognition Board Proceedings in accordance with (IAW) NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotion in The Air National Guard* (when required).

1.2.5.6. Ensuring all documents and forms required by this instruction are completed and forwarded through command channels to ANG/DP.

## Chapter 2

### APPOINTMENT POLICIES

**2.1. Selection of Officers.** The selection of officers for appointment in the ANG is a function of the state. Appointments are made without regard to race, color, creed, national origin, sex, or age, except where specifically authorized by this instruction or AFI 36-2005. By authority of the Secretary of the Air Force (SAF), appointments are federally recognized in the ANGUS at the discretion of the Chief, NGB.

**2.2. Federal Recognition.** A reserve officer of any uniformed service (except Public Health Service) will not be federally recognized in a grade other than the permanent grade currently held, unless the officer is being considered for reappointment to or from a different competitive category.

**2.3. Appointment in Commissioned Grade.** The Secretary of Defense will make initial appointment in the commissioned grade of lieutenant colonel. Appointment in the ANG in commissioned grades above lieutenant colonel must be nominated by the President and confirmed by the Senate. Applicants who qualify for initial appointment in these grades may be appointed in the grade of major pending Secretary of Defense/Senate confirmation of their nomination for a higher grade. Individuals so appointed must sign a statement of understanding concerning their appointment in the grade of major. Federal Recognition Examining Boards will be convened in accordance with NGR (AF) 36-3, for appointment in the ANG.

**2.4. Appointment as Reserve of the Air Force.** Appointment as a Reserve of the Air Force is for an indefinite period. The tenure and acceptance of an appointment as a Reserve of the Air Force is necessary for federal recognition in the ANGUS.

**2.5. Requirements and Qualifications.** The requirements and qualifications prescribed in this instruction are the minimum for appointment. Persons selected for appointment and federal recognition must be qualified IAW AFMAN 36-2105, *Officer Classification*, and AFI 36-2005. Appointment is not assured merely by meeting the established minimum requirements.

**2.6. Effective Date.** The effective date of Federal recognition will be the date that an individual is appointed in the ANG and executes the Oath of Office (NGB 337, *Oaths of Office*), or, the date of the Federal Recognition Examining Board (NGB 89-1, *Proceedings of a Federal Recognition Examining Board*), whichever is later.

**2.7. Non-Prior Service Applicants.** All non-prior service applicants seeking an initial line officer appointment must be enlisted prior to initiating an appointment package. Non-prior service applicants will be enlisted in the grade of Airman First Class (E-3). Prior to attending the Academy of Military Science the applicant will be promoted to the grade of Staff Sergeant (E-5). A request for a security clearance must be initiated immediately. Enlistment waivers submitted for the purpose of appointment must specifically include a request for waivers of both enlistment and appointment criteria. A copy of waivers approved by ANG/DP for enlistment must be forwarded with the appointment application to ANG/DP. Waivers approved solely for enlistment will not necessarily be accepted for appointment processing.

**2.8. Testing.** Applicants enlisted for the sole purpose of appointment are not required to take the Armed Service Vocational Aptitude Battery (ASVAB) as long as a qualifying Air Force Officer Qualifying Test (AFOQT) has been administered and qualifying scores received.

**2.9. IMTs/Forms/Documents.** Forms, IMTs, and documents listed in [Attachment 5](#), completed for enlistment can be submitted with an appointment application if they have been completed and signed within the last 12 months.

**2.10. Non-Prior-Service Officers.** All non-prior-service officers incur an eight-year Military Service Obligation (MSO).

**2.11. Officer Service Commitment.** All officers incur a service commitment IAW ANGI 36-2101, *Assignments within the Air National Guard*.

**2.12. Professional Officer.** A professional category officer appointed under the authority of AFI 36-2005, is not required to complete 84 days Initial Active Duty Training (IADT) in order to perform active duty. Completion of the Air Force Commissioned Officer Training (COT) course or waiver of such course is considered “equivalent” IADT.

**2.13. Medical Officers.** ANG physicians, nurses, and dental officers will be awarded a primary Air Force Specialty Code (AFSC) in the specialty or sub-specialty they are most qualified. This qualification will be based on training, experience, license, and standards set forth in AFMAN 36-2105 and AFI 36-2005.

**2.14. Assignment of Officers.** All officers appointed under the provisions of this instruction must be assigned to a Unit Manning Document Guard (UMDG) (formerly known as Unit Manning Document) position IAW ANGI 36-2101.

**2.15. Persons Ineligible for Appointment or Federal Recognition.** AFI 36-2005, Table 2.2., lists conditions that make applicants ineligible for appointment or Federal recognition.

2.15.1. Requests for waiver, where specifically authorized in this instruction or AFI 36-2005, will be submitted IAW [Chapter 11](#) of this instruction.

**2.16. Disqualifying Medical Conditions.** AFI 48-123, *Medical Examinations and Standards*, describes disqualifying medical conditions.

**2.17. Applicants with Dependents.** Service in the ANG and the AF entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of mobilization, the demands of shift work, and 24-hour availability to accomplish the mission. For applicant’s prior service (PS) or Non-prior service (NPS) use [Table 2.1.](#), to determine eligibility. Prior service personnel transferring from another service component, and no break in service, require no waiver. For the purpose of this instruction, a dependent is:

2.17.1. Any unmarried, natural, or adopted child(ren) of the applicant (includes the unborn child of a pregnant spouse or cohabitant) under the age of 18. For male applicants, the term natural child

includes any child born out of wedlock (includes unborn child to be born out of wedlock) that the applicant claims or a court order determines is his.

2.17.2. Stepchild, spouse's natural, adopted, or one or more stepchild(ren), under 18 years of age, who reside with the applicant or spouse.

2.17.3. Any brothers, sisters, nephews, nieces, cousins, or any person under the age of 18 years for whom the applicant or spouse has legal or physical custody.

**Table 2.1. Appointment Eligibility Based Upon Dependency Status Of Applicants**

R U L E	A		B
	If applicant is:	and is:	then member is:
1	Divorced/Separated	Non-prior service with custody of two or more dependents.	Ineligible (Notes 1 and 3)
2		Prior service with custody of dependents.	Eligible (Notes 2 and 6)
3	Married with more than two dependents	Spouse is civilian with two or more dependents incapable of self-care.	Ineligible (Notes 2. and 3.)
4		Spouse is military.	Ineligible (Notes 1. and 3.)
5	Single	Non-prior service with dependent(s).	Ineligible (Notes 1. and 3.)
6		Prior service with dependent(s).	Eligible (Notes 2., 4., 5., and 6.)

**NOTES:**

1. Member must complete AF IMT 357, *Family Care Certification*, and forward to Wing / Commander (WG/CC) or their designee for approval.
2. Member will complete AF IMT 357, no WG/CC approval necessary.
3. Waiver authority is TAG, and must be in writing.
4. Applicants who, upon separation from active status, were single member parents require no waiver if they are:
  - a. Otherwise qualified for appointment:
  - b. Were a single member parent on active status at the time of separation from the armed forces, regardless of how the person became a single parent; and
  - c. Dependency was not a factor in the person's discharge or release from active status.
5. Single prior service applicants with dependents who, at the time of separation, were married to a military member may qualify for appointment with a TAG waiver.
6. The need for a court order to release custody of children in order to qualify for appointment would only apply to prior service applicants who were discharged due to dependency complications. Dependent care arrangement requirements for appointment are contained in AFI

36-2908, *Family Care Plans*. The MSF Chief will make completion and verification of dependent care arrangements by personal contact with the care provider prior to appointment.

### Chapter 3

#### ELIGIBILITY CRITERIA FOR ANG APPOINTMENT

**3.1. Citizenship.** All applicants must submit proof of citizenship and be citizens of the United States (US) IAW Title 32, USC, Section 313.

**3.2. Age.** For initial non-rated line appointment, applicants must be 18 years or older and commissioned prior to they're 35th birthday. Undergraduate Flying Training applicants must be less than 30 years of age prior to entering into formal training.

**Table 3.1. Grade Determination**

R U L E	A	B	C
	To be eligible for appointment in the grade of (Note 1.)	Applicant's service credit awarded IAW AFI 36-2005 must be	and the applicant's age must be less than
1	Second Lieutenant	None required	35 years (Notes 2. and 3.)
2	First Lieutenant	At least two years	34 years (Notes 2., 3., and 4.)
3	Captain	At least four years	40 years (Notes 3. and 4.)
4	Major	At least 11 years	46 years
5	Lieutenant Colonel	At least 18 years	51 years
6	Colonel	At least 21 years	56 years (Note 5.)

#### NOTES:

1. See AFI 36-2005, Paragraph 2.3.2., for age waiver requirements.
2. Air Force policy requires that individuals appointed in the grade of second lieutenant to fill active force requirements in the Line of the Air Force (LAF) and medical services and individuals appointed in the grade of first lieutenant to fill active force requirements, as judge advocates are eligible for Regular Air Force (RegAF) commission consideration.
3. Maximum age for initial appointment in a health professional specialty designated by Headquarters, AF Surgeon General (HQ USAF/SG) as a specialty critically needed in wartime is less than 47 years. Submit exceptions to policy through ANG/DP to HQ, AF Accession and Retention Policy (HQ USAF/DPLFA)
4. Maximum age for chaplains is less than 40 years or less than 42 years with two years satisfactory prior service. **EXCEPTION:** For difficult to fill chaplain positions, the NGB Chaplain Service (NGB-OC) will consider on a case-by-case basis, individual exceptions. No appointee may exceed 46 years of age.
5. For appointment in this grade, see AFI 36-2005, Paragraph 2.18.2.

**3.3. Grade.** All initial line appointments are made in the grade of second lieutenant. Professional category initial appointees may qualify for a higher grade due to constructive service credit rules in effect at the time of appointment IAW AFI 36-2005. Constructive service credit will be determined IAW AFI 36-2604, *Service Dates and Dates of Rank*, and AFI 36-2005.

**3.4. Physical Requirements.** All applicants must be medically qualified IAW AFI 48-123 and must meet the fitness requirements of AFI 10-248, *Fitness Program*.

**Table 3.2. Processing of Physicals**

R U L E	A	B	C
	If applicant is a:	Approval authority is:	Waiver authority is:
1	Initial line applicant (non-rated)	Trained and certified State Air Surgeon or ANG/SGP	ANG/SGP
2	Initial line applicant (Undergraduate Pilot Trainee)	HQ AETC/SG (Air Education and Training Center)	HQ AETC/SG
3	Initial line applicant (Undergraduate Navigator Trainee)	HQ AETC/SG	HQ AETC/SG
4	Transfer from USAF/ USAFR (United States Air Force Reserve)	State Air Surgeon (must be trained and certified)	ANG/SGP
5	Transfer from another service component	Trained and certified State Air Surgeon or ANG/SGP	ANG/SGP
6	Reappointment between competitive categories	Trained and certified State Air Surgeon or ANG/SGP	ANG/SGP

**3.5. Individuals drawing disability compensation from the United States Government.**

3.5.1. Individuals may not become members of the ANG unless they are medically certified by the Officer of the Air Surgeon (ANG/SG) and waive their disability compensation for the days that they receive Federal pay for duty as members of the ANG. A copy of the current Veterans Administration (VA) medical evaluation must be included with the appointment medical examination.

3.5.2. The applicant will be advised that it is their responsibility to ensure that they do not receive dual compensation from the Veterans Administration and Federal pay for ANG duty on the same day.

**3.6. Qualify for AFSC.** An applicant must be able to qualify for the AFSC of the position for which appointed and be able to upgrade to the fully qualified level. The mandatory AFSC requirements of AFMAN 36-2105 must be met, unless waived by the appropriate authority.

**3.7. Positions Requiring Aeronautical Rating.**

3.7.1. Applicants for a position requiring an aeronautical rating must possess such rating or be eligible for award of the appropriate USAF aeronautical rating. Applicants who possess or have possessed an aeronautical rating and who have been disqualified from aviation service or whose aeronautical orders have been invalid for five years or more, must appear before a Flying Evaluation Board (FEB) IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, prior to state appointment.

3.7.2. Officers who have been trained by other than USAF Flight Training, must appear before an Aeronautical Rating Board (ARB) IAW AFI 11-402, and be approved by ANG/DPD for an USAF Aeronautical Rating prior to state appointment.

3.7.3. If the applicant is a rated officer transferring from the active Air Force or from the Air Force Reserve to a flying position, the aeronautical order must be revalidated IAW AFI 11-402.

**3.8. Medical Flight Screening (MFS).** ANG pilot candidates who are non-prior service or enlisted prior-service must successfully complete MFS prior to entry into Undergraduate Pilot Training (UPT).

**3.9. Pre-commissioning Training Requirements.**

3.9.1. Line officer applicants who have not held a commission in the Armed Forces must complete the Academy of Military Science (AMS) or other pre-commissioning officer training programs identified in AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*.

3.9.2. Warrant officers must attend AMS and will be enlisted in the grade of Staff Sergeant (E5), or highest enlisted grade held whichever is higher.

3.9.3. All applicants must agree to attend required formal training for the specialty to which appointed within the period specified in **Attachment 2**. All training will be requested using the pipeline management system.

3.9.4. Professional officers are exempt from pre-commissioning training requirements. All officers initially appointed in professional specialties must agree to complete the COT course normally within 12 months of appointment. (See **Attachment 2**.)

**3.10. Security Requirements.** Each applicant must meet the security requirements of AFI 31-501, *Personnel Security Program Management*. All officer applicants with the exception of Undergraduate Flying Training (UFT) may be appointed before completion of the appropriate security investigation provided they complete the Statement of Agreement at **Attachment 2**. UFT applicants must possess a valid, completed security clearance verified by the Unit Information Security Program Manager (ISPM) or their Alternate.

**3.11. Education and AFOQT Requirements.** A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointments unless waived IAW Paragraph **3.11.1**. Registered Nurse applicants are exempt from the baccalaureate or higher degree requirement but must be a registered nurse with at least an Associate Degree in Nursing, which is accredited by a nationally recognized nursing accrediting agency. A Bachelor of Science in Nursing (BSN) or higher, is required for ANG promotion and appointment to the grade of captain or above. Education requirements for specific AFSCs are contained in AFMAN 36-2105 and AFI

36-2005. AFOQT requirements are contained in [Table 3.4](#). Appointments in professional specialties are exempt from AFOQT requirements

3.11.1. Exceptionally qualified initial appointment applicants may request a waiver of the degree requirement, in accordance with USC Title 10, Section 12205. To be eligible for a degree waiver, applicants must possess a consolidated transcript from an accredited four-year degree granting institution. See [Table 3.3.](#), for minimum requirements.

3.11.1.1. The applicant must initiate the education waiver. The waiver request must outline a degree plan that will result in a four-year degree by the end of the fourth year of commissioned service. The commander must provide a memorandum justifying the selection of a non-degree candidate. The memorandum must describe the number of candidates considered for the position, as well as provide an explanation why the applicant is considered most qualified, based on a “whole person” assessment. The justification should include other pertinent factors, such as prior experience, education, and training. In addition, the commander’s justification should describe the applicant’s positive attributes and potential.

3.11.2. TAG or designated representative (not lower than state headquarters level) is the approval authority for education waivers. Further delegation is not authorized.

3.11.3. A line officer approved for appointment with a degree waiver is not eligible for position vacancy promotion in the grade above First Lieutenant without the possession of a baccalaureate degree.

3.11.4. Officers transferring from another service or from another component of the Air Force and former officers must possess a baccalaureate or higher degree from an accredited educational institution.

**Table 3.3. GPA Requirements for Non-College Graduates**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the applicant has completed</b>	<b>The minimum acceptable GPA is:</b>
<b>1</b>	90 but less than 105 semester hours or 135 but less than 157 quarter hours	2.30
<b>2</b>	105 but less than 120 semester hours or 157 but less than 180 quarter hours	2.20
<b>3</b>	120 or more semester hours or 180 or more quarter hours	2.10

**Table 3.4. AFOQT Minimum Score Requirements for Appointments**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>				
	<b>If the applicant has</b>	<b>and is to be appointed</b>	<b>then the minimum score is (Note)</b>				
			Verb	Quant	Pilot	Nav	Total
<b>1</b>	A bachelor's degree	To attend UPT	15	10	25	10	50 [ + ] = 50
<b>2</b>		To attend UNT	15	10	10	25	50 [ + ] = 50
<b>3</b>		All other line officers	15	10	NA	NA	NA
<b>4</b>	Not completed a Bachelor's degree	To attend UPT	30	25	50	25	90 [ + ] = 90
<b>5</b>		To attend UN	30	25	25	50	90 [ + ] = 90
<b>6</b>		All other line officers	30	25	NA	NA	NA

**NOTE:** "Total" is the minimum composite score needed when adding both "Pilot" and "Nav" scores together. Example: UPT applicant has a bachelor's degree and scores "35" Pilot and "15" NAV, the applicant meets the minimum scores required to attend UPT.

## Chapter 4

### INITIAL APPOINTMENT REVIEW PROCEDURES

**4.1. Appointment Request.** Prior to appointment in the state and federal recognition board action, an appointment request must be submitted through command channels to ANG/DP for approval to appoint. Permanent federal recognition is granted by ANG/DP. The original appointment application, state appointment order and Oaths of Office must be forwarded to Headquarters, Air Reserve Personnel Center, Automated Records Management System (HQ USAF/DPSR), upon granting of permanent federal recognition. The MSF will forward original certified college transcript to Air Force Institute of Technology, Registrar's Office (AFIT/RR) upon appointment in the ANG. Appointment applications will be submitted to ANG/DP IAW with this instruction and contain all required forms and documents.

**4.2. Required Forms, IMTs, and documents.** Forms, IMTs, and documents required for each category of appointment are listed in [Attachment 5](#). Care should be exercised to ensure all required documents are included in the application to prevent processing delays.

**4.3. Verification of Social Security Number (SSN).** Each applicant must have a valid Social Security Card (commercial facsimile not authorized) for verification of the SSN and, at least one other official document showing the SSN (i.e., driver's license, Internal Revenue Service (IRS) Form W-2, etc.)

#### **4.4. Federal Recognition, Except AMS Graduates.**

4.4.1. Upon receipt of an approval for appointment letter, or an approved conditional release for an ANG officer requesting reappointment in another state, the gaining state will take the following actions:

4.4.1.1. Publish state appointment orders.

4.4.1.2. Examine the applicant (when required) by a Federal Recognition Board IAW NGR (AF) 36-3.

4.4.1.3. Complete NGB 89-1, IAW NGR (AF) 36-3, when applicable (not required for an ANG transfer).

4.4.1.4. Complete NGB 337.

4.4.1.5. Complete AF IMT 133, *Oath of Office (Military Personnel)*, (if applicable) (not required for an ANG transfer).

4.4.1.6. Forward one copy of the state appointment order to ANG/DP.

4.4.2. Permanent federal recognition must be requested from ANG/DP within 120 days of receiving the approval for appointment letter.

#### **4.5. Federal Recognition of AMS Graduates.**

4.5.1. On the date of graduation, candidates will meet a Federal Recognition Examining Board at the Academy of Military Science and federal recognition will be extended on that date.

4.5.2. A copy of the state appointment order will be forwarded to HQ ARPC/DPSR after graduation from AMS. The state appointment order will read "Effective upon satisfactory completion of AMS and acceptance by a Federal Recognition Board."

4.5.3. AMS will complete and forward all copies of the board proceedings (NGB 89-1, NGB 337, and AF IMT 133) to ANG/DP.

4.5.4. Federal recognition will be extended by ANG/DP. Copies of the federal recognition order, NGB 89-1 and NGB 337, and AF IMT 133, will be furnished to the state of each officer appointed and forwarded to HQ ARPC/DPSR.

## Chapter 5

### APPOINTMENT OF AIR FORCE RESERVE AND REGULAR AIR FORCE OFFICERS

#### 5.1. Appointment of United States Air Force Reserve Officers.

5.1.1. The ANG unit must obtain a conditional release from the HQ ARPC, Assignment Division (ARPC/DPAP) or Air Force Reserves (AFRES) unit. This request is submitted through command channels. The AF IMT 1288, *Application for Ready Reserve Assignment*, should be used for this purpose. The unit commander will forward a copy of the conditional release through command channels with an endorsement from the Adjutant General (or designated representative) requesting approval to appoint the officer to ANG/DP.

5.1.2. ANG/DP will review the officer's records and will send the state an approval/disapproval for appointment letter. When an aeronautical rating is involved, ensure eligibility criteria IAW AFI 11-402 are followed.

5.1.3. Air Force Reserve officers being appointed to medical, dental, chaplain, nurse, biomedical sciences, medical service corps, or judge advocate positions must possess the AFSC in the particular specialty in the Air Force Reserve. Officers who do not possess the AFSC (in the competitive category) must be processed as a reappointment between competitive categories and submit the required documents IAW [Attachment 5](#).

5.1.4. Officers of the Air Force Reserve who are federally recognized as an officer of the Air National Guard retain their Reserve of the Air Force commission while becoming an officer of the Air National Guard of the United States. However, upon entering this status they cease being an officer of the Air Force Reserve.

5.1.5. Each officer must complete the required documents at [Attachment 5](#).

5.1.6. The officer must possess a minimum of a bachelor's degree. The provisions of Paragraph 3.12., concerning non-college graduates do not apply.

5.1.7. The officer must be currently medically qualified IAW Paragraph [3.4](#).

5.1.8. Federal recognition will be processed IAW Paragraph [4.4](#).

#### 5.2. Appointment of Regular Air Force Officers.

5.2.1. Regular Air Force officers applying for appointment in the ANG must qualify for appointment as a Reserve of the Air Force. To obtain a reserve appointment, the officer must apply through either Palace Chase or Palace Front, sign an AF IMT 133, in the Reserve of the Air Force prior to leaving active duty and serve at least one day in the AFRES at ARPC. An officer discharged from the RegAF who accepts an ANG assignment with an MSO or unfulfilled contractual agreement, must sign the AF IMT 133, on the day discharged from the RegAF to control contingent resignations. The officer must then complete the NGB 337, no earlier than two days after discharged from the RegAF. An officer being discharged from the RegAF and accepting an ANG assignment who has no MSO or unfulfilled contractual agreement, must sign the AF IMT 133, on the day after discharge to ensure continuous commissioned status. The officer must then complete the NGB 337 on the following day. Once HQ ARPC, Reserve Appointments Programs Branch (HQ ARPC/DPABA) receives the AF IMT 133, NGB 337 and AF IMT 1288, the officer is assigned to HQ ARPC for one day and then transferred to

the ANG the following day. The unit will submit the following documents through channels to ANG/DP:

5.2.1.1. AF IMT 1288. (Original AF IMT 1288 is sent to ARPC/DPAP with a cover letter explaining that the applicant is a regular Air Force officer who will execute a reserve oath prior to departure from active duty.) If waiver is required, submit required documents IAW Paragraph **11.3**.

5.2.2. Each officer must complete the required documents at **Attachment 5**.

5.2.3. ANG/DP will review the officer's records and send the state an approval/disapproval for appointment letter. When an aeronautical rating is involved, ensure eligibility criteria IAW AFI 11-402, are followed. A rated officer's aeronautical order becomes invalid upon separation from active duty and must be revalidated prior to participating in ANG flying duties.

5.2.4. The officer must be currently medically qualified IAW Paragraph **3.4**.

5.2.5. Federal recognition will be processed IAW Paragraph **4.4**.

### **5.3. Palace Chase Applicants.**

5.3.1. Air Force officers on active duty may apply for a Palace Chase assignment with the ANG IAW AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*. Regular Air Force officers must qualify for a Reserve of the Air Force commission IAW AFI 36-2005.

5.3.2. At the time an AF IMT 1288 is endorsed indicating acceptance of an officer for Palace Chase assignment, a copy of the AF IMT 1288 and commander's endorsement will be forwarded to ANG/DP.

5.3.3. Each officer must complete the required documents specified in **Attachment 5**.

5.3.4. ANG/DP will review the officer's records and will send the state an approval/disapproval for appointment letter.

5.3.5. The officer must be currently medically qualified IAW Paragraph **3.4**.

5.3.6. Federal recognition will be processed IAW Paragraph **4.4**.

### **5.4. Palace Front Applicants.**

5.4.1. Regular Air Force officers leaving active duty who desire to continue their military affiliation with the ANG may participate in the Palace Front program IAW AFI 36-3205. RegAF officers must qualify for a Reserve of the Air Force commission IAW AFI 36-2005.

5.4.2. At the time an AF IMT 1288 is endorsed indicating acceptance of an officer for Palace Front, a copy of the AF IMT 1288 and commander's endorsement will be forwarded to ANG/DP.

5.4.3. Each officer must complete the required documents specified in **Attachment 5**.

5.4.4. ANG/DP will review the officer's records and will send the state an approval/disapproval for appointment letter.

5.4.5. The officer must be currently medically qualified IAW Paragraph **3.4**.

5.4.6. Federal recognition will be processed IAW Paragraph **4.4**.

### **5.5. Interim Appointment of Active Air Force and Air Force Reserve Officers.**

5.5.1. Officers processed (except chaplains, judge advocates and officers changing competitive categories) for interim appointment prior to ANG/DP approval are eligible if all of the following conditions are met:

5.5.1.1. The officer must possess the fully qualified AFSC in the duty AFSC to which assigned or meet all qualifications for award of the fully qualified AFSC IAW AFMAN 36-2105.

5.5.1.2. The officer must be appointed to a vacant position or one projected vacant IAW ANGI 36-2101.

5.5.1.3. The officer cannot be currently assigned to an inactive status list or to the retired reserve (honorary or regular).

5.5.1.4. The officer must be currently medically qualified IAW Paragraph 3.4.

5.5.1.5. All officer effectiveness/performance reports must have “top block/meets standards” ratings.

5.5.2. Federal recognition will be processed IAW Paragraph 4.4.

## **5.6. Automated Appointment of Air Force Reserve and Active Air Force Officers.**

5.6.1. Individuals must meet all requirements as stated in Paragraphs 5.1. - 5.5. Documents required should be retained at state headquarters or unit level.

5.6.2. The information is flowed from the unit, through state headquarters, to ANG/DP via email or fax.

5.6.3. Upon receipt of information and approval by ANG/DP, an approval for appointment letter is issued to the state headquarters.

5.6.4. Federal recognition is extended upon receipt of the state appointment order at ANG/DP.

## Chapter 6

### APPOINTMENT OF OFFICERS OF OTHER UNIFORMED SERVICES AND FORMER OFFICERS

**6.1. Initial Appointment Review.** Initial appointment review is required IAW [Chapter 2](#), [Chapter 3](#), and [Chapter 4](#).

**6.2. Conditional Release.** Applicants who are a member of another uniformed service must obtain a conditional release from that branch of service.

**6.3. Qualified.** Former officers of any uniformed service may be appointed to the ANG, provided they are qualified IAW AFI 36-2005.

**6.4. Former Officers.** Former Air Force officers and officers of other uniformed services are appointed to their current grade or grade held at discharge. Former officers of other uniformed services may be appointed in a lower grade, the previously held grade or a higher grade; grade determination is made IAW [Table 2.1](#). If reappointed to a competitive category the officer had not previously served in, the grade upon reappointment may be lower or higher than officer's previous grade. If reappointed, appointment grade is based on constructive service credit awarded IAW AFI 36-2005. The officer must satisfy the age requirements specified in [Table 3.1](#).

**6.5. Previous Appointment.** Applicants must not have had a previous appointment terminated for cause, or determined ineligible for appointment IAW AFI 36-2005.

**6.6. Professional Specialty Positions.** For professional specialty positions, the education and experience prescribed in AFMAN 36-2105 and AFI 36-2005 are mandatory.

**6.7. Line Officer Positions.** For line officer positions, the officer must meet the minimum requirements of AFMAN 36-2105 and must possess at least a bachelor's degree.

**6.8. Rated Positions.** For rated positions, officers who have been trained by other than USAF flight training, must appear before an ARB IAW AFI 11-402, and be approved by ANG/DPD for award of a USAF aeronautical rating. This must be accomplished prior to the applicant appearing before a Federal Recognition Board. Some former officers and officers of other services may require a FEB. Refer to AFI 11-402, for applicable circumstances requiring an FEB.

#### **6.9. Processing Applications.**

6.9.1. Initial appointment review is required IAW [Chapter 2](#), [Chapter 3](#), and [Chapter 4](#).

6.9.2. All applicable forms and documents specified in [Attachment 5](#) must be completed.

6.9.3. The ANG unit must submit the appointment application to The State Adjutant General (or designated representative) for approval and will then forward the request for appointment to ANG/DP IAW [Chapter 4](#) of this instruction.

6.9.4. Appointment and Federal Recognition. Appointment and permanent federal recognition will be made IAW **Chapter 4** of this instruction.

## Chapter 7

### PROFESSIONAL APPOINTMENTS

**7.1. Processing Professional Appointments.** Professional appointments will be processed IAW AFMAN 36-2105 and AFI 36-2005 and this instruction.

**7.2. Review Initial Appointment.** Initial appointment review is required IAW [Chapter 2](#), [Chapter 3](#), and [Chapter 4](#) of this instruction.

**7.3. Education Requirements.** Applicants must meet the minimum education requirements IAW AFMAN 36-2105. Registered nurse applicants must be a graduate of an associate degree or baccalaureate degree program in nursing, which is accredited by a nationally recognized nursing accrediting agency. IAW AFI 36-2005, Paragraph 6.3.1.2.4., nursing accreditation agencies recognized by the US Department of Education meets the criteria for nationally recognized accrediting agency. These include some state agencies as well as national agencies. Recruiting Service, HQ AFRS/RSOC maintains a listing of agencies that are currently US Department of Education approved.

**7.4. Age Requirement.** The applicant must meet the age requirements IAW [Table 3.1](#). for the grade the appointment is made. The appointment grade is based on constructive service credit awarded IAW AFI 36-2005.

**7.5. Appointment Eligibility.** Applicants must not have had a previous appointment terminated for cause, or determined ineligible for appointment IAW AFI 36-2005.

**7.6. Appointment Policies and Eligibility Criteria.** The appointment policies and eligibility criteria as outlined in [Chapter 2](#) and [Chapter 3](#) of this instruction must be met.

**7.7. Application Approval.** Air Force Department of the Judge Advocate (HQ USAF/JA) must approve applications for appointment of judge advocates.

**7.8. Graduates of Foreign Medical Colleges.** For graduates of Foreign Medical Colleges the following is required:

7.8.1. A letter of interview from a Medical Service Liaison Officer (MSLO). **NOTE:** A list of approved MSLOs is maintained by ANG/SG. In those cases where an interview with a MSLO cannot be arranged, a letter of interview documented by the medical unit commander will suffice.

**7.9. Educational Commission of Foreign Medical Graduates (ECFMG).** An ECFMG or Fifth Pathway certificate must be requested for inclusion in medical credential file. (All graduates of foreign medical colleges must have the ECFMG certificate.)

**7.10. Early Commissioning Program (ECP).** ANG ECP Physicians, ANGI 41-102, *Early Appointment Program for Physicians*.

7.10.1. Appointments under this program are made only in the grade of second lieutenant for non-prior service applicants.

7.10.2. The ECP is designed for all medical students enrolled in an approved school of medicine or osteopathy. Only those accredited schools located in the US, Puerto Rico, or Canada are acceptable for student participation in this program.

7.10.3. Applicants must meet the eligibility criteria for appointment prescribed in AFI 36-2005 and ANGI 41-102 with the exception being a degree in business, management, or related area of study.

7.10.4. Applicants considered for appointment under the ECP are exempt from the requirement for completion of Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).

#### **7.11. Processing applications :**

7.11.1. Initial appointment review is required IAW **Chapter 2**, **Chapter 3**, and **Chapter 4**.

7.11.2. All applicable forms and documents specified in **Attachment 5** must be completed.

7.11.3. The ANG unit must submit the appointment application to The State Adjutant General (or designated representative) for approval and will then forward the request for appointment to ANG/DP IAW **Chapter 4** of this instruction.

7.11.4. Appointment and Federal Recognition. ANG/DP will provide approval for appointment of health professionals, chaplains, judge advocates and prior service officers IAW **Chapter 4**.

## Chapter 8

### REAPPOINTMENT OF OFFICERS BETWEEN COMPETITIVE CATEGORIES

**8.1. Appointment Between Competitive Categories.** Officers may apply for appointment between competitive categories (Line of the Air Force, judge advocate, chaplain, medical, dental, nurse, medical services and biomedical science). If approved, the officer will be tendered a new appointment and assigned to the professional specialty or line position. Upon acceptance of the reappointment, previous appointments held will be withdrawn.

**8.2. Appointment Policies and Eligibility Criteria.** The appointment policies and eligibility criteria as outlined in [Chapter 2](#) and [Chapter 3](#) of this instruction must be met.

#### **8.3. Processing Applications :**

8.3.1. Initial appointment review is required IAW [Chapter 2](#), [Chapter 3](#), and [Chapter 3](#).

8.3.2. All applicable forms and documents in [Attachment 5](#) must be completed.

8.3.3. The grade and service dates [Total Federal Commissioned Service Date (TFCSD), Total Years of Service (TYSD), and Date of Rank (DOR)] for an officer reappointed to a different competitive category will be made IAW AFI 36-2604, and AFI 36-2005 and may be higher or lower than previously held. (See [Attachment 2](#).)

8.3.4. The ANG unit must submit the appointment application to The State Adjutant General (or representative) for approval, Indorsement, and forwarding to ANG/DP for final approval, IAW [Chapter 4](#) of this instruction.

8.3.5. Appointment and Federal Recognition. ANG/DP will provide approval for reappointment of health professionals, chaplains, judge advocates and prior service officers IAW [Chapter 4](#).

## Chapter 9

### TENURE-OF-OFFICE APPOINTMENTS BELOW GENERAL OFFICER GRADES AND REAPPOINTMENT OF GENERAL OFFICERS

**9.1. Tenure-of-Office.** Tenure-of-office appointments (appointments into the position of Adjutant General or Assistant General) will be processed as outlined in the Initial Appointment Review IAW [Chapter 4](#) of this instruction.

**9.2. Appointment.** Appointment will be IAW AFMAN 36-2105 for Adjutant General or Assistant Adjutant General.

**9.3. Grade.** No appointment can be made above the grade of colonel under the provisions of this instruction. (See NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and promotion in the Air National Guard of the United States and as a Reserve of the Air Force*, for grades above colonel). Officers or former officers of the Armed Forces who have attained the temporary or permanent grade of colonel or below, will be Federally recognized at the highest grade held.

**9.4. Remove from Tenure-of-Office.** Upon removal from a tenure-of-office position, an officer who is federally recognized in his/her current grade solely as a result of his/her assignment to that position must apply for a new appointment in the ANG or transfer to retired reserve status. The state may appoint the individual to the ANG of the state concerned in the highest grade held prior to his assignment to the tenure-of-office position. Forward the following documents to ANG/DP:

9.4.1. AF IMT 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*

9.4.2. State appointment order

9.4.3. AF IMT 422, *Physical Profile Serial Report*.

9.4.4. Initial appointment review is required IAW [Chapter 4](#).

**9.5. Reappointment of General Officers to the Grade of Colonel.** Reappointment of general officers to the grade of colonel will be processed IAW [Chapter 8](#).

**9.6. State Adjutant General Appointment Application.** The ANG unit must submit the appointment application to The State Adjutant General (or designated representative) for approval and will then forward the request for appointment to ANG/DP IAW [Chapter 4](#) of this instruction.

**9.7. Appointment and Federal Recognition.** Appointment and permanent federal recognition will be made IAW [Chapter 4](#).

## Chapter 10

### TRANSFER OF ANGUS OFFICERS BETWEEN STATES

**10.1. Reappointment of Officers Between States.** Reappointment of officers between states, when no change in competitive category is involved may be accomplished without prior approval by ANG/DP. Competitive category transfers must be processed IAW [Chapter 8](#).

**10.2. Conditional Release.** Applicants submit requests for conditional release through command channels to their state headquarters. If approved, the applicant is appointed to the gaining state. Physical examinations must be reviewed and certified by the gaining State Air Surgeon prior to appointment.

**10.3. Maintaining Continuity.** To maintain continuity, separation from the ANG of the losing state and appointment to the ANG in the ANG of the gaining state must be effective on consecutive dates.

**10.4. Receipt of an Appointment Order.** Following receipt of an appointment order from the gaining state, the losing state will prepare a state separation order transferring the officer to the gaining state with an effective date on the day prior to appointment to the gaining State. When processing the transfer of officers between ANG units and states, the losing state separation order must never indicate separation “as a Reserve of the Air Force”.

**10.5. Federal Recognition.** Gaining State submits request for federal recognition to ANG/DP. All documents are maintained at the state level. ANG/DP will transfer and extend federal recognition to the gaining state and withdraws federal recognition from the losing state. Federal recognition will be made IAW [Chapter 4](#).

## Chapter 11

### WAIVER REQUEST FOR APPOINTMENT

**11.1. Introduction.** Waiver requests are processed and forwarded through appropriate command channels as described below:

11.1.1. The unit commander and Director of Personnel must sign all waiver requests.

11.1.2. The request must be routed through command channels to the ANG State Headquarters for approval, disapproval, or recommendation, as appropriate. The Adjutant General must indorse the waiver request. The Executive Support Staff Officer or Military Personnel Management Officer will forward the waiver request to the ANG/DPF for final action, as required.

11.1.3. The chart at [Attachment 9](#), lists those waivers allowed and not allowed for deferred officers request appointment in the Air National Guard.

#### 11.2. Office of Primary Responsibility :

Personnel Operations Branch:  
ANG/DPFO  
1411 Jefferson Davis Highway, Suite 10700  
Arlington, VA 22202-3231

**11.3. Documentation for Waiver Submittal.** Below are documents required for waivers. Not all documents listed are required for each waiver; however, ensure that all pertinent documents for the purpose of the waiver are included.

11.3.1. Waiver request cover letter signed by the unit commander with favorable endorsements through command echelons.

11.3.2. Applicant's statement of incident/reason. The last statement of this letter must be "I understand that the omission of any information required for a thorough evaluation of this waiver request could result in disapproval" (Required for waivers of AFI 36-2005, Table 2.2., Items 1. and 2.).

11.3.3. DD Form 214, *Report of Separation (or equivalent)*, (if applicable).

11.3.4. Last five Officer Performance Reports (required for once or twice deferred officer waivers).

11.3.5. DD Form 369, *Police Records Check* (if applicable).

11.3.6. Court documents.

11.3.7. Article 15, Uniform Code of Military Justice (UCMJ) documentation.

11.3.8. DD Form 785, *Record of Disenrollment* (if applicable).

**11.4. AF IMT 2030, USAF Drug and Alcohol Abuse Certificate.** An applicant answering "Yes" to any of the questions on the AF IMT 2030 must provide a handwritten statement concerning the drug abuse circumstances. (Safeguard the handwritten statement. On the top and bottom of each page of the statement, print or stamp FOR OFFICIAL USE ONLY). As a minimum, include in the statement:

11.4.1. Dates and circumstances surrounding each occurrence. (Include specifics)

Specific drug or combination of drugs used and how used (orally, injected, skin popping, sniffing).

11.4.2. What effects (be specific) did the drug produce. Some examples are relaxation, irritability, euphoria (high), time or visual perception distortion, panic, sleepiness, flashback, restlessness, loss of consciousness.

11.4.3. Describe any residual effects.

11.4.4. State current feelings toward drug abuse and use, and whether the applicant would use them again.

11.4.5. Include any other information that would be helpful in evaluating a waiver request.

DANIEL JAMES, III, Lieutenant General, USAF  
Director, Air National Guard

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

AFI 10-248, *Fitness Program*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 31-501, *Personnel Security Program Management*

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

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

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

AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

AFI 38-101, *Air Force Organization*

AFI 44-119, *Clinical Performance Improvement*

AFI 48-123, *Medical Examinations and Standards*

AFMAN 36-2105, *Officer Classification*

ANGI 36-2101, *Assignment within the Air National Guard*

ANGI 41-102, *Early Appointment Program for Physicians*

ANG of the US as a Reserve of the AF

NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and promotion in the Air National Guard of the United States and as a Reserve of the Air Force*

NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotion in The Air National Guard*

USC Title 32, Section 305, *Federal recognition of commissioned officers: persons eligible*

USC Title 32, Section 307, *Federal recognition of officers: examination; certificate of eligibility*

USC Title 32, Section 308, *Federal recognition of officers: temporary recognition*

USC Title 32, Section 310, *Federal recognition of National Guard officers: automatic recognition*

USC Title 32, Section 312, *Appointment oath*

USC Title 10, Section 2104, *Advanced training; eligibility for*

USC Title 10, Section 8067, *Designation: officers to perform certain professional functions*

USC Title 10, Section 12201, *Reserve officers: qualifications for appointment*

USC Title 10, Section 12202, *Commissioned officer grades*

USC Title 10, Section 12203, *Commissioned officers: appointment, how made; term*

USC Title 10, Section 12204, *Commissioned officers: original appointment; limitation*

USC Title 10, Section 12205, *Commissioned officers: appointment; educational requirement*

USC Title 10, Section 12206, *Commissioned officers: appointment of former commissioned officers*

USC Title 10, Section 12207, *Commissioned officers: service credit upon original appointment*

USC Title 10, Section 12212, *Officers: Air National Guard of the United States*

### ***Abbreviations and Acronyms***

**AD**—Active Duty

**AETC**—Air Education and Training Center

**AF**—Air Force

**AFOQT**—Air Force Officer Qualifying Test

**AFRES**—Air Force Reserves

**AFS**—Air Force Specialty

**AFSC**—Air Force Specialty Code

**AMS**—Academy of Military Science

**ANG**—Air National Guard

**ANGUS**—Air National Guard of the United States

**ARB**—Aeronautical Rating Board

**ARPC**—Air Reserve Personnel Center

**ASVAB**—Armed Service Vocational Aptitude Battery

**BAT**—Basic Attributes Test

**COT**—Commissioned Officer Training

**DOR**—Date of Rank

**E-3**—Airman First Class

**E-5**—Staff Sergeant

**EAD**—Extended Active Duty

**ECFMG**—Educational Council for Foreign Medical Graduates

**ECP**—Early Commissioning Program

**EFS**—Enhanced Flight Screening

**FEB**—Flying Evaluation Board

**GRE**—Graduate Record Examination

**GMAT**—Graduate Management Admission Test

**GSU**—Geographically Separated Unit

**HQ**—Headquarters  
**IAW**—In Accordance With  
**IADT**—Initial Active Duty Training  
**IMT**—Information Management Tool  
**IRS**—Internal Revenue Service  
**LAF**—Line of the Air Force  
**MSF**—Mission Support Flight  
**MSO**—Military Service Obligation  
**NAC**—National Agency Check  
**NGB**—National Guard Bureau  
**NGR**—National Guard Regulation  
**NPS**—Non-prior Service  
**OAR**—Officer Accession Representative  
**PS**—Prior Service  
**RegAF**—Regular Air Force  
**SAF**—Secretary of the Air Force  
**SAS**— State Air Surgeon  
**SSB**—Special Selection Board  
**TAG**—The Adjutant General  
**TFCS**—Total Federal Commissioned Service Date  
**TYSD**—Total Years Service Date  
**UCMJ**—Uniform Code of Military Justice  
**UFT**—Undergraduate Flying Training  
**UMDG**—Unit Manning Document Guard  
**UNT**—Undergraduate Navigator Training  
**USAF**—United States Air Force  
**USAFR**—United States Air Force Reserve  
**USC**—United States Code

***Terms***

**Air Force Specialty (AFS)**— A group of positions requiring common qualifications; each AFS has a title and code.

**Air Force Specialty Code (AFSC)**— A combination of letters and numbers used to identify an AFS. When detailed identification of position requirement(s) and individual qualification(s) are necessary,

alpha prefixes or suffixes are authorized for use with the numerical codes.

**Air National Guard of the United States (ANGUS)**— A reserve component of the United States Air Force consisting of all federally recognized units, organizations, and members of the Air National Guard of the states and territories, the District of Columbia, Puerto Rico, the Virgin Islands and Guam.

**Armed Forces**—For the purpose of this instruction, a term used to denote all components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

**Appointment as a Reserve of the Air Force**—Appointment to the permanent grade in which federally recognized as a member of the Air National Guard. On the date a member executes an AF 133, member has accepted a Reserve of the Air Force appointment.

**Authorized Grade**—The grade appearing on the Unit Manpower Document Guard (UMDG) for the position to which an individual is assigned.

**Competitive Category**—Categories of officers in a specific corps: line, judge advocate, chaplain, medical, dental, nurse, medical services and biomedical science.

**Dependent for the purpose of this instruction, a dependent is:—xxxx**

A spouse

An unmarried, natural, or adopted child(ren) under the age of 18.

Stepchild, spouse's natural, adopted child under 18 years of age

Any relative or any person under the age of 18 for whom the applicant or spouse has legal or physical custody.

Any person over the age of 18 incapable of self-care for which the applicant has assumed responsibility for care.

**Excess**—A member who is excess by number to the total authorized strength within the unit for the AFSC assigned on the UMDG.

**Federal Recognition**— Acknowledgment by the federal government that an individual assigned within the ANG meets the federal standards for the grade and position assigned. This authority has been delegated to the Chief, National Guard Bureau.

**Grade**— All appointments in the ANG in the permanent grade of second lieutenant through colonel.

**Health Care Providers**—A trained professional who independently provides direct health care service to a patient. Includes physicians, dentists, nurse anesthetists, nurse practitioners, physician assistants, optometrists, clinical psychologists, clinical social workers, physical therapists, and occupational therapists.

**Key Federal Employees**— A civilian assigned against an appropriated fund position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the agency to function effectively.

**Line of the Air Force Officers**— Officers appointed to all AFSCs except Professional Specialties.

**Military Service Obligation (MSO)**— The period of time a member must serve in a Regular or Reserve component of the Armed Forces as required by the Military Selective Service Act of 1967 or Title 10, USC, Section 651, as amended.

**Overgrade**— An individual's permanent grade exceeds the authorized grade of the UMDG position to which he/she is assigned.

**Professional Officer Specialties**— Judge advocate, chaplain, and health professionals (to include medical, nurse, dentist, bio-medical science and medical service corps).

**Projected Vacancy**— A projected vacancy is created when an individual submits a written document of intent to separate, or when he/she receives a mandatory separation. Military technicians or military duty personnel with a projected Date of Separation (DOS) or military duty tour completion date will not be considered a projected vacancy primarily due to their DOS or tour completion date.

**Projected UMDG Growth**— New UMDG positions that have been funded to the UMDG with a future effective date, as certified by ANG/XP.

**Rated Officer**— Flight Surgeons and all line officers appointed to AFSCs requiring a USAF aeronautical rating.

**Reserve of the Air Force**— The federal status granted to members of the ANGUS and the Air Force Reserve.

**Service Commitment**— Period of time a member is obligated to serve in the ANG as an initial accession, in exchange for in-residence training, or entitlements IAW ANGI 36-2101.

**Student Flight**— A separate, federally recognized ANG flight established for the purpose of administratively segregating those ANG members in the training pipeline from operationally ready ANG members.

**Tenure of Office Appointments**—Those individuals who are appointed to the position of Adjutant General or Assistant Adjutant General under 10 USC, Chapter 837.

**Unit Manpower Document Guard (UMDG)**— (Formerly known as UMD). A document containing all authorized military manpower positions for an ANG unit.

**Uniformed Services**— The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service.

**Unit**— A separate and distinct organization meeting the definitions of AFI 38-101, *Air Force Organization*.

**Worldwide Availability**— Availability of all members for the full scope of military duties.

**Table A1.1. Addresses:**

**ANG/DP**

1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

**ANG/DPF**

1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

**HQ ARPC/DPAB**

6760 East Irvington Place  
Denver, CO 80280-4000

**HQ AFRS/RSOC**

550 D Street West Suite 1  
Randolph AFB, TX 78150-4527

**ANG/DPD**

1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

**ANG/SG**

3500 Fetchet Avenue  
Andrews AFB, MD 20762-5157

**NGB-OC**

1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

**HQ ARPC/DPSR**

6760 East Irvington Place  
Denver, CO 80280-4000

**AFIT/RR**

2950 P Street  
Wright-Patterson AFB, OH 45433-7765

**Attachment 2****STATEMENT OF AGREEMENT AND UNDERSTANDING**

(REQUIRED FOR ANGUS APPOINTMENT)

In conjunction with my application for appointment, I certify that I understand and agree to the requirements I have initialed below:

\_\_\_\_ 1. (LINE OFFICER APPLICANTS ONLY) I agree to attend the Air National Guard (ANG) Academy of Military Science prior to my appointment.

\_\_\_\_ 2. (ALL APPLICANTS) Any formal training required for full qualification in the appointment specialty is considered a condition of appointment. I agree to enter that training within 18 months unless otherwise authorized in AFMAN 36-2105, *Officer Classification*, in which case, I agree to complete training within three years of my appointment. I understand that failure to attend such training or elimination from such training, may result in separation from the ANG.

\_\_\_\_ 3. (INITIAL APPOINTMENT AS JUDGE ADVOCATE) I agree to attend the Commissioned Officer Training (COT) Course and the Judge Advocate Staff Officer Course within 12 months of my appointment as determined by the Judge Advocate General (HQ USAF/JA).

\_\_\_\_ 4. (INITIAL APPOINTMENT AS CHAPLAIN) I agree to attend the COT Course and the Chaplain Orientation Course within 24 months of my appointment.

\_\_\_\_ 5. (INITIAL APPOINTMENT OF HEALTH PROFESSIONALS) I agree to attend the Commissioned Officer Training Course within 12 months of my ANG appointment.

\_\_\_\_ 6. (ALL APPLICANTS EXCEPT UNDERGRADUATE FLYING TRAINING {UFT}) I understand that my appointment is being accomplished prior to completion of the required security investigation. I further understand that if I fail to meet these requirements within 180 days from date of temporary federal recognition, I will be determined unacceptable for appointment as a commissioned officer, and will be discharged from my appointment and receive an Honorable Discharge Certificate.

\_\_\_\_ 7. (ALL APPLICANTS) I certify that I [am] [am not] a Key Federal Employee. In the event I am identified as a Key Federal Employee, I understand I must present a certificate of availability from my civilian employment indicating that in the event of a partial or full mobilization, I will be available for active military duty.

\_\_\_\_ 8. (INITIAL APPOINTMENT OF NON-COLLEGE GRADUATES IN LINE SPECIALTIES ONLY) I understand that as a condition of my appointment in the ANG:

I agree to obtain a bachelor's degree by the end of my fourth year of commissioned service. I further understand that if I do not complete a bachelor's degree by the end of my fourth year of commissioned service, I will be discharged from the ANG and as a Reserve of the Air Force in accordance with (IAW) AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

I understand to be eligible for position vacancy promotion to captain, I must possess a bachelor's degree.

I understand that I am not eligible to transfer to the United States Air Force (USAF) or Air Force Reserves (AFRES) until I have completed my degree requirement.

           9. (INITIAL APPOINTMENT OF NON-COLLEGE GRADUATES IN NURSE CORPS SPECIALTIES ONLY) I understand that as a condition of my appointment in the ANG:

I agree to obtain a Bachelor of Science degree with a major in Nursing (BSN) prior to my consideration for promotion to the grade of captain. The BSN degree must be completed no later than 1 May of the year in which the Promotion Board, for which I am first eligible for promotion to captain, convenes. I further understand that if I do not complete a bachelor's degree by the end of my fourth year of commissioned service, or upon my second consideration for mandatory promotion to captain, I will be discharged from the ANG and as a Reserve of the Air Force IAW AFI 36-3209.

I understand to be eligible for position vacancy promotion to captain, I must possess a bachelor's degree.

I understand that I am not eligible to transfer to the USAF or AFRES until I have completed my degree requirement.

           10. (HEALTH PROFESSIONAL APPLICANTS WHO HAVE 18 OR MORE YEARS OF CONSTRUCTIVE SERVICE CREDIT IAW AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*) I understand that appointment in the grade of lieutenant colonel requires approval by the Secretary of Defense and that this process may add several months to my application processing time. In the event that I otherwise qualify for appointment in the grade of lieutenant colonel, I hereby consent to and request appointment as a major, pending approval by the Secretary of Defense. In the event the Secretary of Defense does not approve my name, I understand that I may be honorably discharged from all appointments. **NOTE:** ANG, Directorate of Diversity, Personnel and Training (ANG/DP) will notify the State Headquarters of applicants who qualify for appointment as a lieutenant colonel.

\_\_\_\_ 11. (CHAPLAINS, MEDICAL, DENTAL, NURSE, AND BIO-MEDICAL SCIENCE CORPS) I have been counseled and understand that I may request to be retained in an active status beyond my Mandatory Separation Date to enable me to obtain 20 satisfactory years of service or to age 67, whichever is earlier. I know that I must remain qualified for active status in an ANG or AFRES program; otherwise my status may be terminated under provisions of law or instruction prior to my reaching age 67.

\_\_\_\_ 12. (INITIAL APPOINTMENT OF HEALTH PROFESSIONALS) I understand that I will be appointed in the Air National Guard. However, I will not be granted privileges to practice until medical credentials have been completed IAW AFI 44-119, *Clinical Performance Improvement*.

\_\_\_\_ 13. (EARLY COMMISSIONING PROGRAM (ECP) APPLICANTS) I understand that I am applying for appointment in the ANG of the United States under the ECP for physicians. If approved for appointment, I will be appointed as a Health Service Administrator until such time as I complete medical school. Upon completion of my medical education, and if otherwise qualified, I will be reappointed as a physician. I further understand and agree:

I will serve with the ANG as directed, unless sooner relieved by competent authority, for a minimum period of four years from the date I am re-appointed as a physician. I further agree to remain a member of the Ready Reserve during the tenure of my appointment as an ANG officer.

If I fail to complete the requirement for award of a Doctor of Medicine or Doctor of Osteopathy degree acceptable to the Air Force Surgeon General, the Chief, National Guard Bureau, will then withdraw my federal recognition and I will be separated from the Air National Guard of the United States (ANGUS).

\_\_\_\_ 14. (ALL APPLICANTS EXCEPT UFT) I agree to remain a member of the ANG of the United States for a period of four years from date of appointment. I understand that this service commitment will be served concurrently, unless otherwise specified, with any other service commitments I have or may incur.

\_\_\_\_ 15. (UPT/UPT-H APPLICANTS) I agree to remain a member of the ANG of the United States for a period of ten years from date of graduation from UPT. I understand that this service commitment will be served concurrently, unless otherwise specified, with any other service commitments I have or may incur.

\_\_\_\_ 16. (UNDERGRADUATE NAVIGATOR TRAINING (UNT) APPLICANTS) I agree to remain a member of the ANG of the United States for a period of six years from date of graduation from UNT. I understand that this service commitment will be served concurrently, unless otherwise specified, with any other service commitments I have or may incur.

\_\_\_\_ 17. (APPLICANT'S RECEIVING SEVERANCE/SEPARATION PAY) I have been counseled and understand the following information from DoD 7000.14-R, *DoD Financial Management Regulation*.

“A member who has received Special Separation Benefit (SSB) and who later qualified for retired or retainer pay shall have deducted a portion of such retired or retainer pay until an amount equal to the gross amount of such SSB has been deducted. The portion deducted shall be equal to a fraction determined by dividing the years of service for which the member received SSB by the total years of service used in computing the members retired or retainer pay.”

\_\_\_\_ 18. (ALL APPLICANTS) I certify I (am) (am not) a single parent with custody or joint custody of a dependent child. (See ANGI 36-2005, *Appointment of Officers in the Air National Guard of The United States and as Reserves of the Air Force*, Paragraph 2.17.)

\_\_\_\_ 19. (ALL APPLICANTS) I certify I (am) (am not) married to another military member with dependents. (See ANGI 36-2005, Paragraph 2.17.).

\_\_\_\_ 20. (ALL RATED APPLICANTS) I understand that I will not be authorized to perform flying duties until receipt of permanent federal recognition and valid aeronautical orders.

\_\_\_\_ 21. (APPLICANTS UNABLE TO OBTAIN 20 YEARS OF SERVICE) I understand that I will not be able to obtain 20 satisfactory years of service towards military retirement. Therefore, I will not receive a retirement from the ANG.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(APPLICANTS TYPED NAME, SSN)

Subscribed and sworn to before me at \_\_\_\_\_ (location) on \_\_\_\_\_ (date).

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TYPED NAME, GRADE OF WITNESS)

**Attachment 3**

**UNIT COMMANDER INDORSEMENT FOR INITIAL APPOINTMENT REVIEW  
(REQUIRED FOR ALL APPLICATIONS SUBMITTED)**

MEMORANDUM FOR (Command/State Channels)

ANG/DPF  
1411 Jefferson Davis Highway, Suite 10700  
Arlington, Virginia 22202-3231

FROM: (Office Symbol)

SUBJECT: Application for ANG Appointment - (Grade, Name, and SSN)

Forwarded for Initial Appointment Review IAW Chapter \_\_\_\_\_, ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*. (For initial commissioning of line officers add: Request quota for AMS class \_\_\_\_\_, starting \_\_\_\_\_.)

The statements of the applicant have been verified and are considered to be correct. His/her appointment is desired to fill the vacant position of:

(Provide the following information)

Grade: \_\_\_\_\_

AF Specialty Title: \_\_\_\_\_

AFSC: \_\_\_\_\_

UMDG position number: \_\_\_\_\_

Unit of Assignment: \_\_\_\_\_

PAS Code: \_\_\_\_\_

(If appropriate, add the following:)

Caused by the loss or projected loss of:

Grade: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Loss or Projected Known Loss Effective Date: \_\_\_\_\_

A NAC/NACI/SBI security clearance was initiated/granted on \_\_\_\_\_.

(Signature element of Commander)

(Signature on all copies)

Attachments:

(List all documents and forms required in **Attachment 5**)

Subsequent Indorsements recommending approval will bear the signature of commanders, TAG, or authorized representative.

Attachment 4

STATE INDORSEMENTS TO ANG/DP APPROVAL FOR APPOINTMENT LETTER FOR FEDERAL RECOGNITION BOARD REVIEW (SAMPLE)

MEMORANDUM FOR (MSF Concerned) | DATED: \_\_\_\_\_  
(President of the Federal Recognition Board)

Subject officer has been approved for appointment.

Request subject officer be examined IAW NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotion in The Air National Guard*, (if applicable) to determine individual's qualifications. Appointment of the officer in the ANG will be accomplished upon receipt of the attached documents.

(SIGNATURE)

\_\_\_\_\_  
TYPED NAME, GRADE, TITLE

CERTIFICATION BY MSF: DATED: \_\_\_\_\_

( ) Subject officer was examined by a Federal Recognition Board on \_\_\_\_\_.  
(DD,MMM,YY)

( ) IAW NGR (AF) 36-3 subject officer was not required to meet a Federal Recognition Board.  
(SIGNATURE)

\_\_\_\_\_  
TYPED NAME, GRADE, TITLE

TO: TAG, \_\_\_\_\_ FROM: \_\_\_\_\_  
(MSF)

Request for state appointment orders and subject officer be extended federal recognition.  
(SIGNATURE)

\_\_\_\_\_  
TYPED NAME, GRADE, TITLE

TO: ANG/DP FROM: TAG, \_\_\_\_\_

Request subject officer be extended federal recognition. Subject officer was appointed in state effective: \_\_\_\_\_, Special Order #: \_\_\_\_\_, DATED: \_\_\_\_\_.

(SIGNATURE)

\_\_\_\_\_  
TYPED NAME, GRADE, TITLE

\_\_\_\_\_ Attachments (List)

**Attachment 5**

**IMTS/FORMS/DOCUMENTS REQUIRED FOR ANG APPOINTMENT**

**Table A5.1. Required IMT/Forms/Documents**

	<b>IMT / FORMS / DOCUMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>REQUIRED AT:</b>	<b>REMARKS</b>
<b>1.</b>	TAG Indorsement to AF IMT 24 or AF IMT 1288	X	X	X	X	X	X	X	X	X	X	X	X	X	X	NGB, HQ and MSF	
<b>2.</b>	Commander's Indorsement to AF IMT 24 or AF IMT 1288	X	X	X	X	X	X	X	X	X	X	X	X	X	X	NGB, HQ and MSF	
<b>3.</b>	AF IMT 24, Application for Appointment as Reserve of the Air Force	X	X	X	X	X	X	X	X	X		X	X	X		NGB, HQ and MSF	All blocks on AF IMT 24 must be completed "Yes/No" or "N/A". Include exact dates; i.e., day/month/year

<b>Column 1 –</b>	<b>Line Officer Initial Commission</b>	<b>Column 8 –</b>	<b>Medical Service Corps Commissions</b>
<b>Column 2 –</b>	<b>UFT Initial Commission</b>	<b>Column 9 –</b>	<b>Bio-Medical Science Corps Commissions</b>
<b>Column 3 –</b>	<b>Chaplain Corps Commissions</b>	<b>Column 10 –</b>	<b>Transfers from USAF and USAF Reserve</b>
<b>Column 4 –</b>	<b>Judge Advocate Commissions</b>	<b>Column 11 –</b>	<b>Officers from other components and former officers</b>
<b>Column 5 –</b>	<b>Medical Corps Commissions</b>	<b>Column 12 –</b>	<b>Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)</b>
<b>Column 6 –</b>	<b>Dental Corps Commissions</b>	<b>Column 13 –</b>	<b>Tenure of Officer Appointments and Reappointment of General Officers</b>
<b>Column 7 –</b>	<b>Nurse Corps Commissions</b>	<b>Column 14 –</b>	<b>Transfer of ANGUS Officers between States</b>

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
4.	SF86, <i>Security Investigation Data For Sensitive Position</i> , Questionnaire for National Security Positions or EPSQ or Security Clearance Verification Form (SCVF) (Required for Undergraduate Flying Training Applicants)	X	X	X	X	X	X	X	X	X	X	X		X		NGB (Security Clearance Verification Form (SCVF))  HQ and MSF (SF86 or EPSQ)	SCVF required for all UFT appointments. SF86 or EPSQ <u>not</u> required if applicant had less than 1-year break in service with a NAC or higher clearance. Break in service includes time in ISLRS. Applicants being considered for appointment without a security clearance must sign Statement of Understanding ( <a href="#">Attachment 2</a> ).
5.	Social Security Card	X	X	X	X	X	X	X	X	X						HQ and MSF	Verification only IAW Paragraph <a href="#">4.3</a> .

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
6.	AF IMT 422, Physical Profile Serial Report <u>or</u> SF88, <i>Report of Medical Exam</i> , with State Air Surgeon Approval Stamp, ANG/SG Approval Stamp or HQ AETC/SG Approval Stamp	X	X	X	X	X	X	X	X	X	X	X	X	X		NGB, HQ and MSF	AF IMT 422 must include the date of physical examination; date medically certified applicant was qualified for commission. The AF IMT 422 is completed by unit medical personnel and is valid for a period of two years from the date of physical examination.
7.	AF IMT 1288, <i>Application for Ready Reserve Assignment</i> , (AF/USAFR) or a Request for Conditional Release from another component		X	X	X	X	X	X	X	X	X	X			X	NGB, HQ and MSF	A letter requesting and authorizing conditional release may suffice in lieu of AF IMT 1288. Conditional release is only required for officers transferring to the ANG from another component.

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
8.	AF IMT 2030, USAF Drug and Alcohol Abuse Certificate	X	X	X	X	X	X	X	X	X	X	X	X	X	X	NGB, HQ and MSF	Except for the first question, applicant must explain all "yes" blocks initialed. All blocks must be initialed.
9.	Commanders Justification for Selection of Non-College Graduate	X	X													HQ and MSF	See Paragraph <a href="#">3.11.1.1</a> .
10.	Certificate of Citizenship Statement	X	X	X	X	X	X	X	X	X		X				HQ and MSF	Naturalized citizens only. Duplication of citizenship card is not authorized. Annotate (or type) naturalization certificate number on AF IMT 24.
11.	DD Fm 785, Record of Disenrollment from Officer Candidate Training	X	X	X	X	X	X	X	X	X		X				NGB, HQ and MSF	Required for applicants eliminated from a commissioning program. If applicant was disenrolled from AFROTC after the second year, a DD Fm 785 must be provided.

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
12.	AF IMT 357, Family Care Certification	X	X	X	X	X	X	X	X	X		X				HQ and MSF	All applicants with dependents. Approved by Commander
13.	Statement of Agreement and Understanding	X	X	X	X	X	X	X	X	X	X	X	X	X		NGB, HQ and MSF	Must use form at <a href="#">Attachment 2</a>
14.	DD Fm 214, Certificate of Release/Discharge from Active Duty	X	X	X	X	X	X	X	X	X		X		X		NGB, HQ and MSF	Required for individuals with prior active duty.
15.	GRE/GMAT Scores								X			X	X			NGB, HQ and MSF	Required for Health Service Administrators. Not required for Early Commissioning Program candidates.
16.	Certificate of AFROTC Completion	X	X													NGB, HQ and MSF	AFROTC graduates only
17.	Pilot Candidate Selection Method (PCSM) Score		X								X	X	X			NGB, HQ and MSF	Formerly known as Basic Attributes Test (BATS) score - UPT applicants only
18.	Private Pilots License		X								X	X	X			NGB, HQ and MSF	UPT applicants only (if applicable)

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	<b>IMT / FORMS / DOCUMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>REQUIRED AT:</b>	<b>REMARKS</b>
<b>19.</b>	AF IMT 215, Aircrew Training Candidate Data Summary		X								X	X	X			NGB, HQ and MSF	UPT/UNT applicants only
<b>20.</b>	Flying Evaluation Board Proceedings										X	X				NGB, HQ and MSF	Rated officers only (if applicable)
<b>21.</b>	Aeronautical Rating Board Proceedings										X	X				NGB, HQ and MSF	Rated officers only (if applicable)
<b>22.</b>	Revalidation of Aeronautical Orders										X					NGB, HQ and MSF	Rated officers only (if applicable)
<b>23.</b>	DD Fm 2088, Certificate of Ecclesiastical Endorsement			X							X	X	X			NGB, HQ and MSF	Chaplains only
<b>24.</b>	NGB-OC Interview			X							X	X	X			NGB, HQ and MSF	Chaplains only
<b>25.</b>	Certificate of Admission to Bar, current legal standing				X							X	X			NGB, HQ and MSF	Judge Advocates only (not required for AF/AFRES appointments)
<b>26.</b>	Interview by Active Duty Judge Advocate				X						X	X	X			NGB, HQ and MSF	Judge Advocates only (not required for JAG officers appointed from AFRES)

<b>Column 1 –</b>	<b>Line Officer Initial Commission</b>	<b>Column 8 –</b>	<b>Medical Service Corps Commissions</b>
<b>Column 2 –</b>	<b>UFT Initial Commission</b>	<b>Column 9 –</b>	<b>Bio-Medical Science Corps Commissions</b>
<b>Column 3 –</b>	<b>Chaplain Corps Commissions</b>	<b>Column 10 –</b>	<b>Transfers from USAF and USAF Reserve</b>
<b>Column 4 –</b>	<b>Judge Advocate Commissions</b>	<b>Column 11 –</b>	<b>Officers from other components and former officers</b>
<b>Column 5 –</b>	<b>Medical Corps Commissions</b>	<b>Column 12 –</b>	<b>Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)</b>
<b>Column 6 –</b>	<b>Dental Corps Commissions</b>	<b>Column 13 –</b>	<b>Tenure of Officer Appointments and Reappointment of General Officers</b>
<b>Column 7 –</b>	<b>Nurse Corps Commissions</b>	<b>Column 14 –</b>	<b>Transfer of ANGUS Officers between States</b>

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
27.	All Officer Performance Reports (OPRs)				X						X	X	X			NGB, HQ and MSF	Judge Advocates only (Only last three required for appointments from AFRES/ANG)
28.	Consolidated Certified Transcript of College Credits or Professional Training	X	X	X	X	X	X	X	X	X	X	X	X	X		NGB, HQ and MSF	Column 10 only required if applicant does not hold AFSC and the AFSC projected against has mandatory education requirements IAW AFMAN 36-2105.
29.	Certificate of AFOQT Scores	X	X								X	X	X			NGB, HQ and MSF	Columns 10, 11, and 12 – only required if UFT applicant
30.	State Air Surgeon Verification of Credentials xx(xxxAttachment 8)					X	X	X		X		X	X			NGB, HQ, and MSF	xxAttachment 8 (For Nurse Corps (NC) -Nurse Practitioners only

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
31.	Current State Medical License (MC, DC, NC, BSC)					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ, and MSF	If applicant is licensed (current) in more than one state, all licenses must be provided. Reappointment from MSC to MC require a letter from Director of Medical Education
32.	Medical Diploma					X						X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers in Medical Corps (MC) only
33.	Dental Diploma						X					X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers only in Dental Corps (DC) only

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
34.	National Practitioner Data Bank Query					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Health Care Providers only – must not be older than 90 days
35.	Federation of State Medical Boards					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers only – must not be older than 90 days. Not required if the provider has not had a practice prior to 1 January 1995.
36.	AF IMT 1540 – Application for Clinical Privileges / Medical Staff Appointment					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers only – must not be older than 90 days

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
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Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

	<b>IMT / FORMS / DOCUMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>REQUIRED AT:</b>	<b>REMARKS</b>
<b>37.</b>	AF IMT 1541 – Credentials Continuing Health Education Training Record					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers only – must not be older than 90 days
<b>38.</b>	AF IMT 1562 – Credentials Evaluation of Health Care Practitioners					X	X	X		X		X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health Care Providers only – must not be older than 90 days – Need three separate forms by different medical professionals (except for reappointment of ECP applicants – only one form required.)
<b>39.</b>	Education Council for Foreign Medical Graduates (ECFMG)					X						X	X			NGB, HQ and MSF	Health care providers only (if applicable)

<b>Column 1 –</b>	<b>Line Officer Initial Commission</b>	<b>Column 8 –</b>	<b>Medical Service Corps Commissions</b>
<b>Column 2 –</b>	<b>UFT Initial Commission</b>	<b>Column 9 –</b>	<b>Bio-Medical Science Corps Commissions</b>
<b>Column 3 –</b>	<b>Chaplain Corps Commissions</b>	<b>Column 10 –</b>	<b>Transfers from USAF and USAF Reserve</b>
<b>Column 4 –</b>	<b>Judge Advocate Commissions</b>	<b>Column 11 –</b>	<b>Officers from other components and former officers</b>
<b>Column 5 –</b>	<b>Medical Corps Commissions</b>	<b>Column 12 –</b>	<b>Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)</b>
<b>Column 6 –</b>	<b>Dental Corps Commissions</b>	<b>Column 13 –</b>	<b>Tenure of Officer Appointments and Reappointment of General Officers</b>
<b>Column 7 –</b>	<b>Nurse Corps Commissions</b>	<b>Column 14 –</b>	<b>Transfer of ANGUS Officers between States</b>

	IMT / FORMS / DOCUMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	REQUIRED AT:	REMARKS
40.	Residency and Internship Certificates					X	X					X	X			NGB (Not required if SAS Verification of Credentials is submitted), HQ and MSF	Health care providers only (if applicable)
41.	Prior Service Documentation (Oath of Office, Promotion orders, Records Review RIP, point credit summary, etc.)			X	X	X	X	X	X	X		X				NGB, HQ and MSF	Applicants with prior commissioned service
42.	Commander's Request for Waiver (as appropriate) of any provisions of ANGI/ AFI (s) 36-2005	X	X	X	X	X	X	X	X	X	X	X	X	X		NGB, HQ and MSF	If applicable. Must have TAG indorsement. See <a href="#">Chapter 11</a> for required documents.

Column 1 –	Line Officer Initial Commission	Column 8 –	Medical Service Corps Commissions
Column 2 –	UFT Initial Commission	Column 9 –	Bio-Medical Science Corps Commissions
Column 3 –	Chaplain Corps Commissions	Column 10 –	Transfers from USAF and USAF Reserve
Column 4 –	Judge Advocate Commissions	Column 11 –	Officers from other components and former officers
Column 5 –	Medical Corps Commissions	Column 12 –	Reappointment between Line and Professional Specialties (MSC to MC, Line to JA, etc.)
Column 6 –	Dental Corps Commissions	Column 13 –	Tenure of Officer Appointments and Reappointment of General Officers
Column 7 –	Nurse Corps Commissions	Column 14 –	Transfer of ANGUS Officers between States

**Attachment 6**

**E-MAIL/FAX FORMAT INTERIM APPOINTMENT OF TRANSFER OF ANGUS OFFICERS  
BETWEEN STATES, UNITED STATES AIR FORCE RESERVE  
AND AIR FORCE OFFICERS**

**A6.1. Transfer of ANGUS Officers between States IAW ANGI 36-2005, [Chapter 10](#).**

NAME: GRADE: SSN:

LOSING UNIT AND STATE:

GAINING UNIT: PAS:  
DAFSC: AUTH. GRADE: POS. #:

EFF. DATE OF APPOINTMENT:

STATE APPOINTMENT ORDER NUMBER: DATED:

MSF PERSON INITIATING REQUEST: (GRADE, NAME)  
COMMANDER REQUESTING APPT: (GRADE, NAME)  
WING/GROUP COMMANDER APPROVING APPT: (GRADE, NAME)  
STATE HQS PERSON APPRV. APPT: (GRADE, NAME)  
STATE HQS PERSON FORWARDING REQUEST: (GRADE, NAME)

**A6.2. Appointment of Air Force Reserve and Regular Air Force Officers IAW ANGI 36-2005, [Chapter 5](#).**

NAME:	GRADE:	SSN:
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Present Assignment (ARPC OR AF INSTALLATION):

Projected Gaining Unit: PAS:  
AFSC: AUTH. GRADE: POS. #:  
Unit Manning (GROUP/WING OR GSU): AUTH: ASGN:

Appointment requested to (current vacancy) (projected vacancy - if projected vacancy, indicates incumbent's grade, last name, SSN, projected date of separation, reason for projected separation).

The following documents are verified complete: Statement of Agreement and Understanding Required for ANGUS Appointment, AF IMT 2030, AF IMT 357 (if required. If candidate does not hold the AFSC in which being assigned, all mandatory requirements of AFMAN 36-2105, *Officer Classification*, must be certified as met.

Individual (was) (was not) interim appointed. If an interim appointment, all of the following statements must be true:

Candidate fully qualified in DAFSC to which assigned.

Candidate appointed to a vacant position or projected loss within 6 months.

Conditional release has been received.

Candidate certified medically qualified.

Rated officer candidate possesses valid aeronautical order.

State Appointment Order #: DATED: \_\_\_\_\_

EFF. DATE OF APPOINTMENT:

MSF PERSON INITIATING REQUEST:	(GRADE, NAME)
COMMANDER REQUESTING APPT:	(GRADE, NAME)
WING/GROUP COMMANDER APPROVING APPT:	(GRADE, NAME)
STATE HQS PERSON APPRV. APPT:	(GRADE, NAME)
STATE HQS PERSON FORWARDING REQUEST:	(GRADE, NAME)

## Attachment 7

### UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

**A7.1. Moral Offenses.** The following tables contain a listing of offenses differentiated by degrees of seriousness and divided into categories. ANG/DPF is the final approval/disapproval authority for moral offenses. However, disapproval may be at any level between the unit commander and TAG. Officers are expected to be leaders who consistently demonstrate good judgment and set a favorable example for others through their appearance, job performance, professionalism, and personal conduct. Applicants whose personal history includes moral offenses merit careful and deliberate consideration by decision-makers. Clearly, the overall quality of the applicant and the best interests of the Air National Guard must be overriding factors when considering whether submission or approval of a moral offense waiver request is appropriate. When a waiver is required, the applicant must provide a statement of circumstances surrounding the offense, the wing/group commander must request a waiver with justification for selection of the applicant, and the state headquarters must indorse the waiver request to submit with the appointment application.

**A7.2. Category 1 Moral Offenses.** This list of offenses is a guide. Consider violations of a similar nature of seriousness as a Category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force.

Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as adult only).

Bribery (adjudicated as adult only).

Burglary (adjudicated as adult only).

Carnal knowledge of a child under 16.

Draft evasion.

Drugs: Use, possession, trafficking, sale, or manufacture of an illegal or illicit drug (except for marijuana use or possession - see Category 2).

Extortion (adjudicated as adult only).

Indecent acts or liberties with a child under 16, molestation.

Kidnapping, abduction.

Robbery (adjudicated as adult only).

Manslaughter.

Murder.

Perjury (adjudicated as adult only).

Rape.

**A7.3. Category 2 Moral Offenses.** This list of offenses is a guide. Consider violations of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force.

Arson.

Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as juvenile only).

Attempting to commit a felony.

Breaking and entering a building with intent to commit a felony.

Bribery (adjudicated as juvenile only).

Burglary (adjudicated as juvenile only).

Carrying a concealed firearm or unlawful carrying a firearm.

Carrying a concealed weapon (other than firearm), possession of brass knuckles.

Child pornography offenses.

Conspiring to commit a felony.

Criminal libel.

DUI/DWUI/DWI (driving under the influence, while intoxicated, or impaired by drugs or alcohol).

Embezzlement.

Extortion (adjudicated as juvenile only).

Forgery: Knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages).

Grand larceny.

Grand theft.

Housebreaking.

Indecent assault.

Involuntary manslaughter.

Leaving the scene of an accident (hit-and-run) involving personal injury.

Lewd, licentious, or lascivious behavior.

Looting.

Mail or electronic emissions matters: Abstracting, destroying, obstructing, opening, secreting, stealing or taking.

Mail: Depositing obscene or indecent matter.

Maiming or disfiguring.

Marijuana: Simple possession or use.

Negligent homicide.

Pandering.

Perjury (adjudicated as juvenile only).

Public record: Altering, concealing, destroying, mutilating, obliterating, or removing.

Riot.

Robbery (adjudicated as juvenile only).  
Sedition or soliciting to commit sedition.  
Selling, leasing, or transferring weapon to a minor or unauthorized individual.  
Sexual harassment.  
Willfully discharging firearms so as to endanger life or shooting in public place.

**A7.4. Category 3 Moral Offenses.** This list of offenses is a guide. Consider violations of a similar nature as Category 3 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds four months but no more than one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force.

Adultery.  
Assault (simple).  
Breaking and entering a vehicle.  
DELETED.  
Check: Insufficient funds (amount of check over \$50, worthless, or uttering with intent to defraud or deceive).  
Conspiring to commit misdemeanor.  
Contempt of court (includes nonpayment of child support or alimony required by court order).  
Contributing to the delinquency of a minor (includes purchase of alcoholic beverages).  
Desecration of a grave.  
Discharging firearm through carelessness or within municipal limits.  
Drunk in public, drunk and disorderly, public intoxication.  
Failure to stop and render aid after an accident.  
Indecent exposure.  
Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission method.  
Killing a domestic animal.  
Leaving the scene of an accident (hit-and-run) with no personal injury involved.  
Liquor or alcoholic beverages: Unlawful manufacture or sale.  
Malicious mischief.  
Resisting, fleeing, or eluding arrest.  
Removing property under lien or from public grounds.  
Slander.  
Shooting from highway or on public road.

Shoplifting, larceny, petty larceny or theft (age 14 or older or stolen goods valued over \$50).

Stolen property or knowingly receiving stolen property.

Unlawful or illegal entry.

Unlawful use of long distance telephone lines or any electronic transmission method.

Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another.

Wrongful appropriation of motor vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle, treat as grand larceny).

**A7.5. Category 4 Moral Offenses.** This list of offenses is a guide. Consider traffic violations that are treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful Category 4, non-traffic cases, treat similar offenses as Category 4 offenses when the maximum possible confinement under the local law is four months or less. Two convictions or adverse adjudications in the last three years, or three or more convictions or adverse adjudications in a lifetime is disqualifying for entry into the Air Force.

Abusive language under circumstances to provoke breach of peace.

Altered identification when intent is to purchase alcoholic beverages.

Careless or reckless driving.

Check (\$50 or less, insufficient funds or worthless).

Curfew violation.

Committing or creating nuisance.

Damaging road signs.

Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.

Driving with suspended or revoked license or without license.

Failure to appear, comply with judgment, answer or disobey summons.

Failure to comply with officer's direction.

Fare evasion (includes failure to pay turnstile fees).

Fighting, participating in a brawl.

Illegal betting or gambling: Operating illegal handbook, raffle, lottery, punch board or watching a cockfight.

Juvenile non-criminal misconduct: Beyond parental control, incorrigible, runaway, truant or wayward.

Liquor or alcoholic beverages: Unlawful possession or consumption in a public place.

Littering or dumping refuse on or near highway or other prohibited place.

Loitering.

Possession of indecent publications or pictures (other than child pornography).

Purchase, possession, or consumption of alcoholic beverages by a minor.  
Racing, drag racing, contest for speed.  
Shoplifting, larceny, petty larceny, or theft (committed under age 14 and value of stolen goods is \$50 or less).  
Trespass on property.  
Unlawful assembly.  
Vagrancy.  
Vandalism, defacing or injuring property.  
Violation of fireworks law.  
Violation of fish and game laws.

**A7.6. Category 5 Moral Offenses.** This list of offenses is a guide. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. However, careless or reckless driving are considered Category 3 offenses. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Conviction or adverse adjudication of six or more Category 5 offenses in a 365-day period in the last three years is disqualifying for entry into the Air Force.

Blocking or retarding traffic.  
Crossing yellow line, drifting left of center.  
Disobeying traffic lights, signs, or signals.  
Driving on shoulder.  
Driving uninsured vehicle.  
Driving with blocked or impaired vision.  
Driving with expired plates or without plates.  
Driving without license in possession.  
Driving without registration or with improper registration.  
Driving wrong way on one-way street.  
Failure to display inspection sticker.  
Failure to have vehicle under control.  
Failure to keep right or in proper lane.  
Failure to signal.  
Failure to stop or yield to a pedestrian.  
Failure to yield right-of-way.  
Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).  
Following too close.

Improper backing.  
Improper blowing of horn.  
Improper passing.  
Improper turn.  
Improper parking (does not include overtime parking).  
Invalid or unofficial inspection sticker.  
Leaving key in the ignition.  
License plates improperly displayed or not displayed.  
Operating overloaded vehicle.  
Playing vehicle radio or stereo too loud (noise or sound pollution).  
Speeding (contest for speed, racing or drag racing is Category 4 offense).  
Spinning wheels, improper start.  
Seat belt violation.  
Zigzagging or weaving in traffic.

Attachment 8

STATE AIR SURGEON VERIFICATION OF CREDENTIALS

(State HQ Letterhead)

DATE: \_\_\_\_\_

MEMORANDUM FOR [gaining wing] / DP

FROM: HQ [State] ANG / State Air Surgeon

SUBJECT: Verification of Credentials for Accession/Appointment

Provider: \_\_\_\_\_

This is to certify that I have verified the following documents related to the accession/appointment of \_\_\_\_\_, DAFSC \_\_\_\_\_.

1. \_\_\_\_\_ Medical Diploma awarded by \_\_\_\_\_ on \_\_\_\_\_  
or (Institution) (Date)  
\_\_\_\_\_ ECFMG Certification

2. \_\_\_\_\_ Medical Licensure from State of \_\_\_\_\_, Date of Expiration: \_\_\_\_\_  
or  
\_\_\_\_\_ Letter from training program director (if provider is in training status)  
\_\_\_\_\_ Internship completion dates – FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(YY,MMM,DD)

\_\_\_\_\_ Type of Residency Program: \_\_\_\_\_  
\_\_\_\_\_ Residency completion dates – FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(YY,MMM,DD)

\_\_\_\_\_ Type of Residency Program: \_\_\_\_\_  
\_\_\_\_\_ Residency completion dates – FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(YY,MMM,DD)

\_\_\_\_\_ *Type of Fellowship Program:* \_\_\_\_\_

\_\_\_\_\_ *Fellowship completion dates – FROM:* \_\_\_\_\_ *TO:* \_\_\_\_\_  
(YY,MMM,DD)

6. \_\_\_\_\_ NPDB Query (N/A for Early Commissioning)

7. \_\_\_\_\_ FSMB Query (N/A for Early Commissioning)

No unfavorable information, adverse actions, exceptions or restrictions were noted. I have personally spoken with this applicant on \_\_[date]\_\_\_\_\_. **Please include this verification in the accession/appointment package to be forwarded to ANG/DPFO.**

(SIGNATURE)

\_\_\_\_\_  
SIGNATURE BLOCK  
State Air Surgeon

## Attachment 9

## WAIVERS FOR DEFERRED OFFICERS

Table A9.1. Waivers for Deferred Officers

<b>APPOINTED FROM:</b>	<b>DEFERRED STATUS IS:</b>	<b>ANG/DPFOO ACTION IS:</b>
FORMER AIR NATIONAL GUARD	ONE TIME PASSOVER	WAIVER REQUIRED BY ANG/DPFOO
FORMER AIR NATIONAL GUARD	TWO TIME PASSOVER	NO WAIVER ALLOWED
AIR FORCE RESERVES, CURRENT AND FORMER	ONE TIME PASSOVER	WAIVER REQUIRED BY ANG/DPFOO
AIR FORCE RESERVES, CURRENT AND FORMER	TWO TIME PASSOVER	NO WAIVER ALLOWED
ACTIVE AIR FORCE, CURRENT AND FORMER	ONE TIME PASSOVER	NO WAIVER REQUIRED
ACTIVE AIR FORCE, CURRENT AND FORMER	TWO TIME PASSOVER	WAIVER REQUIRED BY ANG/DPFOO
CURRENT ACTIVE ARMY, NAVY, MARINES, COAST GUARD	ONE TIME PASSOVER	NO WAIVER REQUIRED
CURRENT ACTIVE ARMY, NAVY, MARINES, COAST GUARD	TWO TIME PASSOVER	WAIVER REQUIRED BY ANG/DPFOO
FORMER ACTIVE ARMY, NAVY, MARINES, COAST GUARD	ONE TIME PASSOVER	NO WAIVER REQUIRED
FORMER ACTIVE ARMY, NAVY MARINES, COAST GUARD	TWO TIME PASSOVER	WAIVER REQUIRED BY ANG/DPFOO
CURRENT RESERVE ARMY, NAVY, MARINES, COAST GUARD	ONE TIME PASSOVER	NO WAIVER ALLOWED
CURRENT RESERVE ARMY, NAVY, MARINES, COAST GUARD	TWO TIME PASSOVER	NO WAIVER ALLOWED
FORMER RESERVE ARMY, NAVY, MARINES, COAST GUARD	ONE TIME PASSOVER	NO WAIVER ALLOWED

APPOINTED FROM:	DEFERRED STATUS IS:	ANG/DPFOO ACTION IS:
FORMER RESERVE ARMY, NAVY MARINES, COAST GUARD	TWO TIME PASSOVER	NO WAIVER ALLOWED

**NOTES:**

1. All waivers will require a Commander’s letter justifying the selection of the individual, copies of the last five Officer Performance Reports (OPRs) and State Headquarters Indorsement. ANG/DPFOO is the approval authority.
2. Guidance for waiver requirements is in AFI 36-2005, Table 2.2., Items 25 and 26 and in ANGI 36-2005.
3. Current and Former Reserve Army include Army National Guard officers.