***Deserving Airmen Commissioning Program Guide***

# PACOM JIOC AFELM Reserve Intelligence Directorate

**2018 DACP Board**

**As of 30 January 2018**

**INTRODUCTION**

The purpose of this guide is to provide basic guidance on the Deserving Airmen Commissioning Program (DACP). The program is designed to commission the highest qualified enlisted Airmen to fill valid non-rated and line officer unit vacancies.

Applicants must meet the eligibility criteria set forth in this guide as well as any commissioning eligibility criteria defined in AFI 36-2005. Complete nomination packages must be provided to RIO/Det 2 at email [arpc.hqriodet2@us.af.mil](mailto:arpc.hqriodet2@us.af.mil) no later than 23 March 2018 to be considered. Applicants should anticipate an interview by a screening board if their package meets the basic eligibility criteria.

## Due to the nature of this process, selectee(s) should anticipate the entire process taking 1-2 years to finalize and receive their commission (includes OTS, etc).

This guide is not intended to cover all aspects of DACP. For further guidance contact the Military Personnel Flight and review Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel* and Air Force Instruction (AFI) 36-2005, *Appointment in Commissioned Grade and Designation and Assignment in Professional Categories- Reserve of the Air Force and United States Air Force.*

**ELIGIBILITY CRITERIA**

* Be of high moral character and personal qualifications
* Be a citizen of the United States
* Be at least 18-years-old
* Maintain current & valid Top Secret security clearance and SCI eligibility
* Possess a Baccalaureate Degree or be enrolled in the senior year of undergraduate study and scheduled to graduate on or before the end of the fiscal year in which the selection board meets
* Complete training and be able to take the Oath of Office before reaching age 40
* If selected, agree, in writing, to complete a period of 4 years IAW AFRCI 36-2102
* If selected, agree, in writing, to attend Officer Training School, an 8-week pre-commissioning course held at Maxwell AFB, AL.
* If selected, agree, in writing, to attend Intelligence Officer (14N) Training at Goodfellow

AFB, TX and start the course within 1 year of appointment as an officer.

* Obtain a passing score on the Air Force Officer Qualifying Test (AFOQT). Minimum scores of 15 percentile in the verbal category and 10 percentile in the quantitative category

are required. **NOTE:** Member should contact an MPF testing office to schedule test

* Be medically worldwide qualified, or medically acceptable with a waiver, for an Air Force commission, in accordance with AFI 48-123
* Meet any additional commissioning eligibility criteria as defined in AFI 36-2005
* Applicants are required to submit all forms and documentation listed in DACP Application Coversheet (on following page) as one file in pdf form via encrypted email to [arpc.hqriodet2@us.af.mil](mailto:arpc.hqriodet2@us.af.mil). The applicant is responsible for ensuring application is complete and in order. Please reference AFI 36-2005 for templates on Statements of Understanding.

**DACP APPLICATION COVERSHEET**

Submit the following in one PDF via encrypted email to [arpc.hqriodet2@us.af.mil](mailto:arpc.hqriodet2@us.af.mil) for board consideration:

**Last Name, First MI: Rank: Status:**

**Business Email: Personal Email:**

**Work: Cell: Home:**

**Letter from the Member to the board**

(Include any matter believed important for consideration and why you want to be an officer)

**Letter of Endorsement from Unit Commander** (See Attachment 1)

**Resume** (military and civilian experience and goals with current contact information)

**AF Form 1288**, Application for Ready Reserve Assignment

(1st Ind, Remarks section must include: Fitness date/score, PHA date, Dental date and Security Clearance date/type)

**AF Form 24**, Application for Appointment as Reserve of the Air Force or USAF Without Component (Ensure all blocks are completed or marked N/A)

**AF Form 56**, Application & Evaluation for Training Leading to a Commission in the USAF

\*\*Note: Item 28 (Interview section) MUST be completed by the gaining unit commander \*\*

**Last 5 EPRs**

**AF Form 2030**, USAF Drug and Alcohol Abuse Certificate

(if applicant has experimented with or used illegal drugs, provide handwritten statement explaining the circumstances) **Letters of Recommendation** (not to exceed 3)

**ARC members:** current **AF Form 422** (within six months) to include **PULHES**, current **DD2697** and their **last PHA**

(reference AFI 48-123, para 3.1.2.7)

**Air Force Officer Qualification Test (AFOQT) scores Official transcript reflecting a Baccalaureate Degree**

(or certification from the Registrar that states projected graduation date is on or before the end of FY in which the selection board meets)

**OTS Statement of Understanding**

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**Training Statement of Understanding**

**Records Review Report**

**DD Form 214**, Certificate of Release or Discharge from Active Duty

**Fitness Test Scores from Air Force Fitness Management System (AFFMS) Official Photo** (full length; must be current)

**YES – My application is complete. Today’s Date: / Signature:**

***Note: ONLY COMPLETED APPLICATION PACKAGES WILL BE ACCEPTED.***

**SELECTION BOARD PROCESS**

## The Selection Board will conduct a review of applications between 6 – 16 April 2018 to determine which candidates will be interviewed. Applicants will be notified by 17 April whether they were selected for interview. Interview board will be held from 24 -26 April 2018.

## Board Member Responsibilities:

* Assess each candidate using the “whole person” concept. Candidates will be evaluated on leadership and management experience, military duty performance, intelligence experience, fitness, education and PME and community leadership and volunteerism. Factors such as AFOQT scores, military bearing and appearance and verbal communication skills are considered.
* Review packages and interview candidates
* Eliminate Airmen who are not deemed viable officer candidates
* Refer names of selected Airmen to owning/requesting organization Commander for consideration

## Det 2 Responsibilities:

* Review/ensure packages are complete/ready for board
* Notify candidates by 17 April 2018 of instructions for interview board and final results
* Provide Board President/Members eligible applicants
* Assist selectee in completing additional items required for commissioning package candidates of board results (post board)
* Provide selectee with congratulation notification/welcome package and OTSMAN 36-2604 (post board)

# ATTACHMENT 1

**DEPARTMENT OF THE AIR FORCE**

**AIR FORCE RESERVE COMMAND**

## Example

Date

MEMORANDUM FOR HQ ARPC/DPAR

FROM: Unit/CC

Address

Minneapolis-St Paul IAP ARS, MN 55450-2100 SUBJECT: Letter of Endorsement

1. I recommend SSgt Brett Montana for the Deserving Airman Commissioning Program. SSgt Montana has been an asset to the unit since he arrived. His work ethic and level of maturity is well beyond his peers. He has demonstrated exemplary performance in his assigned duties as the NCOIC of Personnel Readiness and was lauded by wing leadership during the last ORI.
2. **(Mandatory statement)** Member has a passing fitness test, does not have a delinquent GTC account, no unexcused absences in the past 12 months and does not have a UIF, Article 15, or any administrative action pending.
3. SSgt Montana is truly an outstanding Airman deserving to have a chance to become a commissioned officer. His job performance, social skills, professionalism and strong commitment to serve make him more than ready for this level of responsibility and trust.

Unit Commander’s Signature