



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

11 December 2015  
PSDM 15-100

**(Corrected 11 December 2015)**

MEMORANDUM FOR HEADQUARTERS AIR FORCE AND  
MAJOR COMMAND MANPOWER & PERSONNEL  
SERVICES DIRECTORATES (A1)

FROM: AFPC/DPS  
550 C Street West  
Joint Base San Antonio-Randolph TX 78150

SUBJECT: Senior Leader Enlisted Commissioning Program – Active Duty Scholarship

**Note:** This PSDM will be posted on myPers Messaging (SECURE), please maintain a local copy for your records. **DO NOT RELEASE TO FIELD.**

**Corrections made throughout PSDM; all changes highlighted in yellow. Please review in its entirety.**

**This Personnel Services Delivery Memorandum (PSDM) announces the Senior Leader - Enlisted Commissioning Program – Active Duty Scholarship (SLECP – A).** This PSDM is intended for the Secretary of the Air Force, Under Secretary of the Air Force, Chief of Staff of the Air Force; Vice Chief of Staff of the Air Force; Director, Air National Guard; the following Major Command Commanders: ACC, AETC, AFMC, AFRC, AFSPC, AMC, AFGSC, PACAF, USAFE, AFSOC; Chief Master Sergeant of the Air Force, Air Force Reserve Officer Training Corps and their support staffs.

Vigilance must be taken to protect Personally Identifiable Information when submitting or sending nominations, applications or other documents to DoD agencies through government Internet, software applications, systems, e-mail, postal service, or when faxing or scanning.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)," or any updated statement provided by the AF Records Management office (SAF/CIOA6P).

**General Information:** The SLECP – A provides a mechanism for designated Air Force senior leaders to direct-select exceptional performing enlisted Airmen for commissioning. This program provides an opportunity for enlisted members to complete their degree while on an active duty status. Airmen must complete all degree requirements within three years. After graduation, the member will attend Officer Training School (OTS) to earn their commission.

The following Senior Leaders (SL) are identified as selection authorities for the purposes of this PSDM: The Secretary of the Air Force, Under Secretary of the Air Force, Chief of Staff of the Air Force; Vice Chief of Staff of the Air Force; Director, Air National Guard and the Chief Master Sergeant of the Air Force; the following Major Command Commanders: ACC, AETC, AFMC, AFRC, AFSPC, AMC, AFGSC, PACAF, USAFE, AFSOC. Designated senior leaders may each select one Airman for program participation. Selected Airman will be funded by and commissioned in their respective component. (USAFR and ANG may publish additional guidance specific to their component selects as necessary.)

In addition, MAJCOM Commanders (to include ANG Director and AFRC Commander) may nominate one additional Airman to potentially compete for at-large quotas offered by Headquarters Air Force senior leaders.

### **Selection Requirements / Process**

#### 1. Minimum Eligibility Criteria

- Enlisted Airman and US citizen who will be at least 18 but not greater than 35 years of age at the time of OTS graduation
- Eligibility Factors for appointment in commission as outlined in AFI 36-2005 para 2.1., *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*
- Completed 24 semester hours by the end of the selection window and a Bachelor's degree must be completed within 3 years
- Admission to an accredited school with associated or affiliated cross-town ROTC program for accountability and administrative oversight

#### 2. SLs may consider (but are not required/limited by) the below criteria in making a selection:

- a. Outstanding job performance as an Airman.
- b. Demonstrated leadership potential.
- c. Exemplifies AF core values.
- d. Desire/motivation to serve as an officer.
- e. Superior communication skills.
- f. Ability to succeed in an academic environment.

#### 3. Potential selection submissions may include:

- a. Copies of EPRs
- b. Academic records/transcripts/ school(s) performance
- c. Letter from commanders/supervisors on performance and core values
- d. Personal essay on desire to serve as a commissioned officer
- e. Oral interview for top candidates

NGB, AFDW/A1 and MAJCOM A1s are responsible for supporting their respective senior leader (SL) in the SLECP-A selection process. A review of AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, is recommended to assist in developing selection guidelines for their senior leader (SL). **Note:** All conditions listed in AFI

36-2013, Table 1.1., except those rules requiring Surgeon General (SG) input, can be waived. Once SG has provided a favorable waiver recommendation, the SL may also waive those conditions. At the time of selection, the SL will determine the officer Air Force Specialty Code (AFSC) the selectee will serve in after completion of OTS. Selectees identified to serve in the following AFSCs: 13C, 13D, 13L, 71S, or 92T must also have an alternate AFSC identified. **Note: Projected AFSC classification is limited to Line of the Air Force AFSCs. Please refer to the current Air Force Officer Classification Directory (AFOCD) maintained on MyPers for the minimum requirements for each AFSC.** NGB, AFDW/A1 and MAJCOM A1 support personnel may direct further questions or requests for guidance on process requirements to the HQ Air Force Reserve Officer Training Corps POC.

## **Responsibilities**

1. Senior Leader
  - a. Document selection criteria, process and decision
  - b. Notify selectees and provide signed memos.
2. NGB, AFDW/A1 and MAJCOM A1 support staff:
  - a. As required, support respective senior leader in the development of application guidelines to include verifying eligibility for commissioning of selected member(s).
  - b. Request documentation required for entry into the program at the selectee's desired university to ensure the candidate is eligible for selection.
  - c. Report selects IAW instructions above to HQ AFROTC and AFPC/DP2LT, if a RegAF Airman.
  - d. Provides selection authorities with select memos for signature.
  - e. Maintains historical record of SL selection criteria, process and decision
  - f. Coordinates with selectee's Military Personnel Section (MPS) for orders to gaining AFROTC Detachment.
  - g. Maintains oversight of selectees until members report for duty at the AFROTC detachment.
3. HQ AFROTC College Enlisted Programs:
  - a. Validates selectee eligibility ensuring compliance with law and DoD requirements for commission.
  - b. Process waivers IAW current guidelines, if necessary.
  - c. Provide PCS processing instructions to select's Military Personnel Section (MPS).
  - d. Works with OTS Registrar to schedule selects for training attendance upon graduation.
  - e. Gains oversight of selectees upon reporting for duty at the AFROTC detachment
  - f. Provide AFPC/DP2LT with shipping dates to OTS.
4. HQ AFPC Line Officer Accessions (for RegAF Airmen):
  - a. Build records and track selects using the Officer Accession Tracking System (OATS) database
  - b. Update projected assignment for selects upon completion of commissioning training.
  - c. Generates assignment orders with TDY in-route to OTS from assigned AFROTC Detachment.
5. HQ AFPC Officer and Airman Assignments (for RegAF Airmen):

- a. Work with AFROTC/RRUE to update ROTC select records with the appropriate Assignment Availability Codes, DEROS curtailments, etc... where applicable.
  - b. Provide AFPC Line Officer Accessions with projected assignment information for update after completion of commissioning training.
6. Servicing Military Personnel Section: Produce and provide permanent change of station orders to selects based on guidance received from HQ AFROTC/RRUE.

### **Timeline**

1. 14 Dec 15 rollout
2. NLT 14 Jan 16, NGB and MAJCOM A1s develop selection process.
3. NLT 15 Mar 16, select authorities notify selects and provide signed memo.
4. NLT 15 Mar 16, provide select information IAW instructions above.
5. NLT 30 Mar 16, HQ AFROTC/RRUE notifies selects of documentation requirements for entry into the ROTC program and provides suspense date for receipt of documentation.
6. NLT 15 Aug 16, HQ AFROTC/RRUE notifies HQ AFPC Airman Assignments with assignment instructions.
7. Fall 16, ROTC Detachment placement.

### **Points of Contact**

1. AFPC/DP3DA – [afpc.dpsip.1@us.af.mil](mailto:afpc.dpsip.1@us.af.mil), DSN: 665-4196, Commercial: 210-565-4196.
2. AF/A1 – [usaf.pentagon.af-a1.mbx.af-a1pt-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1pt-workflow@mail.mil), Commercial: 703-695-3446.
3. AFROTC/RRUE, [afrotc.rrue@us.af.mil](mailto:afrotc.rrue@us.af.mil), DSN: 493-2029, Commercial: 334-953-2029.

Director of Personnel Services