

APPLICATION FOR APPOINTMENT AS RESERVE OF THE AIR FORCE OR USAF WITHOUT COMPONENT										OMB NO. 0701-0096	
APPOINTMENT AS A RESERVE MEMBER OF THE AIR FORCE			FEDERAL RECOGNITION AND APPOINTMENT AS A RESERVE MEMBER OF THE AIR FORCE				APPOINTMENT AS A USAF MEMBER WITHOUT COMPONENT				
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p><i>AUTHORITY: 10 U.S.C. 591, Reserve Components Qualifications; Executive Order 9397 (SSN), as amended.</i></p> <p><i>PRINCIPAL PURPOSE: Provides necessary information to determine if applicant meets qualifications established for appointment as a Reserve (ANGUS and USAFR) or in the USAF without component. Use of SSN is necessary to make positive identification of an applicant and his or her records.</i></p> <p><i>ROUTINE USE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).</i></p> <p><i>DISCLOSURE: Disclosure is voluntary. If information is not provided, all further processing is terminated.</i></p>											
<p style="text-align: center;">AGENCY DISCLOSURE STATEMENT</p> <p>Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350 -3100 (0701-0096). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>											
<p style="text-align: center;">INSTRUCTIONS</p> <p>Complete this form in two copies. Use typewriter or print clearly in ink. Sign each copy separately. Check the type of appointment, under the form title, for which you are applying. Upon termination from active duty, travel entitlements are based on the information you enter in item 6, "Home of Record (HOR)." Once recorded, the HOR may not be changed. If additional space is required, continue in item 33, "Remarks."</p>											
1. TO :							2. SPECIALTY				
3. FROM: (Last, First, Middle Initial)						4. SSN		5. DATE OF BIRTH (YYYYMMDD)			
6. HOME OF RECORD(HOR) (Include ZIP Code and 4 digit) (If a postal box include your street address)						7. PLACE OF BIRTH (City, State, Country)					
8. MAILING ADDRESS (If other than HOR, include ZIP Code and 4 digit) (If a postal box include your street address)						9. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (Name, relationship, and address)					
10. MARITAL STATUS		<input type="checkbox"/> SINGLE		<input type="checkbox"/> MARRIED TO MILITARY MEMBER		<input type="checkbox"/> MARRIED TO CIVILIAN		<input type="checkbox"/> SEPARATED		<input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED	
11. FAMILY MEMBERS (Other than spouse, number completely dependent upon you)			12. U.S. CITIZEN		<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, check appropriate item)		BIRTH		NATURALIZED		
IF YOU ARE U.S. CITIZEN BY OWN NATURALIZATION, STATE THE DATE, NUMBER OF CERTIFICATE, AND COURT											
13. I UNDERSTAND I AM BEING CONSIDERED FOR APPOINTMENT:											
<input type="checkbox"/> To fill an active force requirement and agree to remain on active duty for the period specified in pertinent instructions (AFIs 36-2008, 36-2011 and 36-2107).											
My geographic preference of assignment is:			I will be available to enter active duty on:			<input type="checkbox"/> I do <input type="checkbox"/> I do not		Require at least 30 days notice to enter active duty.			
<input type="checkbox"/> To fill an authorized position vacancy in the Ready Reserve.											
INITIALS		I further understand that if I have not previously incurred a military service obligation (MSO), that I will incur an MSO and I have been briefed on what my MSO will be.									
INITIALS		I have been briefed on my responsibility to participate in the Air Force Direct Deposit Program within 60 days of arrival at my first permanent duty station.									
INITIALS		I have been briefed on the contents of the application briefing item on separation policy..									
14. EDUCATION											
TYPE OF SCHOOL	NAME OF SCHOOL	DATES ATTENDED		MAJOR SUBJECT	NO. YRS COMPL	GRAD		TYPE OF DEGREE			
		FROM (YMD)	TO (YMD)			Y	N				
SECONDARY AND OTHER											
COLLEGE, POST-GRADUATE, INTERNSHIP, RESIDENCY, FELLOWSHIP, ETC.											
MILITARY											
15. OTHER SUBJECTS SPECIALIZED IN (Include certification by American Specialty Boards and date of certification)											

16. PHYSICIANS ONLY <input type="checkbox"/> I DO <input type="checkbox"/> DO NOT DESIRE TRAINING IN AVIATION MEDICINE					
17. CHRONOLOGICAL STATEMENT OF SERVICE AND TRAINING IN ANY COMPONENT OF THE UNIFORMED SERVICES <i>(Include service academies and preparatory schools, Reserve Officer Training Corps (ROTC), Officer Training School (OTS), Health Professions Scholarship (HPSP), etc.)</i>					
DATES ATTENDED		HIGHEST GRADE	ORGANIZATION <i>(Type and Service)</i>	SPECIALTY	ACTIVE DUTY OR RESERVE
FROM (YMD) TO (YMD)					
18. ARE YOU CURRENTLY A MEMBER OF ANY BRANCH OF THE UNIFORMED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, provide branch of uniformed service)</i>				19. WERE ALL DISCHARGES HONORABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
20. WERE YOU EVER NONSELECTED FOR PROMOTION TO AN OFFICER GRADE IN ANY BRANCH OF THE UNIFORMED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, provide branch of uniformed service)</i>					
21. WERE YOU SEPARATED OR ARE YOU PENDING SEPARATION FROM ANY BRANCH OF THE UNIFORMED SERVICES FOR CAUSE, OR WERE YOU SEPARATED OR ARE YOU PENDING SEPARATION FROM COMMISSIONED STATUS IN ANY BRANCH OF THE UNIFORMED SERVICES DUE TO NONQUALIFIED, NONSELECT, OR DEFERRAL PROMOTION? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, provide branch of uniformed service, reason for separation action, and date of separation, if applicable)</i>					
22. HAVE YOU EVER RECEIVED SEVERANCE PAY, OR SEPARATION PAY, OR READJUSTMENT PAY, OR VOLUNTARY SEPARATION INCENTIVE(VSI) OR SPECIAL SEPARATION BENEFIT(SSB) PAY WHEN RELEASED FROM ACTIVE DUTY OR DISCHARGED FROM ANY UNIFORMED SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
23. HAVE YOU PREVIOUSLY MADE APPLICATION AND BEEN REJECTED FOR COMMISSIONING BY ANY COMPONENT OF THE UNIFORMED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, please state when and where rejected, and cause)</i>					
24. HAVE YOU EVER APPLIED FOR A COMMISSION OR POSITION WITH ANY BRANCH OF THE ARMED SERVICES OR FEDERAL GOVERNMENT? IF SO, PLEASE EXPLAIN. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If additional space is required, continue in "REMARKS")</i>					
25. CHRONOLOGICAL STATEMENT OF CIVILIAN EMPLOYMENT, INCLUDING PART-TIME POSITIONS. <i>(If additional space is required, continue in "REMARKS" section)</i>					
FROM (YMD)	TO (YMD)	EMPLOYED BY <i>(Give name and address to include ZIP Code and 4 digit)</i>		FULL TIME	PART TIME <i>(Hrs per week)</i>
POSITION AND DUTIES				REASON FOR TERMINATION	
FROM (YMD)	TO (YMD)	EMPLOYED BY <i>(Give name and address to include ZIP Code and 4 digit)</i>		FULL TIME	PART TIME <i>(Hrs per week)</i>
POSITION AND DUTIES				REASON FOR TERMINATION	
FROM (YMD)	TO (YMD)	EMPLOYED BY <i>(Give name and address to include ZIP Code and 4 digit)</i>		FULL TIME	PART TIME <i>(Hrs per week)</i>
POSITION AND DUTIES				REASON FOR TERMINATION	
26. HAVE YOU EVER BEEN INVOLVED, ARRESTED, INDICTED, OR CONVICTED(INCLUDING PRETRIAL DIVERSION) FOR ANY VIOLATION OF CIVIL OR MILITARY LAW, INCLUDING NONJUDICIAL PUNISHMENT PURSUANT TO ARTICLE 15 OF THE UCMJ, OR MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, please explain below. List all offenses charged against you regardless of final disposition, including situations where the involvement has not been recorded locally or the record has been ordered sealed or expunged by the court.)</i>					
OFFENSE	DATE <i>(YYYYMMDD)</i>	PLACE	AGE	DISPOSITION OF CHARGE	COURT

PAGE 3 OF 4 PAGES

Line - Officer Appointment CHECKLIST (Comp Cat A)

(Documents within officer accession package should not be older than 120 days)

Name: _____ Unit: _____

IFHQ VERIFIED

1. ☐ Duty Title
AFSC
Position #
DOB
Age
Citizenship: Birth ☐ Naturalized ☐ Naturalization Certificate # _____
2. ☐ **Commanders Memo w/Endorsements from Wing CC, DS, TAG**
3. ☐ **AF Form 24, Application for Appointment as Reserve of the Air Force (if applicable)** – Ensure completeness and accuracy – listed below are some items to double check.
 - ☐ Ensure current IMT version (dated, 20100622)
 - ☐ #1 – Leave blank
 - ☐ #2 – Specialty should read AFSC/Title
 - ☐ #3 – Use correct format
 - ☐ #4 – Social Security Number (Full SSAN)
 - ☐ #5 – Use correct format
 - ☐ Check Date of Birth; AGE: (Refer to: AFI/ANGI 36-2005, Chap 2; **Must graduate Total Force Officer Training School (TFOTS) before turning 35 years of age; waivers of the age limit are authorized up to age 38.....anything above age 38 requires approval from SecDef**)
 - Is Age waiver required: Yes ☐ No ☐
 - ☐ #6 – Should include Zip Code
 - ☐ #7 – Place of Birth should have city, state and country
 - ☐ #8 – Write “same as 6” if same as Home of Record. If not, fill in mailing address
 - ☐ #9 – Be sure to include relationship and address
 - ☐ #10 – If married to a military member with child or single parent, ensure AF Form 357 is completed
 - ☐ #11 – Family members, other than spouse, dependent on you, i.e. minor children, elderly parents
 - ☐ #12 – If naturalized, fill in naturalization certificate #, date of naturalization and Court issued
 - ☐ #13 – Ignore the first check box and section that reads “To fill an active force...”, Check and initial the second section that reads “To fill an authorized...”
 - ☐ #14 – Follow the instructed format Dates Attended: date must be in YearMonthDay format. If currently going to school, TO should be “present” “NO. Yrs Completed” must be a whole number
“Type of degree” should be: i.e. BS, BA, MBA
 - ☐ #15 – Only if applicable
 - ☐ #16 – Only for Physicians who would like to become flight surgeons
 - ☐ #17 - Annotate all military service time (one line per each period of service) Annotate military training if permanently assigned there (i.e. Enlistment, ROTC, AF Academy, TFOTS) Highest Grade means the highest rank held If member is still in the unit, the “to” date should read “Present”
 - ☐ #18 – For members attending Total Force Officer Training School (TFOTS), the answer should be –yes; Or --(State) Air National Guard or (State) Army National, etc.
 - ☐ #19 – Mark yes or no
 - ☐ #20-24 – All questions must be checked with appropriate answer

Name: _____

Unit: _____

- ☐ #25 – Duties should be spelled out in detail as this may give member more service credit (all time should be accounted for---no gaps---to include unemployment time)
The first line must read “present” in the TO column
- ☐ #26 & 26a - Answer as applicable. Waiver is required, see AFI 36-2005, Table 2.2, for a listing of law violations by category, and determination of those which require a waiver.
Include court documents of each offense.
 - Is waiver required: Yes ☐ No ☐
 - Is waiver included in accession package: Yes ☐ No ☐ N/A ☐
- ☐ #27-29 – All must be checked
- ☐ #30 – For health care practitioners and judge advocates only
 - ☐ A – Must provide copies to include current and expired licenses for every state license was held
 - ☐ B – Must be completed and initialed
- ☐ #31 – Verify that scores match AFOQT printout
- ☐ #32 – Is filled in
- ☐ Signature and Date
- ☐ Page 4 should be included with any over flow information.
- ☐ Reference the number and provide the same information as the number referenced instructs
- ☐ Do not initial the statement on this page.

4.

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DD Form 2808, Jan 2003 Report of Medical Examination

- ☐ Ensure physical is current – Good for 2 years from date of exam
- ☐ Stamped/Approved by SAS
- ☐ If 422 is being submitted, ensure the PHA date of examination is annotated
- ☐ Physicals accepted: MEPS, AETC, NGB/SG & SAS - with approval stamp

5.

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Transfer Paperwork (Reserve, Regular Air Force Officers, other Uniformed Services, former officers & State Transfers)

- ☐ AF Form 1288 for Air Force component transfers - *blocks must be filled in, cannot say "See RIP"*
- ☐ DD Form 368 for other service component transfers
- ☐ Ensure correct authority on approval from losing component
- Interim Appointment: YES ☐ NO ☐ Effective Date of Appt: _____

6.

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AF Form 2030, Drug and Alcohol Abuse Certificate (both pages)

- ☐ Current IMT Version (Dated: 7Nov2012)
- ☐ Ensure member initials are in each block (DO NOT TYPE INITIALS)
- ☐ Section II, If question 2 is “yes” refer to AFI 36-2005, Atch 5 for Drug Abuse
- ☐ Circumstances Statement w/Endorsement from Unit CC/DS
- ☐ Sign and Date by member and witness, leave section IV blank until swearing in

7.

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DD Form 785, Record of Disenrollment from Officer Candidate Training (if applicable)