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Active Duty Enlisted OTS Application Process

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HQ AFRS Program Managers
14 February 2021**

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Recruiting Resources

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- **Air Force and Space Force Line Officer Accessions:**

<https://www.recruiting.af.mil/About-Us/AFRS-Line-Officer-Accessions/>

- **AFRS LO Announcements SharePoint:**

<https://cs2.eis.af.mil/sites/11470/LOannouncements/SitePages/Home.aspx>

- **Application Submission Link (USAF & USSF):**

<https://cs2.eis.af.mil/sites/11470/Lists/17OT03%20Application%20Submission/public%20view.aspx>

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- Having trouble locating the attachments to the AD OTS PA?
 - To see the attachments, you will need to download the document, enable it, and click the arrow on the left-hand side of the page to open the navigation panel. Once you click the paperclip icon, the attachments will populate. Simply double-click each file to open it. (If you are viewing the PA in your browser, you will likely not see attachments. You must download the file prior to viewing.)
- Having trouble accessing the Recruiting Resources sites?
 - Let us know! Contact us at AFRS.LO.Accessions@us.af.mil and we will get to work on ensuring that you have access to all the necessary resources.

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Step 1 – Eligibility Determination

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- Using the board schedule, Active Duty Officer Training School Program Announcement (AD OTS PA), and other referenced accessions guidance, members will determine if they meet the basic eligibility requirements.
- Questionnaire 1, an attachment to the AD OTS PA, will be a great resource for you and will allow you to determine your eligibility status by simply answering questions about yourself. After filling out the questionnaire, any required waivers will automatically populate – eliminating any confusion.
- Check out the Recruiting Resources sites regularly for any announcements/changes to the board schedule or eligibility standards.

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Step 2 – Begin Your Application

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- Your first test of officer candidacy is the successful completion of the application package. Unlike during your initial enlistment, you will not have a recruiter to rely on. AFRS/RSOCL is available to answer questions, however, you will mostly rely on your own research to complete and submit the application.
- The application *package* is made up of several application *packets*. It is the applicant's responsibility to ensure all documents are placed in the correct packet and in the order outlined in the AD OTS PA.
- The following slide lists the most common documents required, however, please note that the list is not exhaustive and some applicants may need additional documents.

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Step 2 – Begin Your Application

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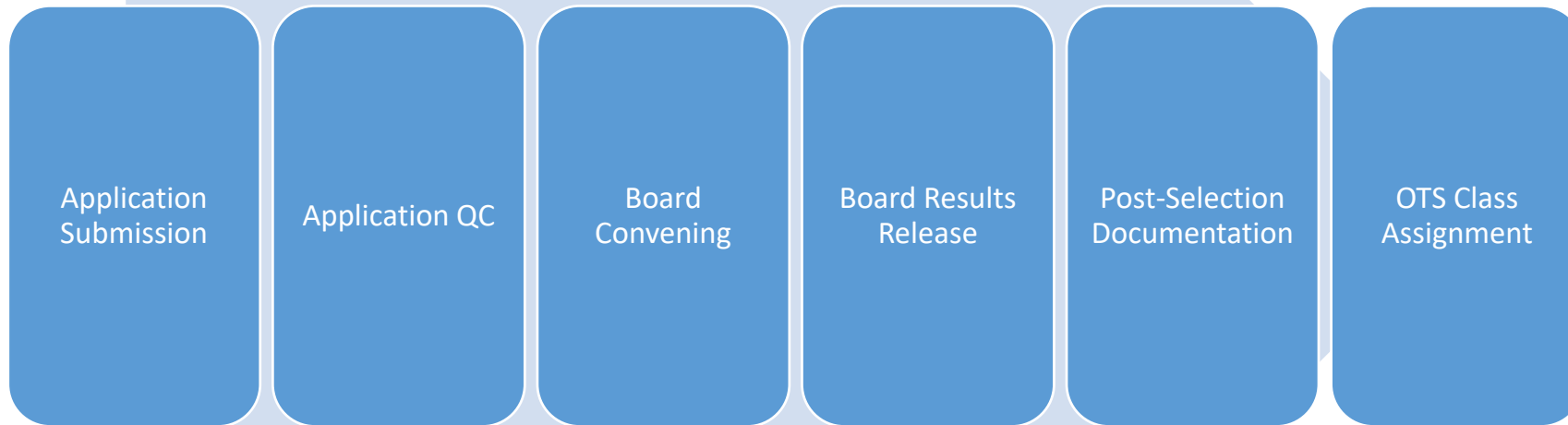
- AF Form 56
- AF Form 422
- Questionnaire 1
- Letter of Recommendation
- DD Form 2870
- ADAPT Form
- AFOQT Score Printout
- Official Transcripts
- Career Data Brief
- Record Review Update
- EPRs
- Waiver & ETPs
- Commander's MasterPIF & LPIF
 - APFC/DP1OR response MFR



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Timeline – From Application to OTS!

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Step 3 – Submit Your Application

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- Applications will be submitted to the [Application Submission Link](#).
- Applications will be accepted no earlier than 2 weeks prior to the application cut-of date for any given board.
- After submission, applications will be reviewed and any inaccurate or incomplete applications will be rejected. Applicants with rejected applications will be notified via email.
- All qualified applicants will continue through the process and meet the board to be considered for commissioning.



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What Happens After the Board?

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- Board results will be released to commanders via PSDM 1 week before the public release.
- The public release will be announced via PSDM and will go out on the estimated board release date.
- Once applicants are notified of selection, they will contact AFRS/RSOCL at AFRS.LO.Accessions@us.af.mil for post-selection documentation requirements. Selectees will also receive a copy of the Active Duty Post-selection Instructions that outline what to expect next.
- Note: AFRS/RSOCL will not provide individual feedback to those not selected on the board.



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OTS Class Assignment

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- Once all post-selection documentation is sent to AFRS/RSOCL (as outlined in the Active Duty Post-selection Instructions), you will be in a 'Ready-and-Waiting' status. That means we will be booking your OTS class assignment just as soon as everything else lines up (i.e., scroll approval, the training pipeline, AFSC needs, MFS appointment availability if applicable to your AFSC, travel, and Air Force needs).
- After your OTS class is determined, you will receive an official WINGS OTS welcome letter via your personal email. Your CMS case from AFPC will typically follow in 2-3 weeks, which your local MPF will use to create your assignment orders.

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Questions?



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Contact Us

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Please feel free to send any questions to our org box to ensure a timely response and clear guidance on the application process:

AFRS.LO.Accessions@us.af.mil

We ask that you do not rely on online forums (Reddit, Facebook, etc.) or field recruiters to answer your questions. You will receive the most current and accurate advice by engaging directly with our office.

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