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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

25 April 2024
PSDM 24-45

MEMORANDUM FOR ALL FSSs, A1s, & J1s

FROM: Deputy Chief of Staff, Manpower, Personnel and Services
1040 Air Force Pentagon, Rm 4D950A
Washington, DC 20330-1040

SUBJECT: FY25 Warrant Officer Selection Board Announcement

This Personnel Services Delivery Memorandum (PSDM) announces the Air Force Warrant Officer Program. This PSDM is applicable to Airmen in any Air Force Specialty Codes (AFSC) in the Regular Air Force, Air Force Reserve, and Air National Guard with specific parts for each component.

1. **Announcement.** The Air Force Recruiting Service will convene the FY25 Warrant Officer (WO) Selection Board on 24 – 28 June 2024. This program applies to applicants qualified to perform the duties defined by the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) and the functional Career Field Manager (CFM). If selected, candidates can expect to start Warrant Officer Training School (WOTS) in the Fall of 2024 or early 2025 at Maxwell AFB, Alabama.

2. This PSDM outlines the application process for applicants to fill 17Y/17W Warrant Officer positions for FY25 WOTS classes 25-A and 25-B. Selection is expected to be highly competitive. Part I applies to the Total Force (TF), Part II applies to the Regular Air Force (RegAF), Part III applies to Air Force Reserve (AFR), and Part IV applies to the Air National Guard (ANG).

a. **17W – Warfighter Communications & IT Systems Operations.** These individuals are the subject matter experts and respected advisors to leadership regarding the planning, deployment, employment, and securing of enterprise IT and warfighter communication systems. They direct, plan, administer, manage, integrate, and assess communication systems and capabilities, as well as cybersecurity policies at all echelons. They provide technical guidance to commanders and staff on the operation and management of Air Force, Joint, intergovernmental, interagency, and multi-national cyberspace assets, and personnel. Additionally, they lead, develop, and mentor cyberspace and information technology personnel in building, configuring, operating, maintaining, securing, protecting, sustaining, and extending cybersecurity systems and software.

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b. **17Y – Cyber Effects & Warfare Operations.** These individuals are subject matter experts and respected advisors to leadership, offering insights into the employment of both offensive and defensive cyber operations assets and personnel. They are responsible for orchestrating, managing, and integrating cyberspace technical capabilities, delivering critical technical recommendations across various military and inter-agency platforms. Their role involves integrating cyberspace capabilities into warfighting functions to enhance combat effectiveness and maneuvering strategically in the Cyber Domain to exert pressure on adversaries both offensively and defensively. Furthermore, they champion the training and guidance of cyber personnel, providing both individual and collective instruction. They are instrumental in establishing and evaluating Joint Qualification Requirements (JQRs), Joint Qualification Standards (JQSs), and Joint Cyberspace Training and Certification Standards (JCT&CS).

3. **Total Force USAF Warrant Officer Eligibility Requirements:**

PART I (Total Force)

- a. **Citizenship.** Must be a United States citizen.
- b. **Conscientious Objector.** Must not be a conscientious objector under 50 USC § 3806(j), and DoDI 1300.06.
- c. **Religious Accommodation.** The Air Force places a high value on the rights of its Airmen to observe the tenets of their respective religions or to observe no religion at all. In accordance with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, the Air Force will approve pre-accession requests for accommodation of religious practices unless accommodation adversely affects military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons.
- d. **Moral Conduct.** Must be of sound moral character.
- e. **Age.** Cannot be over the age of 42 by the date of appointment. Active Federal Service/Active Duty applicants, 42 years of age or older, do not require an Age Exception to Policy (ETP) if a Prior Service applicant's age, minus prior service time, will allow for the accrual of 20 years of satisfactory service; 10 years of which must be commissioned service prior to the applicant's mandatory retirement date. This requirement is outlined in DAFMAN 36-2032 paragraph 5.4.8. Military service time will be subtracted from the applicant's age.
- f. **Minimum Active Federal Service/Grade.** Applicants for appointments as warrant officers in the Regular Air Force must have served on active duty at least one year in the Air Force by 24 Jul 24 and be in the grade of E-5 or above.
- g. **Physical Condition.**
 - 1) Must be medically qualified or have an approved medical waiver in accordance with DAFI 48-123. Members must obtain an AF Form 422, refer to Chapter 6, from their Primary Care Manager (PCM). For a WOTS application, an AF Form 422 expires 12 months after the issue date.

2) **Pregnancy.** Permitted to apply for WOTS while pregnant but are not permitted to complete training while pregnant or for 6 months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more (delivery, miscarriage, etc.) in accordance with DoDI 6130, Vol 1. Members wishing to participate in training prior to 6 months postpartum, must sign the appropriate contractual statement in accordance with DAFMAN 36-2032 and must receive written approval to participate in all physical requirements (to include fitness assessment) from the applicant's attending physician with concurrence from the waiver authority. Waivers will be sent to AFRS/RSG in accordance with DAFMAN 48-123, A2.2 and A2.3. Applicants who are pregnant at time of application must complete and provide signed **Attachment 9**, Pregnancy MFR in source documents packet, insert before AF Form 422. Applicants who become pregnant after application submission will provide completed and signed **Attachment 9** to AFRS.LO.Accessions@us.af.mil.

3) **Physical Fitness.** Applicants who have waivers for any part of the AF Physical Fitness Assessment are ineligible to apply and attend WOTS, in accordance DAFMAN 36-2032, para.7.5.3.2.

h. **Prior Service.** This board is open to active duty USAF and members of the Air Force Reserve and Air National Guard.

i. **Personnel Security Investigation.** Applicants with a Secret security clearance may apply; however, they will need to initiate procedures to obtain a Top Secret (TS) clearance with special compartmentalized information (SCI) access. 5200.02_DAFMAN 16-1405, *Department of the Air Force Personnel Security Program*. Additionally, certain specialties within the field may require favorable adjudication of a counter-intelligence polygraph. Factors reviewed for qualification include, but are not limited to citizenship, foreign activities, medical record, police record, use of alcohol, unauthorized use of illegal drugs and drug activity (according to DoD definition), financial records, investigation record, and association record (including associations on Facebook, LinkedIn, or any other social media network).

j. **Commander's Recommendation.** Applicants must have their current Commander's recommendation in accordance with DAFMAN 36-2032, Table 10.6, Rule 13. If applicant PCAs or PCSs (short tour) between application submission and board release date, send a concurrence memorandum to our email: AFRS.LO.Accessions@us.af.mil. No concurrence memorandum is needed for Changes of Command and no PCSs are authorized other than to/from a short tour.

k. **Education and Aptitude.** Each component is subject to meeting the established standard for qualitative benchmarks. Components must ensure accessions within any given fiscal year meet 95 percent Education Credential Tier Level One and 60 percent with Armed Forces Qualification Test (AFQT) Category IIIA scores 50 or higher. (T-0) All Education Credential Tier levels and AFQT categories are outlined in DoDI 1145.01, Qualitative Distribution of Military Manpower.

PART II (RegAF Applicant Requirements)

4. **RegAF Warrant Officer Selection.** As an initial requirement for the first RegAF Warrant Officer FY25 WOTS board, you must be currently serving in the RegAF.

a. **Retainability.** Airmen must have at least 6 months retainability from the projected board release date. Applicants must reenlist or extend in accordance with AFI 36-2606. All members who complete Warrant Officer Training School will receive an Active Duty Service Commitment of 5 years from graduation.

b. **Time on Station (TOS):**

1) **CONUS TOS.** Applicants may apply to the WOTS board prior to the 1-year mandatory TOS; however, they must not depart for any commissioning program until the 1-year timeframe has been met in accordance with DAFMAN 36-2032, Table 10.6, Rule 4, Note 10. For example: Applicant arrives on station 15 June 2023 and applies to June 2024 board, they may not attend a WOTS class any earlier than 16 June 2024. Do NOT PCS during the application process. Applicants seeking waiver must include approved waiver in the package.

2) **OCONUS DEROS.** Applicants more than 9 months from their OCONUS halfway point as of the board convening date are ineligible to apply. No waiver is available at this time as applicants must be able to attend WOTS within the estimated class dates, reference current board schedule. Additionally, applicants who PCS during the application/selection process risk losing WOTS selection status. Those PCSing to a short tour are exempt from this rule. Lastly, if currently serving on a short tour, applicant may need an assignment extension prior to reporting to WOTS in accordance with DAFMAN 36-2032, Table 10.6. Applicants seeking waiver must include approved waiver in the package.

c. **Functional Technical Experience Requirements:** Depending on which WO Air Force Specialty Code (AFSC) applicant applied to (17W or 17Y), please see the unique **minimum** requirements below:

1) **Warfighting Communications & IT Systems Operations (17W).** Applicants must have a minimum of 24 months of documented operational experience with enterprise IT or warfighter communications systems. Areas of expertise should include voice and data networking, local and wide area networks, network planning and/or cybersecurity. This experience can be documented through Performance Reports. All applicants must hold a DoD approved industry certification commensurate with the requirements for the IAT Level II Certification or higher (previously approved under DoD 8570).

2) **Cyber Effects & Warfare Operations (17Y).** Applicants must hold a Senior Level Proficiency in one or more United States Cyber Command work roles as defined in the Commands Job Qualification System (or National Security Agency equivalent), which will be verified prior to the board. Additionally, for those specifically interested in a Cyber Capability Developer work role, you must be a certified United States Cyber Command Senior Cyberspace Capability Developer or a Computer Network Operations Development Program (CNODP) Graduate or have 3 years of experience in system level programming (i.e. C, Assembly).

Board Application Documents

5. **Eligibility Determination Questionnaire (Attachment 2).** This is mandatory for all applicants. The questionnaire will assist in determining eligibility to apply for a warrant officer appointment or warrant officer commission. Any required waivers will automatically populate in the right-hand column. Ultimately, it is the applicant's responsibility to validate their eligibility to apply with all governing manuals, instructions, and guidance. If applicants have any ineligibility factors after completing the questionnaire, applicants will require a waiver. If any waivers are required, please include the commander's signature to confirm commander's support of the application with the waiver(s). Deployed commanders cannot recommend in lieu of Home Station Commander. Only one statement will be initialed at the bottom of the page. This questionnaire must be signed by the applicant and the applicant's commander and be included in the source documents packet. If waivers are required, this questionnaire must also be included in the waiver packet.

6. **AF WO Application (Attachment 3).** Do NOT change the font or alignment on this form. Refer to **Attachment 4** as an example of how to complete this form.

7. **AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force* (Attachment 6).** Type all entries except where otherwise indicated. Wet and/or digital signatures are authorized. Typed initials are allowed but do not use typed signatures. The AF Form 56 must have initials next to applicable statements. If required, ensure remarks are placed on the Continuation Sheet.

8. **Letters of Recommendation (LOR).** Two specific, Technical and Endorsement, LORs are required to be attached to the application for the board to review. LORs must meet the following criteria: Must be signed by the writer (digital/electronic or wet signature authorized). Must contain the writer's contact information (phone number and/or email address). Must be dated within 12 months of the board convene date. Must address the LOR to "Warrant Officer Selection Board WOTS 25-A/B" for the board.

a. **Technical LOR.** For guidance, use AFH 33-337, *Tongue and Quill*. The technical LOR must come from an individual who can attest to the applicant's technical ability and skills. The LOR should convey the technical attributes of the applicants and how those attributes will apply to the successful execution of Air Force missions. The recommendation from the endorser will be focused on the individual's technical prowess and may include any special skills, projects, and experiences not annotated elsewhere in the application. To ensure comprehensive feedback, it required that the technical LOR and the endorsement LOR come from different individuals. It is highly recommended the endorser introduce their technical background prior to focusing on the applicant. The LOR will not exceed two pages in length, to include endorsements.

b. **Endorsement LOR.** For guidance, use AFH 33-337, *Tongue and Quill*. The LOR must be signed by the group commander (or equivalent) and requires an endorsement from the senior rater. The LOR adds emphasis to the "whole person" concept by characterizing an applicant's career. The LOR should convey what attributes the applicant has and how those attributes will apply to the officer corps. This will allow board members to learn about the applicant's

character and potential to fulfill leadership positions. The LOR is only valid for one board. Wet and/or digital signatures are authorized. Refer to **Attachment 7** for routing guidance. Endorsement LOR must not exceed two pages in length, to include endorsements.

9. **AF Form 4428 (Attachment 5).** This form is required for all applicants who have tattoos and/or piercings that exceed AF standards per DAFI 36-2903. The form must be current, and it must reflect all tattoos and piercings. Type or write in data. Wet and/or digital signatures are authorized. Do not use typed signature.

Board Application Process

10. **Application Submission.** Applications are to be electronically submitted to AFRS via Air Force Commissioning and Enlistment Portal (AFCEP). This will be a multi-step process. First, the applicant will complete the Commander's AFCEP Request Memo in Attachment 1 signed by sq/unit Commander and uploaded to Aim High at [Aim High App \(af.mil\)](#). For step-by-step instructions for using AFCEP refer to Attachment 8. Do NOT use AFCEP attachment from system generated email, use instructions in Attachment 8. AFCEP and application must be completed and uploaded in AFCEP NLT the application cutoff date of 31 May 24. NOTE: You will NOT be able to view your documents in AFCEP after they are uploaded.

11. **Board Application Package.** A complete application package will have a minimum of four separate designated electronic packets.

Each electronic packet will have a designated sequence of documents as listed below. Applications that are not submitted in the correct format or missing documents will be rejected. Do not use portfolio format. Use the 'Microsoft Print to PDF' feature to ensure clean copies are arranged for all files. The work around is to print the digitally signed document to the Adobe printer, save it, then insert it, or combine it into the main packet. Another option is to print all documents and scan. If packets are more than 5MB, reduce in Adobe by clicking 'Save as Other,' then 'Reduce Size PDF' and/or break up into multiple packets and title packets as follows:

Doe, Jane AD WO App.pdf...Doe, Jane Srce 1.pdf...Doe, Jane AF Form 56.pdf
Doe, Jane EPR 1.pdf...Doe, Jane Waiver.pdf...Doe, Jane Prior Svc Docs.pdf.

a. **AF WO Application Packet**

- 1) **AF WO Application**, see **Attachment 3**. Cannot exceed 5 pages. Use the PDF in **Attachment 4**. Do not alter the form other than to input member's information.
- 2) **Endorsement LOR**. Must be completed by the group commander or equivalent and endorsed by the wing commander or equivalent, refer to **Attachment 7**.
- 3) **Technical LOR**. The technical LOR must come from an individual who can attest to the applicant's technical ability and skills, refer to **Attachment 7**.
- 4) **Sq CC Interview SIP**, see **Attachment 10**.

b. **Source Documents Packet** (Doe, Jane Srce 1.pdf) must include the following

documents in the order below in one PDF packet, top to bottom. If the Srce 1 document exceeds 5MB, split it into as many sections as needed and apply the same naming convention, e.g., Srce 2, Srce 3, etc.

- 1) Eligibility Determination, see **Attachment 2**, signed by member and commander
- 2) High School Diploma or equivalent (if not listed in vMPF career data brief)
- 3) vMPF Career Data Verification Brief print out
- 4) vMPF Record Review Update full print out
- 5) Commander's Master PIF/Local PIF Quality Force Review letter.
- 6) AFPC/DPSOR response (see DAFI 36-2008, para 9.2)
- 7) If applicable, AF Form 4428, see **Attachment 5**
- 8) If applicable, Pregnancy MFR, see **Attachment 9**
- 9) AF Form 422 (if applicable, Form FL4 ALC Approved Waiver)
- 10) Other Misc. items as identified, e.g., AFROTC non-contractual memo, Reenlistment letter of intent, SRB, etc.

c. **AF Form 56.** (Doe, Jane AF Form 56.pdf) must include all pages. Refer to AD AF OTS Program Announcement paragraph 3.1.3 on how to complete (https://www.recruiting.af.mil/Portals/78/AD%20AF%20OTS%20PA%20COA%2023Oct2023%20-%20Final_1.pdf)

d. **Performance Evaluation Packet.** (Doe, Jane EPR 1.pdf) must include all performance evaluations (official, closed out, and signed – no draft copies) in chronological order with the most current on top. Include both front and back pages. If first report/brief exceeds 5MB, split into as many sections as needed and apply the same naming convention, e.g., EPB 2, EPR 3, etc. If at least one evaluation is not available due to TIS/TIG requirements, then one AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

e. **Waiver/ETP Packet**, if applicable. Include waiver type in name of saved file, e.g., Doe, Jane TOS/785/Morals/Art 15 Waiver.pdf. Must include the following documents in the order below in one PDF packet, scanned top to bottom. Refer to DAFMAN 36-2032 **Attachment 2** for more details on waivers and exceptions to policy (https://www.recruiting.af.mil/Portals/78/AD%20AF%20OTS%20PA%20COA%2023Oct2023%20-%20Final_1.pdf).

- 1) Eligibility Determination, **Attachment 2**, signed by member and Commander.
- 2) Request memorandum, as required by Eligibility Determination Worksheet (refer to link above for sample waiver/ETP memo, page 30).
- 3) Supporting documentation, i.e., court documents, DD Form 785, Article 15 documents, etc. NOTE: All Waivers, e.g., DD Form 785, Moral, etc., requests are submitted with the application to our Org box: AFRS.LO.Accessions@us.af.mil NLT than AFCEP request window close date. Subject line must read “WOTS 25-A/B board ETP Request”.

12. **Board Selection Timeline.** The board selection process is very competitive; therefore, it is important to pay close attention to details in all areas of the application profile. The board considers applicants using the whole-person concept considering the following categories of

Technical Experience, Leadership Experience, Aptitude, and Potential of each applicant to serve as an AF warrant officer. Board Application Cut Off date (31 May 2024); Board Start date (24-28 Jun 2024); Estimated Board Release date (24 Jul 2024). All applications must be complete and sent via AFCEP no later than (NLT) midnight Eastern Standard Time of the cut-off date (31 May 2024).

13. Warrant Officer Training School. Individuals selected for a warrant officer appointment or warrant officer commission will receive reporting instructions and follow-on instructions concerning WOTS attendance. Applicants can only have one active application with AFRS at any given time (cannot apply for OTS and WOTS at same time). Following WOTS graduation, Warrant Officers will incur a 5-year ADSC.

14. Reapplication. Non-select applicants may reapply to a future WO Board. Non-selects will not automatically be rolled to the next board. A new application submission is required based on eligibility at that time.

15. Post Board Actions. Cyberspace Force Development Office in coordination with HQ AFRS/RSOC will announce selects by message through the official PSDM process. The member's Commander will have no more than 5 duty days from date of PSDM notification to notify members of their selection before public release. Warrant officers will be placed in tactical and operational organizations. These can include, cyber operation centers, network operation centers, combat communications units, and other cyber/IT operational organizations.

16. Points of Contact. The Air Force is committed to developing our top performing Airmen to lead tomorrow's diverse and inclusive Air Force. Points of contact for this board are:

AFRS/RSOCL at afrs.lo.accessions@us.af.mil, DSN: 665-0340/Comm: 210-565-0340
Cyberspace Force Development Division at usaf_17x_career_field_manager@us.af.mil

PART III (AF Reserve Application Requirements)

17. Announcement. The AFR 17X Career Field Manager will convene the FY25 Warrant Officer Selection Board on 28 June 2024. This program applies to current AFR applicants with Cyber or Information Technology skill sets. If selected, candidates will access at the grade of WO1 (per 10 USC 572 Constructive Service Credit cannot be offered to ARC members) and are expected to attend Warrant Officer Training School in early FY25 (class dates will be 8 Oct 24 – 6 Dec 24 or 14 Jan 25 – 14 Mar 25).

18. General USAF Warrant Officer Eligibility Requirements. See eligibility requirements outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below.

a. **Satisfactory Service.** Applicant must have a minimum of one (1) year of satisfactory service by 24 Jul 24 and be in the grade of E-5 and above.

b. **Physical Condition.** Medical certification and waiver (if applicable) request will be sent to AFRC/SGP by the servicing Reserve medical unit in accordance with DAFMAN 48-

123, A2.3. Applicants who become pregnant after application submission will provide completed and signed **Attachment 9** to afrc.17d@us.af.mil.

c. **Commander's Recommendation.** If applicant transfers to a new position between application submission and board release date, send a concurrence memorandum to afrc.17d@us.af.mil.

d. **Reserve Service Commitment.** All members who complete Warrant Officer Training School will receive a Reserve Service Commitment of 5 years from graduation.

19. Functional Technical Experience Requirements: Depending on which WO Air Force Specialty Code (AFSC) applicant applied to (17W or 17Y), please see the unique **minimum** requirements below:

a. **Warfighting Communications & IT Systems Operations (17W).** Applicants must have a minimum of 24 months of documented operational experience with enterprise IT or warfighter communications systems. Areas of expertise should include voice and data networking, local and wide area networks, network planning and/or cybersecurity. This experience can be documented through Performance Reports. All applicants must hold a DoD approved industry certification commensurate with the requirements for the IAT Level II Certification or higher (previously approved under DoD 8570)

b. **Cyber Effects & Warfare Operations (17Y).** Applicants must hold a Senior Level Proficiency in one or more United States Cyber Command work roles as defined in the Commands Job Qualification System (or National Security Agency equivalent), which will be verified prior to the board. Additionally, for those specifically interested in a Cyber Capability Developer work role, you must be a certified United States Cyber Command Senior Cyberspace Capability Developer or a Computer Network Operations Development Program (CNODP) Graduate or have 3 years of experience in system level programming (i.e. C, Assembly).

20. Board Application Documents. See board application document requirements outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below.

a. **AF Form 56.** This form is not required for AFR members to meet the board. If selected, members will submit an AF Form 56 as part of their commissioning package.

b. **Letters of Recommendation (LOR).** LORs are optional for AFR members meeting the board. If selected, members will submit LORs as part of their commissioning package.

c. **Resume.** AFR members will submit a civilian resume with their application package. No specific format is required.

21. Board Application Process. See application process outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below:

a. **Application Submission.** Applications are to be electronically submitted to the 17X Deputy Career Field Manager at afrc.17d@us.af.mil NLT the application cutoff date identified in this PSDM.

b. **AFCEP.** AFR members do not need to request AFCEP access.

22. **Board Application Package.** A complete AFR application package will have a minimum of three (3) separate designed electronic packets.

a. **AF WO Application Packet.** (Doe, Jane WO App.pdt) must include the following documents in the order below as one PDF packet, scanned top to bottom.

- 1) AF WO Application (**Attachment 3**). Cannot exceed 5 pages. Use the PDF in **Attachment 4**. Do not alter the form other than to input member's information.
- 2) AF Form 1288, *Application for Ready Reserve Assignment*
- 3) Resume
- 4) LOR, if applicable. LORs are not required for AFR applicants.

b. **Source Documents Packet.** (Doe, Jane Srce 1.pdf) must include the following documents in the order below in one PDF packet, top to bottom. If the Srce 1 document exceeds 5MB, split it into as many sections as needed and apply the same naming convention (e.g., Srce 2, Srce 3, etc.).

- 1) Eligibility Determination (**Attachment 2**), signed by member and commander
- 2) vMPF Career Data Verification Brief print out
- 3) AF Form 422 (if applicable, form FL4 ALC Approved Waiver)
- 4) If applicable, AF Form 4428
- 5) If applicable, Pregnancy MFR (**Attachment 9**)
- 6) Other Misc. items as identified (e.g., AFROTC non-contractual memo, Reenlistment letter of intent, SRB, etc.)

c. **Performance Evaluation Packet.** (Doe, Jane EPR 1.pdf) must include the four (4) most recent EPR/EPB (official, closed out, and signed – no draft copies) in chronological order with the most current on top. Include both front and back pages. If report/brief one (1) exceeds 5MB, split into as many sections as needed and apply the same naming convention (e.g., EPB 2, EPR 3, etc.). If at least one (1) EPR/EPB is not available due to TIS/TIG requirements, then one (1) AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

d. **LOR Packet (if applicable).** If submitted, (Doe, Jane LOR.pdf) must include the LOR/LORs in one PDF packet, scanned top to bottom.

23. **Board Selection Timeline.** Board Application Cut Off date is 3 June 2024. Board dates are 24-28 Jun 2024 with an estimated board release date of 24 Jul 2024. All AFR applications must be complete and submitted to afrc.17d@us.af.mil no later than (NLT) midnight Eastern Standard Time on the cut-off date.

24. Warrant Officer Training School. Individuals selected for a warrant officer appointment or warrant officer commission will receive reporting instructions and follow-on instructions concerning WOTS attendance. Applicants can only have one active application with AFRS at any given time (cannot apply for OTS and WOTS at same time). Following WOTS graduation, Warrant Officers will incur a 5-year Reserve Service Commitment.

25. Reapplication.

a. **Non-select applicants.** Non-select applicants who are eligible may reapply to a future WO Board. A new application submission is required.

b. **Selected applicants.** Applicants selected are expected to attend one of the WOTS course dates listed in section 1. If unable to attend one of the course dates, applicants may reapply to a future WO Board. A new application submission will be required.

26. Post Board Actions. Selects will be announced through the official PSDM process. The member's Commander will have no more than 5 duty days from date of PSDM notification to notify members of their selection before public release. All members selected for the Warrant Officer program must complete the Warrant Officer commissioning checklist. This checklist can be found on MyVector at My Applications>ARPC Accessions>AFR Warrant Officer Program. All commissioning requirements must be submitted by the member's FSS to ARPC/DPAR through MyVector.

27. Position Availability. The initial AFR Warrant Officer positions will be Traditional Reserve positions located at Robins AFB, GA, JB San Antonio-Lackland, TX, and/or Scott AFB, IL.

28. Points of Contact. The Air Force is committed to developing our top performing Airmen to lead tomorrow's diverse and inclusive Air Force. Points of contact for the AFR Warrant Officer program are:

Board Information - 17X Deputy Career Field Manager at afrc.17d@us.af.mil

General Processing Information - ARPC/DPAR at hq.arpc.dpar@us.af.mil

PART IV (ANG Application Requirements)

29. Announcement. The ANG 17X Career Field Manager will convene the FY25 Warrant Officer Selection Board on 28 June 2024. This program applies to current ANG applicants with Cyber or Information Technology skill sets. If selected, candidates will access at the grade of WO1 and are expected to attend Warrant Officer Training School in early FY25 (class dates will be 8 Oct 24 – 6 Dec 24 or 14 Jan 25 – 14 Mar 25).

30. General USAF Warrant Officer Eligibility Requirements. See eligibility requirements outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below.

a. **Satisfactory Service.** Minimum of one (1) year of satisfactory service by 24 Jul 24 in

the grade of E-5 or above. To verify eligibility, please visit vMPF, Point Credit Summary.

b. **Physical Condition.** Medical certification and waiver (if applicable) requests will be sent to ANG/SG in accordance with DAFMAN 48-123, A2.3. Applicants who become pregnant after application submission will provide completed and signed **Attachment 9** to the POC for the state the member is applying: 175 WG - kevin.singleton.3@us.af.mil, 184WG-184WG.184FSS.AccessionsOrg@us.af.mil or 194 WG WAANGHQ.agr.jobs@us.af.mil

c. **Commander's Recommendation.** If applicant transfers to a new position between application submission and board release date, send a concurrent memorandum to NGB.A26.CM.CFM.org@us.af.mil.

d. **Air National Guard Service Commitment.** All members who complete Warrant Officer Training School will receive a Reserve Service Commitment of 5 years from graduation date.

31. **Board Application Documents.** See board application document requirements outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below.

a. **AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component.***

b. **Letters of Recommendation (LOR).** LORs are optional for ANG member.

c. **Resume.** ANG member will submit a civilian resume with their application package. No specific format is requirement.

32. **Board Application Process.** See application process outlined in the RegAF section of this PSDM. Deviations from the RegAF requirements are outlined below.

a. **Board Application Submission.** Applications are to be electronically submitted to the POC for the state the member is applying: 175 WG - kevin.singleton.3@us.af.mil, 184WG-184WG.184FSS.AccessionsOrg@us.af.mil or 194 WG WAANGHQ.agr.jobs@us.af.mil NLT than application cutoff date of 31 May 2024.

b. **AFCEP.** ANG members are NOT required to request AFCEP access.

33. **Board Application Package.** A complete ANG application package will have a minimum of three (3) separate designed electronic packets.

a. **AF WO Board Application Packet.** (Doe, Jane AD WO App.pdf) must include the following documents in the order below as one PDF packet, scanned top to bottom.

- 1) AF WO Application (**Attachment 3**). Cannot exceed 5 pages. Use the PDF in **Attachment 4**. Do not alter the form other than to input member's information.
- 2) AF Form 1288, *Application for Ready Reserve Assignment*
- 3) Resume

4) LOR, if applicable. LORs are not required for ANG applicants.

b. **Source Documents Packet.** (Doe, Jane Srce 1.pdf) must include the following documents in the order below in one PDF packet, top to bottom. If the Srce 1 document exceeds 5MB, split it into as many sections as needed and apply the same naming convention (e.g., Srce 2, Srce 3, etc.).

- 1) Eligibility Determination (**Attachment 2**), signed by member and commander.
- 2) vMPF Career Data Verification Brief print out.
- 3) AF Form 422 (if applicable, form FL4 ALC Approved Waiver)
- 4) If applicable, AF Form 4428, Tattoo/Brand/Body Marking Screening/Verification
- 5) If applicable, Pregnancy MFR (**Attachment 9**)
- 6) Other Misc. items as identified (e.g., AFROTC non-contractual memo, Reenlistment letter of intent, SRB, etc.)

c. **Performance Evaluation Packet.** (Doe, Jane EPR 1.pdf) must include all performance evaluations (official, closed out, and signed – no draft copies) in chronological order with the most current on top. Include both front and back pages. If report/brief one (1) exceeds 5MB, split into as many sections as needed and apply the same naming convention (e.g., EPB 2, EPR 3, etc.). If at least one (1) EPR/EPB is not available due to TIS/TIG requirements, then one (1) AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

d. **Waiver/ETP Packet (if applicable).** Include waiver type in name of saved file (e.g., Doe, Jane TOS/785/Morals/Art 15 Waiver.pdf). Must include the following documents in the order below in one PDF packet, scanned top to bottom. Refer to DAFMAN 36-2032 Attach 2 for more details on waivers and exceptions to policy (https://www.recruiting.af.mil/Portals/78/AD%20AF%20OTS%20PA%20COA%2030ct2023%20-%20Final_1.pdf).

- 1) Eligibility Determination (**Attachment 2**) signed by member and Commander.
- 2) Request memorandum, as required by Eligibility Determination Worksheet (refer to AFRS link above for sample waiver/ETP memo, page 30)
- 3) Support documentation (i.e., court documents, DD Form 785, Article 15 documents, etc.). NOTE: All waiver (DD Form 785, morals, etc.) requests are submitted with the application.

34. **Board Selection Timeline.** Board Application Cut Off date is 31 May 2024 with an estimated board release date of 24 Jul 2024. All ANG applications must be complete and submitted to the POC for the state the member is applying: 175 WG - kevin.singleton.3@us.af.mil, 184WG-184WG.184FSS.AccessionsOrg@us.af.mil or 194 WG WAANGHQ.agr.jobs@us.af.mil no later than (NLT) midnight Eastern Standard Time on the cut-off date.

35. **Warrant Officer Training School.** Individuals selected for a warrant officer appointment or warrant officer commission will receive reporting instructions and follow-on instructions concerning WOTS attendance. Applicants can only have one active application with AFRS at

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any given time (cannot apply for OTS and WOTS at same time). Following WOTS graduation, Warrant Officers will incur a 5-year Reserve Service Commitment.

36. Reapplication.

a. **Non-Selection Applicants.** Non-select applicants who are eligible may reapply to a future WO Board. A new application submission is required.

b. **Selected applicants.** Applicants selected are expected to attend one of the WOTS course dates listed in section 1. If unable to attend one of the course dates, applicants may reapply to a future WO Board. A new application submission will be required.

37. Post Board Actions. Selects will be announced through official notification. The member's Commander will have no more than 5 duty days from date of PSDM notification to notify members of their selection before public release.

38. Position Availability. Initial ANG Warrant Officer positions will be located at the 175 WG, 194 WG, and 184 WG.

39. Points of Contact. The ANG is committed to developing our top performing Airmen to lead tomorrow's diverse and inclusive Air Force. The points of contact for the ANG Warrant Officer Program are: 17X Deputy Career Field Manager at NGB.A26.CM.CFM.Org@us.af.mil

//SIGNED//
HQ USAF/A1

10 Attachments:

1. Commanders AFCEP Request Memorandum
2. Eligibility Determination Worksheet
3. AF Warrant Officer Application
4. AF Warrant Officer Application Example
5. AF Form 4428
6. AF Form 56
7. Letter of Recommendation Routing Guidance
8. AFCEP Instructions
9. Pregnancy Memo for Record
10. Commander's Interview/SIP

Ensure that all records created as a result of processes prescribed in this message are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)

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