



Air Force Reserve Direct Commission Guide

A Guide for Commanders, Recruiters, and Applicants

Enlisted personnel and civilians qualified to serve as officers in select career fields may be eligible for direct commission.

The Air Force Reserve (AFR) Direct Commission (DC) and Constructive Service Credit (CSC) Program applies to enlisted personnel and civilians qualified to perform duties of an AFR officer. **This is the first time the Reserve Component (RC) has opened direct commissions to career fields other than JAGs, chaplains, and medical personnel.** This is not intended to replace current recruiting and training models for accessions. Rather, it provides the AFR access to exquisite talent and unique private sector skills to support Active Component (AC) and RC mission sets.

The new career fields for DC and CSC are:

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|---------------------------------|-------------------------------|
| Cyber Operations Analyst | Nuclear Chemist |
| Intelligence | Physicists |
| Security Forces | Nuclear Physicists |
| Chemist | Developmental Engineer |
| | Acquisition Manager |

Each career field has a list of qualifying degrees and desired experiences used to determine eligibility. Eligibility requirements are available through AFR Recruiters or the assigned Force Support Squadron (FSS) / Headquarters Reserve Integration Office (HQ RIO) Career Development Sections.

Applicants undergo an initial pre-approval process to determine service eligibility and screening performed by the Career Field Manager (CFM). Later, a review board determines if a candidate is eligible for CSC for prior commissioned service, advanced education, and special training or experience. CSC is used to determine initial grade, rank, and service for promotion eligibility and is usually granted in year-long increments. Meeting eligibility requirements does not automatically grant CSC or DC appointment. The board makes selections based on the needs of the service. A non-selectee may still be an excellent candidate for other commissioning opportunities.

Selectees incur an eight-year Military Service Obligation (MSO). This includes an initial four-year Selective Reserve (SELRES) obligation from the date of appointment or commission, and an additional four-year Inactive Ready Reserve (IRR) obligation (see [DAFMAN 36-2032 paragraph 5.4.1.5](#) for service obligation rules). Selectees are also required to complete the U.S. Air Force Officer Training School (OTS) program. The monthly Reserve obligation depends on the needs of the gaining organization, and both training and mission requirements. Non-Prior Service (NPS) or Interservice applicants have workflows routed primarily through a recruiter and currently serving enlisted members have workflows routed through the Force Support Squadron (FSS) and their assigned HQ RIO Det Career Development Section.

Eligibility

Applicants must meet the following criteria:

- Eligibility requirements for a commission in the Air Force, including physical standards for entrance in accordance with [DAFMAN 36-2032, Chapter 5, paragraph 5.4](#) Initial Appointment Eligibility Standards.
- Possess or be eligible for appropriate career field security clearance (secret or top secret) in accordance with [DoDM 5200.02 DAFMAN 16-1405](#), Department of the Air Force Personnel Security Program. Certain specialties may require the favorable adjudication of a counter-intelligence polygraph.
- Present a quantifiable record of leadership, management or supervisory experience in academia, civilian, or military organizations and/or have a qualifying advanced education, specialized training, or experience in the career fields listed above. [Section 12207 of Title 10 U.S.C.](#) grants authority to apply CSC. Service Credit is determined in accordance with [DAFMAN 36-2032](#), Military Recruiting and Accessions.

Responsibilities

Direct Commission & Constructive Service Credit

The responsibilities in the recruiting and accession of DCs and the processing of CSC are detailed in the table below.

Applicant Complete forms in a timely and thorough manner. (i.e., source documents for commissioning, grade calculation (GC) and scroll, security clearance.)	Recruiter or FSS/RIO Det Career Development Section Guide applicants through the process from application to commissioning. Initiate GC and scroll. (Recruiter - NPS/Interservice Direct Commissioning and FSS – Enlisted/CSC.)
Career Field Manager (CFM) Assess pre-approval, complete GC forms, conduct internal CFM board process.	Air Reserve Personnel Center, Accessions Division (ARPC/DPAR) Validate completion of commissioning package, submit for scroll, oath, OTS date, and complete appointment order.

Workflow

Non-Prior Service (NPS), Inter-Component/Service Transfer (Recruiter worked applicants)	Currently Serving Enlisted AFR (FSS/RIO Det worked applicants)	
Recruiter screens CCMAPPEDDST (Citizenship, Conscientious Objector, Prior Service, Physical Requirements, Education and Aptitude, Dependency, Drug Use, Social Security) and forwards to CFM for preapproval. Sponsored and Un-sponsored can submit for preapproval.	The Unit-Career Development/Det - Force Management section provides information for commissioning options. To be considered for DC/CSC, the applicant will contact CFM via org box email. Command sponsorship or recommendation is encouraged at this stage.	
CFM conducts internal review board.		
If preapproved, CFM works with the recruiter to complete GC Forms/position (IMT 70). Recruiter submits GC/CSC forms/scroll to ARPC/DPAR in AFRISS and notifies ARPC/DPAR of submission by email.	CFM makes DC/CSC determination for all interested applicants.	
Following medical clearance by Military Entry Processing Section (MEPS), the recruiter informs ARPC/DPAR that the applicant is cleared to move through the Scroll/Recruiting process. The recruiter will submit the scroll through AFRISS and continue processing the applicant.	If selected, CFM will complete GC forms (IMT 70) and return to member via email. Applicant will return these documents to FSS/Det via email.	If not selected for DC/CSC, FSS or Det (for IMAs) can continue to process as a traditional LAF non-direct commission.
Recruiter submits GC packages to DPAR in AFRISS. For all currently serving AFR members going through the process, the FSS/RIO will submit GC packages to DPAR in MyVector.		
A position number is required before the package is validated. (The applicant has either been hired by the unit directly or can be placed with the help of the CFM.)		
ARPC/DPAR validates commissioning package completion and completes final grade validation based on CFM inputs. (MEPS must be completed and SF-86 submitted for NPS at this step.)		
ARPC/DPAR submits for scroll and schedules OTS. (ARPC/DPAR will suggest dates and work with the member for scheduling.)		
AFRISS informs recruiter that the scroll is approved. Recruiter submits to DPAAA for Approval to Oath.	Once scroll is approved, ARPC/DPAR notifies FSS that the applicant is ready to oath.	
ARPC/DPAR receives approval via AFRISS and notifies recruiter applicant is ready to oath.		
Oath/RS gains applicant in AFRISS.		
AFRISS will notify the recruiter that their Appointment Order has been approved to notify unit or if currently serving AFR member, DPAR will notify the FSS/RIO. ARPC/DPAR completes Appointment Order (30-45 Days) and emails the order to the gaining unit FSS/RIO (Force Management Section). Once complete, the unit can gain/pull the applicant via AFRISS. The member may begin working for the unit once visible in the unit's MILPDS and once officially in-processed to the organization.		
Applicant attends OTS (30 hours distance learning + 8 weeks in-residence.)		
ARPC/DPAR finalizes Appointment Order and updates MILPDS. (Updates from enlisted to officer, if applicable, and establishes core flag/ DC career field AFSC.)		

For information on the DC/CSC programs, servicemembers should contact the FSS/RIO Det Career Development Section and civilians should contact an Air Force Reserve Recruiter.