

OFFICER ACCESSIONS CHECKLIST				
PRIVACY ACT STATEMENT				
AUTHORITY : Title 10 U.S.C., Section 275 and Executive Order 9397. PRINCIPAL PURPOSES : Request for Ready Reserve assignment must contain current personal information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records. ROUTINE USE : This information may be disclosed, upon request, to Federal, State, and local agencies for law enforcement purpose or in pursuit of their official duties and to the Department of Justice for litigation.				
DISCLOSURE IS VOLUNTARY : An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve Assignment.				
Applicant Name:		Recruiter Name/ Phone Number:		Flight Chief Name:
(Last Name, First Name, Middle Name)				
Age:		Last 4 of SSN:		AFSC:
Program:		Inter-Service Transfer		
SECTION I - GENERAL INFORMATION				
1. This form implements Air Force Manual (AFMAN) 36-2032, Military Recruiting and Accessions, and describes the guidance and outlines policies and procedures for processing an applicant through Officer Accessions channels into the Air Force Reserve. Reference AFMAN 36-2032, Chapter 5, and table 5.3, AFODC.				
SECTION II - APPLICATION RESPONSIBILITIES				
1. Air Force Reserve Recruiters (RS) hold responsibilities for the completion and routing of the applicant's package to the hiring organizations.				
SECTION III - REQUIRED DOCUMENTS AND FORMS				
Below is a list of forms and documents which are required for Officer Accessions hiring. Use this checklist to ensure you have all of the required information. The necessary forms follow these instructions and are available electronically and should be uploaded as a PDF. RS and ARPC will initial as required.				
REQUIRED WITHIN API/ GRADE CALCULATION				
Items		RIC	FC	ARPC
1	ADR (Should reflect same information as the AF FORM 24)			
2	AF FORM 24 (Signed and dated)			
3	Applicable Original Transcript(s) from colleges attended Type of degree awarded and day/month/year awarded must also be on the transcript. Degree dates and dates on AF FORM 24 and ADR must match. If transcript is in a foreign language, it must be accompanied by a translation. Verified college is accredited. Transcript(s) for qualifying college degree(s) applicant has been awarded (IAW current AFODC)-Bachelor's Degree (Required) JAG: JD-Juris Doctorate/ Chaplains: MDiv- Master of Divinity. All foreign degrees must be translated to include non-quantifying degrees.			
4	CV/Resume (JA and Chaplain ONLY)			
5	Bar License (JA ONLY) / R7 Worksheet (Chaplain ONLY, DD2088 also required if indicated so on R7 Worksheet)			
6	Prior Service Records/Discharge Documents: Include Promotion Order reflecting most current promotion & date of rank, date of original commission. (IST)-Inclusive dates of all active and inactive service. (AF 133, DD Form 4, Separation Orders, NGB 22)-Type & date of discharge or release. (DD Form 214s, Separation Orders, NGB 22)-Last 10 years performance reports. (OPRs/EPRs) NOTE: If you are unable to find a document, reach out to Recruiting Service Liaison for assistance.			
7	Social Security Card (last name must match current name/must be signed)			
8	Birth Certificate (or one of the following if Birth Certificate can not be provided: Passport or Drivers License)			
9	DD Form 785 Record of Disenrollment From Officer Candidate Type Training (For all applicants who previously attended, but did not complete any type of officer candidate training.)			
10	Conditional Release/DD Form 368 (Members of other services) Ensure signed by Authorized Approval Authority for release (Verify Grade) AFSC translation: Extension, if required. HQ ARPC will remove member from scroll if DD Form 368 expires while in process(valid for at least 90 days)	AFSC Translation: _____		
11	Waiver Request(s) Ensure an annotation is made in AFRISS-TF Morals (verify on AF Form 24/block 26 all adverse information must reported if incident occurred within last 10 years) -Age -RE Code (can be located DD214/block 27) -2X Deferred -Drugs, (Waivers and ETPs must be approved in accordance with AFMAN 36-2032)			
12	Proof of Legal Name Change Marriage/Divorce Decree (must match MiPDS and DEERS as applicable)			
13	Grade Determination IMT 70 - Professional AFSC (for HQ ARPC only) -Validated Grade Determination, signed and dated by Accession Tech			
REQUIRED WITHIN APP/ QC				
Items		RIC	FC	ARPC
14	PRC & AF Disclosure Memo- Professional Relationship Contract and Air Force Recruiting Service Disclosure Memorandum (AFRS Disclosure Memo not required for current AF members)			
15	DD2983 - Recruit/Trainee Prohibited Activities Acknowledgement (if applicable)			
16	Proof of Vaccination or Approved Exemption- COVID-19 Vaccination Card, IMR Status or Approved Exemption			
17	Driver's License / Marriage Certificate (if applicable) / Divorce Decree (if applicable)			
18	AF2030 Section III - USAF Drug and Alcohol Abuse Certificate (not required for current Air Component members)			
19	ABIOSP - Applicant Briefing Item on Separation Policy			
20	AF56 - Applicable to applicants going to Officer Training School			
21	Security Clearance Verification / Credit Check (if applicable)			
22	DD369 and violation documentation - if morals waiver is required			
23	DD2807-2 - Accessions Medical History Report			
24	Approved Medical - MEPS for NPS, commissioning physical, FC1 for UFT, FC2 for previously rated officers, FC3 for ABM, in lieu of FC3 for ABMs allowed, DODMERB for ROTC, PHA if gained within 12 months of separation, PHA and 422 for currently enlisted allowed, ANG assignments require most recent Fit Test, SG must approve all prior service medical			
25	AFQOQT Scores (not applicable for JAG, Chaplain, or PS Officers unless applying to UFT)			
26	AF1288 and Overage Statement- Application for Ready Reserve Assignment and Overage Statement or document (if applicable)			
27	QA Statements of Understanding			
28	Confirm Scroll Approval (scroll must be initiated but does not need approval for enlisting applicants, appointing applicants must have scroll approval)			
29	SF180 (applicable to prior service applicants)			
30	IMT 25 Service Date Computation - (ARPC only) Validated Service Dates, signed and dated by Accession Tech, RMVS, and PAS Display, Official Docs showing DOS from other service in ACG status			
Program specific Items				
31	OTS Line - NAF Approval and snowflake			
32	UFT - PCSM Score			
33	UFT - Private Pilot's License front and back (if applicable)			
34	UFT - SkyPatch Submission https://skypatch.apps.dso.mil/			
35	UFT - Logbook - first and last pages			
36	UFT - UFT Reserve Service Commitment			
37	UFT - Board Results Message/ UFT Selection Proof			
38	Rated - ARB/ FEB information (if applicable)			
39	JAG - Certificate of Admission to Bar (Bar license)			
40	HC - HCX Pre-Approval (AFRISS Specialty Qualified)			
41	HC - Chaplaincy Questionnaire			
42	HC - DD2088 (Statement of Ecclesiastical Endorsement)			
43	HC - Letters of Recommendation (3 -1 each from a faith group leader, employer & friend. Dated within 6 months prior to HCX submission, must be signed and have contact information.)			
44	HC - Chaplain Candidate Statements of Understanding			
45	HC - Chaplain Candidate Training Record (if applicable)			
46	HC - Chaplain Candidate Seminary Degree Plan (if applicable)			
47	HC - Chaplain Candidate Enrollment Verification (if applicable)			
48	HC - Signature Documents			
49	HC - FRP and HCX Approval			
REQUIRED WITHIN ACG/ GAIN				
Items		RIC	FC	ARPC
50	UMF-601-23-7-R - Pre-Enlistment Interview (enlisting applicants only)			
51	AF1034 - Active Duty Agreement (Officer Training School) - applicable to OTS applicants only			
52	AF133 - Oath of Office (appointing applicants only)			
53	DD4 - Enlistment/ Reenlistment Document (enlisting applicants only)			
54	DD1966 - Record of Military Processing (enlisting applicants only)			
55	SF86 Transmission and Fingerprints Completed (if applicable)			
56	AF2030 Section IV - USAF Drug and Alcohol Abuse Certificate (not required for current Air Component members)			
57	DD93 - Record of Emergency Data			
58	SGLV - Servicemembers' Group Life Insurance Election and Certificate			
59	Incentive Paperwork (if applicable)			
60	SF1189 - Direct Deposit Form (if applicable, not HQ requirement)			
61	40A - Record of Individual Inactive Duty Training (NPS Only, if applicable, not HQ requirement)			
62	DOR Worksheet - (ARPC Only) Requested from PBE and Appointment Order (ARPC IMT 92) in ACG status			